

## FINANCE COMMITTEE

### Minutes of the Meeting

June 27, 2017

1. Chairwoman McMenimen called the meeting to order at 1:00am.
2. Chairwoman McMenimen requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll – Councillors Fowler, Giordano, Romard, Vidal and McMenimen were present.
3. Councillor Fowler moved to accept the minutes of the meeting held on June 19, 2017. The motion was adopted on a voice vote and the minutes were accepted.
4. A request was received from the Mayor to approve the appropriation of \$27,000 from Unreserved Fund Balance to account #001-175-5800-6640 Planning-Energy Application. These funds will be used to engage the services of a professional to complete an energy reduction plan (ERP) that includes the following elements:
  - Update energy use baseline
  - Updates to Mass Energy Insight online energy tracking system
  - ASHRAE Level 1 type energy audits for target facilities to create an energy reduction plan
  - Energy Reduction Plan write, identifying 15%–20% energy reduction in five years.

A motion to hear from the Mayor and the Purchasing Agent, Joe Pedulla was adopted on a voice vote. The Mayor and Mr. Pedulla spoke about the specific elements of the energy application. Councillor Vidal asked several questions about the application including how they were chosen. Off-committee, Councillor Darcy asked questions about any changes to the zoning. The Mayor indicated the consultant would look at it. Councillor Fowler moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$27,000 was approved.

5. A request was received from the Mayor to approve the application for a Section 108 Loan Guarantee from the U.S. Department of Housing and Urban Development (HUD) for the Woerd Avenue Landfill Revitalization Project. Councillor Vidal moved to hear from the Mayor. The motion was adopted on a voice vote. The Mayor explained the purpose of the project. Off-committee, Councillor Rourke explained the history of the site and how it became a dump. Off-committee, Councillor Darcy stated that the property should bear the name of former Waltham resident/employee Sam Picariello. Councillor Fowler moved to approve the application. The motion was adopted on a voice vote.
6. A request was received from the Mayor to approve the appropriation of \$70,000 from Unreserved Fund Balance to account #001-220-5100-5131 Fire Department – Overtime

to pay overtime expenses for FY2017. Councillor Fowler moved to hear from the Fire Chief, Paul Ciccone. The motion was adopted on a voice vote. Chief Ciccone explained the experience of the overtime account during the fiscal year and the justification for the additional funds. Councillor Fowler moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$70,000 was approved.

7. A request was received from the Mayor to accept the gift of \$5,000 from the Friends of Hurley House to the Police Department for the GREAT program. Councillor Fowler moved to hear from the Police Chief, Keith MacPherson. The motion was adopted on a voice vote. Chief MacPherson explained the intended uses of the gift funds. Councillor Giordano moved to accept the gift. The motion was adopted on a voice vote and the gift of \$5,000 was accepted with a thank you note to the donor.
8. A request was received from the Mayor to approve the transfer of \$25,000 to cover projected expenses for the City Treasury for the remainder of the fiscal year.

FROM:

#001-145-5100-5111	Treasurer-Salary	\$25,000
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TO:

#001-145-5200-5342	Treasurer-Postage	\$ 5,000
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#001-145-5200-5385	Treasurer-Banking Services	\$20,000
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Councillor Fowler moved to hear from the City Treasurer, Tom Magno. The motion was adopted on a voice vote. Mr. Magno explained the reasons for the transfer request. Councillor Fowler moved to approve the transfer request. The motion was adopted on a voice vote and the transfer of \$25,000 was approved.

9. A request was received from the Mayor to approve the appropriation of \$27,202 to purchase a new large format Plotter/Scanner/Copier System for the Water/Sewer Department. The current machine is ten years old and is no longer supported by the manufacturer with parts replacement or software updates.

FROM:

Water Retained Earnings	#610-450-3590-3590	\$27,202
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TO:

Water Admin - Plotter/Scanner/Copier	#610-452-5800-6413	\$27,202
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Councillor Giordano moved to hear from the City Engineer, Steve Casazza. The motion was adopted on a voice vote. Mr. Casazza explained the need of the plotter and its uses. Councillor Giordano moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$27,202 was approved.

10. A request was received from the Mayor to approve the appropriation of \$9,930.18 for the Disability Services Commission.

FROM:

#237-560-2300-3591 F/B Reserved for Handicap Projects \$9,930.18

TO:

#237-560-2331-5205 HP Surveillance-101 Prospect Street \$9,930.18

Councillor Giordano moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$9,930.18 was adopted on a voice vote.

