

**FINANCE COMMITTEE**  
Minutes of the Meeting  
June 24, 2019

1. Chairwoman McMenimen called the meeting to order at 11:05pm.
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, D. LeBlanc, Mackin, Romard and McMenimen were present.
3. Councillor D. LeBlanc moved to table the minutes of the meeting held on June 17, 2019. The motion was adopted on a voice vote and the minutes of the meeting on June 17, 2019 were tabled.
4. Councillor Romard moved to hear from all department heads and/or their representatives to answer questions concerning their respective item on tonight's Finance Committee agenda. The motion was adopted on a voice vote.
5. A request was received from the Mayor to accept three (3) historical markers for the Met Fern Cemetery from the Gann Academy with a value of \$10,000 to be placed at the edge of the parking lot adjacent to the Metropolitan State Hospital Administration Building. Councillor LaCava moved to accept the gift. The motion was adopted on a voice vote and the gift of the three historical markers was accepted.
6. A request was received from the Mayor to accept the donation of a 1989 Waltham Police Association Business Directory from Councillor Kathleen B. McMenimen. Chairman McMenimen gave a brief overview of the history of the directory, including its contents. Councillor Romard 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 business directory was accepted.
7. A request was received from the Mayor to appropriate \$24,685.50 to purchase and install 40 security cameras for the Waltham Public Library. The Library Director solicited and received three quotations for this project. The Library Director's request letter stated that improving the security cameras will help to continue to provide a safe and welcoming environment for the patrons and staff of the Library.

FROM:

|                         |                    |             |
|-------------------------|--------------------|-------------|
| Unreserved Fund Balance | #001-000-3590-3590 | \$24,685.50 |
|-------------------------|--------------------|-------------|

TO:

|                          |                    |             |
|--------------------------|--------------------|-------------|
| Library-Security Cameras | #001-610-5800-6423 | \$24,685.50 |
|--------------------------|--------------------|-------------|

Library Director Kelly Linehan explained the reasons for the need and the change in technology from analog to digital. Councillor Romard moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$24,685.50 for the security cameras was approved.

8. A request was received from the Mayor to appropriate \$29,460 to fund the engineering services for the water and sewer improvements along Nutting Road.

FROM:

|                         |                    |          |
|-------------------------|--------------------|----------|
| Sewer-Retained Earnings | #600-440-3590-3590 | \$14,730 |
| Water-Retained Earnings | #610-450-3590-3590 | \$14,730 |

TO:

|                           |                    |          |
|---------------------------|--------------------|----------|
| Sewer-Nutting Road Design | #600-440-5800-6620 | \$14,730 |
| Water-Nutting Road Design | #610-452-5800-6620 | \$14,730 |

City Engineer Steve Casazza explained the purpose and the intended use of the funds. Councillor Romard moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$29,460 for the engineering services was approved.

9. A request was received from the Mayor to appropriate and transfer funds in the total amount of \$130,000 to pay incurred/anticipated maintenance/repair invoices and utility bills for the remainder of FY2019.

APPROPRIATE FROM:

|                         |                    |           |
|-------------------------|--------------------|-----------|
| Unreserved Fund Balance | #001-000-3590-3590 | \$ 40,000 |
|-------------------------|--------------------|-----------|

TRANSFER FROM:

|                         |                           |                  |
|-------------------------|---------------------------|------------------|
| <u>Building-FT Wage</u> | <u>#001-192-5100-5112</u> | <u>\$ 90,000</u> |
|-------------------------|---------------------------|------------------|

|              |  |                  |
|--------------|--|------------------|
| <u>TOTAL</u> |  | <u>\$130,000</u> |
|--------------|--|------------------|

APPROPRIATE TO:

|                                |                    |           |
|--------------------------------|--------------------|-----------|
| Building-Repairs & Maintenance | #001-192-5200-5245 | \$ 15,000 |
|--------------------------------|--------------------|-----------|

APPROPRIATE TO:

|                    |                    |           |
|--------------------|--------------------|-----------|
| Building-Utilities | #001-193-5200-5210 | \$ 25,000 |
|--------------------|--------------------|-----------|

TRANSFER TO:

|                           |                           |                  |
|---------------------------|---------------------------|------------------|
| <u>Building-Utilities</u> | <u>#001-193-5200-5210</u> | <u>\$ 90,000</u> |
|---------------------------|---------------------------|------------------|

|              |  |                  |
|--------------|--|------------------|
| <u>TOTAL</u> |  | <u>\$130,000</u> |
|--------------|--|------------------|

Superintendent of Buildings William Forte explained the reasons for the additional funding need. Mr. Forte also stated the FY2020 budget that was recently approved

provided for an increase in these accounts. Councillor Romard expressed some concern about the surplus wage account funds that are providing a portion of the funding source. Councillor Romard moved to approve the appropriation/transfer request. The motion was adopted on a voice vote and the appropriation/transfer totaling \$130,000 was approved.

