



City of Somerville, Massachusetts

City Council Finance Committee

Meeting Minutes

Tuesday, September 10, 2024

6:00 PM

This meeting was held via Zoom and was called to order by Chair Wilson at 6:02pm and adjourned at 7:09pm with a roll call vote of 5 in favor (Councilors Clingan, Burnley, Sait, Scott, Wilson), none opposed, and none absent.

Others present: Karin Carroll – Director of Health and Human Services, Anthony Delmonaco – Director of SPD, Natasha Frazier – Assistant Clerk of Committees, Kimberley Hutter – Legislative Liaison, Alan Inacio – Director of Finance and Administration Office of Strategic Planning and Community Development, Catherine Lester Salchert – Assistant City Solicitor, Anoop Malik – Manager, HHS, Michael Richards – Director of Finance and Administration at Department of Infrastructure and Asset Management, Matt Sirigu – Assistant City Solicitor, Julie Spurr-Knight – Director of Finance and Administration at the Department of Public Works, Ben Waldrip – Superintendent of Buildings and Grounds at the Department of Public Works.

Roll Call

Present: City Councilor At Large Jake Wilson, Ward Two City Councilor Jefferson Thomas (J.T.) Scott, Ward Two City Councilor Naima Sait, City Councilor At Large Willie Burnley Jr. and Ward Four City Councilor Jesse Clingan

1. Committee Minutes (ID # [24-0985](#)) Approval of the Minutes of the Finance Committee Meeting of June 25, 2024.

RESULT: ACCEPTED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

Prior Year Invoices

2. Mayor's Request (ID # [24-1163](#)) Requesting approval to pay prior year invoices totaling \$3,071.16 using available funds in the SomerViva Office of Immigrant Affairs Professional & Technical Services account for interpretation services.

Chair Wilson noted that a staff memo was received for this item prior to the meeting.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

- 3. Mayor's Request (ID # [24-1169](#)) Requesting approval to pay prior year invoices totaling \$112.93 using available funds in the Health and Human Services Department Reimbursement of Licenses Account for Canva subscription.

Chair Wilson noted that a staff memo was received for this item prior to the meeting. Chair Wilson also noted that he spoke with the Chief Administrative Officer about a possible Canva enterprise subscription for the City as a whole, and they confirmed that the City is looking into a City-wide subscription rather than subscribing department by department in the future.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
- 4. Mayor's Request (ID # [24-1161](#)) Requesting approval to pay prior year invoices totaling \$1,853.28 using available funds in the Department of Veterans Services Office Supplies and Office Equipment accounts for supplies and equipment purchases.

Chair Wilson noted that a staff memo was received for this item prior to this meeting.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
- 5. Mayor's Request (ID # [24-1162](#)) Requesting approval to pay prior year invoices totaling \$1,080 using available funds in the Department of Veterans Services Professional & Technical Services Account for transportation during the 2024 Memorial Day Parade.

Chair Wilson noted that a staff memo was received for this item prior to this meeting.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
- 6. Mayor's Request (ID # [24-1083](#)) Requesting approval to pay prior year invoices totaling \$50 using available funds in the Department of Infrastructure & Asset Management Ordinary Maintenance Fee account for a Department of Conservation & Recreation Construction Access Permit.

Director Richards stated that this invoice is an access fee for preconstruction services at Foss Park and is related to the Mystic River outfall sewer separation project. Director Richards stated that this invoice was issued to the City over a year ago, but the invoice was missed because it was sent to a project manager unrelated to this project. They received the request for

payment of this invoice, which is from 2023, in July.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

- 7. Mayor's Communication (ID # [24-1172](#))

Requesting approval to pay prior year invoices totaling \$62,400 using available funds in the Department of Public Works Grounds R&M Account for playground surface repairs.

Superintendent Waldrip stated that there are five outstanding invoices and that the work originated from a scope that was written and estimated during fiscal year 2021. He stated that work did not begin until 2022 due to the availability of the contractor, and that the work continued into fiscal year 2023. The work was completed in 2023, but they were \$62,400 short of what they needed to complete the work. Superintendent Waldrip described the impact of square footage bidding on the contract and stated that there is a significant amount of port in place repairs remaining.

