

Budget & Finance Committee Meeting

Thursday, April 23, 2020

REMOTE PARTICIPATION**-Minutes-****Present: Chair, Councilor Melissa Cox, Vice Chair, Councilor Scott Memhard, Councilor John McCarthy****Absent: None****Also Present: John Dunn, Joanne M. Senos, Police Chief Conley, Kenny Costa, James Pope, Mayor Sefatia Romeo Theken, Jim Destino, Vanessa Krawczyk, Jill Cahill, TJ Ciarametaro, Chad Johnson****The Budget & Finance Committee participated by remote participation and all votes by the Committee by virtue of the remote participation are by roll call.**

Councilor Cox: Called the meeting of the Budget & Finance Committee for Thursday, April 23, 2020 to order at 5:35 p.m. Items were taken out of order. CAO, Jim Destino requested to make a presentation to the Budget & Finance Committee regarding the budget.

Due to the unprecedented health issue that has been going through the Commonwealth and the unprecedented impact financial impact, Mr. Destino updated the committee on legislation and discussion he has been involved with around the state concerning the financial and economic environment and how it pertains to the City and the FY21 Budget with added commentary by the Mayor.

1. Special Budgetary Transfer Request (#2020-SBT-12) in the amount of \$3,945.21 from the Police Department

Police Chief Conley conveyed to the committee that this transfer is from some lag money they developed in that line item due to a change in software that he made shortly after getting here. Deputy Fitzgerald was promoted to this position. This was an opportunity to transfer some money to buy him an administrative vehicle, which then allows them to sort of cascade their vehicles down and ultimately replace a vehicle with very high miles on it.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer Request (#2020-SBT-12) in the amount of \$3,945.21 from Account #0121152-530028, Police – Uniform, Software Services to Account #0121158-585001, Police – Uniform, Vehicles to fund a portion of the 1st year of a 3-year purchase finance for a cruiser for the Deputy Chief.

2. Special Budgetary Transfer Request (#2020-SBT-13) in the amount of \$8,620.53 from the Harbormaster's Office

Harbormaster TJ Ciarametaro conveyed to the committee that he came before the committee pre Corona virus and had some money transferred out of the retained earnings. Due to the Corona virus and lead times on certain items that he was going to use that money for, he had to make the decision to take them out of another account. He didn't realize that this money was being put in a specific capital improvements account and not going to ordinary expenses. He was here before the Committee to backfill that account. He has things like springtime maintenance that he needs to get done, and he needs to free up that revenue.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer Request (#2020-SBT-13) in the amount of \$8,620.53 from Account #700058-585022, Waterways Enterprise Fund, Boat & Marine Equipment to Account #700052-520000, Waterways Enterprise Fund, Purchase of Services to cover a projected shortfall in the Harbormaster's Office.

3. Memorandum from Community Development Director and an award letter from the U.S. Department of Housing & Urban Development re: acceptance of \$405,819 from the CARES Act CDBG-CV funding

Community Development Director conveyed to the committee that they received the first \$405,809 through their CDBG specifically and wanted to point this out about it. It is not in addition to it. It is CDBG funding and needs to be used specifically for the response and preparation response and programs related to CIVID-19 and how we handle that. She is requesting that a separate fund be set up because they are going be tracking it quite differently. They have some ideas for this already. Part of this CARES Act also lifted the 15 percent cap on public services. One of the items that they will be using a significant portion of this money is to support the work of the Open Door, which as we know, the demand on the Open Door has increased significantly as well as supporting Action in their move to shelter at the YMCA and provide shelter in those ways. Those are two the organizations that we know are on the front line of this work. They are also working closely with the Department of Public Health to make sure we can support them on any of their needs related to the response as well. Another area that we will be using this and hope to roll this program out next week is some economic development money for our small businesses and microenterprises businesses. Microenterprise being a business of five or less employees. They are working on the details and making sure we're up and running before we make promises. We really want to kind of fill in the blanks, whereas the SBA, we have a lot of businesses in town that the SBA was not able to reach. There are a lot of businesses who had high hopes for that program that didn't come through for them. Sole proprietors are really important piece of that and artisan things like that. We are putting together a program and economic development program related to that, too, specifically for businesses who have seen a loss of revenue related to COVID. Our team's been hard at work. She liked to say that they are not the front line, but they are right behind them trying to make sure they can do everything to help and support them. Ms. Cahill mentioned that in the upcoming Mayor's Report the CPC request for rental assistance and discussed with the Committee Action's rental/mortgage assistance program.

COMMITTEE RECOMMENDATION: On motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept a federal grant under MGL c. 44, §53A, in the amount of \$405,819, a special allocation from for the Community Development Block Grant from the U.S. Department of Housing and Urban Development for Program Year 2019/Fiscal Year 2020, this allocation was authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act) for CDBG-CV funding to aid in the preventions, preparation, and response to the COVID-19. There is no match or in-kind requirements.

The Mayor also commented on this matter.

4. Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business

Mr. Costa reviewed his reports with the Committee, with added commentary by Mr. Dunn.

A motion was made, second and by roll call voted to adjourn the meeting at 6:20 p.m.

Respectfully submitted,

Joanne M. Senos
City Clerk