



The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

ANNE MARIE HALEY
CHAIR

ROBERT G. DONNELLY
VICE-CHAIR

JUDITH A. LANGONE

KELLIE NOUMI

ALAN D. SLATER

FINANCE COMMISSION MEETING

Wednesday, July 15, 2020 at 5:30 pm

This meeting will be conducted digitally using GoToMeeting. Directions explaining how to join the meeting can be found on page two of this agenda.

A G E N D A

- Acceptance of minutes from June 29, 2020
- Discussion with Representative John Rogers
- Municipal Relief Transfers
- Reserve Fund Transfers
- Discussion of May and June Budget Summaries
- Discussion of issues facing town budget including Norwood Fund and Emergency Fund
- Next two meeting dates
- Other business

FISCAL 2020 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:	\$125,000
Norfolk Aggie Tuition	(7,575)
Police Radio Upgrade	(10,656)
Fire Engine Repair	(26,344)
Fire Department HVAC Repair	(11,739)
Remaining Balance	<u>\$68,686</u>

The Commission reserves the right to consider items on the agenda out of order. This listing of matters contains those items reasonably anticipated by the Chairman which may be discussed at the meeting at least 48 hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Here is additional information about how to attend the meeting using GoToMeeting

Finance Commission Meeting (Will Be Recorded)
Wed, Jul 15, 2020 5:30 PM - 8:30 PM (EDT)

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FINANCE COMMISSION MEETING
Monday, June 29, 2020
MINUTES OF MEETING- DRAFT

A meeting of the Finance Commission was held at 5:30 pm digitally using GoToMeeting.

Attending the meeting were Anne Haley, Chair, members Judith Langone, Kellie Noumi and Alan Slater, supported by Tom McQuaid, Clerk to the Finance Commission, Molly Ahearn, Assistant Town Accountant, and Emily Chambers, Budget Management Analyst. Vice Chair Robert Donnelly was absent.

Chair Haley requested a minor change to the minutes from the June 22, 2020 meeting. On a motion from Mr. Slater, seconded by Mrs. Langone, the amended minutes were *approved unanimously* through a roll-call vote.

Police Chief William G. Brooks presented the Police Department's Municipal Relief Request for an internal funds transfer of \$60,000 from Police-Paid Holiday into five operations accounts:

- \$35,800 into Police-Medical
- \$6,500 into Police-Transportation
- \$2,700 into Police-Telephone
- \$5,000 into Police-Miscellaneous
- \$10,000 into Police-Training/School
- **Total: \$60,000**

Chief Brooks explained that Transportation and Telephone costs in fiscal year 2020 were higher than projected. Also, the Medical costs in fiscal 2020 were higher due to an officer's surgery. The Police Department is requesting funds be transferred from the Paid Holiday account in which there is a balance because many officers choose to take time off instead of holiday pay.

Mrs. Haley asked whether the line items above were underfunded compared to previous years. Chief Brooks explained that fuel is level-funded from year to year, and often comes up short. Medical expenses are a moving target, as it is impossible to predict how many officers will be injured.

On a motion from Ms. Noumi, seconded by Mrs. Langone, the Police Department internal funds transfer of \$60,000 was ***approved unanimously*** through a roll-call vote.

Commissioners expressed their gratitude to Chief Brooks and the rest of the Norwood Police Department for their hard work during these challenging times.

Mrs. Haley requested the Clerk of the Finance Commission to sign the Municipal Relief Request due to the fact that Commissioners were meeting virtually.

Mrs. Haley confirmed the next meeting date of July 15, at either 12:00 pm or 5:30 pm. Mrs. Haley will contact Representative John Rogers about attending a Finance Commission meeting to discuss state funding for FY21.

There being no other business, on a motion by Mr. Slater, seconded by Ms. Noumi, the Commission ***voted unanimously*** to adjourn at 5:45 pm.

A True Copy

Attest: _____
Thomas J. McQuaid, Clerk

FINANCE COMMISSION MEETING

Wednesday, July 15, 2020 at 5:30 pm

Questions for Representative John Rogers

When do you anticipate the state will be able to put forward a complete FY21 budget?

Is the House considering adjustments in any revenue sources to close the budget gap?

What is the balance of the state's rainy day fund? Are there any proposals on the table to use some of this fund to reduce the budget gap?

What is the status of state funding, particularly school SOA funding? Please include time frames and amounts.

We need to make decisions at a September/October Town Meeting. When will we have the information available to us on state funding to make those decisions?

