

**FINANCE COMMITTEE**  
Minutes of the Meeting  
June 18, 2018

1. Chairwoman McMenimen called the meeting to order at 9:05pm.
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, Mackin, Romard, Vidal and McMenimen were present.
3. Councillor Vidal moved to accept the minutes of the meeting held on June 4, 2018. The motion was adopted on a voice vote and the minutes of the meeting on June 4, 2018 were accepted.
4. Councillor Vidal moved to accept the minutes of the special meeting held on June 11, 2018. The motion was adopted on a voice vote and the minutes of the special meeting on June 11, 2018 were accepted.
5. Due to a number of items on the docket, Councillor LaCava moved to collectively hear from all department representatives in attendance to speak on the docket matters. The motion was adopted on a voice vote.
6. A request was received from the Mayor to appropriate \$195,000 from Unreserved Fund Balance to account #001-220-5100-5131 Fire-Overtime. These funds will be used to pay overtime expenses for the remainder of the fiscal year. Acting Chief MacInnis explained the reasons for the additional funding and indicated he had mentioned at a previous Finance Committee meeting that he would probably need to request additional funds depending on the overtime experience for the balance of the year. Acting Chief MacInnis also explained the impact on overtime from out of work injured firefighters and the eight vacant firefighter positions. Councillor Vidal moved to approve the appropriation. The motion was adopted on a voice vote and the appropriation of \$195,000 for Fire Overtime was approved.
7. A request was received from the Mayor to appropriate 8,000 to fund the banking fees of the Parking Meters program for the remainder of FY2018. The fees are an expense of the pay-by-phone app and are dependent on the amount of activity by users.

**APPROPRIATE FROM:**

#232-480-3590-3590	Parking Meters Unreserved Fund Balance	\$8,000
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**APPROPRIATE TO:**

#232-480-5200-5385	Parking Meters – Banking Fees	\$8,000
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The Traffic Engineer, Micheal Garvin, explained the pay-by-phone app and how the usage was more than estimated in the original budget. Councillor Romard asked several questions of the Auditor about the need for the additional funds and the accounting treatment of the revenue collected and the resulting expenses. Councillor Romard moved to approve the appropriation. The motion was adopted on a voice vote and the appropriation of \$8,000 for the banking fees of the Parking Meters program was approved.

8. A request was received from the Mayor to approve the following financing transactions totaling \$175,000 plus accrued interest to fund the reconstruction of the Church Street Parking Lot project. This amount will fund the award for the construction contract and police details for the project.

TRANSFER FROM:

#259-480-2921-5205      Traffic Impact – Northland –Main/Moody  
\$145,279.55 + accrued interest

APPROPRIATE FROM:

#232-480-3590-3590      Parking Meters Unreserved Fund Balance  
\$ 29,720.45

TRANSFER TO:

#259-480-2971-5205      Traffic Impact – Church Street Parking Lot  
\$145,279.55 + accrued interest

APPROPRIATE TO:

#232-480-5800-6720      Parking Meters – Church Street Parking Lot  
\$ 29,720.45

The Traffic Engineer, Michael Garvin, explained and answered questions from several Councillors about the scope of the project, the duration, expected completion date and the use of the traffic impact funds. Councillor Vidal moved to approve the transfer and appropriation. The motion was adopted on a voice vote and the transfer and appropriation totaling \$175,000 plus accrued interest for the Church Street parking lot project was approved.

9. A request was received from the Mayor to a transfer 10,000 for unemployment expenses for the remainder of FY2018.

FROM:

HR-Work Comp Medical	#001-912-5200-5306	\$10,000
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TO:

HR-Unemployment	#001-913-5200-5170	\$10,000
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The Human Resources Director, Kristen Murphy, answered questions from Councillor Romard about the funding need and the reasons for the unemployment expenses. Councillor Romard moved to approve the transfer. The motion was adopted on a voice vote and the transfer of \$10,000 for unemployment expenses was approved.

10. A request was received from the Mayor to a transfer \$12,000 for pre-employment physicals for the remainder of FY2018.

FROM:

HR-Work Comp Medical	#001-912-5200-5306	\$12,000
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TO:

HR-Pre Employment Physicals	#001-152-5400-5306	\$12,000
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The Human Resources Director, Kristen Murphy, answered questions from Councillor Romard about the funding need and indicated that most of the funding was to hire eight firefighters and enroll them in the upcoming Fire Academy. Councillor Vidal moved to approve the transfer. The motion was adopted on a voice vote and the transfer of \$12,000 for pre-employment physicals expenses was approved.

11. A request was received from the Mayor to transfer \$18,000 for the additional electrical supplies expenses that have been needed during the fiscal year.

FROM

Wires-Street Light	#001-424-5200-5213	\$18,000
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TO:

Wires-Electrical Supplies	#001-245-5400-6443	\$18,000
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The Inspector of Wires, Tim Kelly, explained the funding need was for additional electrical supplies consumed during the year, primarily at the Fernald property. Mr. Kelly also explained the usage at the Fernald property was not a recurring expense. Councillor Vidal moved to approve the transfer. The motion was adopted on a voice vote and the transfer of \$18,000 for electrical supplies was approved.

12. A request was received from the Mayor to appropriate \$127,500 to fund the sewer project in the Woerd Avenue bridge area.

FROM:

#600-440-5800-7500	Sewer-Inflow/Infiltration General	\$127,500
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TO:

#603-440-5800-7570	Sewer-Engineering (Woerd Avenue Bridge)	\$127,500
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The City Engineer, Steve Casazza explained the State was rebuilding the Woerd Avenue Bridge and the sewer line in the area was in need of replacement. Since the sewer rehab was not a direct impact on the bridge project, the State considered it a non-participating cost item and would be borne by the City. Several Councillors asked Mr. Casazza about the impact on the residents' ability to access the area while the bridge was being rebuilt. Mr. Casazza was also asked if there would be notification and updated communication to residents about the project. Councillor Romard moved to approve the appropriation. The motion was adopted on a voice vote and the appropriation of \$127,500 for the Woerd Avenue sewer project was approved.

13. Councillor Vidal moved to take the resolution concerning financial transparency from the table. The motion was adopted on a voice vote. After a brief discussion of the OpenGov project that had been demonstrated by the Auditor and Business Manager, Laura Doane, Councillor Vidal moved to approve the resolution. The motion was adopted on a voice vote and the resolution on financial transparency was approved.
14. A motion by Councillor Romard to adjourn was adopted on a voice vote and Chairwoman McMenimen declared the meeting adjourned at 9:35pm.

Paul G. Centofanti – Clerk to the Finance Committee