

FINANCE COMMITTEE
Minutes of the Meeting
June 22, 2020

1. Chairman LaCava called the meeting to order at 11:50pm.
2. Chairman LaCava requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll - Committee members LaFauci, Mackin, McMenimen, Vidal and LaCava were present.
3. Vice-President McMenimen moved to accept the minutes of the meeting held on June 15, 2020. The motion was adopted on a voice vote and the minutes of the meeting on June 15, 2020 were accepted.
4. A motion was made by Vice-President McMenimen to hear from all individuals who had an item on the agenda, Wires Inspector Tim Kelly, Housing Director Robert Waters, Police Chief Keith MacPherson, Traffic Engineer J. Michael Garvin, Health Director Michelle Feeley, Assistant City Solicitor Luke Stanton and City Auditor Paul Centofanti. The motion was adopted on a voice vote.
5. A request was received from the Mayor to transfer funds in the amount of \$6,000 to cover overtime expenses incurred and through the remainder of FY2020 for the Wires Department.

FROM

Wires-Equipment Maintenance & Repair	#001-245-5200-5241	\$6,000
--------------------------------------	--------------------	---------

TO:

Wires-Overtime	#001-245-5100-5131	\$6,000
----------------	--------------------	---------

Wires Inspector Tim Kelly gave a brief explanation of the overtime need. Vice-President McMenimen moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$6,000 for the Wires Department overtime was approved.

6. A request was received from the Mayor to approve the acceptance of a \$250 gift certificate to Dispensa Familiar from Connors and Connors, LLP for a food drive. Councillor Vidal moved to accept the donation and that a thank you note is sent to the donor. The motion was adopted on a voice vote and the donation of the \$250 gift certificate was accepted.
7. A request was received from the Mayor to approve the acceptance of a grant in the amount of \$67,564. The City of Waltham is the sub-recipient of the FY2020 Emergency Solutions Grant Coronavirus (ESG-CV) funds that were used to provide temporary

housing for the homeless with the installation of a 40' x 40' framed, heated tent with flooring on the Waltham Common, including any associated costs. Housing Director Robert Waters answered several questions from Vice-President McMenimen and Councillor Mackin about the tent housing program and if it would continue in the Fall. Vice-President McMenimen moved to accept the grant. The motion was adopted on a voice vote and the grant of \$67,564 for the tent housing program was accepted.

8. A request was received from the Mayor to approve the acceptance of a donation of \$2,500 in gift certificates to Hannaford's from an anonymous donor. The gift certificate can be used towards the purchase of food to be distributed to those in need. Vice-President McMenimen moved to accept the donation. The motion was adopted on a voice vote and the donation of \$2,500 for a food drive was accepted.
9. A request was received from the Mayor to approve the transfer of funds in the amount of \$30,000 to cover the overtime expenses for the E911 Dispatchers for the remainder of the fiscal year. The shortfall is due to three vacant positions and the impact of COVID-19.

FROM:

Police-FT Wages	#001-210-5100-5112	\$30,000
-----------------	--------------------	----------

TO:

Police-Dispatch OT	#001-215-5100-5131	\$30,000
--------------------	--------------------	----------

Police Chief MacPherson gave a brief explanation of the need as was stated in his letter and the Mayor's letter to the City Council. Vice-President McMenimen moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$30,000 for the E911 Dispatchers' overtime was approved.

10. A request was received from the Mayor to approve the appropriation of funds in the amount of \$10,300 for the purchase and installation of a solar powered rectangular rapid flashing beacon (RRFB) to be installed on both sides of River Street at Amory Road.

FROM:

Traffic Impact-36 River Street	#259-480-2919-5205	\$10,300
--------------------------------	--------------------	----------

TO:

Traffic-RRFB (River at Amory)	#259-480-2984-5205	\$10,300
-------------------------------	--------------------	----------

Traffic Engineer J. Michael Garvin explained the purpose and benefit for installing the RRFB at the location. Vice-President McMenimen moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$10,300 for the RRFB at River Street was approved.