Chair Wilson asked how the port in place and rubber is holding up across the City. Superintendent Waldrip stated that it is holding up well but that there are areas in need of spot repair, generally under swing-sets and at the bottom of slides, which receive repetitive use. He described how the physical areas in need of spot repair get larger over time without repair, beyond the original high use area. This is especially challenging when water gets under the surface. He stated that these were contributing factors to the five outstanding invoices.

Superintendent Waldrip stated that these issues are especially prevalent at the East Somerville School and by Lincoln Park, because of the high use the playgrounds receive. He described the City's plan to move forward relying on their contracts. Chair Wilson inquired about the typical lifespan of playground surfaces, noting that the Lincoln Park ribbon cutting ceremony was in 2018, which puts the lifespan for the surface at 6 years. Superintendent Waldrip stated that generally the lifespan is 8 to 10 years before surface repairs are needed and discussed the impact of high levels of use on the surface.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

- 8. Mayor's Request (ID # [24-1173](#))

Requesting approval to pay prior year invoices totaling \$960.24 using available funds in the Department of Public Works Administration Office Supplies account for the purchase of office supplies.

Regarding agenda item 8, Director Spurr-Knight stated that an incorrect PO

number was on the invoice and it was very close to year end, but by time the updated invoice received, the year-end had closed and they could not open up a fiscal year 2024 PO. Therefore, DPW is requesting that it come from the fiscal year 2025 budget. Agenda items 9, 10, 11, 12 were also taken up with agenda item 8.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

9. Mayor's Request
(ID # [24-1174](#))

Requesting approval to pay prior year invoices totaling \$8,609.72 using available funds in the Department of Public Works Sanitation Benches & Barrels Account for the purchase of trash containers.

This item was taken up with agenda item 8.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

10. Mayor's Request
(ID # [24-1175](#))

Requesting approval to pay prior year invoices totaling \$37.27 using available funds in the Department of Public Works Administration Lease Copier account for photocopier lease expenses.

This item was taken up with agenda item 8.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

11. Mayor's Request
(ID # [24-1176](#))

Requesting approval to pay prior year invoices totaling \$225 using available funds in the Department of Public Works Rentals Buildings account for portal restroom rentals.

This item was taken up with agenda item 8.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

12. Mayor's Request
(ID # [24-1177](#))

Requesting approval to pay prior year invoices totaling \$659 using available funds in the Department of Public Works Administration License Reimbursement Account for employee operator licenses.

This item was taken up with agenda item 8.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

13. Mayor's Request (ID # [24-1089](#))

Requesting approval to pay prior year invoices totaling \$19,747.90 using available funds in the Office of Strategic Planning & Community Development Administration Legal Services account for the Somerville Redevelopment Authority 90 Washington St appeal.

Director Inacio stated that some invoices were received late and were not able to be reconciled during last year’s process. They are not requesting new funding, but rather are seeking to reconcile prior invoices. Chair Wilson noted for the public’s understanding that the fiscal year ends June 30th. Therefore, anything that is received just before this deadline is typically taken up at the first Finance Committee meeting of the subsequent fiscal year, which is tonight’s meeting.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

Appropriations

14. Mayor's Request (ID # [24-1075](#))

Requesting approval to appropriate \$150,000 from the Salary & Wage Stabilization Fund to the Police Department - Personal Services - Other Lump Sum Benefits account to settle pending litigation.

Attorney Sirigu stated that this is the final payment of an HR appropriation to settle pending litigation from several years ago involving the police unions and overtime wages calculations. Chair Wilson noted that if members of the public click “text” after clicking on the file number on Legistar, the public details of this litigation will be visible.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

Contracts & Easements

15. Mayor's Request (ID # [24-1150](#))

Requesting approval of an amendment to the Stormwater Drainage Easement at 10-20 Innerbelt Road.

