

FINANCE COMMITTEE
Minutes of the Meeting
March 20, 2023

1. Chairman LaCava called the meeting to order at 8:20pm 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. Councillor Vidal moved to approve the minutes of the meeting held on March 6, 2023. The motion was adopted on a voice vote and the minutes of the meeting on March 6, 2023 were approved.
4. President McMenimen moved to hear from all individuals with an item on the agenda – Emergency Management Services Director Bernie Mullin, City Engineer Robert Winn, Human Resources Director Kristen Murphy, Asst School Superintendent Leanne Wilcinski, CPW Director Michael Chiasson, Mayor McCarthy, and City Auditor Paul Centofanti. The motion was adopted on a voice vote.
5. A request was received from the Mayor to accept the donation of various photographs from Paul Gisbourne for display in the City Hall Museum Room. President McMenimen moved to accept the 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 in the amount of \$130,145 to fund the purchase and conversion of a surplus fire truck from the Town of Weston to be used as an Air Supply Unit for the City's Emergency Management Services (EMS) Department. The City's current Air Supply Unit is 48 years old and is used for the SCBA tanks of the Waltham Fire Department. The unit also is equipped with a generator, lights, electric and gas pumps, and other tools and equipment. The cost of the vehicle from Weston is \$3,145. The cost to convert the vehicle to the EMS specifications is \$127,000

FROM:

Unreserved Fund Balance #001-000-3590-3590 \$130,145

TO:

EMS – Air Supply Unit #001-291-5800-6426 \$130,145

EMS Director Bernie Mullin explained the history and the need for the new unit. Councillors LaFauci and Vidal asked several follow up questions about the use of the unit and the timeline to place it in service. Councillor LaFauci moved to approve the appropriation of \$130,145. The motion was adopted on a voice vote.

7. A request was received from the Mayor to approve approves the transfer of funds in the amount of \$2,843.60 for the purchase of two laptop computers for the two Junior Civil Engineer positions in the Engineering Department. The IT Department established the specifications and secured the price quotation.

FROM:

Engineer – Salary	#001-410-5100-5111	\$2,843.60
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TO:

Engineer – Computers	#001-410-5800-6540	\$2,843.60
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Upon questions from Councillor Vidal, Mr. Winn explained the intended use of the laptops and its benefit to the Engineering Department. Councillor Vidal moved to approve the transfer of \$2,843.60. The motion was adopted on a voice vote.

8. A request was received from the Mayor to approve the use of American Rescue Plan Act (ARPA) funds in the amount of \$115,345.77 for the upgrade of a portion of Piety Corner Road Sewer. This project will be undertaken by the contractor hired to do the Glen Circle and Lincoln Terrace Improvements project, Joseph P. Cardillo & Son, Inc. Once the Glen Circle/Lincoln Terrace contract has been executed, the Piety Corner work will be incorporated into that contract as a Change Order. The work on Piety Corner Road will correct longstanding issues with a portion of the sewer which has been causing backups at residences in the area. Councillor Durkee and LaFauci asked several questions about the scope of the work and how it will benefit residents. Councillor LaFauci moved to approve the allotment ARPA funds of \$115,345.77. The motion was adopted on a voice vote.
9. A request was received from the Mayor to accept the donation of Grover Cronin Easter Bunny Contest letter from an anonymous donor for display in the City Hall Museum Room. Councillor Durkee moved to accept the donation. The motion was adopted on a voice vote.
10. A request was received from the Mayor to accept the donation of two Santa photographs at Grover Cronin's from John Antonellis for display in the City Hall Museum Room. Councillor LaFauci moved to accept the donation and that a thank you note is sent to the donor. The motion was adopted on a voice vote.
11. A request was received from the Mayor to accept the donation of \$250 worth of art services from Donna Laswell for the Council on Aging. Councillor Durkee moved to accept the donation and that a thank you note is sent to the donor. The motion was adopted on a voice vote
12. A request was received from the Mayor to approve the appropriation in the amount of \$20,000 to fund the expected deficit in the Unemployment Insurance account for FY2023.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$20,000
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TO:

HR – Unemployment Insurance	#001-913-5200-5170	\$20,000
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Upon questions from Councillor LaFauci, Ms. Murphy explained the need or the additional funds. Councillor LaFauci moved to approve the appropriation of \$20,000. The motion was adopted on a voice vote.

13. A request was received from the Mayor to approve the appropriation in the amount of \$20,000 to fund the expected deficit in the Pre-employment Insurance account for FY2023.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$20,000
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TO:

HR – Pre-employment Insurance	#001-913-5200-5170	\$20,000
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Upon questions from Councillor LaFauci, Ms. Murphy explained the need or the additional funds. Councillor LaFauci moved to approve the appropriation of \$20,000. The motion was adopted on a voice vote.