11. A request was received from the Mayor to approve the appropriation of funds in the amount of \$10,300 for the purchase and installation of a solar powered rectangular rapid flashing beacon (RRFB) to be installed on both sides of Elm Street at the Elm Street Bridge (DCR Riverwalk).

FROM:

Traffic Impact-20 Cooper Street	#259-480-2926-5205	\$10,300
---------------------------------	--------------------	----------

TO:

Traffic-RRFB (Elm Street)	#259-480-2985-5205	\$10,300
---------------------------	--------------------	----------

Traffic Engineer J. Michael Garvin explained the purpose and benefit for installing the RRFB at the location. Vice-President McMenimen moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$10,300 for the RRFB at Elm Street was approved.

12. A request was received from the Mayor to approve the appropriation in the amount of \$3,600 for the pest control account. The funds will be used for pest control for the Moody Street public areas from now until October.

FROM:

Unreserved Fund Balance	#001-000-3590-3590	\$3,600
-------------------------	--------------------	---------

TO:

Health-Pest Control	#001-510-5200-5382	\$3,600
---------------------	--------------------	---------

Health Director Michelle Feely gave a brief explanation of the opening of the Moody Street area restaurants and the need for increased pest control. Vice-President McMenimen moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$3,600 for the pest control services was approved.

13. Councillor Vidal moved to take the matter of the partial distribution of \$30,000 from the Estate of Carol Cormier from the table. The motion was adopted on a voice vote. Councillor Vidal asked several questions of Assistant City Solicitor Luke Stanton for the reasons and need of a partial distribution. Councillor Mackin asked Attorney Stanton to give a brief explanation of probate. Councillor LaFauci moved to approve the acceptance of the partial distribution. The motion was adopted on a voice vote and the partial distribution of \$30,000 was accepted.
14. A request was received from the Mayor to approve the transfer of funds in the amount of \$30,000 to fund the City's match (1.45% of salary) of the FICA Medicare payroll tax to June 30, 2020. This is a mandatory payroll tax withholding for employees who were hired on or after April 1, 1986.

TRANSFER FROM:

Auditor – Certification Charges	#001-750-5200-0000	\$ 2,500
Auditor – Interest on BANS	#001-750-5200-5925	\$ 7,500
Auditor – Interest on Tax Refunds	#001-750-5200-5930	\$20,000

TO:

Auditor – FICA Medicare	#001-914-5200-5185	\$30,000
-------------------------	--------------------	----------

City Auditor Paul Centofanti gave a brief explanation of the Medicare payroll tax for municipal employees and the reason for the additional funds. Councillor LaFauci moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$30,000 for the Medicare payroll tax was accepted.

15. A request was received from the Mayor to approve the appropriation in the amount of \$1,000,000 from Unreserved Fund Balance to the Stabilization Fund-General. City Auditor Paul Centofanti explained at June 30, 2020, the remaining balance of the City's "free cash" is no longer available for appropriation until the Department of Revenue (DOR) certifies the City's "free cash" for July 1, 2020. This certification can occur only after the City closes its books for the fiscal year end, prepares its year-end financial statements and other required documentation, submits them to the DOR and the DOR conducts its review. Historically, the City receives its certification of "free cash" in mid-October. Mr. Centofanti continued to explain that this appropriation request is intended to move funds between two separate reserve funds and provide the City with a funding source in the event an additional appropriation for any municipal purpose is needed between July 1 and the date of certification of "free cash". A transfer from the Stabilization Fund-General requires a request of the Mayor and a 2/3 vote of the City Council. Councillor Vidal moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$1,000,000 to the Stabilization Fund was approved.
16. A motion by Councillor LaFauci to adjourn was adopted on a voice vote and Chairman LaCava declared the meeting adjourned at 12:10am on June 23, 2020.

Paul G. Centofanti – Clerk to the Finance Committee