Attorney Lester-Salchert stated that the location of an existing stormwater drainage easement has changed, and the City is seeking approval of an amendment to the existing easement.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

- 16. Mayor's Request (ID # [24-1151](#)) Requesting approval of a Maintenance Easement and License Agreement for 0 Middlesex and Kensington Avenue.

Attorney Lester-Salchert stated that the City wants to retain all of its rights to this area of Kensington Avenue that is close to a park. The City has a maintenance agreement for the easement for the remaining part of the of the park. She stated that this would finalize the process.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
- 17. Mayor's Request (ID # [24-1160](#)) Requesting approval of a Pedestrian Access Easement and Grant of License for 3-5 Hawkins Street.

Attorney Lester-Salchert stated that this is regarding a sidewalk and Pedestrian Access Easement for 3-5 Hawkins Street, which would ensure 24/7 pedestrian access.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
- 18. Mayor's Request (ID # [24-1076](#)) Requesting approval to extend and amend a contract with Warner Larson Incorporated until 9/30/2025 for the additional services needed to complete the Dilbooy Auxiliary Fields Re-Design project.

Director Inacio stated that this is a project currently under construction. An extension was previously sought last year, and he stated they should have requested an additional year at that time. He anticipates the project will be completed by 9/30/2025. They are seeking to retain the current designer and construction administrator, Warner Larson Incorporated, to see the project through after having to expand their scope to include drainage advice and expertise. Chair Wilson noted that construction completion will not necessarily mean the field is ready for public use because several growing seasons are required for the grass, but that it will be a valuable and much needed resource for the City once ready for public use.

RESULT: **RECOMMENDED TO BE APPROVED**

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
- 19. Mayor's Request (ID # [24-1187](#)) Requesting approval of a time-only extension until 09/30/2024 for the contract with the Public Consulting Group, LLC to continue the Medicaid Billing and Collection Services.

Manager Malik stated that this is a public consulting group contract

extension following a previous 3-year contract, in which the group provides billing services utilizing data submitted by Somerville schools. He and Director Carroll monitor reimbursements that are received on a quarterly basis. He stated that their contract expired March 31st. Because Chapter 30-B rules require the project to go out to bid, he is requesting an extension until 9/30/2024 to ensure reimbursements continue in the interim.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

Grants & Gift Acceptances

- 20. Mayor's Request (ID # [24-1074](#)) Requesting approval to accept and expend a \$300,000 grant renewal with no new match required, from the Massachusetts Department of Public Health, Bureau of Infectious Disease & Laboratory Sciences to the Health and Human Services Department for local health support for COVID-19 case investigation and contact tracing.

Director Carroll stated that this grant renewal request is for a grant the City has had in the past for COVID-19 contract tracing. However, the funds can now be applied to tracing any infectious disease that is of concern to the community, and not just COVID-19. The grant money would be spent on data infrastructure tool software that will allow for infectious disease tracking, record referrals, data, and some billing features. It also includes a Spanish medical language class for staff. The grant also allows for the City to hire a regional epidemiologist. Chair Wilson confirmed that this grant can be applied towards tracing infectious diseases other than COVID-19 and Director Carroll confirmed that is correct.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

- 21. Mayor's Request (ID # [24-1193](#)) Requesting approval to accept and expend a \$237,939.81 grant with no new match required, from the Metropolitan Area Planning Council to the Health and Human Services Department for a team performing multi-municipal shared public health services including a Shared Services Coordinator, a Regional Nurse, and a Clinical Community Health Worker.

Director Carroll stated that this is a regional grant managed by MAPC and the Somerville grant coordinator is at HHS in Somerville. Director Carroll explained the regional and local aspects of each position, their primary work responsibilities, and the overall organizational structure in which they will operate. She described that this work has already begun and that the work plan was developed three years ago, which involved the Inspectional Services Department. She described how these positions help fill gaps for the community, and especially schools, in keeping up with ongoing and

changing COVID-19 and flu vaccination recommendations and needs. Councilor Burnley inquired about the ways in which the roles depend on this grant approval. Director Carroll stated that these positions depend on the approval of this grant during this grant cycle.

