Committee on Finance and the Northampton City Council

Councilor David A. Murphy, Chair
Councilor Jesse M. Adams
Councilor Maureen T. Carney
Councilor Marianne L. LaBarge

City Council Chambers, 212 Main Street
Wallace J. Puchalski Municipal Building
Northampton, MA

Meeting Date: April 21, 2016

Note: The Finance Committee Meeting will take place during the City Council Meeting as announced. The City Council Meeting is scheduled to begin at 7:05 pm.

1. **Meeting Called To Order**

2. **Roll Call**

3. **Approve Minutes Of The Previous Meeting**
   Minutes of April 7, 2016

   Documents: committeeonfinanceminutesapril_7_2016.pdf

4. **Quarterly Financial Report Of The General Fund And Enterprise Funds**
   Reports will be provided to the committee at the meeting.

5. **Financial Orders**

   A. **16.051 A Financial Order Authorizing The Payment Of Two Previous Year Bills From The DPW**

      Documents: 16.051_dpw_prioryearbills.pdf

   B. **16.052 Financial Order Regarding Gift Donation Of $10,000 For Improvements To City Council Chambers**

      Documents: 16.052_councchamberimprovements.pdf

   C. **16.053 Financial Order To Appropriate $46,798 From Free Cash To Match Funds For The Massachusetts Department Of Conservation And Recreation Urban Forestry**

      Documents: 16.053_matchfundsdcr_urban__forestry_grant.pdf

6. **New Business**
   -Reserved for topics that the Chair did not reasonably anticipate would be discussed.

   A. **There Will Be A Committee On Finance Meeting On April 26, 2016 @ 5:00 Pm In City Council Chambers. The Committee Will Hear The Preliminary Report From The 2015 Year-End Audit Conducted By Scanlon And Associates, LLC.**

7. **Adjourn**

Prepared by:
P. Powers, Administrative Assistant to the City Council
ppowers@northamptonma.gov , (413) 587-1210

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Meeting Date: April 7, 2016
Meeting Minutes

1. Meeting Called to Order: At 7:45 Councilor Murphy called the meeting to order.

2. Roll Call: On a roll call the following committee members were present: Councilors Murphy, Adams, Carney and LaBarge. Also present from City Council were: Councilors Dwight, Bidwell, O'Donnell, and Sciarra. No other City Councilor was present.

3. Approve Minutes from the Previous Meeting: Councilor LaBarge moved to approve the Minutes of March 22, 2016, Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

4. Financial Orders:
   a. 16.037 Financial Order for FY17 Capital Plan - $225,000 for LED Streetlights Project

      Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

      Mayor Narkewicz notes that the city has been working on a project to convert over to LED streetlights as part of an energy savings measure. This project will have a five year payback period. This additional funding is needed to complete the project. This project qualified for borrowing authority.

      Councilor LaBarge noted that the projected annual savings in reduced energy costs are estimated to be $125,000. The project will include upgrading 2,004 of the city owned streetlights to the LED technology.

   b. 16.038 Financial Order - FY17 Capital Plan - $129,210 for VOIP from Fund 2620 I-NET and Technology

      Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

      Mayor Narkewicz reports that the city's phone system is no longer supported and there are no replacement parts available. If the system were to experience a failure, there is

no readily identified backup system. The Mayor would like to be able to utilize the funds from the appropriate account to support the project that has been previously brought forward by the Information Technology Director, Antonio Pagan. The purchase of a new system will be done through the bid procurement process. Bid specifications are complete; the city will also be making use of the state's contractor list. This is the final year of the ten year I-NET and Technology funding through Comcast. These funds were put in place to help expand the I-NET over which the voice over system operates. The residual funds that helped put the I-NET system in place will be used to put a new phone system in place.

c. 16.039 Financial Order for $375,000 to appropriate for new radio consoles for the Dispatch Center

Councilor Carney moved to return the order back to the full city council with a positive recommendation; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Mayor Narkewicz reports that this is a high priority Public Safety project. There is a need to replace the existing console used by the Dispatch Center. The existing consoles are worn out and being kept together using duct tape and the systems themselves need to be upgraded to support the new software that is being used. The Capital Improvement Committee recommended this as a top priority project.

d. 16.040 Financial Order for FY17 Capital Plan - $1,354,013 for Waste Water Treatment Plant Improvements

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Mayor Narkewicz reports that this project is one of the major plant related capital projects. These funds will begin the engineering and design work for many of the capital improvement projects at the wastewater treatment plant. This is one of the several projects that the city will pursue bonding for in June; this is one reason why the project is being brought forward early.

