



# City of Somerville, Massachusetts

## City Council Finance Committee

### Meeting Minutes

**Tuesday, June 25, 2024**

**7:00 PM**

The meeting took place virtually via Zoom and was called to order at 7:01 PM by Chair Wilson and adjourned at 8:27 PM with a roll call vote of 5 in favor (Councilors Clingan, Burnley, Sait, Scott, Wilson), none opposed.

Others present:

Charles Breen - Chief Engineer, Erik Lawson - Energy Manager, Hannah Carrillo - Legislative Liaison, Ed Bean - Finance Director, Richard Raiche - Director of IAM, Alan Inacio - Director of Finance & Community Development, Michale McCarey - Sergeant, Anothony Delmonaco - Director of Finance & Administration, Julie Spurr-night - DPW Director of Finance & Administration, Jill Lathan - DPW Commissioner, Brad Rawson - Director of Mobility, Cindy Amara - City Solicitor, Catherine Lester Salchert - Assistant City Solicitor, Madalyn Letellier - Legislative Services Manager.

#### 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. Minutes

1.1. Committee Minutes (ID # [24-0710](#)) Approval of the Minutes of the Finance Committee Meeting of May 21, 2024.

**RESULT: ACCEPTED**

1.2. Committee Minutes (ID # [24-0935](#)) Approval of the Minutes of the Finance Committee of the Whole Meeting of May 30, 2024.

**RESULT: ACCEPTED**

1.3. Committee Minutes (ID # [24-0936](#)) Approval of the Minutes of the Finance Committee of the Whole Meeting of June 4, 2024.

**RESULT: ACCEPTED**

1.4. Committee Minutes (ID # [24-0937](#)) Approval of the Minutes of the Finance Committee Meeting of June 5, 2024.

**RESULT: ACCEPTED**

- 1.5. Committee Minutes (ID # [24-0938](#)) Approval of the Minutes of the Finance Committee of the Whole Meeting of June 6, 2024.

**RESULT: ACCEPTED**

- 1.6. Committee Minutes (ID # [24-0939](#)) Approval of the Minutes of the Finance Committee Meeting of June 10, 2024.

**RESULT: ACCEPTED**

- 1.7. Committee Minutes (ID # [24-0940](#)) Approval of the Minutes of the Finance Committee Meeting of June 12, 2024.

**RESULT: ACCEPTED**

- 1.8. Committee Minutes (ID # [24-0941](#)) Approval of the Minutes of the Finance Committee Meeting of June 17, 2024.

**RESULT: ACCEPTED**

- 1.9. Committee Minutes (ID # [24-0942](#)) Approval of the Minutes of the Finance Committee of the Whole Meeting of June 18, 2024.

**RESULT: ACCEPTED**

## 2. Communications and Discussions

- 2.1. Officer's Communication (ID # [24-0798](#)) City Clerk submitting recommendations for adjustments to certain fees charged by the City Clerk's Office, effective July 1, 2024.

Clerk Wells spoke on this item noting the Clerk's office is the appointing authority for fees and the department is requesting an addition of a fee for replacement dog tags. When someone loses their dog tag staff must match the number and the process requires a bit of metal work and that is the singular change to fiscal year (FY) 25 and no significant changes since FY 16. Councilor Clingan asked a clarifying question if the fee is every time and how many dog tags are given out when registering. Clerk Wells stated one number is associated with a dog and only one dog tag is given out. Chair Wilson clarified that the first tag is for fee with the license fee and application and the first lost tag, as explained by Clerk Wells, is the

replacement of a tag and where this new fee would be applied.

**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. Bonding**

3.1. Mayor's Request (ID # [24-0876](#))

Requesting authorization to borrow \$1,271,785 in a bond, and to appropriate the same amount for the purchase of Fire Pumper apparatus.

Chief Breen explained these funds are to replace a 2009 pump on engine 1 and the old one will be placed in surplus. Chair Wilson asked about the possibility of going to a smaller apparatus. Chief Breen stated this new apparatus will be the same design as the new engine 3 out of Assembly with smaller wheel space and length. Councilor Scott asked if the new apparatus had been picked out and when the need for a new one was identified. Chief Breen said the approval of these funds is required before an order can be placed and there are large delays in manufacturing, this apparatus was set to be replaced last year and was delayed for the purchase of the Assembly Square apparatus. Councilor Scott went on to ask when the appropriation was made for this piece of equipment, Legislative Liaison Hannah Carrillo responded she would look in Legistar for it.

