

FINANCE COMMITTEE
Minutes of the Meeting
June 3, 2019

1. Chairwoman McMenimen called the meeting to order at 9:15pm.
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 accept the minutes of the meeting held on May 6, 2019. The motion was adopted on a voice vote and the minutes of the meeting on May 6, 2019 were accepted.
4. Councillor D. LeBlanc moved to accept the minutes of the meeting held on May 20, 2019. The motion was adopted on a voice vote and the minutes of the meeting on May 20, 2019 were accepted.
5. Councillor D. LeBlanc moved to hear from all department heads and/or their representatives to answer questions concerning the respective item on tonight's Finance Committee agenda. The motion was adopted on a voice vote.
6. A request was received from the Mayor to transfer \$9,825 to purchase a copy machine for the Law Department. The Law Department has solicited three quotations to address the requirements and specifications for the machine that best serves their needs.

FROM:

Law-PT Salary	#001-151-5100-5121	\$9,825
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TO:

Law-Copy Machine	#001-151-5800-6413	\$9,825
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Mr. Cervone answered questions from Councillors Romard, D. LeBlanc and Mackin concerning the IT Department's recommendation of the chosen copy machine, leasing and a service agreement and if it had any security features as it would be connected to the City's network. Mr. Cervone stated that IT had made a recommendation; the machine would be purchased with a service agreement and he was unsure of the security features. Councillor Mackin moved to approve the transfer request. The motion was adopted on a voice vote, with Councillor Romard audibly opposed, and the transfer request of \$9,825 was approved.

7. A request was received from the Mayor to transfer in the total amount of \$6,910 of projected excess FY2019 salary funds to be used for the following conservation related items (field equipment \$910, native wildflower seeds \$500 and wisteria prevention \$5,500) that were requested by the Conservation Commission in the FY2020 budget.

FROM:

ConCom – PT Salary	#001-171-5100-5121	\$6,910
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TO:

ConCom – Conservation Maintenance/Supplies	#001-171-5400-5245	\$6,910
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ConCom member Bill Doyle answered questions about the funding request, specifically the wisteria prevention. Councillor Romard asked questions about the funding source. Councillor Mackin moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$6,910 was approved.

8. Councillor Romard moved to take the matter of the donation of a commemorative wine bottle for display in the City Hall Museum Room from the table. The Mayor had provided a picture of the wine bottle and additional explanation. Councillor Romard moved to accept the donation of the commemorative wine bottle. The motion was adopted on a voice vote and the donation of the wine bottle was accepted.
9. Councillor Mackin moved to take the matter of the FY2018 independent audit from the table. The motion was adopted on a voice vote. Councillor Mackin spoke of the response that had been received from the IT Director concerning certain deliverables in a scope of work proposal from a vendor, specifically the training of employees. Councillor Mackin moved to request the IT Director and HR Director identify the date on which the first annual employee security awareness training was provided, and the dates in which the annual training was provided thereafter. The motion was adopted on a voice vote. Councillor Mackin moved to place the matter back on the table. The motion was adopted on a voice vote.
10. Chairwoman McMenimen spoke of the upcoming budget review sessions commencing on Thursday, June 6. Councillor Mackin asked questions about the recommended annual budget for FY2020. The charts stated it was increasing by 3.5% and it was her understanding that the budget could only increase by 2.5% under Proposition 2 ½. The Auditor distributed a handout to the Committee members as a primer on how Proposition 2 ½ works and how the annual levy is calculated. The Auditor also explained that Waltham has cumulatively established an excess tax levy capacity over a number of years because it has not needed to raise taxes to the levy limit. The Auditor stated the excess levy capacity is viewed as a positive credit factor by the bond rating agencies. Councillor D. LeBlanc asked if other communities had similar excess levy capacity.

11. A motion by Councillor D. LeBlanc 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