



City of Somerville, Massachusetts

City Council Finance Committee

Meeting Minutes

Tuesday, January 23, 2024

6:00 PM

This meeting was held via Zoom, was called to order by Chair Wilson at 6:07 pm and adjourned at 6:57 pm with a roll call vote of 4 in favor (Councilor Clingan, Councilor Burnley, Councilor Sait and Chair Wilson), none opposed, and 1 absent (Councilor Ewen-Campen).

President Ewen-Campen appointed himself to replace Councilor Scott on the Committee for this meeting only. Councilor Clingan joined late due to attending another meeting.

Others present: Hannah Carrillo – Mayor’s Office, Alan Inacio – OSPCD, Richard Raiche – IAM, Tom Galligani – OSPCD, Michael Richards – IAM, Catherine Lester Salchert – Law Office, Julie Spurr-Knight – DPW, Anthony Delmonaco – SPD, Stephanie Widzowski – Clerk of Committees.

Roll Call

Present: City Councilor At Large Jake Wilson, Naima Sait, Willie Burnley Jr., Jesse Clingan and Ben Ewen-Campen

1. Approval of the Minutes of the Finance Committee Meeting of December 12, 2023.

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

ABSENT: Ewen-Campen

Appropriations

2. Mayor's Request (ID # [24-0045](#)) Requesting the appropriation of \$260,836.34 from the GLX Developer Contribution Fund Account for procuring an owners project representative for the 100 Chestnut Pedestrian Bridge.

Dir. Inacio said that the contract is not finalized, but this appropriation is needed to fully utilize the Massworks grant. Chair Wilson noted that this appropriation is related to item 23-0940 in the Land Use Committee. Councilor Ewen-Campen asked how much of these funds would cover the project representative and whether the project is contingent on a zoning change. Dir. Inacio said that the funds will at least last through the design phase. Dir. Galligani said that the project will work without a zoning change, but the city wants to remain competitive in the future for securing funding from the state. He added that the pedestrian bridge would be about \$20-30 million based on calculations.

RESULT: **RECOMMENDED TO BE APPROVED**

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

ABSENT: Ewen-Campen

Contracts and Easements

- 3. Mayor's Request (ID # [23-1828](#)) Requesting approval of a time-only contract extension of eight months with Symmes Maini & McKee Associates, Inc. for design services for the Somerville High School project.

Taken together with item 23-1829. Dir. Raiche said that there are a couple punch list items waiting for warmer temperatures, but nothing that would push the project past June.

RESULT: **RECOMMENDED TO BE APPROVED**

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

ABSENT: Ewen-Campen

- 4. Mayor's Request (ID # [23-1829](#)) Requesting approval of a time-only contract extension of eight months for PMA, LLC for Owner's Project Manager services for the Somerville High School project.

RESULT: **RECOMMENDED TO BE APPROVED**

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

ABSENT: Ewen-Campen

- 5. Mayor's Request (ID # [23-1864](#)) Requesting approval of a grant of easement and maintenance agreement for US Union Square D2.1 Owner LLC for 10 Prospect Street and Somerville Avenue.

Attorney Lester Salchert said that the agreement is for implementing sidewalks along 10 Prospect Street and Somerville Ave. The sidewalk would be split between private and city land to meet width requirements. Chair Wilson asked if this included a requirement of the owner to maintain the sidewalk on private property, to which the answer was yes.

RESULT: **RECOMMENDED TO BE APPROVED**

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

ABSENT: Ewen-Campen

- 6. Mayor's Request (ID # [24-0012](#)) Requesting approval of a time-only extension to the contract with WSP, Inc. for design work on the Somerville Avenue Utilities and Streetscape Improvements project.

Dir. Richards explained that the contractor was extended through June 30, and that MassDOT requirements with the bridge permits have warranted the extension of WSP’s contract as well.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

Prior-Year Invoices

- 7. Mayor's Request (ID # [23-1803](#)) Requesting approval to pay prior year invoices totaling \$13,190.05 using available funds in the Department of Public Works Moving Services Account for moving of furniture and equipment.

Dir. Spurr-Knight said that the invoice is related to the Winter Hill moves in 2023.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 8. Mayor's Request (ID # [23-1847](#)) Requesting approval to pay prior year invoices totaling \$16,041.33 using available funds in the Department of Infrastructure & Asset Management Professional & Technical Services Account for the Asset Management Program.

