

**COMMITTEE ON FINANCE,
SITTING AS A COMMITTEE OF THE WHOLE
MAY 29, 2018 AT 6:00 PM
CITY COUNCIL CHAMBERS
WOBURN CITY HALL**

Voting Members:

Attending: Chairman pro tem Edward Tedesco, Alderman Michael Anderson, Alderman Mark Gaffney, Alderman Richard Gately, Alderman Lindsay Higgins, and Alderman Darlene Mercer-Bruen, Alderman Joanne Campbell, and President Richard Haggerty

Late: Chairman Michael Concannon

Motion made by Alderman Mercer-Bruen and seconded by Alderman Campbell to take the Mayor's budget out of order; approved, 8-0.

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Mayor – Appearing was Mayor Scott Galvin, who said the only item in his budget that ought to jump off the page is a \$1.2 million outlay for salary adjustments to pay for the contractual salary increases for union employees; otherwise his budget is pretty level. Mayor Galvin said labor contracts with all the city unions expire on June 30, except for the contract with the teachers, which expires on August 30. The mayor said negotiations are on-going with the teachers and dates for negotiations have been scheduled with all the other unions. Alderman Gately asked if the \$1.2 million figure will cover all the contractual obligations. Mayor Galvin replied the \$1.2 million is a placeholder and he could talk to Alderman Gately off-line about any specifics. Alderman Anderson said the budget included \$1.5 million last year for pay increases and asked if all that cash was exhausted. Mayor Galvin said the firefighters and the two police unions received 10.5 percent increases, in exchange for picking up 5 percent more of their health care costs. Chairman Tedesco asked about the 5-year capital budget that covers 2017-2021. Mayor Galvin said he would address the capital budget later in the summer. President Haggerty asked the mayor if he is going to remain at the meeting to address a transfer regarding the demolition of the Clapp School. The mayor said there were four transfers coming up later in the agenda and he is available to address them all. He said there is another order regarding retiree health insurance and he would like to clarify what it is all about at the council's next regular meeting on Tuesday, June 5, because there have been some misunderstandings.

Motion made by Alderman Mercer-Bruen and seconded by Alderman Campbell to return to the regular order of business; approved, 8-0.

Order to transfer \$260,000 from Unreserved Fund Balance Acct #01-356000 to Demolition of Clapp School Acct #0112158-58750 \$260,000: Mayor Galvin said the city is entering into a contract with Nasdi to demolish the Clapp School building, and some preliminary work is already taking place. He said the demolition work will start after the City Council approves the transfer on June 5. President Haggerty asked if the intent is to pay the money up front without using a bond. Mayor Galvin replied the \$260,000 transfer will account for the balance of the demolition of the school, and it will augment a previous appropriation. Motion made by

Alderman Anderson and seconded by Alderman Campbell that the transfer ought to pass; approved, 8-0.

Order to transfer \$815,000 from Fire/BLS Receipts Acct #31359-595000 to Fire Regular Salary Acct #0122051-511500 \$570,000; Fire Clerk's Salary Acct #0122051-511200 \$1,000; Fire Ambulance Salary Acct #0122051-511500 \$31,000; Fire/Overtime Acct #0122051-513100 \$110,000; Fire/16th Man Overtime Acct #0122051-513101 \$22,000; Fire/Holiday Pay Acct #0122051-514500 \$13,000; Fire/Electric Acct #0122052-521100 \$1,500; Fire/Natural Gas Acct #0122052-521300 \$3,500; Fire/Ambulance Maint. Acct #0122054-544300 \$20,000; Fire/Apparatus Maint. Acct #0122054-544400 \$35,000; Fire/Medical Attention Acct #0122054-558103 \$8,000: Mayor Galvin said the transfer will cover shortages in the various Fire Dept. accounts, as identified by the City Auditor. The mayor said this is something the Fire Dept. does every year. Alderman Gately said this a procedural matter and nothing new. Motion made by Alderman Gately and seconded by Alderman Anderson that the transfer ought to pass; approved, 8-0.

