



## **Committee on Finance and the Northampton City Council**

*Councilor David A. Murphy, Chair  
Councilor Maureen T. Carney  
Councilor Marianne L. LaBarge  
Councilor Gina-Louise Sciarra*

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

Meeting Date: February 1, 2018

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. Approval Of Minutes From The Previous Meeting**

**A. Approval Of January 18, 2018 Minutes**

Documents:

[01-18-2018\\_finance committee minutes.pdf](#)

**4. Financial Orders**

**A. 18.018 Order To Appropriate \$20,000 In Whiting Street Trust Funds**

Documents:

[18.018 memo to mayor with committee recomendations.pdf](#)

[18.018\\_order to\\_appropriate 20,000\\_whiting street funds.pdf](#)

**B. 18.019 Order To Rescind Borrowing Authority - 4 Votes**

Documents:

[18.019 order to rescind borrowing authority - 4 votes.pdf](#)

**C. 18.020 Order To Reprogram Money For Academy Of Music (AOM) Stage Doors To AOM Foundation Repairs**

Documents:

[18.020 order to reprogram money for aom stage doors to aom foundation repair.pdf](#)

**D. 18.032 Order To Appropriate \$20,000 Free Cash And \$5,000 From Disability Commission Fund For Design Costs Of ADA Grant**

Documents:

18.032 order to appropriate 20,000 free cash and 5,000 from disability commission fund for design costs of ada grant.pdf

**5. New Business**

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

**6. Adjourn**

**Contact: D. Murphy @ [david.murphy8@comcast.net](mailto:david.murphy8@comcast.net)  
or 413-586-5461**



## **Committee on Finance and the Northampton City Council**

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**City Council Chambers, 212 Main Street  
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Northampton, MA**

Meeting Date: January 18, 2018

Note: The Finance Committee Meeting took place during the City Council Meeting as announced. The City Council Meeting began at 7 p.m.

- 1. Meeting Called To Order:** At 9:01 p.m. Acting Chair Councilor Murphy called the meeting to order.
- 2. Roll Call:** Present were committee members David Murphy, Maureen Carney, Marianne LaBarge & Gina-Louise Sciarra. Also present from the City Council were Bill Dwight, Jim Nash, Ryan O'Donnell, Dennis Bidwell, & Alisa Klein.
- 3. Election Of Chair**  
Councilor LaBarge moved to open the floor to nominations for chair. Councilor Sciarra seconded. The motion passed unanimously 4:0.

Councilor LaBarge nominated David Murphy as chair. Councilor Sciarra seconded.

There being no further nominations, Councilor Sciarra moved to close nominations. Councilor Carney seconded. The motion carried unanimously.

Councilor Murphy called the nomination of himself as chair to a vote, and it passed 4:0 by roll call vote.

- 4. Election Of Vice Chair**  
Councilor Sciarra moved to open the floor to nominations for Vice Chair. Councilor Carney seconded. The motion passed unanimously 4:0.

Councilor Sciarra nominated Councilor Carney to serve as Vice Chair. Councilor LaBarge seconded.

There being no further nominations, Councilor Sciarra moved to close nominations. Councilor LaBarge seconded. The motion passed unanimously 4:0.

Council Murphy called the nomination of Council Carney as Vice Chair to a vote, and it passed 4:0 by roll call vote.

5. **Approve Minutes of December 21, 2017 Meeting:** Councilor Carney moved to approve the minutes; Councilor LaBarge seconded the motion. The motion was approved on a voice vote of 4 Yes, 0 No.

6. **Second Quarter Financial Report**

Finance Director Susan Wright reviewed the quarterly financial report for the period ending December 31, 2017. General Fund revenues are on track, she reported. Some of the indicators that can be variable are those that have an economic component such as the meals tax and motor vehicle excise tax. It is too early to tell how vehicle excise tax is trending since the Tax Collector's office does its big commitment in February. However, hotel/motel taxes are up 12% over last year and meals taxes are up about 9%. Other than that, everything else is pretty much on track [to meet projections]. Building Department revenue is doing quite well, which is another indicator of the general economy.

Likewise with expenditures, almost all salary accounts are at 50% or less.