14. A request was received from the Mayor to accept the donation of services from Gary Thurston to conduct free CPR classes for Waltham residents. Councillor Durkee moved to accept the donation and that a thank you note is sent to the donor. The motion was adopted on a voice vote.

15. A request was received from the Mayor to approve the appropriation in the amount of \$255,000 to fund the Owner's Project Manager (OPM) services for the 12-month feasibility study of the current Waltham High School building. The services will include the designer selection through space studies and programming, master planning to the construction manager, and schematic design and estimating.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$255,000
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TO:

OPM Services – WHS	#001-300-5800-6620	\$255,000
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Upon questions from Councillors LaFauci, Vidal, and President McMenimen, the Mayor explained the process to engage the services of the OPM prior to any design and/or construction. The Mayor stated the OPM (Leftfield) on the current WHS project was selected for this study. Councillor LaFauci moved to approve the appropriation of \$255,000. The motion was adopted on a voice vote.

16. A request was received from the Mayor to approve the use of American Rescue Plan Act (ARPA) funds in the amount of \$2,268,000 for the construction of the Wimbledon Circle sewer pump station and force main project. President McMenimen and Councillor LaFauci asked several questions of Mr. Chiasson about the scope of the work and the impact on the proposed solar farm to be located near the pump station. Councillor LaFauci moved to approve the allotment of ARPA funds of \$2,268,000. The motion was adopted on a voice vote. Off-committee Councillor Bradley-MacArthur asked for an update of the ARPA funds from the City Auditor. Councillor LaFauci was willing to make the motion, but added a friendly amendment to include the 4 eligible uses of the ARPA funds. Councillor LaFauci moved the request as amended. The motion was adopted on a voice vote, with Councillor Vidal audibly voting no.

17. Council Rule #66 concerning the Mid-Year Budget Report was the next agenda item. Ms. Wilcinski gave an overview of the status of the School Department accounts, indicating there were no immediate concerns to address. President McMenimen asked several follow up questions, specifically about the federal funds received by the School Department, their intended uses and the impact on the budget once the funds have been exhausted. Councillor LaFauci asked several follow up questions about any accounts that are underfunded and if the current funding is sufficient. Off-Committee Councillor Bradley-MacArthur asked questions about the use of the ESSER funds and the funding of the Dual Language program. President McMenimen moved to request Ms. Wilcinski provide an update on the ESSER/CARES federal funds received and how it was spent. The motion was adopted on a voice vote. With no other questions, Chairman LaCava declared that Council Rule #66 has been satisfied.

18. A request was received from the Mayor to approve the financing transaction in the amount of \$876,000 to fund the first year of the collective bargaining agreement (CBA) for the period July 1, 2022 to June 30, 2025 for the Police Patrol Officers' Union. Funding for the remaining two years of the contract will be included in the Mayor's Recommendation for the Police Department budget for FY2024 and FY2025. In addition to the compensation, agreement was reached on an increase in the OPEB employee contribution to the OPEB Trust Fund, patrol officers to be trained and equipped with Tasers, and a language item for officers injured off duty that will benefit management.

FROM:

Auditor – Collective Bargaining	#001-135-5400-5111	\$118,500
Unreserved Fund Balance	#001-000-3590-3590	\$438,500

TO:

Police FT Wages	#001-210-5100-5112	\$555,000
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AND

That the City Council approves the use of American Rescue Plan Act (ARPA) funds in the amount of \$321,000 to be committed to Year 1 of the agreement.

Mr. Centofanti gave an overview of the negotiation process, explaining the compensation portion and the items of agreement the City received in return. Councillor LaFauci moved to approve the finance transaction of \$876,000. The motion was adopted on a voice vote.

19. A request was received from the Mayor to approve the financing transaction totaling \$232.200 to fund the first year of the three-year collective bargaining agreement between the City and the Managers' Union for the period July 1, 2022 to June 30, 2025. The funding for the second and third year of the agreement will be recommended in the FY2024 and FY2025 operating budget for each applicable department. In addition to the compensation, agreement was reached on an increase in the OPEB employee contribution to the OPEB Trust Fund and several language items that will benefit management.

Mr. Centofanti gave an overview of the negotiation process, explaining the compensation portion and the items of agreement the City received in return. Councillor Durkee moved to approve the finance transaction of \$232,200. The motion was adopted on a voice vote.

20. A motion by Councillor Vidal to adjourn was adopted on a voice vote and Chairman LaCava declared the meeting adjourned at 9:45pm.

Paul G. Centofanti – Clerk to the Finance Committee