Order to transfer \$50,000 from the Peg Cable Special Revenue Fund to purchase Projector, TV and Digital Signage for Media Enhancement to City Hall: Mayor Galvin said the money included in the transfer will pay for technology upgrades to the Committee Room and City Council Chambers at City Hall. Mayor Galvin said Information Technology Director David Mastronardi would also like to make some upgrades to the city's website. Alderman Gately asked if there are any upgrades planned for the sound in City Council Chambers. Mayor Galvin said Director Mastronardi can look into that. Alderman Gately said he gets complaints from people who can't hear the meeting while they are in the chamber. Motion made by Alderman Anderson and seconded by Alderman Campbell that the transfer ought to pass; approved, 8-0.

Order to transfer \$113,000 from DPW Bldg. Maint. Acct #0141151-511001 \$12,000; DPW Operations Salary Acct #0141151-511002 \$12,000; DPW Equip Parts Acct #0141054-543100 \$1,000; DPW Asphalt/Concrete Acct #0141754-553100 \$5,000; DPW CPR Course Acct #0141752-530701 \$1,500; DPW Repairs/Rental Acct #0141754-543303 \$5,000; DPW Supplies/Tools Acct #0141754-553200 \$4,000; DPW Testing& Physicals Acct #0141754-558405 \$2,000; DPW Crosswalks Acct #0141954-553500 \$5,000; DPW Str. Flood Lights Acct #0142052-521104 \$25,000; DPW Gas Acct #0143054-548100 \$20,000; DPW Oil Acct #0143054-548102 \$2,000; DPW Tires/Tubes Acct #0143254-548300 \$1,000; DPW Training Acct #0143254-548810 \$1,000; DPW Utilities Acct #0143552-521501 \$5,000; DPW Repairs Acct #0143554-554704 \$1,500; DPW Bldg. Maint. Acct #0143554-554701 \$10,000 to DPW/Overtime Acct #0141151-513100 \$113,000: Mayor Galvin said the transfer is being executed to mostly pay for overtime, because there was quite a bit of overtime accrued during a difficult winter with ice storms. Motion made by Alderman Anderson and seconded by Alderman Gately that the transfer ought to pass; approved, 8-0.

Inspection Services – Motion made by Alderman Anderson and seconded by Alderman Gately to suspend the rules to allow Building Commissioner Thomas C. Quinn Jr. to address the committee; approved, 8-0. Motion made by Alderman Anderson and seconded by Alderman Higgins to receive and place on file a memo from Commissioner Quinn dated May 23, 2018, and entitled “Building, Electrical, Plumbing & Gas Permits/Fees; January-April 2017 & 2018 – Comparisons.” Commissioner Quinn said his budget is self-explanatory and all the maintenance accounts in his budget are level-funded. President Haggerty asked how many and in what condition are the vehicles used by the Inspection Services Dept. Commissioner Quinn said he has five vehicles, the oldest of which is a 2007 Ford Taurus he is hoping to get one more year out of. President Haggerty noted the Woburn Mall, Fitzgerald Tile and Atlantic Gelatin projects could all be coming online within the next 12-18 months and how the Inspection Services Dept. is going to handle those. Commissioner Quinn said the city could be looking at as many as 1,200 new housing units and one of the concerns is how the city is going to provide services to those residents. He said his department may have to hire part-time plumbing and electrical inspectors for a time. President Haggerty praised the Inspection Services Dept. for doing good work. Alderman Gaffney asked how long it will be before the department needs new vehicles. Commissioner Quinn said the wear and tear on the vehicles is substantial and road salt eats away at the vehicles. Alderman Gately said revenues are up quite a bit so far this year. Commissioner Quinn said revenue from permits and fees provides a snapshot of how the city is doing in terms of development.

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Human Resources – Motion made by Alderman Anderson and seconded by Alderman Campbell to suspend the rules to allow Human Resources Director Elaine Pruyne to address the committee; approved, 8-0. Director Pruyne said the Human Resources office has been very busy. She said she is chairman of the city’s safety committee and she has obtained grants for safety equipment and there are plans for a new human resources model. She said there is a lot going on. Alderman Gately said a \$500 line item for drug and alcohol testing seems low and asked how many drug and alcohol tests are conducted throughout the year. Director Pruyne said there are usually 20 or 30 tests per year and the \$500 goes pretty quickly. She said the account is augmented by other departments as they use drug and alcohol screening services.