Similarly, enterprise funds are also on track, she continued. All enterprises have brought in at least 50% of projected revenues or slightly above and their expenditures are right on track. There are really no areas of concern that she can see. She drew attention to the snow and ice account, which is only 31% expended at this point.

Councilor Sciarra asked if the new parking system has had an impact on parking revenue. Ms. Wright said she is just starting to analyze that. She expects parking revenues to see a little dip this year because of the implementation of the new system. The good news is that tickets are down, so people are presumably using the app.

7. **Financial Orders:**

- A. **18.004 An Order to Appropriate Community Preservation Act Funds for Housing Support Services**

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Sciarra seconded.

This was a tough round for the Community Preservation Committee (CPC) as they had applications for much more money than was available, Sarah LaValley reported. The CPC made a total of \$738,877 in funding recommendations which will leverage several million dollars in grants, donations and volunteer work.

Housing Support Services was determined eligible for CPA funding as support for community housing, LaValley explained. The appropriation will allow the Northampton Housing Partnership to continue to provide a Housing Coordinator through FY2019. Fifty-plus evictions were

City Council Committee on Finance Meeting Minutes for January 18, 2018

prevented as a result of the program in its first three years, many of these from Housing Authority properties.

Housing is one of the designated areas for CPA funding, Councilor Murphy reminded. Councilor Dwight expressed his understanding that there was an expanded effort during this round to prioritize and fund affordable housing. Ms. LaValley confirmed that this is the case; the committee funded every housing request that came before it at a level that would allow the project to proceed. CPA funds are only allowed to be spent on people making 100% or less of the area median income, and generally projects benefit people making much less than that, she clarified.

Councilor Murphy called the motion to return the order with a positive recommendation to a vote, and it passed on a voice vote of 4 Yes, 0 No.

B. 18.005 Order to Appropriate Community Preservation Act Funds for Restoration of Jail Farm Parcel to Agricultural Use

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Carney seconded.

City Council approved this acquisition several years ago, Ms. LaValley reminded. The parcel is a surplus property from the Division of Capital Asset Management (DCAM). The plot was used for growing food when the property was used as a jail but has been vacant since the 1980's. For a pretty small investment, this will allow the city to return it to active agriculture and lease it to a farmer.

Members asked questions and offered comments.

Councilor O'Donnell asked about the process by which the city will decide who to lease the parcel to. The property will be controlled by the Conservation Commission but managed by the Agricultural Commission, so these bodies will determine that process, Ms. LaValley responded.

Councilor Murphy called the motion to a vote, and it passed on a voice vote of 4 Yes, 0 No.

C. 18.006 An Order To Appropriate Community Preservation Act Funds For Open Space Acquisition

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Sciarra seconded.

All of these acquisitions were previously approved by the City Council in 2017, Ms. LaValley reminded. The areas include opportunities for trail and wildlife connections, views and access to a historic lead mine. They are requesting two readings to allow closings to occur.

Councilor Murphy called the motion to a vote, and it passed on a voice vote of 4 Yes, 0 No.

D. 18.007 An Order To Appropriate Community Preservation Act Funds For Mass Central Rail Trail Extension

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Sciarra seconded.

Planning Director Wayne Feiden and she have been before them many times on this project as the trail continues its very slow march toward the Williamsburg town line, Ms. LaValley related. The appropriation will match \$50,000 in federal Recreational Trails Program (RTP) funds. Williamsburg also received a \$50,000 grant, so Northampton planners will be working with them to maximize their funds and hopefully have a ribbon-cutting at the town line very soon.

Councilor Murphy called the motion to a vote, and it passed on a voice vote of 4 Yes, 0 No.

E. 18.008 An Order To Appropriate Community Preservation Act Funds For The Sargeant House Expansion Project At 82 Bridge Street

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Sciarra seconded.

This is the third time this project is coming before council, Ms. LaValley related; once for the initial \$50,000 appropriation, then again for zoning approval. The project will provide much needed single room occupancy (SRO) dwelling units and also rehabilitate a historic structure. It is located within the Pomeroy Terrace Historic District. The committee really loved this project.

