

FINANCE COMMITTEE
Minutes of the Meeting
October 21, 2019

1. Chairwoman McMenimen called the meeting to order at 8:40pm.
2. Chairwoman McMenimen requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll – Committee members LaCava, D. LeBlanc, Romard and McMenimen were present. Councillor Mackin who was attending the Ordinance & Rules Committee meeting arrived at 9:00pm.
3. Councillor D. LeBlanc moved to accept the minutes of the meeting held on October 7, 2019. The motion was adopted on a voice vote and the minutes of the meeting on October 7, 2019 were accepted.
4. Councillor D. LeBlanc moved to hear from all individuals with an item on the Committee agenda – Superintendent of Buildings William Forte, Traffic Engineer Michael Garvin, Deputy Fire Chief Tim Pratt, CPW Director Michael Chiasson, Chief ETD Keith Irvine and IT Director Donnie Aucoin. The motion was adopted on a voice vote.
5. A request was received from the Mayor to approve the transfer of funds in the amount of \$9,800 for an asbestos abatement survey of the building on the Arrigo Farm property.

<u>TASK</u>	<u>COST</u>
Hazardous Materials Survey & Report	\$5,600
Roofing Subcontractor	\$1,000
<u>Design Services</u>	<u>\$3,200</u>
<u>Total</u>	<u>\$9,800</u>

FROM:

Stabilization Fund	#250-135-7405-5205	\$9,800
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TO:

Building-Hazmat Survey Arrigo Farm Bldg	#001-192-5400-5303	\$9,800
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Mr. Forte explained the purpose of the funding request. Councillor D. LeBlanc asked several questions about the process to select the contractor for the abatement project. Councillor D. LeBlanc moved to approve the transfer of \$9,800. The motion was adopted on a voice vote and the transfer of \$9,800 for the abatement survey was approved.

6. A request was received from the Mayor to approve the transfer of traffic impact funds in the total amount of \$11,459 for additional engineering/design services at the Totten Pond Road/Lexington Street intersection.

The additional tasks include:

Landscape buffer design	\$ 4,331
Infiltration system design	\$ 3,145
Additional sidewalk design	\$ 2,369
Field meeting w/abutters	\$ 906
<u>Staking of property line</u>	<u>\$ 708</u>
<u>Total</u>	<u>\$11,459</u>

FROM:

Traffic Impact – 168 Third Avenue	#259-480-2923-5205	\$11,459
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TO:

Traffic Impact – 380 Lexington St Design	#259-480-2979-5205	\$11,459
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Upon questions from Councillor D. LeBlanc, Mr. Garvin stated the work had been performed and this funding was to pay for those services. Councillor D. LeBlanc moved to approve the transfer of \$11,459. The motion was adopted on a voice vote and the transfer of \$11,459 for the additional engineering services was approved.

7. A request was received from the Mayor to approve the acceptance of the gift of fifteen (15) turnout suits for children from the Max McCormack Memorial Foundation. Deputy Fire Chief Pratt explained how the suits would be used to help educate school children about fire safety and protection. All Committee members spoke favorably about the program and the use of the fire suits. Councillor D. LeBlanc moved to approve the acceptance of the gift of the turnout suits and that a thank you note is sent to the donor. The motion was adopted on a voice vote and the gift of the turnout suits was accepted.
8. A request was received from the Mayor to approve the transfer of \$15,000 for the structural review, design/drawings, preparation for bidding and construction administration for the Mary Early Footbridge. The request is the result of a City Council resolution submitted by Vice-President Logan and Ward 5 Councillor LaCava to replace the decking on the footbridge.

FROM:

#250-135-7405-5205 Stabilization Fund	\$15,000
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TO:

#001-420-5800-6640 CPW-Mary Early Footbridge Design	\$15,000
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Mr. Chiasson gave a brief explanation for the purpose of the funding request. Mr. Chiasson also explained the reasons for a more expanded scope of work. Councillor Romard questioned the need for such extensive repairs for a bridge that is about fifteen years old, if the City has any recourse against the original contractor and recommended that be pursued. Councillor LaCava moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$15,000 was approved.