A roll call vote was taken on this item with 5 councilors in favor (Councilor Ewen-Campen, Burnley, Sait, Scott, Wilson) and none opposed.

**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. Grants and Gift Acceptances**

4.1. Mayor's Request (ID # [24-0719](#))

Requesting approval to accept a gift valued at \$18,000, from Boston's Office of Emergency Management to the Department of Public Works for a generator.

Director Spurr-Knight spoke on the generator being gifted from the Boston Office of Emergency Management and DPW crew went out, tested and confirmed good condition and would like to accept for the purposes of an emergency generator. Councilor Burnley asked to confirm that Somerville was approached to be gifted this generator. Commissioner Lathan explained that the Somerville Police Department works with municipalities in the

region to identify surplus items and the generator is available. Councilor Scott asked about the size of the generator the city currently owns. Commissioner Lathan clarified that the generator that is in Somerville currently is placed here by the state, but other regions can also utilize it. She explained the acceptance of this generator would mean the city can use it at any time and not have to coordinate with other regions in emergency situations.

**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

4.2. Mayor's Request (ID # [24-0853](#))

Requesting approval to accept and expend a \$4,573.32 grant with no new match required, from the Department of Environmental Protection to the Department of Public Works (DPW) for the Recycling Dividend Program.

Director Spurr-Knight spoke on this item, and it is used for items that deal with sanitation.

**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

4.3. Mayor's Request (ID # [24-0774](#))

Requesting approval to accept and expend a \$75,000 grant with no new match required, from the MA Department of Conservation and Recreation to the Office of Strategic Planning and Community Development Public Space and Urban Forestry Division for a multi-use trail at Blessing of the Bay park.

This item was placed on file to be withdrawn by the Administration.

**RESULT: RECOMMENDED TO BE PLACED ON FILE**

4.4. Mayor's Request (ID # [24-0775](#))

Requesting approval to accept and expend a \$3,000 grant with no new match required, from the Barr Foundation to the Office of Strategic Planning and Community Development Mobility Division for the National Association of City Transportation Officials Designing Cities 2024 Conference Registration.

Director Inacio stated Somerville is a part of the National Association of City Transportation Officials (NACTO) which holds an annual conference and has offered four free conference registrations. Councilor Burnley asked if there is a continued effort to offer these registrations to non-management positions and how this information is shared out across the departments. Director Inacio responded that there is an effort to send all non-management staff and host a debrief with the Mayor's Office about the conference and the findings.

**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

- 4.5. Mayor's Request (ID # [24-0773](#)) Requesting approval to accept and expend a \$100,000 grant with no new match required, from the MA Department of Conservation and Recreation to the Office of Strategic Planning and Community Development Mobility Division for traffic safety improvements at the Alewife Brook Parkway and Broadway intersection.

This item was placed on file to be withdrawn by the Administration.

**RESULT: RECOMMENDED TO BE PLACED ON FILE**

- 4.6. Mayor's Request (ID # [24-0772](#)) Requesting approval to accept and expend a \$60,067 grant with no new match required, from the Executive Office of Public Safety and Security to the Police Department for the traffic safety program.

Sergeant McCarey spoke on the Municipal Road Safety Grant request to continue the non-enforcement safety and engagement interactions with the community addressing motor vehicles. The grant has three campaigns left in the year; speed, impaired driving, and pedestrian safety. He went on to identify key areas to deploy grant resources for motorized vehicle enforcement. Chair Wilson asked about the complaint process for cyclists being pulled over for the Idaho stop. Sergeant McCarey responded that the remaining grant is not focused on enforcement towards cyclist, that is in the works for next year's grants with collaboration with the Pedestrian Transit Advisory Committee (PTAC) and the Bicycle Advisory Committee (BAC). Councilor Burnley spoke on the feedback from the community and the call to have this grant be rewritten to have priorities that better align with community expectations. Councilor Burnley went on to ask if it is possible for this grant to be rewritten. Sergeant McCarey stated it is too late to rewrite this grant as grant deployments typically run December-December. This was written in springtime and grants get awarded in October, he also reiterated there are no more cyclist enforcements planned for the remainder of the grant run time. Director of Mobility Rawson spoke on the public safety value for Somerville Police Department (SPD) to focus on motor vehicle operations, education, and enforcement activities. The continued use of the funds to focus on these areas is important based on community feedback towards motor vehicle safety.

