

FINANCE COMMITTEE
Minutes of the Meeting
April 18, 2017

1. Chairwoman McMenimen called the meeting to order at 8:35 pm.
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, Romard, Vidal and McMenimen were present. Councillor Giordano was absent.
3. Councillor Romard moved to table the minutes of the meeting held on March 20, 2017. The motion was adopted on a voice vote and the minutes were tabled.
4. Councillor Romard moved to take an agenda item out of order - payment of \$87.50 for the Embassy Trophy invoice. The motion was adopted on a voice vote. Councillor Romard moved to hear from the City Council President, Diane LeBlanc. The motion was adopted on a voice vote. President LeBlanc explained the reasons for the invoice and requested that it be paid. Councillor Fowler moved to approve the payment of the invoice. The motion was adopted on voice vote and the payment of \$87.50 for the Embassy Trophy invoice was approved.
5. A request was received from the Mayor to appropriate \$4,700 from account #261-192-1015-5202 Building Code Enforcement Special Revenue to a new account #001-192-5400-5850 Building Code Enforcement Equipment. The funds will be used to purchase a new computerized tablet to record inspections in the field in real time and provide an analysis and testing of an updated version of the permitting software that is currently being used in the Building Department. In addition, the department must observe and practice safety protocol for inspectors on the job with entry into hazardous conditions such as building fires (post inspection), unsafe structures and conditions that pose health and safety concerns needed for each inspection vehicle (4) so that all inspectors in the field will be ready for any conditions that may be adverse. Councillor Vidal moved to hear from the Inspector of Buildings, William Forte. The motion was adopted on a voice vote. Mr. Forte explained the purpose and use of the funds in the code enforcement account. Councillors Fowler and Romard asked questions about the fund including the use of the computer tablet and the specific items that would be used by the building inspectors. Councillor Fowler moved to approve the appropriation request. The motion was adopted on voice vote and the appropriation of \$4,700 was approved.
6. Councillor Fowler moved to discuss the agenda item of the FY2016 independent audit and to hear from the independent auditor, Chris Rogers. The motion was adopted on a voice vote. Councillor Romard asked several questions about each of the comments in the Management Letter report, specifically the Assessor notice on tax-exempt

properties, the deficit in the Police/Fire Detail accounts, cash receipts posting and the compensated absences reporting. Councillor Romard asked that the City Auditor provide a reminder to the City Assessor to ensure that notice to file the tax exempt status of certain properties be done by March 1 of each year. Councillor Romard expressed concern over the deficit in the police/fire detail accounts and questioned how it occurred and how it would be resolved. Councillor Romard moved to request the Police Chief, Fire Chief, City Treasurer and City Auditor appear at the next Finance Committee meeting and that a list of the accounts receivable for police/fire details be provided to the Finance Committee. The motion was adopted on a voice vote. Councillor Romard asked questions concerning certain fees charged by the City Clerk and if marriage fees are turned over to the City. Councillor Romard moved to request the City Clerk appear at a future Finance Committee meeting to discuss the fees of the City Clerk's office. The motion was adopted on a voice vote. Chairwoman McMenimen discussed and asked questions of the independent auditor on several of the City's long term liabilities - OPEB, retirement and bonded debt. Councillor Romard moved to table the matter of the independent audit. The motion was adopted on a voice vote and the matter was tabled.

7. A motion to adjourn by Councillor Fowler was approved by a voice vote and Chairwoman McMenimen declared the Committee adjourned - 10:00 pm.

Paul G. Centofanti - Clerk to the Finance Committee