9. A request was received from the Mayor to approve the acceptance of a grant (renewal) through the Executive Office of Public Safety and Security State 911 Department in the amount of \$152,176 for the State 911 Department Support and Incentive Public Safety Answering Point (PSAP) Grant – FY2020. These funds will be used to assist PSAP and regional emergency centers in providing enhanced 911 services and to encourage the development of regional PSAP, regional secondary PSAP and regional emergency communication centers. This grant does not require matching funds from the City. Chief ETD Irvine gave a brief overview of the use of the grant funds. Councillor D. LeBlanc moved to approve the acceptance of the grant. The motion was adopted on a voice vote and the grant of \$152,176 was accepted.
10. A request was received from the Mayor to approve the acceptance of the State 911 Department Training Grant (renewal) in the amount of \$24,846.51. It is a reimbursable grant for training related costs associated with the 911 system. This grant does not require matching funds and is effective for the fiscal year ending June 30, 2020. Upon questions from Councillor Romard, Chief ETD Irvine explained the process and the training requirements for both new and current dispatchers. Councillor D. LeBlanc moved to approve the acceptance of the grant. The motion was adopted on a voice vote and the grant of \$24,846.51 was accepted.
11. A request was received from the Mayor to approve the transfer of funds totaling \$255,000 for the following technology improvements.

<u>ITEM</u>	<u>COST</u>
Backup and disaster recovery system	\$125,000
Microsoft Exchange email upgrade	\$130,000
<u>Total</u>	<u>\$255,000</u>

FROM:

Stabilization Fund	#250-135-7405-5205	\$255,000
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TO:

IT-Backup/Disaster Recovery System	#001-155-5400-6525	\$125,000
IT-Email Upgrade	#001-155-5400-6572	\$130,000

Upon questions from Councillor Mackin, Mr. Aucoin explained the need for the upgrade to the e-mail system from the 2010 version to 2019 as continued support for the current version was coming to an end. Councillor Mackin asked how long it would take for the upgrade and what impediments could possibly impact the work. Mr. Aucoin stated it would take about three months which would coincide with the end date of January 2020 for the 2010 version. Councillor Mackin believed the end date was October 2020, but if it was January 2020, the urgency was even more significant. Councillor Mackin asked detailed questions about the backup/disaster recovery scope of the funding request. Mr. Aucoin explained the level of investigation that has been performed in evaluating the several solutions. Councillor Mackin moved the following two requests: for the e-mail funding – hardware versus software costs and what ongoing maintenance costs affiliated with the upgrade should we anticipate and for the backup/disaster recovery funding – which systems are being considered, what are the costs, and which locations in the city might be impacted by upload/download time. The motion was adopted on a voice vote. Councillor Mackin asked if the information would be available prior to the next City Council meeting of October 28. Mr. Aucoin stated the information would be available by Thursday. Councillor Mackin expressed concern about approving both funding items collectively and if the matter could be split. Chairwoman McMenimen stated it could be split. Councillor Mackin moved to split the funding request. The motion was adopted on a voice vote with Councillor Romard vocally opposed. Chairwoman McMenimen asked several questions about the about the back-up/disaster recovery system including the archival period of time. Councillor D. LeBlanc moved to approve the transfer of \$130,000 for the upgrade to the e-mail system. The motion was adopted on a voice vote. Councillor D. LeBlanc moved to approve the transfer of \$125,000 for the backup/disaster recovery system. The motion was adopted on a voice vote with Councillor Mackin vocally opposed.

12. A motion by Councillor D. LeBlanc to adjourn was adopted on a voice vote and Chairwoman McMenimen declared the meeting adjourned at 9:45pm.

Paul G. Centofanti – Clerk to the Finance Committee