

FINANCE COMMITTEE
Minutes of the Meeting
January 21, 2020

1. Clerk Paul Centofanti called the meeting to order at 8:30pm.
2. Clerk Paul Centofanti called the roll to record the attendance for the meeting. Committee members LaCava, LaFauci, Mackin, McMenimen and Vidal were present.
3. Clerk Paul Centofanti asked for nominations for a Committee Chair. Councillor McMenimen nominated Councillor LaCava and gave a brief statement for her reasons. Councillor Mackin moved to close nominations. The motion was adopted on a voice vote. Councillor LaCava was voted as the Committee Chair on a roll call vote of 4 in favor (LaFauci, Mackin, McMenimen and Vidal) and 1 voting present (LaCava).
4. Councillor McMenimen moved to accept the minutes of the meeting held on December 23, 2019. The motion was adopted on a voice vote and the minutes of the meeting on December 23, 2019 were accepted.
5. Councillor McMenimen moved to hear from all individuals with an item on tonight's agenda – Fire Chief Tom MacInnis, Planning Director Catherine Cagle, CPW Director Michael Chiasson and EMS Director Bernie Mullin. The motion was adopted on a voice vote.
6. A request was received from the Mayor to approve the acceptance of two donations from the New Light Korean Church for the Police and Fire Departments. Chief MacInnis stated this was a recurring donation from this organization. Councillor McMenimen moved to accept the two donations. On the motion, Councillor Vidal noticed the value of each donation was \$200, not \$500 as indicated on the agenda. The motion of Councillor McMenimen was amended to reflect the correct amounts. The motion was adopted on a voice vote and the two donations of \$200 each were accepted.
7. A request was received from the Mayor to approve the acceptance of a \$500 donation from Lisa LeBlanc in memory of her father, Gordon, for the annual holiday lights display. Councillor Mackin moved to accept the donation. The motion was adopted on a voice vote and the \$500 donation was accepted.
8. A request was received from the Mayor to approve an appropriation of \$10,000 for the 2020 membership dues to the Watertown Transportation Management Association (WTMA).

FROM:

#001-000-3590-3590	Unreserved Fund Balance	\$10,000
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TO:

#001-175-5400-5730	Planning - WTMA dues	\$10,000
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From the Chair, Chairman LaCava spoke about the program and its intended benefits. Chairman LaCava also stated he had spoken with the Mayor and would be working with the Planning Director and the Traffic Engineer on this program. Councillor LaFauci moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$10,000 was approved.

9. A request was received from the Mayor to approve an appropriation in the total amount of \$53,669 to purchase one (1) compressor for the CPW Department, Water & Sewer Divisions.

FROM:

Retained Earnings (sewer)	#600-440-3590-3590	\$26,834.50
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Retained Earnings (water)	#610-450-3590-3590	\$26,834.50
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TO:

Sewer-Compressor	#600-440-5800-6471	\$26,834.50
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Water-Compressor	#610-452-5800-6471	\$26,834.50
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Upon questions from Councillors, Mr. Chiasson gave a brief explanation of the reasons for the new compressor, highlighting the age and condition of the current compressor. Councillor McMenimen asked questions about the funding source. Councillor Mackin indicated the recovery cost of about 4 years was well within the expected useful life of 15 years. Councillor Mackin moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$53,669 was approved.

10. A request was received from the Mayor to approve the acceptance of the FFY2020 HMEP grant in the amount of \$2,888 from MEMA for the Emergency Management Department for the training, updating and publishing the Emergency Plan. EMS Director Mullin explained the use of the grant funds and stated it was double the amount that was received last year. Councillor Mackin moved to approve the acceptance of the grant. The motion was adopted on a voice vote and the HMEP grant of \$2,888 was accepted.
11. A request was received from the Mayor to approve the acceptance of the FFY2019 EMPC grant in the amount of 25,600 from MEMA for the Emergency Management Department to purchase SCBA air supply bottles for the Air Supply Unit. EMS Director Mullin explained the use of the grant funds and stated it was an increase over the amount that was received last year. Councillor Mackin asked questions about the annual maintenance costs and Mr. Mullin explained it is absorbed in the Fire Department

budget. Councillor Mackin moved to approve the acceptance of the grant. The motion was adopted on a voice vote and the EMPG grant of \$25,600 was accepted.

12. A request was received from the Mayor to approve a financing transaction in the total amount of \$289,932 consisting of a grant and an appropriation of 25% matching funds. The grant is the Municipal Vulnerability Preparedness (MVP) program with the funds to be used to complete a Resilient Stormwater management and Implementation Plan during FY2020 and FY2021.

Acceptance of the MVP grant		\$217,370
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25% Matching Funds

Appropriate From:

Unreserved Fund Balance	#001-000-3590-3590	\$72,562
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Appropriate To:

Planning-MVP Grant	#001-175-5800-6650	\$72,562
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Planning Director Cagle answered questions from Councillors McMenimen and Mackin concerning how this program will integrate with the ACO, the proposed scope of work, its impact on other communities and how will the results be documented. Ms. Cagle stated this program will create a vision for the entire community and help identify areas that may not be known. Ms. Cagle further explained the grant was written from the City's perspective and will help identify projects for which the City could seek funding. Councillor McMenimen moved to approve the financing transaction of a grant of \$217,370 and an appropriation of matching funds of \$72,562. The motion was adopted on a voice vote and the financing transaction totaling \$289,932 was approved.

13. A motion by Councillor McMenimen to adjourn was adopted on a voice vote and Chairman LaCava declared the meeting adjourned at 9:10pm.

Paul G. Centofanti – Clerk to the Finance Committee