

FINANCE COMMITTEE
Minutes of the Meeting
September 18, 2017

1. Chairwoman McMenimen called the meeting to order at 8:55pm.
2. Chairwoman McMenimen requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll – Committee members Fowler, Giordano, Romard, Vidal and McMenimen were present.
3. A motion to take the minutes of the meetings held on June 27, 2017 and July 31, 2017 from the table was adopted on a voice vote. Councillor Giordano moved to accept the minutes of the meeting held on June 27, 2017. The motion was adopted on a voice vote and the minutes were accepted. Councillor Giordano moved to accept the minutes of the meeting held on July 31, 2017. The motion was adopted on a voice vote and the minutes were accepted.
4. A request was received from the Mayor to accept the gift of three redbud trees from the Waltham Land Trust. A motion to hear from a representative of the Land Trust, Sonja Wadman, was adopted on a voice vote. Councillor Romard asked questions of Ms. Wadman about the size and type of tree, including where they would be planted. Off-committee Councillor Darcy identified a certain space on the Waltham Common that would be a good location. Councillor Giordano moved to accept the gift. The motion was adopted on a voice vote and the gift of three trees was accepted, including a thank you note to be sent to the donor.
5. A request was received from the Mayor to approve an appropriation of \$48,100 from the Library State Aid account to the following accounts:

Library – Educational Supplies	#001-610-5200-5510	\$40,000
Library – Training	#001-610-5200-5312	\$ 3,100
Library – Out of State Travel	#001-610-5700-5720	\$ 2,000
Library – Carpeting	#001-610-5800-6202	\$ 3,000

Councillor Romard moved to hear from the Library Director, Kelly Linehan. The motion was adopted on a voice vote. Ms. Linehan explained the funding for the educational supplies account is to meet the FY2018 materials budget requirement from the State. These appropriations will continue to be used to maintain and update the collections of books, magazines, audio, e-books and online subscriptions. The library makes these items available to the public free of charge and for the first time ever will include the DVD collection, the funding for the training account is to send 6 professional librarians to a leadership conference in Waltham, the funding for the out-of-state travel account is

to send one professional librarian to the Internet Librarian technology training conference in California and the funding for the carpet account is to replacing the carpet in the Young Adult (YA) Room on the Ground Floor as part of the final steps in transitioning all youth services to the ground floor. Chairwoman McMenimen spoke about the benefit to integrate with the resources provided by the School Department. Councillor Giordano moved to approve the appropriation request. The motion was adopted on a voice vote and the \$48,100 appropriation was approved.

6. A request was received from the Mayor to accept the grant of \$10,843 from the Edward Byrne Memorial Justice Assistance Grant for the Police Department. The grant funds will be used to create a citizen survey to gain knowledge of how Waltham residents perceive crime, disorder, police and other issues. The grant funds will also be used to increase police foot patrols in the downtown area. No matching funds are required. Councillor Fowler moved to hear from the Police Chief, Keith MacPherson. The motion was adopted on a voice vote. Chief MacPherson explained how the funds would be used to conduct the survey and how foot patrol traffic in the downtown would be handled. Councillor Fowler moved to approve the acceptance of the grant. The motion was adopted on a voice vote and the grant of \$10,843 was accepted.

7. A request was received from the Mayor to approve the transfer of \$5,000 from the Stabilization Fund for the upcoming civil service exams for the E911 Dispatcher and Clerical positions as follows:

FROM:

Stabilization Fund-General	#250-135-7405-5205	\$5,000
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TO:

HR-Civil Service Exams	#001-152-5400-5311	\$5,000
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The City Auditor/Clerk of the Finance Committee gave a brief explanation and answered several questions from Councillor Romard. Councillor Romard moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$5,000 was approved.

8. A request was received from the Mayor to approve the transfer of \$25,850 from the Auditor-Collective Bargaining account to fund the collective bargaining agreement between the City and the School Traffic Supervisors as follows:

TRANSFER FROM:

Auditor-Collective Bargaining	#001-135-5400-5111	\$25,850
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TRANSFER TO:

Police-Salary (PT)	#001-210-5100-5121	\$14,400
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Police-CPR stipend (STS)	#001-210-5100-5148	\$ 9,000
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Police-CPR license cards	#001-210-5200-5470	\$ 300
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The City Auditor/Clerk of the Finance Committee explained the transfer of funds is to fund the second year (FY2018) of the three year collective bargaining agreement between the City and the School Traffic Supervisors' Union for the period July 1, 2016 to June 30, 2019. The funding for the first year (FY2017) of the agreement will be provided from excess funds in the FY2017 Police budget. In addition, the contract includes agreement on reforms the City was seeking pertaining to Other Post-Employment Benefits (OPEB) for certain eligible members and an incentive to encourage all members to become certified in CPR. Councillor Romard asked several follow questions concerning the CPR certification. As a former public safety employee, Councillor Fowler stated the CPR certification was a good idea. Councillor Romard moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$25,850 was approved.

9. A resolution concerning the Certificate of Achievement for the City's Comprehensive Annual Financial Report (CAFR) was submitted by Chairwoman McMenimen and signed by all City Councillors. The City Auditor/Clerk of the Finance Committee explained this was also recognition for the City under the leadership of the Mayor and the City Council, specifically the Finance Committee, for their role in overseeing the City's finances. Since Chairwoman McMenimen stated there may be other discussions arising from the resolution, a motion to table the matter was adopted on a voice vote and the resolution was tabled.
10. A motion to take the matter of the resolution concerning the "bills on warrant" (2/13/2017) from the table was adopted on a voice vote. At the request of the Finance Committee, the City Auditor/Clerk of the Finance Committee prepared and distributed a document to outline procedures for invoices attributable to the accounts under control of the City Council. It was suggested this matter be discussed at the next Finance Committee meeting. A motion to table the matter was adopted on a voice vote and the resolution was tabled.
11. A motion to adjourn by Councillor Giordano was approved by a voice vote and Chairwoman McMenimen declared the Committee adjourned - 9:35pm.

Paul G. Centofanti - Clerk to the Finance Committee