Dir. Richards explained that the Asset Management Program is funded by multiple sources and there is a longitudinal study that spans multiple fiscal years. IAM requested part of the Asset Management funding to be moved to the stabilization fund after closing their professional/technical PO, but these invoices were partially on a prior year Sewer PO. Chair Wilson asked if the DPW in-house asset management database is related to this. Dir. Raiche said that DPW’s database will eventually be incorporated into the Asset Management Program.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 9. Mayor's Request (ID # [23-1875](#)) Requesting approval to pay prior year invoices totaling \$420 using available funds in the Department of Public Works Fire Alarm R&M Account for alarm monitoring.

Dir. Spurr-Knight said that the invoices were not coming through the correct email address.

RESULT: **RECOMMENDED TO BE APPROVED**

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

ABSENT: Ewen-Campen
- 10. Mayor's Request (ID # [23-1876](#)) Requesting approval to pay prior year invoices totaling \$1632.31 using available funds in the Department of Public Works Roofing R&M Account for roof repairs.

Dir. Spurr-Knight said that the vendor had not sent in the invoice for roof repairs to the Healey School.

RESULT: **RECOMMENDED TO BE APPROVED**

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

ABSENT: Ewen-Campen
- 11. Mayor's Request (ID # [23-1877](#)) Requesting approval to pay prior year invoices totaling \$325 using available funds in the Department of Public Works Towing Account for towing services.

Dir. Spurr-Knight said that there were two invoices submitted in June after DPW certified free cash.

RESULT: **RECOMMENDED TO BE APPROVED**

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

ABSENT: Ewen-Campen
- 12. Mayor's Request (ID # [23-1757](#)) Requesting approval to pay prior year invoices totaling \$2,833.59 using available funds in the Human Resources Department Professional & Technical Services Account for investigative services.

Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 2024-01-23 HR Dept Prior Year Invoice FinCom memo (with 23-1757, 24-0011)”).

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 13. Mayor's Request (ID # [23-1772](#))

Requesting approval to pay prior year invoices totaling \$1,175.32 using available funds in the Parks and Recreation Professional & Technical Services Account for online payment services.

Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 2024-01-23 Parks and Rec Prior Year Invoice (with 23-1772)”).

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 14. Mayor's Request (ID # [24-0011](#))

Requesting approval to pay prior year invoices totaling \$28.75 using available funds in the Human Resources Department Wellness Account for an employee Weight Watchers wellness benefit.

Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 2024-01-23 HR Dept Prior Year Invoice FinCom memo (with 23-1757, 24-0011)”).

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

Grant Acceptances

- 15. Mayor's Request (ID # [23-1846](#))

Requesting approval to accept and expend a \$135,000 grant with no new match required, from the Executive Office of Administration and Finance for the implementation of a records management system.

City Clerk Wells said that her goal is to modernize city processes and systems, and this is a step toward that goal. A study by a contractor on records in City Hall showed that there needs to be a better system for digital records. This would facilitate staff ability to work remotely and across departments, to share information with the public, and archive documents. However, Clerk Wells said that it would be multiple years before anything rolls out citywide.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

16. Mayor's Request (ID # [24-0035](#)) Requesting approval to accept and expend a \$91,211.79 grant with no new match required, from the Massachusetts Executive Office of Public Safety and Security to the Fire Department for staffing costs.

Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 2024-01-23 Fire Sharp (with 23-1776, 24-0035)”).

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

17. Mayor's Request (ID # [23-1840](#)) Requesting acceptance of, and approval to expend, a \$48,529.99 grant with no new match required, from the Boston's Mayor's Office of Emergency Management to the Police Department for installation of access controls, card entry access, and indoor fencing.

Dir. Delmonaco said the grant will be used with for evidence modernization, specifically related to security with evidence. Chair Wilson asked if there would be any chain of custody concerns if SPD is not up to date, but Dir. Delmonaco said that SPD is compliant. The grant would bring them in line with best practices.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

18. Mayor's Request (ID # [23-1852](#)) Requesting acceptance of, and approval to expend, a \$75,000 grant with no new match required, from the Boston Mayor's Office of Emergency Management to the Police Department for Special Response Team expenditures and overtime.