What can we expect for SPED circuit breaker?

Thoughts on the future: what can we expect for funding in future fiscal years? We would like to talk about any impact to the budget for 2022 and beyond. What is the State expecting for revenue reductions?

We have a State of Emergency for Norwood after the floods; what can we expect for assistance?

We realize that some if not most of the information we are asking for is fluid and no one has a crystal ball. Please give us your understanding at the present time.

Is there anything that you can share about Chapter 70 or SOA? Is there discussion to reduce funding from the early budget?

What are you doing to make sure DESE is putting out good guidelines in a timely manner?

Will some "out of the box" ideas be considered?

Is it possible that there could be flexibility regarding the number and length of school days?

How will things be managed to make sure the funding is appropriate for the COVID precautions that will be required of schools? It's not just PPE and cleaning supplies - it might be additional buses, additional lunch supervisors if students can't be grouped in the cafeteria, additional costs to separate cohorts of students, etc.

What are your ideas on handling the other unfunded mandates that schools face?



The TOWN OF NORWOOD

Commonwealth of Massachusetts

POLICE DEPARTMENT
WILLIAM G. BROOKS III
Chief of Police

June 29, 2020

Mr. Tony Mazzucco
General Manager
566 Washington Street
Norwood, MA 02062

RE: Budget Funds Transfer

Dear Mr. Mazzucco,

The Police Department is requesting an additional \$30,000.00 to be transferred from POLICE-SALARIES to POLICE-EXPENSES. The Department had requested a funds transfer of \$60,000 in late spring, however, that request had unfortunately not sufficiently projected additional spring costs associated with spring firearm training and of course the current pandemic.

The Department also had to outfit several members of the department with ballistic body armor as the expiration date for the armor was approaching. These vests cost nearly \$1,000 each and have a 5 year life expectancy.

We currently have three recruits in the academy, and the pandemic caused the academy to cease operations. However, the graduation of the recruits has been moved up to the first two weeks of the new fiscal year, requiring that final equipment purchases be made before July 1.

Based on the current fiscal situation, we are requesting an internal department transfer of \$30,000.00 from 012101 519700 POLICE- PAID HOLIDAY into 012102-579600 POLICE-TRAINING.

Sincerely,

WILLIAM G. BROOKS III
CHIEF OF POLICE

WGB/cjk

TM-June2920



The TOWN OF NORWOOD

Commonwealth of Massachusetts

July 13, 2020

William Plasko, Chairman
Board of Selectmen

Anne Haley, Chair
Finance Commission

Dear Mr. Plasko and Ms. Haley,

MUNICIPAL RELIEF REQUESTS

We are writing to request that your Boards take a vote to invoke the Municipal Relief Act to make fund the following accounts which are in deficit. The source of funding in each case will be Debt Service Interest Expense for Fiscal 2020.

General Manager Salaries \$7,000 – This deficit was caused by a long-term illness in the office and the related necessity to cover the position with temporary help.

Town Counsel \$106,000 – This deficit was primarily caused by the expense incurred settling a lawsuit. We have been waiting several weeks for all the final invoices to come in. While we have the option of deferring this amount to the Tax Recap for Fiscal 2021, we have the funds to dispose of this item now,

Building Commissioner Salaries \$3000 – Although we made a projection for year end and thought this account would be covered, the storm of June 28th put additional pressure on this budget.

Public Works Salaries \$1,000 – This account was also adversely affected by the storm of June 28th.

Medicare Expense \$47,000 – The Schools are on a bi-weekly payroll schedule. Lump sum payments for teacher summer salaries were paid on July 2, 2020 forcing the cost to go into Fiscal 2020. Our original budget anticipated this amount would not be disbursed until Fiscal 2021.

These items total \$164,000 and will be funded by interest expense savings in the debt service budget.

Respectfully Submitted,

Tony Mazzucco
General Manager

Thomas J. McQuaid, CPA
Director of Finance



The TOWN OF NORWOOD

Commonwealth of Massachusetts

July 13, 2020

William Plasko, Chairman
Board of Selectmen

Anne Haley, Chair
Finance Commission

Dear Mr. Plasko and Ms. Haley,

RESERVE FUND TRANSFER REQUESTS

We are writing to request a Reserve Fund Transfer of \$68,686 to a new storm damage fund. This fund will be used to cover General Government and School damage caused by the storm of June 28, 2020. Any remaining funds will be returned to the General Fund.

