



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

Monday, July 27, 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 July 15, 2020
- Discussion: Revenues & 2021 Budget
- 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)
Storm Damage Fund	(68,686)
Remaining Balance	<u>\$0</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.

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FINANCE COMMISSION MEETING
Wednesday, July 15, 2020
MINUTES OF MEETING- DRAFT

A meeting of the Finance Commission was held at 5:30 pm, Wednesday, July 15, 2020 digitally using GoToMeeting.

Attending the meeting were Anne Haley, Chair, Robert Donnelly, Vice Chair, members Judith Langone, Kellie Noumi and Alan Slater, supported by Tom McQuaid, Clerk to the Finance Commission and Emily Chambers, Budget Management Analyst. Also attending this meeting were John Rogers, State Representative, William Plasko, Selectman, David Hajjar, Selectman, and Teresa Stewart, School Committee Chair.

On a motion from Mrs. Langone, seconded by Mr. Slater, the minutes from the June 29, 2020 Finance Commission meeting were ***approved 4-0*** through a roll-call vote. Vice Chair Donnelly abstained as he was not at the meeting related to the minutes.

Representative John Rogers addressed the Commission's questions regarding the Commonwealth's budget for FY21. A final budget will likely not be available until October 2020. Questions about state funding will not have definitive answers until that time.

Ms. Noumi inquired whether Massachusetts may be disqualified from education funding if the state does not proceed with in-person reopening of schools. Mr. Donnelly confirmed that the Department of Education does not have the authority to withhold federal funding.

Ms., Stewart raised the issue of transportation funding for the school district. Massachusetts Department of Elementary & Secondary Education (DESE) has not yet released guidance on transportation compliance with COVID regulations; it is likely that additional buses will be needed. Final figures on Student Opportunity Act (SOA) funding are still pending.

Police Chief William G. Brooks presented the Police Department's Municipal Relief Request for an internal funds transfer of \$30,000 from Police-Paid Holiday into Police-Training. The Paid Holiday line has a surplus of funding due to officers not taking time off during the COVID crisis. Firearms training was moved into the spring and resulted in increased ammunition costs. The

Police Department also needs to purchase new ballistic body armor and protective vests that are approaching their 5 year life expectancy.

Mr. McQuaid presented the General Manager's Municipal Relief Request for an internal funds transfer of \$164,000 from Debt Service Interest Expense into the following accounts:

- General Manager Salaries (\$7,000) – To cover the cost of temporary help filling in for a long-term medical leave in the department
- Town Counsel (\$106,000) – To cover expense incurred settling a lawsuit
- Building Commissioner Salaries (\$3,000) – To cover overspending caused by the June 28th storm
- Public Works Salaries (\$1,000) – To cover overtime from the June 28th storm
- Medicare Expense (\$47,000) – The original budget anticipated lump sum payments for teacher summer salaries to be disbursed in FY21, instead the cost was incurred in FY20.

On a motion from Mrs. Langone, seconded by Mr. Donnelly, the Municipal Relief Requests of the Police Department and the General Manager were collectively ***approved unanimously*** through a roll-call vote.

Tony Mazzucco, General Manager, presented the Reserve Fund Transfer Request of \$68,686 to the relief fund for damages that occurred during the storm of June 28, 2020. The Recreation Department suffered extensive damage, including ground floor water damage at the Civic Center, tree damage at the playgrounds, and the loss of a 2010 pickup truck. Town Hall sustained water damage to rooms 11 and 12, and the Fire Department requires repairs to a 2017 ambulance and Engine 3 as a result of the evacuation of Norwood Hospital. The School Department also incurred transportation and custodial costs as a result of assisting in the evacuation of Norwood Hospital.

Mrs. Langone inquired whether insurance would cover any of the costs of damage. Mr. Mazzucco explained that the policy carries a \$25,000 deductible.

On a motion from Mrs. Langone, seconded by Mr. Donnelly, the Reserve Fund Transfer Request into a storm damage fund was ***approved unanimously*** through a roll-call vote.

Mrs. Haley requested the Clerk of the Finance Commission to sign the Municipal Relief Request and Reserve Fund Transfer Request because Commissioners were meeting virtually.

Mr. McQuaid informed the Commissioners that an additional \$150,000 was added into the OPEB Fund in FY20, bringing the total to \$400,000. The account is part of the Health Insurance budget which ended FY20 with a surplus.

Mr. Hajjar requested an updated June budget summary to reflect actual amounts after all transfers have been made.

Mrs. Haley requested a status update on the Norwood Fund and Emergency Fund. Mr. Mazzucco stated that collections for the Norwood Fund have slowed, and calls for assistance have

increased. COVID expenses are increasing due to the need for PPE. The Town can apply for the remainder of CARES funding in October. Additional expenses are to be expected, including masks for students, additional transportation, and distribution of a vaccine if it becomes available.

Mr. Slater informed the Commission that a meeting was held with the Massachusetts School Building Authority (MSBA) on July 13, 2020 regarding the selection of Compass as the OPM. The meeting went well and approval should be forthcoming to sign the contract with Compass. The next step is hiring an architect.

Commissioners expressed their gratitude to town management and staff for their handling of COVID and the June 28th flooding.

Commissioners scheduled the next meeting for August 19, at 5:30 pm.

There being no other business, on a motion by Mr. Donnelly, seconded by Mr. Slater, the Commission ***voted unanimously*** to adjourn at 7:12 pm.

A True Copy

Attest: _____
Thomas J. McQuaid, Clerk