Dir. Delmonaco said that the grant would be split roughly half and half towards overtime/backfill and response team equipment. Chair Wilson asked how much overtime has been internal to SPD versus from a regional response team, and Councilor Burnley asked about the criteria used to

determine when the Special Response Team should be dispatched. Dir. Delmonaco said he would need to check with the Chief on those questions, but referred Councilor Burnley to the mission statement of the team. Councilor Burnley requested a copy of the mission statement.

RESULT: RECOMMENDED TO BE APPROVED
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 19. Mayor's Request (ID # [24-0010](#))

Requesting approval to accept and expend a \$122,627 grant with no new match required, from Mass General Hospital/Cambridge Health Alliance to the Health and Human Services Department for recruitment and training of Community Health Workers.

RESULT: RECOMMENDED TO BE WITHDRAWN

- 20. Mayor's Request (ID # [23-1776](#))

Requesting approval to accept and expend a \$37,500 grant with no new match required, from the Urban Areas Security Initiative (UASI) to the Fire Department for maritime related training and equipment.

Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 2024-01-23 Fire Sharp (with 23-1776, 24-0035)”).

RESULT: RECOMMENDED TO BE APPROVED
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 21. Mayor's Request (ID # [23-1777](#))

Requesting approval to accept and expend a \$15,000 grant with no new match required, from New England Foundation for the Arts (NEFA) to the Arts Council for training and funding for a public art project.

Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 2024-01-23 Arts Council Finance Committee (with 23-1777, 24-0036)”).

RESULT: RECOMMENDED TO BE APPROVED
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 22. Mayor's Request (ID # [24-0015](#)) Requesting approval to accept and expend a \$3,600 grant with no new match required, from Massachusetts Councils on Aging to the Council on Aging for the Somerville Memory Cafe.

Taken together with items 24-0014 and 24-0013. Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 2024-01-23 COA Letters Finance Committee (with 24-0013, 24-0014, 24-0015)”).

Councilor Burnley asked for information about the taxi program usage, such as number of users, and mobility concerns supported through the program. He also asked if the Memory Café is a new program. Liaison Carrillo said the program is not new.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 23. Mayor's Request (ID # [24-0014](#)) Requesting approval to accept and expend a \$76,867 grant with no new match required, from the Massachusetts Office of Elder Affairs to the Council on Aging for social, educational and physical wellness programming.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 24. Mayor's Request (ID # [24-0013](#)) Requesting approval to accept and expend a \$3,000 grant with no new match required, from Somerville Cambridge Elder Services to the Council on Aging for senior transportation.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

- 25. Mayor's Request (ID # [24-0036](#)) Requesting approval to accept and expend a \$53,200 grant with no new match required, from the Mass Cultural Council to the Arts Council for the Local Cultural Council grant program.

Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 20245-01-23 Arts Council Finance Committee (with 23-1777, 24-0036)”).

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

Gift Acceptances

26. Mayor's Request Requesting approval to accept a \$5,000 gift from the Cummings Foundation for the Basic Income Pilot.
 (ID # [23-1848](#))

Chair Wilson referred to the related memo attached to the meeting agenda (“Finance - 2024-01-23 ARPA Donation Memo (with 23-1848)”). Councilor Burnley explained that there needs to be some component of charitable donation to the Universal Basic Income (UBI) fund.

RESULT: **RECOMMENDED TO BE APPROVED**
AYE: City Councilor At Large Wilson, Ward Two City Councilor Sait, City Councilor At Large Burnley Jr. and Ward Four City Councilor Clingan
ABSENT: Ewen-Campen

Referenced Documents:

- Finance - 2024-01-23 Fire Sharp (with 23-1776, 24-0035)
- Finance - 2024-01-23 ARPA Donation Memo (with 23-1848)
- Finance - 2024-01-23 Parks and Rec Prior Year Invoice (with 23-1772)
- Finance - 2024-01-23 BB-IB Ped Bridge Concept 3-30-23 (with 24-0045)
- Finance - 2024-01-23 Arts Council Finance Committee (with 23-1777, 24-0036)
- Finance - 2024-01-23 COA Letters Finance Committee (with 24-0013, 24-0014, 24-0015)
- Finance - 2024-01-23 HR Dept Prior Year Invoice FinCom memo (with 23-1757, 24-0011)