Councilor LaBarge confirmed the need for SRO's in Northampton.

Councilor O'Donnell asked the total cost of the project and Ms. LaValley confirmed that it is many millions of dollars.

The \$300,000 dollars is being leveraged many times over, which is one of the benefits of spending CPA funds on housing, Councilor O'Donnell point out.

Development of these types of projects is incredibly expensive and the city's contribution for this project is really incredibly low per unit, Ms. LaValley observed.

Councilor Murphy called the motion to a vote, and it passed on a voice vote of 4 Yes, 0 No.

F. 18.009 An Order To Appropriate CPA Funds For Affordable Housing As Part Of Village Hill Apartments

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Sciarra seconded.

This is the last significant residential development on the north side of Village Hill. An initial commitment of \$50,000 is being recommended to demonstrate local support for the project, which is creating 35 units of income-restricted community housing.

There are many things he likes about this project, Councilor Bidwell said. He expressed approval that the state selected Community Builders as the developer. It is quite remarkable; in a relatively short period of time there is a really complete-feeling community up there. He is delighted the city can add some support to it, he stated.

Councilor Murphy called the motion to a vote, and it passed on a voice vote of 4 Yes, 0 No.

G. 18.010 An Order To Appropriate CPA Funds To The Conservation Fund

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Carney seconded.

Most of the open space acquisitions that have taken place would not have been possible without this fund, Ms. LaValley explained. Having approved similar appropriations in the past, committee members are familiar with this fund as the mechanism for funding priority open space acquisition, Councilor Murphy indicated.

Murphy called the motion to a vote, and it passed on a voice vote of 4 Yes, 0 No.

H. 18.011 An Order To Appropriate CPA Funds For A Pioneer Valley (PV) Habitat For Humanity Home On Garfield Avenue

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Carney seconded.

Garfield Avenue is an excellent location just north of Route 9; east of Florence, near the bike path. This is in a neighborhood with several Habitat for Humanity houses already. The lot was part of the 'Small lots; great ideas' competition. The ultimate owner decided to donate it to Habitat for Humanity.

Councilor Murphy called the motion to a vote, and it passed on a voice vote of 4 Yes, 0 No.

I. 18.012 An Order To Appropriate CPA Funds For Three PV Habitat For Humanity Affordable Homes On Glendale Road

Councilor Murphy read the text of the order.

Councilor LaBarge moved to return the order to the full City Council with a positive recommendation; Councilor Carney seconded.

This project has a slightly higher ticket price since it involves three units instead of one. This was part of a municipally-sponsored limited development project for the former Kensington Estates on Glendale Road and Westhampton Road, Ms. LaValley related. The Community Preservation Committee thought this was a great project to provide home ownership opportunities in an area where it can be difficult for people of low income to obtain homes.

One of the three homes was supposed to be handicapped-accessible, Councilor LaBarge said. She asked if that is still the case. This didn't come up during discussion of the project at the CPC meeting but, if it was part of the original agreement, she is sure it is still in effect, Ms. LaValley responded.

Councilor Murphy called the motion to a vote, and it passed on a voice vote of 4 Yes, 0 No.

8. **New Business**

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

9. **Adjourn:** At 9:50 p.m. Councilor LaBarge moved to adjourn; Councilor Sciarra seconded. The motion was approved on a voice vote of 4 Yes, 0 No.

*Contact: D. Murphy @ [david.murphy8@comcast.net](mailto:david.murphy8@comcast.net)  
or 413-586-5461*



## CITY OF NORTHAMPTON

### SUSAN WRIGHT FINANCE DIRECTOR

Office of the Mayor  
210 Main Street Room 12  
Northampton, MA 01060-3199  
(413) 587-1255 Fax: (413) 587-1275  
swright@northamptonma.gov

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TO: Mayor David J. Narkewicz

FROM: Susan Wright, Finance Director for Whiting Street Fund Committee

Kris Bissell, City Treasurer/Collector

DATE: January 23, 2018

RE: Recommendations from the Whiting Street Fund Committee

The newly formed Whiting Street Trust Fund Committee issued its first-ever grant application for local organization and agencies to address food insecurity. This committee, charged with overseeing the distribution of income earned on the fund held in trust by the City, prepared a grant application to seek proposals to carry out the mission set out by Mr. Whiting Street in his will of 1875. Proposals were due on January 5, 2018 and the Committee received four proposals seeking funding to address the need for food assistance in Northampton. The Committee was charged with recommending the distribution of \$20,000 from the trust fund.

