

FINANCE COMMITTEE
Minutes of the Meeting
June 28, 2021

1. Chairman LaCava called the meeting to order at 1:35am on Tuesday, June 29, 2021 in the City Council Chamber.
2. Chairman LaCava requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll – Committee members Durkee, Lafauci, McMenimen, Vidal and LaCava were all present in-person.
3. Vice-President McMenimen moved to hear from all individuals with an item on the agenda – Kevin Parrella, IT Department Manager, Superintendent of Buildings William Forte, HR Director Kristen Murphy, Library Director Kelly Linehan, City Engineer Robert Winn, Mayor McCarthy and City Auditor Paul Centofanti. The motion was adopted on a voice vote.
4. A request was received from the Mayor to approve an appropriation of funds in the amount of \$26,000 to fund the remaining telephone expenses for FY2021.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$26,000
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TO:

Info Tech – Telephone	#001-156-5200-5340	\$26,000
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IT Department manager, Kevin Parrella explained the reasons for the funding request and stated commencing in May 2021, the IT Department changed the communication lines for major phone circuits which will result in a future reduction to the telephone account expenses. Councillor Vidal moved to approve the appropriation of \$26,000. The motion was adopted on a voice vote.

5. A request was received from the Mayor to accept the gift of two sets of Piety Corner Club wooden chairs from Kathleen B. McMenimen for display in the City Hall Museum Room. Councillor Durkee moved to accept the gift and that the City Council send a thank you note to the donor. The motion was adopted on a voice vote.
6. A request was received from the Mayor to approve a transfer of funds in the amount of \$11,448 to adjust the FY2022 PT salary accounts between the Mayor's Office and Assessors' Department.

FROM:

Assessor – PT Salary	#001-141-5100-5121	\$11,448
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TO:

Mayor – PT Salary	#001-121-5100-5121	\$11,448
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The Mayor explained the purpose of the transfer request. Councillor Durkee move to approve the transfer of \$11,448. The motion was adopted on a voice vote.

7. A request was received from the Mayor to accept the gift of a painting of the Charles River and Elm Street Bridge area from Vinny Mula for display in the City Hall Museum Room. Councillor Lafauci moved to accept the gift and that the City Council send a thank you note to the donor. The motion was adopted on a voice vote.
8. A request was received from the Mayor to accept the gift of a Watch Factory article from the Shaughnessy/Flannery Family for display in the City Hall Museum Room. Councillor Lafauci moved to accept the gift and that the City Council send a thank you note to the donor. The motion was adopted on a voice vote.
9. A request was received from the Mayor to approve a transfer of funds in the total amount of \$250,000 to fund building maintenance and repair expenses to be incurred at the building located at the Arrigo Farm on Warren Street and at the Fernald property.

FROM:

Building – Utilities	#001-193-5200-0000	\$250,000
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TO:

Building – Repairs/Maint – Fernald	#001-192-5400-5245-88	\$205,000
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Building – Repairs/Maint – Arrigo	#001-192-5400-5245-90	\$ 45,000
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Upon questions from Councillor Durkee, Superintendent of Buildings Forte explained the reasons and purpose of the intended use of funds. Councillor Durkee moved to approve the transfer of \$250,000. The motion was adopted on a voice vote.

10. A request was received from the Mayor to approve an appropriation in the amount of \$225,000 to fund the expected deficit in the Worker's Compensation account.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$225,000
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TO:

HR – Worker's Compensation	#001-912-5200-5000	\$225,000
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Upon questions from Councillor Lafauci, HR Director Murphy explained the reasons for the additional funds needed for the Workers' Compensation account. Councillor Lafauci moved to approve the appropriation of \$225,000. The motion was adopted on a voice vote.

11. A request was received from the Mayor to approve an appropriation in the amount of \$89,000 to fund the expected deficit in the Unemployment Insurance account.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$89,000
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TO:

HR – Unemployment	#001-913-5200-5000	\$89,000
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Upon questions from Councillor Durkee, HR Director Murphy explained the reasons for the additional funds needed for the unemployment Insurance account. Councillor Durkee moved to approve the appropriation of \$89,000. The motion was adopted on a voice vote.

12. A request was received from the Mayor to approve a transfer of funds in the amount of \$12,500 to purchase Library furnishings on two pending purchase orders for the Library Department.

FROM:

Library – General Expenses	#001-610-5200-5000	\$12,500
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TO:

Library – Library Equipment/Furniture	#001-610-5400-6414	\$12,500
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Due to the late hour, Library Director Linehan was excused from appearing, but earlier in the evening informed Chairman LaCava of the reasons for the transfer need and intended use. Councillor Durkee moved to approve the transfer of \$12,500. The motion was adopted on a voice vote.

13. A request was received from the Mayor to approve an appropriation in the amount of \$17,060 to fund the Phase 1 engineering services for the improvements of the drain system that outlets to Chester Brook.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$17,060
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TO:

Engineering – Chester Brook Drain	#001-410-5800-7230	\$17,060
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City Engineer Bob Winn explained the plan and purpose of the funding need. Councillor Vidal asked several questions about the impact on the WHS project, MWRA and gas lines in the area. Councillor Lafauci asked questions about the ability to bury the wires and if residents would be informed about potential impacts while the work was being performed. Councillor Vidal moved to approve the appropriation of \$17,060. The motion was adopted on a voice vote.

14. A request was received from the Mayor to approve the transfer of funds in the amount of \$100,000 to fund the City's match (1.45% of salary) of the FICA Medicare payroll tax to June 30, 2021. This is a mandatory payroll tax withholding for employees who were hired on or after April 1, 1986.

FROM:

Auditor – Collective Bargaining	#001-135-5400-5111	\$100,000
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TO:

Auditor – FICA Medicare

#001-914-5200-5185

\$100,000

Auditor Centofanti explained the reason for the funding need was due to the retroactive settlement of several collective bargaining contracts with City unions during FY2021. Vice-President McMenimen moved to approve the transfer request of \$100,000. The motion was adopted on a voice vote.

15. A request was received from the Mayor to approve an appropriation in the amount of \$500,000 from Unreserved Fund Balance to the Stabilization Fund-General. Auditor Centofanti explained at June 30, 2021, the remaining balance of the City's "free cash" is no longer available for appropriation until the Department of Revenue (DOR) certifies the City's "free cash" for July 1, 2021. This certification can occur only after the City closes its books for the fiscal year end, prepares its year-end financial statements and other required documentation, submits them to the DOR and the DOR conducts its review. Historically, the City receives its certification of "free cash" in mid-October. Mr. Centofanti further explained this appropriation request is intended to move funds between two separate reserve funds and provide the City with a funding source in the event an additional appropriation for any municipal purpose is needed between July 1 and the date of certification of "free cash". A transfer from the Stabilization Fund-General requires a request of the Mayor and a 2/3 vote of the City Council. Vice-President McMenimen moved to approve the appropriation of \$500,000. The motion was adopted on a voice vote.
16. A motion by Councillor Durkee to adjourn was adopted on a voice vote and the Chairman LaCava declared the meeting adjourned at 1:50am on Tuesday, June 29, 2021.

Paul G. Centofanti – Clerk to the Finance Committee