

**FINANCE COMMITTEE**  
Minutes of the Meeting  
February 19, 2019

Since it was after 12:00 am, a motion to conduct the meeting after midnight was adopted on a voice vote.

1. Chairwoman McMenimen called the meeting to order at 12:05am on February 20, 2019.
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, Mackin, Romard and McMenimen were present. Councillor D. LeBlanc was absent.
3. Councillor Mackin moved to accept the minutes of the meeting held on February 4, 2019. The motion was adopted on a voice vote and the minutes of the meeting on February 4, 2019 were accepted.
4. Councillor Mackin moved to hear from all individuals who have an item on tonight's docket – Superintendent of Buildings, Bill Forte; Purchasing Agent, Joe Pedulla; Traffic Engineer, Michael Garvin; CPW Director, Michael Chiasson and Mayor McCarthy. The motion was adopted on a voice vote.
5. A request was received from the Mayor to accept a \$200 gift from the family of Philip Mula to be given to the Housing Department for the needs of the sick or homeless. Councillor LaCava moved to accept the gift and to send a thank you note to the donor. The motion was adopted on a voice vote and the gift of \$200 was accepted.
6. A request was received from the Mayor to appropriate \$30,000 from account #261–192–1015–5202 Building Code Enforcement Special Revenue to account #001–192–5400–6540 Building Code Enforcement Computers. The funds will be used to purchase ten (10) new computers to upgrade the existing computers and to handle the anticipated permitting system. The funds will also be used to purchase a 55" monitor to display information to the general public at the Building Department office counter. The Superintendent of Buildings, Bill Forte, answered questions from Councillor Romard concerning the need, its intended use and if customer service/productivity would be improved. Councillor Romard moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$30,000 for the computers was approved.
7. A request was received from the Mayor to appropriate \$9,933 from Unreserved Fund Balance to Purchasing–City Hall Carpet account #001–138–5800–6241. The funds will be used to purchase and install carpeting in the museum room and in the foyer of the

lower level in City Hall. The Purchasing Agent, Joe Pedulla, answered questions from Councillor Romard concerning the location of the carpet replacement. The Mayor responded to questions from Councillor Romard concerning the exhibits and items that would be on display in the City Hall Museum Room. Councillor LaCava moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$9,933 for the carpet was approved.

8. A request was received from the Mayor to appropriate \$26,000 from the Parking Meter Unreserved Fund Balance account to purchase a 2019 Ford Escape that will be used by the Parking Meter Department. The current vehicle is a 2008 Ford Escape and it does not meet the "Green Communities" standards for vehicles.

FROM:

Parking Meters Unreserved Fund Balance	#232-480-3590-3590	\$26,000
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TO:

Parking Meters – SUV vehicle	#232-480-5800-6411	\$26,000
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The Traffic Engineer, Michael Garvin, answered questions from Councillor LaCava concerning the type of vehicle and the need for it to be replaced. Councillor Romard asked several follow up questions of Mr. Garvin pertaining to the intended use of the vehicle. Councillor Romard moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$26,000 for the vehicle was approved.

9. A request was received from the Mayor to appropriate \$8,000 from Unreserved Fund Balance to conduct a hazardous materials survey and demolition/abatement design services for the property located at 380 Lexington Street.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$8,000
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TO:

Traffic – Environmental Services	#001-480-5800-6610	\$8,000
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Councillor Romard asked several questions of the Traffic Engineer, Michael Garvin, concerning the process and procedure of the scope of work to be undertaken and its necessity. Councillor Romard moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$8,000 for the environmental study was approved.

10. A request was received from the Mayor to appropriate \$120,000 from Unreserved Fund Balance to fund the resurfacing project bid for the private way portion of Brennan

Avenue, Mountain Road, Crestview Road, Carol Lane, Goldencrest Avenue, Priscilla Lane and Midland Drive. The low bid received was \$541,954.15. This funding request will be combined with the funds in the amount of \$425,000 that were previously approved for this project on council order #34915.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$120,000
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TO:

CPW Resurfacing Private Ways (7)	#001-420-5800-6760	\$120,000
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The CPW Director, Michael Chiasson, explained the need for the additional funds. It was primarily related to installing HP ramps and for police details. Mr. Chiasson explained the additional funding would be combined with the previously approved funds for the resurfacing project of the 7 private ways. Councillor Mackin moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$120,000 for the resurfacing project of the 7 private way streets was approved.

11. A request was received from the Mayor to re-allocate Chapter 90 funds in the amount of \$207,000 to fund the low bid for the paving of the public portion of Midland Drive.

RE-ALLOCATE FROM:

CH90 #300-420-2013-6710	\$207,000
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RE-ALLOCATE TO:

CH90 #300-420-2013-6710	
Midland Drive (public portion)	\$207,000

Upon questioning from Councillor Romard, the CPW Director, Michael Chiasson, explained the distinction between the public portion and the private of Midland Drive. Councillor Romard moved to approve the re-allocation request. The motion was adopted on a voice vote and the re-allocation of Chapter 90 funds of \$207,000 for the resurfacing of the public portion of Midland Drive was approved.

12. A late filed communication was received from the Mayor concerning the methodology to calculate the betterment assessment for property owners. Councillor Romard moved to accept the late filed communication. The motion was adopted on a voice vote. The Mayor explained in specific detail the proposed calculation method and how it would be equitable for the property owner and the City. Off-committee, Councillor Darcy asked several questions, particularly as the impacted streets/property owners were in his ward. Through the motion of Councillor Romard, Councillor Darcy requested the following three pieces of information.

- a) That the Law Department provide a sample signoff in writing to the Finance Committee, which would be required for the residents of Goldencrest Estates to move forward with their fixed price resurfacing.
- b) That the City Clerk provide a certified list of owners for all of the roadways in Goldencrest Estates as provided by the Assessor's Department.
- c) That the CPW Director, Mayor and representative from the Law Department be invited to a neighborhood meeting for the residents of Goldencrest Estates to discuss the resurfacing of their roadways.

The motion was adopted on a voice vote. The Mayor explained that every property owner (83) would need to sign the agreement as the calculation was entirely dependent on that allocation. A motion to table the matter was adopted on a voice vote.

- 13. As a reminder, the Clerk (City Auditor) stated the mid-year budget report would be discussed at the Finance Committee meeting of March 4, 2019 and the School Department mid-year budget report would be discussed at the Finance Committee meeting of March 18, 2019.
- 14. A motion by Councillor Romard to adjourn was adopted on a voice vote and Chairwoman McMenimen declared the meeting adjourned at 12:40am on Wednesday, February 20, 2019.

Paul G. Centofanti – Clerk to the Finance Committee