

FINANCE COMMITTEE
Minutes of the Meeting
May 2, 2016

1. Chairman Brasco called the meeting to order at 8:20pm.
2. Chairman Brasco requested that a roll call be taken to record the attendance for the meeting. The Clerk called the roll - all Committee members were present.
3. Councillor Vizard moved that that the minutes of the meeting April 4, 2016 be accepted. The motion was adopted on a voice vote and the minutes were accepted.
4. Councillor Vizard moved that that the minutes of the meeting April 19, 2016 be accepted. The motion was adopted on a voice vote and the minutes were accepted.
5. A request was received from the Mayor to accept the donation of a gift basket valued at \$120 from Care.com to the Waltham Police Department. Councillor McMenimen moved to accept the gift and a thank you note is sent to the donor. The motion was adopted on a voice vote and the gift was accepted.
6. A request was received from the Mayor to appropriate the amount of \$5,000 from Unreserved Fund Balance to account #001-161-5100-5111 City Clerk Salaries. These funds will be used to pay out-of-grade compensation for the Executive Assistant position for the period January 25, 2016 to the earlier date of June 30, 2016 or the return to work date of the incumbent Assistant City Clerk. The Executive Assistant is a union position in the Managers' Union and the out-of-grade compensation is the result of an agreement reached between the City and the Managers' Union. The Clerk of the Committee and City Auditor explained the specifics of this situation and read the agreement to the Committee members. Councillors McMenimen, Vizard and Romard asked follow up questions concerning the duration of the agreement and if similar instances had previously occurred in the Clerk's Office. Councillor McMenimen moved to approve the appropriation of \$5,000. The motion was adopted on a voice vote and the appropriation of \$5,000 was approved.

7. Councillor McMenimen moved to take the matter of the traffic impact fees (4/11/2016) from the table. The motion was adopted on a voice vote. Councillor McMenimen asked the Clerk of the Committee about the status of her information request. The Clerk acknowledged an oversight and the request for information had not been sent. The Clerk stated it would be taken care of this week. Councillor McMenimen moved to place the matter back on the table. The motion was adopted on a voice vote and the matter was tabled.
8. A brief discussion ensued about the receipt of the upcoming FY2017 budget and the Committee's thoughts on setting up dates/times for budget hearings. It was decided that the hearing for the School Department and the Mayor would be held separately from the other City departments. It was decided to wait until the budget was received from the Mayor before setting meeting dates/times. Councillors would check their schedules for available dates/times.
9. A motion to adjourn by Councillor Giordano was approved by a voice vote and Chairman Brasco declared the Committee adjourned – 8:35pm.

Paul G. Centofanti – Clerk to the Finance Committee