10. A request was received from the Mayor to transfer \$10,455 to purchase the following technology items for the Assessing Department.

|   |                 |
|---|-----------------|
| Server & related software upgrades      | \$ 7,655        |
| Public access computer w/touch screen   | \$ 1,800        |
| <u>Computer for Admin Asst position</u> | <u>\$ 1,000</u> |
| <u>TOTAL</u>                            | <u>\$10,455</u> |

FROM:

|                    |                    |          |
|--------------------|--------------------|----------|
| #001-138-5100-5111 | Assessor-FT Salary | \$10,455 |
|--------------------|--------------------|----------|

TO:

|                    |                             |          |
|--------------------|-----------------------------|----------|
| #001-138-5800-6530 | Assessor-Computer Equipment | \$10,455 |
|--------------------|-----------------------------|----------|

Assessor Chairman Frank Craig explained the purpose of the technology upgrade and the need for the additional computers. Councillor Romard asked if the IT Department had been consulted, to which Mr. Craig answered in the affirmative. Councillor Romard expressed some concern about the surplus salary account funds that are providing the funding source. Councillor LaCava moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$10,455 for the technology items was approved.

11. Councillor D. LeBlanc moved to take the matter of the \$7,102,000 financial transaction for street resurfacing projects from the table. The motion was adopted on a voice vote. CPW Director Michael Chiasson gave a brief explanation of the project and provided responses to the request of the FinCom from the prior meeting. Councillor D. LeBlanc stated that she was okay with the explanation. Councillor Mackin asked Mr. Chiasson to explain the PCI score and it was her understanding a higher score was better. Councillor Romard moved to hear from the Mayor. The motion was adopted on a voice vote. Councillor Romard asked several questions about the rationale for selecting the proposed streets on the list, whose decision to include certain streets and what is the process. The Mayor stated that she made the decision and explained that the PCI does not take into account the amount of times the road is traveled. The Mayor also stated that streets were requested by either a Ward Councillor or a resident. Councillor Romard expressed concern about the transparency of the process and in the future a better explanation could be provided for the selection of streets. Off-committee Councillor McLaughlin spoke of the importance to approve the funding request this

evening. Councillor D. LeBlanc moved to approve the transfer of Chapter 90 funds in the total amount of \$4,680,523 for the street resurfacing project. The motion was adopted on a voice vote and the transfer of \$4,680,523 of Chapter 90 funds for the street resurfacing project was approved. Councillor D. LeBlanc moved to approve a first reading of the loan authorization in the amount of \$2,421,477 for the street resurfacing project. The motion was adopted on a voice vote and the loan authorization of \$2,421,477 for the street resurfacing project was approved for a first reading.

12. A request was received from the Mayor to authorize the premium received on the June 2019 sale of bonds be used to pay the issuance costs and be used to reduce the amount of the borrowing. The City Auditor explained that Chapter 44, Section 20 of the General Laws, as most recently amended by the Municipal Modernization Act, now allows the premium received by the City upon the sale of any bonds or notes to be applied to the payment of the issuance costs of such bonds or notes and the remaining premium to be applied to pay project costs and the amount borrowed for each such project. The affected authorizations are as follows:

| <u>Order #</u> | <u>Date</u> | <u>Purpose</u>                          |
|----------------|-------------|---|
| #28980         | 4/25/2000   | Building                                |
| #30186         | 6/15/2005   | Design/Planning                         |
| #30198         | 6/29/2005   | Building                                |
| #30667         | 6/26/2007   | Sewer Improvements                      |
| #30692         | 6/26/2007   | Technology                              |
| #33100         | 3/23/2010   | Water Improvements                      |
| #33134         | 10/15/2014  | Sewer Improvements                      |
| #33301         | 8/5/2015    | Street Resurfacing                      |
| #33424         | 4/12/2016   | Equipment – Fire Ladder Truck           |
| #33425         | 4/12/2016   | Equipment – Fire Turnout Gear           |
| #33614         | 12/13/2016  | Land Acquisition – 554 Lexington Street |
| #33623         | 1/19/2017   | Equipment – CPW Trucks                  |
| #33697         | 5/9/2017    | Equipment – CPW Recycling Carts         |

Councillor D. LeBlanc moved to approve the authorization to use the premium for the issuance costs and to reduce the amount of the June 2019 bond issue. The motion was adopted on a voice vote.

13. A motion by Councillor Mackin to adjourn was adopted on a voice vote and Chairwoman McMenimen declared the meeting adjourned at 11:55pm.

Paul G. Centofanti – Clerk to the Finance Committee