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Purchasing - Chairman Concannon arrived at 6:25 p.m. Alderman Tedesco stepped down from the chair. Appearing was Purchasing Agent Orazio DeLuca, who said there have been a lot of high-profile solicitations within the past year. He said his budget is level-funded for 2019. Agent DeLuca said he is trying to streamline some of the procedures in his office and they are using more state contracts. He said he is working in concert with the city’s Law Dept. to revamp contracts for the fall and winter. Alderman Gately asked about winter salt and sand purchases. Director DeLuca said Woburn is in a consortium which gives Woburn a better price than going out to bid on its own. Alderman Gately asked if there have been any problems with delivery of materials. Director DeLuca said there have been no issues with the supply of salt and sand. Alderman Campbell asked Director DeLuca to elaborate on the dynamics of the consortium. He replied there are a group of communities that band together to buy commodities like fuel, diesel, home heating oil and such, and the goal is to save money by pooling resources. Alderman Campbell complimented Director DeLuca on his professionalism while the city went through the bid process to hire a company to demolish the Clapp Elementary School.

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Auditor – Appearing was City Auditor Charles Doherty, who said his departmental budget is pretty well level-funded. He said money was added to a line item for two other audits, one of which will examine indirect charges to the city’s water and sewer enterprise fund. He said an outside consultant will give the city an outside perspective at a time when the city is converting to residential water meters. Alderman Gately asked if the indirect charges in the water and sewer account are still calculated at the same percentage. Auditor Doherty said the percentages are the same, and the rates have increased as salaries have gone up. Alderman Mercer-Bruen said Powers & Sullivan does a good job on the city’s annual audit and asked why another audit is being undertaken. Auditor Doherty replied there are a couple of areas that need to be looked at more in-depth and the second audit will supplement the efforts of Powers & Sullivan, and that it will be nice to have another third party report. Alderman Tedesco said the auxiliary audit will ensure the city has adequate controls over certain procedures, and it is part of a system of checks and balances and segregation of duties. Alderman Mercer-Bruen said she wants to make sure the city is not spending money if it doesn’t have to. Auditor Doherty said the second audit is another way of showing the city is dealing with processes in a correct manner. Alderman Mercer-Bruen asked if the additional audit will enhance the city’s bond rating. Auditor Doherty said it will look better to an outside agency.

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Parks Department – Appearing was Parks Supt. James DeLong. Alderman Gately said the department’s budget is level funded. Alderman Gately said Supt. DeLong asked for another employee but didn’t get one, even after the new field at Whispering Hill was added to the department’s duties, and Fleming Field will be added once the Clapp School is demolished and converted into a playground. Alderman Gately noted Supt. DeLong asked for \$38,000 for equipment repairs and the line item was cut \$5,000 by the mayor. Alderman Gately said Supt. DeLong is working with old equipment and he doesn’t know how his department makes the fields look so good. Supt. DeLong said it’s hard to keep track of how old equipment gets when you’re using it every day. He said within the past couple of years his department did acquire a new truck and two beautiful pieces of equipment. He said the department spends too much time repairing equipment, and when they are repairing equipment, it means they are not attending to the parks. He said he does not have the luxury of bringing in a substitute when someone is sick or on vacation, and he can only replace absent workers with summer help. He said hourly rates have increased from \$7 to \$11 over the past dozen years but his budget for summer help has not gone up. Supt. DeLong said working with the mayor on a capital plan for the acquisition of new equipment has been successful. He said he hopes everyone is pleased with the work the Parks Dept. undertakes. Alderman Gately said the Parks Dept. does a great job. President Haggerty said Supt. DeLong and his crew do a terrific job and he wants to publicly thank him and his staff. President Haggerty asked Supt. DeLong what his capital budget requests will be. Supt. DeLong said he can’t say right now what the department will need next year. Alderman Campbell wanted to know where the additional money to pay hourly help is coming from. Supt. DeLong said he usually pays his people from three different accounts. He said he wants employees who are ready to go at 7 a.m. He said he works with what he has. He said his employees will work on Saturdays. He said years ago there were only about six events in the city, and these days there are more like 40, and sometimes his employees get overwhelmed. Alderman Campbell told Supt.