Councilor Scott spoke to his continued rejection of this grant and asked for clarification as to when the grant was applied. Councilor Scott went on to explain a resolution that had been passed, ID #23-1162, to de-prioritize enforcement of cyclists in July of last year. The sergeant responded it was applied for in late spring and gets award in October, he would have to

confirm the actual application date. Liaison Carrillo also explained there has been less communication from cyclists since the shift in enforcement from SPD and more on motor vehicle enforcement. She reiterated the focus on tonight is for motor vehicle enforcement with the remaining funds of the grant and the grant has been written in a way to be responsive to residents, PTAC and the SBAC. Sergeant McCary clarified his earlier point that the grant was applied for before 7/2/2023 and once the resolution, ID #23-1162, was passed on 7/13/2023 SPD changed their focus. Councilor Wilson asked if it were bound, if approved, the entirety of the \$60,000 would be spent on the upcoming campaign. Sergeant confirmed the funds cannot be spent on funds that have expired.

Councilor Sait asked if there is public record for the violations that SPD gives out. Sergeant McCarey said SPD publishes motor vehicle statistics, and the memo attached provides the statistics for last year’s grant. Councilor Sait went on to ask about when the focus changed away from cyclists. Sergeant McCarey reiterated in late July/early August, after the resolution was passed, SPD shifted focus from cyclists’ red-light enforcement to cyclists ignoring pedestrians in cross walks.

This item was approved on a roll call vote on 3 in favor (Councilor Clingan, Sait, Wilson) and two opposed (Councilor Burnley, Scott).

**RESULT:**            **RECOMMENDED TO BE APPROVED**  
**AYE:**                City Councilor At Large Wilson, Ward Two City Councilor Sait and Ward Four City Councilor Clingan  
**NAY:**                Ward Two City Councilor Scott and City Councilor At Large Burnley Jr.

4.7. Mayor's Request (ID # [24-0852](#))

Requesting approval to accept and expend a non-monetary grant with no new match required, from the Department of Energy Resources to the Office of Sustainability and Environment for technical assistance for writing a municipal building decarbonization roadmap.

Energy Manager Larson outlined this grant as technical assistant that the Department of Energy Resources is offering to municipalities to assist in the creation of a decarbonization roadmap.

**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. Appropriations

- 5.1. Mayor's Request (ID # [24-0860](#)) Requesting the appropriation of \$78,148.40 from the Street Reconstruction Stabilization Fund for continuing street, sidewalk, and pavement condition assessment and design services.

Director Raiche spoke to both projects coming from capital engineering, and they take longer than one fiscal year to complete, this is the process to request the unspent money from the year prior to be opened on a purchase order to complete the project. Both projects are the engineering roadway design for next year's street improvement projects.

**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

- 5.2. Mayor's Request (ID # [24-0859](#)) Requesting the appropriation of \$1,001,750.89 from the Facility Renovation Stabilization Fund for continuing building design services.

Director Raiche stated these are all in flight projects for ongoing work that is being done at various schools and other miscellaneous projects. These are already encumbered funds and need to request to spend.

**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. Transfers**

- 6.1. Mayor's Request (ID # [24-0856](#)) Requesting approval of a transfer of \$78,148.40 from the Infrastructure and Asset Management (IAM)-Engineering & Architecture Account to the Street Reconstruction Stabilization Fund for continuing street, sidewalk, and pavement condition assessment and design services.

This item was discussed with ID #24-860.

**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

- 6.2. Mayor's Request (ID # [24-0857](#)) Requesting approval of a transfer of \$927,590.89 from the Infrastructure and Asset Management (IAM)-Capital Projects Engineering & Architecture Account to the Facility Renovation Stabilization Fund for continuing building design services.

This item was discussed with ID #24-0859.



**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

6.3.    Mayor's Request    Requesting approval of a transfer of \$74,160 from the Infrastructure and Asset Management (IAM)-Capital Projects Professional & Technical Account to the Facility Renovation Stabilization Fund for continuing building design services.

This item was discussed with ID # 24-0859.

**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

6.4.    Mayor's Request    Requesting approval of a transfer of \$40,000 from the Kennedy Pool Electricity Account to the Kennedy Pool Salaries & Wages Temporary Account to increase employees for programs.

This item was placed on file to be withdrawn by the Administration.