Councilor Bidwell asked whether this project could move forward without finalizing the water/sewer rates for FY17. Mayor Narkewicz commented that this is a project that will be supported by enterprise funds and is therefore a project dependent upon the rate proposal.

Councilor Adams asked whether the vote should be held until after the water/sewer rates are determined; Mayor Narkewicz specified that moving forward with this order only gives him authorization to go out to bond. If the budgetary funds are not there, then the project would not move forward.

Councilor Murphy asked whether these projects were mandated by DEP or EPA; Mayor Narkewicz reports that the wastewater treatment plant was built in 1976. There have been some minor upgrades since that time, however, there is currently a fair amount of work that needs to be done to bring the plant up to a level that it needs to be to function. Some required work is electronic and circuitry related, some upgrades have to do with the pumps themselves, and there are safety related items as well. The asset management plan has a detailed list of items that needs to be done. Mayor Narkewicz reminded the Council that the plant stands between raw sewage and the Connecticut

River and is therefore highly regulated. The city would be subject to fines if it did not comply with the regulatory requirements set by DEP and EPA.

Councilor Dwight noted that there is a moral obligation to maintain the systems. The city has paid dearly in the past for deferred maintenance. Not only is the community obliged to act, but it is in the community's best interest to maintain this import infrastructure.

e. 16.041 Financial Order to appropriate $500,000 for Street Resurfacing and to authorize borrowing and issuance of bonds, etc.

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Mayor Narkewicz reports that this continues the city's multi-year plan for street resurfacing using city funds. In previous years the projects had been completed using Chapter 90 funds. The goal is to continue to supplement the Chapter 90 funding. Once authorization has been received regarding Chapter 90 funds, the DPW will develop projects for the coming year; however, the Mayor expects to see roughly the same level of activity as last year. Part of the determination about which streets to tackle will be the complexity of the project; in some cases the paving will be combined with other city projects, such as a water line replacement project (Hinckley Street falls into this category). Announcements will be made in the next few weeks.

Councilor LaBarge stated that many residents have been calling her to complain about main artery roads that have not been touched by re-pavement projects. She inquired about who makes the decision about which roads are affected. The Mayor stated that the city makes use of a pavement management system where the DPW goes out to evaluate streets once every three years. The information is updated using proprietary software and factors in such things a traffic volume, whether an infrastructure project is also needed, etc. The computer will rank the street and then once the funding is determined, then the DPW will determine which projects can be completed with the available funding. Other factors are considered before a final list of projects is published.

Regarding traffic calming projects, there are still funds available to deploy to traffic calming projects. There are no capital funds earmarked for the FY17 year because of the backlog of FY16 funds.

The Mayor reminded the Council that potholes can be reported to the DPW; crews have already begun patching them around the city. While the DPW tries to remain objective about which roadways should be tackled each year for paving projects, public feedback will still be considered and balanced against the overall city needs.

f. 16.042 Financial Order to replace VOIP system ($456,000)

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Adams seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

This is a second financial order to address the voice-over IP project (see 16.038 notes above).

g. 16.043 Financial Order for FY17 Capital Plan - $585,000 for Fire Truck

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Another engine was funded in a previous capital plan; this is the second engine of the same vintage as the last one. The engine that this order will look to replace has already experienced "blown engines"; it was originally purchased in 1993 and is well over the "hours" of recommended service.

h. 16.044 Financial Order to appropriate $275,000 from FY 16 Free Cash to NPS Projects

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

This financial order will provide for the following school related projects:

Northampton Public Schools – Energy Management System Upgrades at HS	$	115,000
Northampton Public Schools – Brick and Façade Work at HS	$	40,000
Northampton Public Schools – Tennis Court Resurfacing at JFK	$	45,000
Northampton Public Schools –Front Entrance and Stair Repair at Jackson Street	$	50,000
Northampton Public Schools – Chimney Repairs at Leeds	$	25,000
TOTAL:	$	275,000

Mayor Narkewicz is bringing this order to Council early so that funding will be in place to start the project work in June (right after the school year ends).