DeLong he does a great job, but it seems like he is worn out, something she does not like to hear. She said the city is not hurting financially and it would be prudent to hire another person for his crew, along with buying some newer equipment. Supt. DeLong said he has kept up with the equipment, but sometimes he doesn't have enough people to run it. Chairman Concannon noted one of the Parks Dept.'s employees is paid for by the School Dept. Supt. DeLong said that arrangement has been in place since 1999, when the Parks Dept. took over maintenance of school grounds. He said the School Dept. also pays for three part-time workers. He said he thinks the arrangement has worked out well for both sides, though his department's work load tripled while the manpower only doubled. He said his department's duties go beyond cutting grass.

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Woburn Public Library – Appearing was Woburn Public Library Director Andrea Bunker. Director Bunker said there will be an increase in the library's maintenance budget next year as the department prepares to move into the new library, which she said is four times larger than the temporary facility in East Woburn. She said she has been working to determine utility costs and there is a new line item entitled "digital resources." She said when the renovated library is open it will be operational for 65 hours per week, six hours more than what the state requires. She said the library will not have adequate staffing for the children's room, and the library will only be open three nights a week due to lack of staffing. She said the library will be closed on Thursday nights. Director Bunker said she anticipates circulation will double and attendance will triple once the renovated library opens. She said she hopes next year's budget will restore five people who were employed by the library 10 years ago. Motion made by Alderman Mercer-Bruen and seconded by Alderman Campbell to receive and place on file a copy of a handout from Director Bunker entitled "Staffing Levels in Minuteman Libraries – similar population size." Alderman Mercer-Bruen asked Director Bunker if she could provide to the City Council documentation showing the cost to the taxpayers of adding new staff, including expenses for salary, health care and benefits. Alderman Mercer-Bruen asked if any of the staff members are volunteers. Director Bunker said all the positions listed in the budget are paid positions. She said there have been more than 20 people who volunteers, but by contractual arrangements the volunteers cannot perform duties of the staff. She said of the 20 volunteers, there are only two who are reliable in terms of scheduling. Alderman Mercer-Bruen asked if the renovated library might attract more volunteers. Director Bunker said if there are more volunteers, a staff member will have to oversee them. Alderman Mercer-Bruen said the volunteer program at Winchester Hospital has a waiting list of 250 people and she likes to think that could be duplicated at the library. Director Bunker said the library can definitely use help shelving materials, but any duties that are carried out by staff cannot be performed by volunteers. She said there are high school students who transcribe indices. Alderman Mercer-Bruen asked about the library's accreditation status with the Massachusetts Board of Library Commissioners. Director Bunker said the library has been receiving temporary waivers but the MBLC's practice of granting unlimited temporary waivers will end, and if the library loses its accreditation, it can no longer be part of a consortium and the library's patrons will be unable to use facilities in other communities. Alderman Gately noted the library's requests for new personnel and an increase in the costs of heat and lighting. He asked where the money in the digital reserves account comes from. Director Bunker said it was cobbled together from other line items, and the money in the account will go toward providing services for the residents of Woburn. Alderman Gately asked about a request for a facilities manager. Director Bunker replied the facilities manager would oversee the buildings and grounds. She

