

FINANCE COMMITTEE
Minutes of the Meeting
April 2, 2018

1. Chairwoman McMenimen called the meeting to order at 9:45pm.
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, Vidal and McMenimen were present.
3. Councillor Vidal moved to accept the minutes of the meeting held on March 19, 2018. The motion was adopted on a voice vote and the minutes of the meeting on March 19, 2018 were accepted.
4. A request was received from the Mayor to accept a grant in the amount of \$101,161 for the Council on Aging for senior programs. Councillor LaCava moved to hear from the COA Director, Marybeth Duffy. The motion was adopted on a voice vote. Ms. Duffy explained the grant is calculated at the rate of \$9.70 for the 10,428 seniors over the age of 60. Ms. Duffy also explained the grant would be used to provide funding for fitness instructors, taxi vouchers, newsletters and other programs to benefit seniors. Councillor LaCava moved to accept the grant. The motion was adopted on a voice vote and the grant of \$101,161 for the COA was accepted.
5. A request was received from the Mayor to appropriate \$380,268 for the repayment of the HOME funding obligation for the property located at 509 Moody Street. The City's request for a waiver of the repayment was not approved by HUD.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$380,268
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TO:

Housing-HOME funding (509 Moody St)	#001-183-5400-5610	\$380,268
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Councillor Mackin moved to hear from the Housing Director, Robert Waters. The motion was adopted on a voice vote. Mr. Waters explained the history and the reasons for the funding request. Councillor Romard moved to approve the appropriation. The motion was adopted on a voice vote and the appropriation of \$380,268 to repay the HOME obligation was approved.

6. A request was received from the Mayor to transfer \$1,077 from account #001-163-5200-5381 Clerk-Voter Registration Contract Labor to account #001-161-5700-5720 Clerk-Out of State Travel. These funds will be used for the travel expenses of the

Assistant City Clerk to attend the required training course from the New England Municipal Clerks' Institute and Academy at Plymouth State University, New Hampshire during July 14–20, 2018. Since the Ordinance & Rules Committee was simultaneously in session, the Assistant City Clerk was not available; the City Auditor explained the reasons for the transfer request. Councillor LaCava moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$1,077 was approved.

7. On the agenda were three invoices incurred by the City Council to be approved for payment – WCAC (DVD's) \$240, Minuteman Printing (resolutions) \$889 and Creative Framing (Ritcey award) \$190. After a brief discussion of the purpose for the items, Councillor Vidal moved to approve the WCA invoice for payment, Councillor LaCava moved to approve the Minuteman invoice for payment and Councillor Mackin moved to approve the Creative Framing for payment. Each of the three motions was adopted on a voice vote and the payments for each invoice were approved.
8. Councillor Romard moved to take the resolution regarding "bills on warrant" (2/13/2017) from the table. The motion was adopted on a voice vote. The Committee engaged in discussion of the template provided by the City Auditor to set the authority and dollar value of City Council expenditures. Several revisions were made and a dollar threshold of \$1,500 was established for certain accounts. Councillor Romard moved to adopt the approval procedure for City Council accounts encumbrances/expenditures as amended. The motion was adopted on a voice vote and the approval procedure was approved. The approval procedure is attached to the minutes for the record.
9. A motion by Councillor Mackin to adjourn was adopted on a voice vote and Chairwoman McMenimen declared the meeting adjourned at 10:15pm.

Paul G. Centofanti – Clerk to the Finance Committee

CITY COUNCIL
APPROVAL PROCEDURE FOR ALL CITY COUNCIL ACCOUNTS ENCUMBRANCES/EXPENDITURES

PERSONNEL – 5100 accounts

5111 Salaries	Council President authorized to sign monthly payroll timesheets.
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GENERAL EXPENSES – 5200 accounts

5191 Council Monthly Expense	Council President authorized to sign monthly payroll timesheets.
5424 Office Equipment Repair/Maintenance	Council President authorized (up to \$1,500) to issue blanket PO and/or sign resulting invoices.
5341 Advertising	Council President authorized (up to \$1,500) to issue blanket PO and/or sign resulting invoices.
5342 Postage	Council President authorized (up to \$1,500) to issue blanket PO and/or sign resulting invoices.
5343 Printing	Council President authorized (up to \$1,500) to issue blanket PO and/or sign resulting invoices.
5383 Photographs	Council President authorized (up to \$1,500) to issue blanket PO and/or sign resulting invoices.
5420 Office Supplies	Council President authorized (up to \$1,500) to issue blanket PO and/or sign resulting invoices.
5490 Food Supplies	City Council vote required to authorize Council President to issue PO and/or sign resulting invoices.
5731 Conference Expense	Council President authorized (up to \$1,500) to issue blanket PO and/or sign resulting invoices.

EQUIPMENT & UNUSUAL – 5400 accounts

5300 Zoning Review	City Council vote required to authorize Council President to issue PO and/or sign resulting invoices.
5315 Legal Assistance	City Council vote required to authorize Council President to issue PO and/or sign resulting invoices.
5591 Ritcey Award	Council President authorized (up to \$1,500) to issue blanket PO and sign resulting invoices.
All other '5400' accounts	City Council vote required to authorize Council President to issue PO and/or sign resulting invoices.

CAPITAL IMPROVEMENT – 5800 accounts

All capital accounts	City Council vote required to authorize Council President to issue PO and/or sign resulting invoices.
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CAPITAL IMPROVEMENT – 310 fund

All capital accounts	City Council vote required to authorize Council President to issue PO and/or sign resulting invoices.
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SECURITY DEPOSIT – 910 fund

Council Peer Review	City Council vote required to authorize Council President to issue PO and/or sign resulting invoices.
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