The Committee met on January 16, 2018 and reviewed the applications, ranking them in order of responsiveness to the criteria set out in the grant. The criteria required that the funds be targeted specifically to a project that would address food insecurity for low-income residents of the city. The rankings were then used to develop the recommended distribution of funds which reflect the strength of the grant request and the degree to which the program met the criteria. The recommendations are as follows:

**MANNA Soup Kitchen:** MANNA has provided meals for hungry people in Northampton for the past thirty-one years. They serve four lunches and one dinner, 52 weeks of the year through the collaboration of a volunteer board, head chef and countless weekly volunteers. They serve over 20,000 meals per year and also deliver meals on holidays to the homebound. They requested a grant from the Whiting Street Fund to purchase a used van to replace their current aging van that has over 175,000 miles and will not pass its next state inspection. The van is essential to their operations as it is used to retrieve food donations as well as meal and food delivery to local

shelters. They proposed the purchase of a used van for \$10,000 and requested \$5000 from the Trust and planned to raise the remaining \$5000 through fundraising efforts. The Committee wants MANNA to be able to purchase a better quality van and therefore is recommending an award of \$10,000 to be matched with an additional \$5,000 to allow for a total of \$15,000 for a better quality used van.

**Northampton Survival Center:** The Northampton Survival Center, in its thirty-ninth year of operation, is an emergency food pantry with a mission to improve the quality of life for low-income individuals and families throughout Hampshire County by providing nutritious food and other resources. They requested a \$20,000 grant from the Whiting Street Fund to support the Basic Nutritional Needs Program which provides a healthy seven day supply of food for each member of every household that comes to them. The funds would also be used toward the cost of operating the pantry that supplies additional fresh produce and baked goods offering as much flexibility as possible in food choices, so that dietary needs, cultural preferences and tastes can be accommodated. The Committee is recommending an award of \$5000 to the Survival Center for support of the Basic Nutritional Needs Program.

**Grow Food Northampton, Inc.:** Grow Food Northampton Inc. operates a 120-acre community farm that provides access to land and markets for local farmers using sustainable practices and selling to local markets. They also manage a large community garden, the vibrant downtown Tuesday Market, and many programs providing food access to low-income families and educational opportunities for young people. They requested \$20,000 for support for their four incentive-based Food Access initiatives which make it more convenient and more affordable for low-income residents to purchase healthy food produced by local farmers. Those initiatives are: SNAP Share, Red Bag Senior Share, Red Bag Family Share, Tuesday Market SNAP Matching. The Committee is recommending an award of \$5000 to Grow Food Northampton for support of their Incentive-based Food Access Initiatives.

Per the Administrative Code of the City for the Whiting Street Fund Committee, the Committee shall make recommendations to the Mayor for the distribution of funds to nonprofit agencies for the sole purpose of providing direct financial assistance to low-income Northampton residents and will recommend annually one or more nonprofit agencies to which the funds should be distributed. Please accept this memorandum as the recommendation of the Committee for the 2018 distribution of the Whiting Street Fund.

City of Northampton  
MASSACHUSETTS

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*In City Council*

February 1, 2018

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Upon recommendation of the Mayor and the Whiting Street Fund Committee

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**O-18.018 An Order**  
**to Appropriate \$20,000 in Whiting Street Trust Funds**

*Whereas*, Mr. Whiting Street, a successful Northampton business man, left \$25,000 to the City of Northampton in his will of 1875 with instructions that the money be used “for the relief and comfort of the worthy poor”,

*Whereas*, the Whiting Street Fund Committee, which was created by Administrative Order, issued its first-ever grant application seeking proposals from local organizations with the goal of helping low-income persons in our community and with a specific focus on helping resolve food insecurity issues in the community;

*Whereas*, the Whiting Street Fund Committee received and reviewed the applications and has made its recommendations to the Mayor;

*Ordered, that*

\$20,000 be appropriated from the interest in the Whiting Street Trust Fund to the following organizations:

\$10,000 to MANNA Soup Kitchen for the purchase of a used van. MANNA will match this grant with \$5000 and will purchase a van which is integral to the mission of providing meals to hungry people in Northampton. MANNA serves four lunches and one dinner, 52 weeks of the year and has worked tirelessly on behalf of those in need for thirty-one years.