**RESULT:**     **RECOMMENDED TO BE PLACED ON FILE**

6.5.    Mayor's Request    Requesting approval of a transfer of \$109,428 from the Office of Strategic Planning and Community Development (OSPCD) Planning, Preservation and Zoning Division Professional Services account to the OSPCD Administration Division Legal Services account to pay outstanding legal fees related to the 90 Washington Street litigation.

Counsel Salchert spoke with appellate council to look at the trial record from Cobble Hill in deciding if an appeal was necessary and these are the funds to pay them.

**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

6.6.    Mayor's Request    Requesting approval of a transfer of \$7,182 from the Unemployment Compensation account to the Law Department Judgments and Settlements account to settle a pending claim.

City Solicitor Amara relayed the memo attached speaks to the claim of the vehicle being struck by the police car anything, over \$5,000 needs approval



and a transfer of funds is required to do so.

**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. Settlements

- 7.1. Mayor's Request (ID # [24-0767](#)) Requesting approval to settle a claim for \$7,182 pursuant to Section 2-124 of the Code of Ordinances.

This item was discussed with ID #24-0768.

**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. Prior Year Invoices

- 8.1. Mayor's Request (ID # [24-0698](#)) Requesting approval to pay prior year invoices totaling \$250 using available funds in the Department of Racial and Social Justice Professional and Technical Services Account for translation/interpretation services.

A memo was submitted on this item.

**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

- 8.2. Mayor's Request (ID # [24-0697](#)) Requesting approval to pay prior year invoices totaling \$385 using available funds in the Department of Racial and Social Justice Professional and Technical Services Account for transcription services.

This item was discussed with ID #24-0698.

**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

- 8.3. Mayor's Request (ID # [24-0905](#)) Requesting approval to pay prior year invoices totaling \$3,847.47 using available funds in the Department of Public Works Buildings Natural Gas account for Edgerly School natural gas.

Director Spurr-Knight explained this is a set of prior-year invoices to pay utility bills.

**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

8.4. Mayor's Request  
(ID # [24-0785](#))

Requesting approval to pay prior year invoices totaling \$4,120 using available funds in the Police Department Professional and Technical account for random drug screening and breath alcohol testing.

Director Delmanaco stated the department has just found these invoices from FY 23 and requires approval to pay. Councilor Scott asked why the department is understaffed. Director Delmanaco explained the department was without a Finance Director for a period, they lost a staff member, and someone was out on leave, so the department is catching up.

**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

8.5. Mayor's Request  
(ID # [24-0784](#))

Requesting approval to pay prior year invoices totaling \$199.99 using available funds in the Police Department In Service Training account for public relations training for first responders.

This item was discussed with ID #24-0785.

**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

8.6. Mayor's Request  
(ID # [24-0897](#))

Requesting approval to pay prior year invoices totaling \$181.92 using available funds in the Human Resources Professional and Technical Services account for confidential paper shredding services.

A memo was submitted on this item.

**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

- 8.7. Mayor's Request (ID # [24-0896](#)) Requesting approval to pay prior year invoices totaling \$750 using available funds in the Human Resources Advertising account for advertising costs of vacant positions.

This item was discussed with ID #24-0897.

**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. Contracts and Easements**

- 9.1. Mayor's Request (ID # [24-0720](#)) Requesting approval to execute the Third Amendment to the lease agreement with Dana Family Series, LLC, for the Grove Street parking lot, through June 30, 2025.

**RESULT: KEPT IN COMMITTEE**

**10. Orders and Resolutions**

- 10.1. Resolution (ID # [24-0910](#)) By Councilor Clingan That the Administration provide this Council with an up-to-date report on the financial activity of the Handicapped Parking Violation Fees fund.

Councilor Clingan asking for an update on what progress has been made on this item. Finance Director Bean stated an Officer's Communication will be submitted to June 27th Council meeting with a breakdown of activity related to funding. Councilor Clingan asked who the person or department would be to discuss what else has been happening, Directo Bean stated that the Somerville Commission for Persons with Disabilities would be the body to speak on specifics.

**RESULT: RECOMMENDED TO BE MARKED WORK COMPLETED**

Referenced Documents:

- Finance - 2024-06-25 MRS Grant memo Final (with 24-0772)
- Finance - 2024-06-25 Ltr-re settlement of claim (with 24-0767, 24-0768)
- Finance - 2024-06-25 RSJ Prior Year Invoices Memo (with 24-0697, 24-0698)
- Finance - 2024-06-25 HR Dept Prior Year Invoice FinCom (with 24-0896, 24-0897)