Councilor Burnley inquired about the role of the Clinical Community Health Worker, stating that he recognizes the importance of this role and asked Director Carroll how she envisions community engagement for this role as it is a shared position with the City of Cambridge. Director Carroll described in detail how the Clinical Community Health Worker position will collaborate with the City of Somerville and with the rest of the team to meet community needs.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

22. Mayor's Request (ID # [24-1082](#))

Requesting approval to accept and expend a \$959,500 grant with no new match required, from the Massachusetts Gaming Commission to the Office of Strategic Planning & Community Development Mobility Division for the Transit Pass Pilot Program, Traffic Signal Pre-emption for Emergency Services and Middlesex Ave - Mystic Ave Intersection Project.

Director Inacio stated that they applied for and were offered partial awards for the three categories mentioned above, which would be implemented by the mobility team. Chair Wilson expressed his support for improved signalization and safety improvements. Councilor Clingan asked what the Middlesex Ave-Mystic Ave Intersection Project is. Director Inacio stated that it is a project to reconstruct the intersection to improve safety and that grant funds will provide 50% of the total construction funding needed. Chair Wilson described the location of this project for the public, noting that it is near Assembly Square and that there is a lot of traffic headed for 93 and 28 in this area.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

23. Mayor's Request (ID # [24-1078](#))

Requesting approval to accept and expend a \$3,600,000 grant with no new match required, from the MassWorks Infrastructure Program to the Department of Infrastructure & Asset Management for the Inner Belt & Brickbottom Pedestrian Crossing.

Director Richards stated that this is a MassWorks grant that will fund the initial design and owners, described how this grant fits in with other funding sources and the overall project development timeline. He stated that this grant will help progress this project towards bidding. Chair Wilson inquired

about the overall project cost, noting that the requested funds are for the design. Director Richards anticipates the project will ultimately cost multiple tens of millions of dollars given the anticipated bridge costs. Chair Wilson inquired about the pedestrian crossing. Councilor Scott expressed his support for the project and noted that there was controversial up-zoning that was proposed for Inner Belt road and that the proposal was rejected. Councilor Scott commended the work of this team and expressed his support for this project including the pedestrian crossing. Councilor Burnley stated that he is looking forward to seeing the project fit in to a larger vision for the community.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

24. Mayor's Request
(ID # [24-1090](#))

Requesting approval to accept and expend a \$99,886.56 grant with no new match required, from the MA Technology Collaborative to the Office of Strategic Planning and Community Development Economic Development Division for digital navigation services to Somerville Housing Authority residents.

Director Inacio stated that this grant will specifically allow OSPCD to hire a digital navigator who would assist the residents of the Mystic housing apartments. He stated that the Housing Authority is working to provide free internet access to approximately 1,200 residents, and that this role would help the residents navigate digital devices and resources for the first time. Councilor Clingan and Director Inacio discussed the impact of this project for Mystic housing residents.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

25. Mayor's Request
(ID # [24-1185](#))

Requesting approval to accept and expend a \$22,781.32 grant with no new match required, from the Boston Mayor's Office of Emergency Management to the Police Department for the installation of access controls and additional card entry access.

Director Delmonaco stated this request is for 4 new card readers for access, which would help secure the detective back hall door, the evidence control office door, the door between detectives and records, and the garage office door. He stated that this would provide additional security for the police departments doors for unauthorized access. The card readers would also provide a record of entry and has a better streamlined process for providing access to those who need it.

RESULT: RECOMMENDED TO BE APPROVED

AYE: City Councilor At Large Wilson, Ward Two City Councilor Scott, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan

Referenced Documents:

- Finance - 2024-09-12 CC Memo_HHS (with 24-1169)
- Finance - 2024-09-12 CC Memo_HHS Dept of Veterans (with 24-1161)
- Finance - 2024-09-12 CC Memo_HHS Dept of Veterans (with 24-1162)
- Finance - 2024-09-12 Prior Year Invoice SOIA Memo (with 24-1163)