\$5,000 to the Northampton Survival Center to support their Basic Nutritional Needs Program which provides a healthy seven day supply of food for each member of every household that comes to them. The Northampton Survival Center is in its thirty-ninth year of operation as an emergency food pantry.

\$5,000 to Grow Food Northampton, Inc. to support their Incentive based Food Access initiatives which make it more convenient and affordable for low-income residents to purchase healthy food produced by local farmers. The funding will help support SNAP, Share, Red Bag Senior Share, Red Bag Family Share and Tuesday Market SNAP Matching.

City of Northampton  
MASSACHUSETTS

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*In City Council*

February 1, 2018

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Upon recommendation of the Mayor

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O-18.019 Order to Rescind Borrowing Authority – 4 Votes

*Ordered, that*

the City Council rescind only the borrowing authority granted in the following orders because such borrowing authority is no longer necessary:

\$500,000 of borrowing authority authorized under the loan order approved on May 19, 2016 for the acquisition of land located on Burts Pit Road, Stone Ridge Road and Overlook Drive, to acquire land to add to the Brookwood Marsh Conservation Area since the City has received a LAND Self-Help Act grant for the acquisition.

\$450,000 of borrowing authority authorized under the loan order approved on May 19, 2016 for the acquisition of land located between Glendale and Westhampton Roads to connect the Mineral Hills Conservation Area with West Farms, be rescinded, as the City has received a LAND Self-Help Act grant for the acquisition.

the City Council rescind the following orders because such borrowing authority is no longer necessary:

\$625,000 of borrowing authority authorized under the loan order approved on May 19, 2016 for improvements to Look Memorial Park, be rescinded, as the City did not receive a grant from the Parklands Acquisitions and Renovations for Communities Grant (PARC).

\$50,000 of borrowing authority authorized under the loan order approved September 1, 2011 for design costs associated with the replacement of engines at the Flood control Pumping Station, since other funds have been identified to pursue this work.

**City of Northampton**  
MASSACHUSETTS

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*In City Council*

February 1, 2018

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Upon recommendation of the Mayor

18.020 Order to Reprogram Money for Academy of Music (AOM) Stage Doors to AOM Foundation  
Repairs

*Ordered, that*

\$4,200 of the funds appropriated for the Academy of Music Stage Doors (19303 586712) be reprogrammed for the purpose of preparing engineering plans for anticipated foundation repairs in the loading dock area at the Academy of Music.

# City of Northampton

MASSACHUSETTS

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*In City Council*

February 1, 2018

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Upon recommendation of the Mayor and the Disability Commission

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**O-18.032 Order to Appropriate 20,000 from Free Cash and 5,000 from Disability Commission Fund for Design Costs of ADA Grant**

*Whereas*, the City has been awarded a FY18 Municipal ADA Improvement Program Grant from the Massachusetts Office on Disability in the amount of \$250,000;

*Whereas*, the project will fund accessibility improvements to the walkways serving the primary public buildings including: city hall, the municipal office building and Memorial Hall. The project involves replacing concrete walkways with proper slopes, adjusting steep drop-offs, installing compliant handrails, lighting, wheelchair ramps, detectable warning panels, crosswalk safety improvements and associated costs;

*Whereas*, the grant funds will cover construction costs, the city must provide funds for the design;

*Therefore ordered, that*

\$5,000 is to be appropriated from the Disability Commission Fund (Fund 2434) established under MGL C.40 s. 22G and \$20,000 will be appropriated from the FY18 General Fund Undesignated Fund Balance (Free Cash) to provide a total of \$25,000 for design costs to leverage the ADA Improvement Grant.