i. 16.045 Financial Order to appropriate $2,860 from CPA funding to Leeds Historic Walking Tour Project

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Councilor Murphy read a memo into the record from Community Preservation Planner Sarah LaValley. It is a small project and has a great deal of support from the Community Preservation Commission.

j. 16.046 A Financial Order Authorizing the Mayor to Execute a Lease Agreement with NCTV

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Mayor Narkewicz reports that NCTV and the Northampton School Committee are working on a new lease for the space at Northampton High School. NCTV would like to reconfigure the space allotted to them, but in the mean time, they are asking for a sixteen-month extension to continue using the current space. The School Committee has already approved to surplus a lease interest in the space; a vote of the City Council is required as well as approval by the Department of Education. The Dept. of Education approval is required because the space is in an active school building. A sixteen month

lease is allowed because the value of the lease stays below the $35,000 threshold that would otherwise require an RFP.

k. 16.047 A Resolution to Adopt the Capital Improvement Program for FY 2017 - FY 2021 submitted to City Council on March 3, 2016

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

No discussion.

l. 16.049 A Resolution pertaining to Bottums Road

Councilor Carney moved to return the order back to the full city council with a positive recommendation; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

No discussion.

m. 16.050 Order Authorizing the Acquisition of Lot 15 on Sovereign Way

Councilor LaBarge moved to return the order back to the full city council with a positive recommendation; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

Councilor Dwight spoke with Sr. Land Planner Carolyn Misch about this order. It was originally thought that the property under consideration via this order was already taken care of as part of the Sovereign Way development. Such is not the case and the property owner is deeding the property designated as Lot 15 over to the city via this order. The city will have complete authority over the lot once the property has been turned over. Two readings are requested of the City Council tonight.

5. New Business: NONE

6. Adjourn: At 8:41 p.m. Councilor Adams moved to adjourn the meeting; Councilor Carney seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No. The City Council took a short break immediately following the Committee on Finance meeting before reconvening the City Council meeting.

Prepared by:
P. Powers, Administrative Assistant to the City Council
ppowers@northamptonma.gov, (413) 587-1210

City of Northampton
Massachusetts

In City Council April 21, 2016
Upon the recommendation of the Mayor

16.051
AN ORDER
To authorize payment of two prior year bills from the DPW

Ordered, that:

the Council authorize payment of two prior fiscal year bills (FY2015) from the DPW for $582.38 and $308.60 respectively.

City of Northampton
Massachusetts

In City Council April 21, 2016
Upon the recommendation of the Mayor

16.052
AN ORDER
Gift donation of $10,000 for Improvements to City Council Chambers

Ordered, that:

The Northampton City Council gratefully accepts the donation of $10,000, a gift to the City of Northampton from D.A. Sullivan and Sons, Inc., and in accordance with Massachusetts General Law Chapter 44, Section 53A approves using the gifted funds as requested by the donor, for improvements to Council Chambers.

City of Northampton
Massachusetts

In City Council April 21, 2016
Upon the recommendation of the Mayor

16.053
AN ORDER

To appropriate $46,798 from free cash to match funds for the Massachusetts Department of Conservation and Recreation Urban Forestry Challenge Grant for Northampton.

Whereas,

the City of Northampton wishes to integrate urban forestry into its sustainable planning initiatives by recognizing the role that public shade trees play in reducing energy use, improving air quality, mitigating storm water, spawning retail activity, and enhancing quality of life;

Whereas,

the Mayor created a new Public Shade Tree Commission and appointed a Tree Warden to advance this important objective and increased the city's tree planting budget to support their work;
Whereas, a critical next step in their work plan is the creation of a comprehensive public shade tree inventory which can be used to guide re-planting efforts, develop an urban forestry management plan, and inform future policy recommendations;

Whereas,

the City has been awarded a grant from the Massachusetts Department of Conservation and Recreation which will provide $30,000 toward this effort;

Whereas,

the City must provide matching funds for the project, which will be used to complete a professional and systematic inventory of approximately 8,000 shade trees and 1000 planting sites in our public rights of way.

Therefore, be it Ordered, that

$ 46,798 be appropriated from the FY16 General Fund Undesignated Fund Balance (Free Cash) for the purpose of providing matching funds for the Massachusetts Department of Conservation and Recreation Urban Forestry Challenge Grant for Northampton.