11. A request was received from the Mayor to approve the appropriation of \$1,000 from Unreserved Fund Balance to account #001-176-5100-5194 ZBA-Boards/Commissions. These funds will be used to cover the meeting stipends for the ZBA members for FY2017. The number of meetings being held has risen due to the number and complexity of cases that have been filed with the ZBA. Councillor Giordano moved to approve the appropriation request. The motion was adopted on a voice vote and the appropriation of \$1,000 was approved.
12. A request was received from the Mayor to approve the transfer of \$1,047 from account #001-161-5200-5211-00-78 Clerk-Bright School Utilities to a new account #001-161-5700-5720 Clerk-Out of State Travel. These funds will be used for the travel expenses of the Assistant City Clerk to attend the required training course from the New England Municipal Clerks' Institute and Academy at Plymouth State University, New Hampshire during July 8-14, 2017. Councillor Romard moved to approve the transfer request. The motion was adopted on a voice vote and the transfer was approved.
13. A request was received from the City Council President to approve the payment of the following FY2017 invoice for the City Council - Kyocera, \$2,042 (annual maintenance & toner for the City Council copy machine. Councillor Romard moved to approve the payment of the invoice. The motion was adopted on a voice vote.
14. A request was received from the Mayor to appropriate \$1,000,000 from Unreserved Fund Balance to the Stabilization Fund-General. The City Auditor, Paul Centofanti explained at June 30, 2017, 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, 2017. 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. 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 Romard moved to approve the appropriation request. The motion was adopted on a voice vote and the \$1,000,000 appropriation was approved.

15. A request was received from the Mayor to approve the transfer of funds totaling \$161,000 (as itemized below) to fund the second year (FY2018) of the three year collective bargaining agreement between the City and the Managers' Union for the period July 1, 2016 to June 30, 2019. In addition, the contract includes agreement on reforms the City was seeking pertaining to Other Post-Employment Benefits (OPEB) and the use of Global Positioning System (GPS) in City vehicles.

TRANSFER FROM:

Auditor - Collective Bargaining	#001-135-5400-5111	\$161,000
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TRANSFER TO:

DEPARTMENT	ACCOUNT #	AMOUNT
Building	#001-192-5100-5111	\$32,300
Building	#001-192-5200-5581	\$ 1,600
City Clerk	#001-161-5100-5111	\$ 6,500
Voter Registration	#001-163-5100-5111	\$ 3,500
CPW	#001-420-5100-5111	\$26,100
CPW	#001-420-5200-5581	\$ 1,200
Engineering	#001-410-5100-5111	\$10,800
Engineering	#001-410-5200-5581	\$ 600
Water Admin	#610-450-5100-5111	\$17,200
Water Admin	#610-450-5200-5581	\$ 1,000
Health	#001-510-5100-5111	\$11,800
Health	#001-510-5200-5581	\$ 600
Info Tech	#001-155-5100-5111	\$27,300
Paine Estate	#001-670-5100-5111	\$ 3,100
Police-Animal Control	#001-210-5100-5111	\$ 3,700
Police-Animal Control	#001-210-5200-5581	\$ 200
Dispatch	#001-215-5100-5111	\$ 4,600
Wires	#001-245-5100-5111	\$ 8,500
Wires	#001-245-5200-5581	\$ 400

The City Auditor, Paul Centofanti explained the specific elements of the collective bargaining agreement (CBA), including it represented a consistent pattern with other unions. Councillor Giordano moved to approve the transfer request. The motion was

adopted on a voice and the transfer of \$161,000 to fund the Managers' CBA was approved.

16. A request was received from the Mayor to approve a departmental transfer totaling \$542.32 to charge the City Council account so as to reimburse the Mayor's account and the City Auditor's account for the expenses that were paid by these two departments on behalf of the City Council for the food and provisions incurred by the City Council Finance Committee during the FY2018 budget review meetings.

CREDIT:

#001-135-5200-5730	Auditor-Dues	\$220.42
#001-121-5400-5790	Mayor-Special Events	\$321.90

CHARGE:

#001-111-5200-5490	City Council-Food Supplies	\$542.32
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Councillor Giordano moved to approve the departmental transfer request. The motion was adopted on a voice vote.

17. Councillor Romard moved to take the matter of the resolution on "bills on warrant" for the City Council (2/13/2017) from the table. The motion was adopted by a voice vote. Councillor Romard suggested that the City Council President be authorized to approve bills under \$1,000. Councillor Giordano suggested a separate procedure be established for the City Council bills and to have the City Auditor make a recommendation. Councillor Fowler moved to place the matter back on the table. The motion was adopted on a voice vote and the matter was tabled.
18. A motion to adjourn by Councillor Fowler was approved by a voice vote and Chairwoman McMenemy declared the Committee adjourned - 1:40am.

Paul G. Centofanti - Clerk to the Finance Committee