- Storm damage includes the following areas:
- Recreation, & Playgrounds
- Town Hall
- Fire Department Equipment

We have attached a brief summary outlining some specifics we know about thus far. We are available to answer any questions you may have.

Respectfully submitted,

Tony Mazzucco
General Manager

Thomas J. McQuaid, CPA
Director of Finance

June 28, 2020 Storm Damage Costs				7/12/2020		
		Total Cost	Less: Insurance Proceeds	Net Amount Required	Est. or Actual	Notes
Recreation Department:						
Civic Center	ground floor water damage	\$ 29,255	\$ (4,255)	\$ 25,000	actual	workout/game rooms
Playgrounds	tree removal - Eliot Field/Playground	\$ 4,000	\$ -	\$ 4,000	est.	
	bleachers - Eliot Field (tree damage)	\$ 5,000	\$ -	\$ 5,000	est.	replace one section
Recreation	2010 pickup truck - playground supplies, fields, etc.	\$ 30,000	\$ -	\$ 3,650	quote	rental thru 9/07 @ \$3,650 (excludes cost of replacement)
Total Recreation:		\$ 68,255	\$ (4,255)	\$ 37,650		
Town Hall:						
	water damage - rooms 11 & 12	\$ 15,000	\$ -	\$ 15,000	est.	window wells overflowed
	new carpet - room 11	\$ 800	\$ -	\$ 800	est.	replace
	dehumidifiers	\$ 2,000	\$ -	\$ 2,000	est.	
Total Town Hall:		\$ 17,800	\$ -	\$ 17,800	est.	
Fire Department:						
	repairs to NA-1 - 2017 ambulance	\$ 1,924	\$ -	\$ 1,924	actual	
	repairs to Engine 3	\$ 6,000	\$ -	\$ 6,000	est.	
Total Fire:		\$ 7,924	\$ -	\$ 7,924		
School Department:						
		\$ 2,300	\$ -	\$ 2,300	actual	custodial & transportation
TOTAL:		\$ 96,279	\$ (4,255)	\$ 65,674		



*Anne Marie Haley, Chair
Robert G. Donnelly, Vice Chair
Judith A. Langone
Kelly Nouri
Alan D. Slater*

**NORWOOD FINANCE COMMISSION
CERTIFICATION OF MUNICIPAL RELIEF TRANSFER VOTE**

For Fiscal 2020

DATE OF FINCOM TRANSFER:

7/15/2020

Transfer 03

INCREASE BUDGET:

ORG	Object	Description	Amount
011231	512000	GENERAL MANAGER SALARIES	\$ 7,000.00
011512	531900	TOWN COUNSEL - LITIGATION	106,000.00
012411	511600	BUILDING COMM SALARIES	3,000.00
014011	511600	PUBLIC WORKS SALARIES	1,000.00
019162	575400	MEDICARE EXPENSE	47,000.00
012102	578200	POLICE OPERATIONS	30,000.00

DECREASE BUDGET:

ORG	Object	Description	Amount
017502	591500	INTEREST PAYMENTS	\$ 7,000.00
017502	591500	INTEREST PAYMENTS	106,000.00
017502	591500	INTEREST PAYMENTS	3,000.00
017502	591500	INTEREST PAYMENTS	1,000.00
017502	591500	INTEREST PAYMENTS	47,000.00
012101	514400	POLICE SALARIES	30,000.00

Signatures of Finance Commissioners:

Anne Marie Haley, Chair

Robert G. Donnelly, Vice Chair

Judith A. Langone

Kelly Nouri

Alan D. Slater, Chairman



Anne Marie Haley, Chair
Robert G. Donnelly, Vice-Chair
Judith A. Langone
Kellie Noumi
Alan D. Slater, Chairman

Mr. Thomas J. McQuaid, CPA
Director of Finance
Town of Norwood
Norwood, MA 02062

This is to advise you that the Finance Commission has voted the following Reserve Fund Transfers:

NORWOOD FINANCE COMMISSION
CERTIFICATION OF RESERVE FUND TRANSFER VOTE

DATE OF FINCOM TRANSFER:

TRANSFER TO:

<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
50725-578200	Storm Damage Fund	\$ 68,686.00

TRANSFER FROM:

<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
019512-595800	Reserve Fund	\$ 68,686.00

Signatures of Finance Commissioners:

Anne Marie Haley, Chair

Robert G. Donnelly, Vice-Chair

Judith A. Langone

Kellie Noumie

Alan D. Slater