

FINANCE COMMITTEE
Minutes of the Meeting
November 18, 2019

1. Chairwoman McMenimen called the meeting to order at 8:05pm.
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, Mackin and McMenimen were present. Councillor Romard was absent.
3. Councillor LaCava moved to accept the minutes of the meeting held on November 4, 2019. The motion was adopted on a voice vote and the minutes of the meeting on November 4, 2019 were accepted.
4. Councillor Mackin moved to hear from all individuals with an item on the Committee agenda – CPW Director Michael Chiasson, City Engineer Steve Casazza and Purchasing Agent Joseph Pedulla. The motion was adopted on a voice vote.
5. A request was received from the Mayor to approve the acceptance of a donation of \$200 from Connors & Connors, LLC towards the holiday lights on the Waltham Common. Chairwoman McMenimen reminded the Committee this has been an annual donation for several years. Councillor LaCava moved to approve the acceptance of the \$200 donation and that a thank you note is sent to the donor. The motion was adopted on a voice vote.
6. A request was received from the Mayor to approve the appropriation of funds in the total amount of \$106,302 to purchase one (1) mini-excavator and trailer for the CPW Department, Water & Sewer Divisions.

FROM:

#600-440-3590-3590	Retained Earnings (sewer)	\$53,151
#610-450-3590-3590	Retained Earnings (water)	\$53,151

TO:

#600-440-5800-6453	Sewer-Excavator	\$53,151
#610-452-5800-6453	Water-Excavator	\$53,151

Upon questions from the Committee, Mr. Chiasson explained the need for the excavator and how it would be utilized. Councillor D. LeBlanc asked questions about the funding source and the purposes for which it could be spent. Councillor LaCava moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$106,302 for the excavator was approved.

7. A motion to take an agenda item out of order was approved.
8. A request was received from the Mayor to approve the appropriation of funds in the total amount of \$218,480 to purchase one (1) dump truck for the CPW Department, Water & Sewer Divisions.

FROM:

#600-440-3590-3590	Retained Earnings (sewer)	\$109,240
#610-450-3590-3590	Retained Earnings (water)	\$109,240

TO:

#600-440-5800-6448	Sewer-Dump Truck	\$109,240
#610-452-5800-6448	Water-Dump Truck	\$109,240

Mr. Chiasson gave a brief explanation of the need and the use of the dump truck. Councillor D. LeBlanc asked questions about the priority needs for Public Works equipment and if there would be other equipment requests. Councillor Mackin moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$218,480 for the dump truck was approved.

9. A request was received from the Mayor to approve the acceptance of an anonymous donation in the amount of \$2,000 in gift cards for the Housing Department. Councillor D. LeBlanc moved to approve the acceptance of the gift card donation. The motion was adopted on a voice vote and the anonymous donation of the \$2,000 in gift cards was accepted.
10. A request was received from the Mayor to approve an appropriation totaling \$575,000.00 to fund the water main replacement project on Chase Road and Oakledge Road. The lowest responsible and responsive bidder is Albanese D+S Inc of Dracut, MA.

The following is the breakdown for the funding request:

Construction Bid	\$522,986.57
Contingency (3.8%)	\$ 20,013.43
<u>Oversight & Construction Administration</u>	<u>\$ 32,000.00</u>
<u>TOTAL</u>	<u>\$575,000.00</u>

FROM:

Water-Retained Earnings	#610-450-3590-3590	\$575,000.00
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TO:

Water-Improve Chase & Oakledge	#610-450-5800-7430	\$575,000.00
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Off-committee Councillor Darcy asked several questions of Mr. Casazza about the scope of work, when the project would commence, the estimated date of completion and how the street would be repaved. Mr. Casazza explained the scope of work, stated it would take about three months to complete from the commencement of the work and the street would be paved from curb to curb. Councillor D. LeBlanc asked several questions about the ability of homeowners to improve the lateral connection from their property line to their home and if there would be coordination with the utility companies for homeowners interested in converting their heating fuel source. Chairwoman McMenimen asked questions of the water quality that impacted two of the homes in the proposed work area. Councillor D. LeBlanc moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$575,000 for the water replacement project was approved.

11. A request was received from the Mayor to approve a financing transaction totaling \$184,203 consisting of a grant from the Department of Environmental Protection in the amount of \$52,500 and an appropriation of City funds of \$131,703 to purchase six (6) electric vehicles and six (6) EV charging stations.

Appropriate: City funds	\$131,703
Accept: State Grant	\$ 52,500
<u>Total</u>	<u>\$184,203</u>

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$131,703
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TO:

Purchasing-Electric Vehicle (6) & EV Charging Stations (6)	#001-138-5800-6411	\$131,703
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Upon questions from Councillors, Mr. Pedulla gave a brief explanation of the City's investment in electric vehicles and spoke about the locations of the electric charging stations currently located in the City for use by both City vehicles and resident vehicles. Councillor D. LeBlanc asked questions about the number of vehicles in the City's fleet, what the City's goals were to reduce energy consumption and how the City would accomplish those goals. Councillor Mackin asked questions about the City's best practices policy for the issuance of electric charging stations. Mr. Pedulla stated the locations for the six new charging stations and that there are currently about 160 electric vehicles owned by City residents. Councillor LaCava asked questions about the grant, specifically if the City needed to purchase all six vehicles or if it could only purchase two vehicles up to the grant award. Mr. Pedulla stated the grant application was for six vehicles. Councillor D. LeBlanc moved to approve the financing plan of the grant and the appropriation for the electric vehicles. The motion was adopted on a voice vote and the grant and appropriation totaling \$184,203 was approved.

12. A request was received from the Mayor to approve an appropriation of funds in the amount of \$75,500 to replace the boiler at the 14 Church Street building.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$75,500
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TO:

Building – Boiler 14 Church St	#001-192-5800-6253	\$75,500
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The Clerk explained that Mr. Forte was unable to attend and Chairwoman McMenimen read a statement from Mr. Forte explaining the need and purpose of the funding request. Councillor D. LeBlanc moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$75,500 for the boiler was approved.

13. A motion by Councillor D. LeBlanc to adjourn was adopted on a voice vote and Chairwoman McMenimen declared the meeting adjourned at 8:50pm.

Paul G. Centofanti – Clerk to the Finance Committee