

FINANCE COMMITTEE
Minutes of the Meeting
March 4, 2019

1. Chairwoman McMenimen called the meeting to order at 9:40pm.
2. Chairwoman McMenimen stated the FinCom Clerk was absent and she would act as both Chair and Clerk. Chairwoman McMenimen called the roll – Committee members LaCava, Mackin and McMenimen were present. Councillors D. LeBlanc and Romard were absent.
3. Councillor LaCava moved to accept the minutes of the meeting held on February 19, 2019. The motion was adopted on a voice vote and the minutes of the meeting on February 19, 2019 were accepted.
4. A request was received from the Mayor to appropriate \$66,074 to reimburse the building maintenance & repair account for the costs associated with installation and replacement of a heating system and HVAC improvements for both Prospect Street Fire Station (PO #19538) and the Waltham Public Library (PO #19384).

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$66,074
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TO:

Building-Maintenance & Repair	#001-192-5200-5245	\$66,074
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Councillor LaCava moved to hear from the Superintendent of Buildings, Bill Forte. The motion was adopted on a voice vote. Mr. Forte explained the funds were needed to replenish the maintenance and repair account since large expenses were incurred for extensive HVAC repairs at both the Prospect Street Fire Station and the Library.

Councillor LaCava moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$66,074 for the building repair/maintenance account was approved.

5. A request was received from the Mayor to appropriate \$21,000 to purchase a new 18,000 lbs. capacity vehicle lift for the vehicles repair garage. This lift will replace an 18 year old lift that is unable to be repaired. Approximately 70% of the City's vehicle fleet can be accommodated on this lift.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$21,000
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TO:

CPW-Vehicle Lift	#001-420-5800-6443	\$21,000
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Councillor LaCava moved to hear from the CPW Director, Michael Chiasson. The motion was adopted on a voice vote. Mr. Chiasson explained the funds were needed to replace the existing lift due to its age and that it services about 70% of the City's vehicle fleet. Councillor Mackin moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$21,000 for the vehicle lift was approved.

6. A request was received from the Mayor to appropriate \$194,000 to purchase a new Hot Box asphalt patch truck. This truck will replace a 1994 Hot Box truck as it is unable to be used without incurring extensive repairs. The Hot Box is an essential piece of equipment that is used to properly maintain the City's roads.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$194,000
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TO:

CPW-Hot Box Truck	#001-420-5800-6453	\$194,000
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Councillor LaCava moved to hear from the CPW Director, Michael Chiasson. The motion was adopted on a voice vote. Mr. Chiasson explained the funds were needed to replace the existing hot box truck lift due to its age and it will be used to provide the asphalt needed to repair potholes and street trenches. Councillor Mackin moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$194,000 for the hot box truck was approved.

7. A request was received from the Mayor to accept a gift in the amount of \$500 from an anonymous donor who had great memories of Prospect Hill Park during their childhood. Chairwoman McMenimen gave a brief explanation about the gift. Councillor Mackin 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 anonymous gift of \$500 was accepted.
8. A request was received from the Mayor to transfer \$9,798 to establish and fund an account to pay the cyber insurance premium to protect the City against computer hacking. The recommended insurance coverage is Hiscox.

FROM:

Purchasing - Auto Insurance	#001-138-5500-5741	\$9,798
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TO:

Purchasing - Cyber Insurance	#001-138-5500-5743	\$9,798
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Councillor Mackin moved to hear from the Purchasing Agent, Joseph Pedulla. The motion was adopted on a voice vote. Councillor Mackin asked questions about the

insurance carrier and the types of disclosure the City provided to the insurance carrier. Mr. Pedulla stated a questionnaire was filled out by himself and the IT Assistant Director. Councillor Mackin moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$9,798 for the cyber insurance policy was approved.

9. A request was received from the Mayor to accept the S.A.F.E. grant from the Executive Office of Public Safety of \$6,754 for the Student Awareness of Fire Education Program. The funds will be used to provide materials and training sessions for children. Councillor LaCava moved to hear from Deputy Fire Chief, Richard Grant. The motion was adopted on a voice vote. Deputy Grant gave a brief explanation of the use of the grant funds. Councillor LaCava moved to accept the grant. The motion was adopted on a voice vote and the SAFE grant of \$6,754 was accepted.
10. A request was received from the Mayor to accept the S.A.F.E. grant from the Executive Office of Public Safety of \$3,000 for the Student Awareness of Fire Education Program. The funds will be used to provide materials and training sessions for senior citizens. Councillor LaCava moved to hear from Deputy Fire Chief, Richard Grant. The motion was adopted on a voice vote. Deputy Grant gave a brief explanation of the use of the grant funds, specifically for smoke detectors and smoke alarms to be installed in the residences of senior citizens. Councillor Mackin moved to accept the grant. The motion was adopted on a voice vote and the SAFE grant of \$3,000 was accepted.
11. A request was received from the Mayor to accept the grant of \$125,148 from the Executive Office of Elder Affairs to be used by the Council on Aging for various programs that benefit senior citizens. Councillor Mackin moved to hear from the COA Director, Marybeth Duffy. The motion was adopted on a voice vote. Ms. Duffy gave a brief explanation of the source of the funds and listed the various programs that would be funded from the grant. Councillor Mackin moved to accept the grant. The motion was adopted on a voice vote and the COA grant of \$125,148 was accepted.
12. A request was received from the Mayor to accept the gift of a painting of the City Seal valued at \$300 from Donna Laswell to be placed in the conference room in the lower level of City Hall. Chairwoman McMenimen spoke about the various artworks that Ms. Laswell has done on behalf of the City. 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 the City seal painting was accepted.
13. Chairwoman McMenimen reminded the Committee that the mid-year budget report for the City and the School Department would be discussed at the next FinCom meeting on March 18, 2019.

14. A motion by Councillor Mackin to adjourn was adopted on a voice vote and Chairwoman McMenimen declared the meeting adjourned at 10:00pm.

Paul G. Centofanti – Clerk to the Finance Committee