noted the high school has a non-union facilities manager. Alderman Gately said if the library gets all the employees lists in the budget, it will have more staff than the DPW, which is responsible for more than 800 roads in the city. He asked if the library could find volunteers like seniors. Director Bunker reiterated volunteers cannot perform the functions of staff. Alderman Gately said he supposed he and Director Bunker are not on the same page in terms of staffing. He said if the city adds staff, it should be in the fire and police departments. He said the door to the renovated library isn't even open yet and the library is already looking for more staff. Director Bunker said she has worked at a new library and anticipates attendance will double or triple. President Haggerty asked if the library has always been open on Thursday nights. Director Bunker said it has, as far as she knows. She said the library used to be open on Friday nights and Saturday nights but is no longer is due to a staffing shortage. She said the library will not have a reference librarian on Thursday nights and it will not be safe to open the children's room because there will be only one person in the room. She said there will be cameras in the library, but they will not be monitored. President Haggerty asked when the renovated library will be open to the public. Director Bunker said it will be open in the beginning of March. President Haggerty said he would like to see a facilities manager at the renovated library. He said he thinks that's important. Chairman Concannon said he recalls a conversation about staffing for the renovated library and the issue was not suddenly dropped on the City Council. He said the council's role is to approve or reduce the budget but it cannot add to the budget. Alderman Anderson said the discussion about staffing is not new and suggested waiting to see how it goes. He said he supports the addition of a facilities manager. He said it is exciting to see the glass going up at the library addition. Alderman Higgins said she does not think what is being asked for in the library budget is unreasonable, but she doesn't think it's practical. She said she likes the idea of a shared facilities manager. Mayor Galvin said the city is spending quite a bit of money on the building. He said extra custodial staff has been added. He said Director Bunker's statement that the library is going to have to cut hours is unacceptable. He said he appreciates what Director Bunker does and he looks forward to working with her.

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Woburn Police Dept. – Appearing was Woburn Police Chief Robert Ferullo. Chairman Concannon acknowledged he has a relative who is employed by the Police Dept. He said he has consulted with the state Ethics Commission and was told he could participate in the discussion of the police budget but would have to abstain from voting on any page of the budget on which his relative's name appears. Alderman Tedesco also acknowledged he also has a relative who is employed by the Police Dept. and would follow the same guidelines as stated by Alderman Concannon. Chief Ferullo stated his budget has increased 11.17 percent but virtually 100 percent of that consists of contractual salary increases. He said otherwise his budget is basically level-funded. He said the raises are retroactive to 2014, and if you extract the raises, his budget has actually gone down. Chief Ferullo said this may be his last budget before he retires. Chief Ferullo said his staff continues to be well-trained and well-equipped through the capital budget. He said the Police Dept. has developed and enjoys a great relationship with the School Dept. Chief Ferullo said his department is very active and very aggressive within the realms of narcotics and human trafficking, and that Det. Brian McManus has emerged as an expert in the field of narcotics trafficking. He said the department's traffic bureau continues to monitor and put out hot spots throughout the city. Chief Ferullo said the dispatch center at Rabbitt Police Headquarters is now six years old and the department has not yet achieved the goal of hiring civilian dispatchers, nor does he see the dispatch center being manned by civilians in the near

future. He said there is a need to integrate police into the schools at the elementary level, so children at that age can realize police are their friends. Chief Ferullo said retired Det. Ralph Coakley's position as the department's provider of services to senior citizens has not yet been filled. He said he would like to get at least one 2-man car on the road to help address domestic violence situations. Chief Ferullo said he would like to install civilians in some roles that are currently being manned by police. He said he would like to fund and develop a K-9 program with at least one tracking dog. He said one of his goal with the capital improvement program is to look at an enhanced radio system. President Haggerty noted the community policing item is no longer in the budget. Chief Ferullo said the line item is now called "directed patrol controls." President Haggerty asked how WPD's building is doing. Chief Ferullo replied there is a new full-time custodian who is doing a great job. He said there is money in the capital budget for HVAC. He said the cell blocks and the firing range were recently upgraded. He said the building is in good shape. He said if he were to ask for one thing for the building, it would be a new auditorium. President Haggerty thanked Chief Ferullo for his service to the community and for his cooperation with the City Council. He said he would like to hear more information about putting cops in schools because introducing police officers as friends to kids is important. Chief Ferullo said he is excited about the department's relationship with the schools and that they are doing great things together. He said one of the TV stations did a story about a recent incident and the story was slanted because the family went to the TV station, but he is not at liberty to disclose any more details because there is information that has to remain confidential, but overall the police are there to help children. Alderman Tedesco asked about upgrades to the evidence room. Chief Ferullo said the project is complete. He said an outside agency went through the evidence room and found one extra \$5 bill and one misplaced firearm. He said the evidence room is in good shape. He said Lt. Joseph Gibbons is slated to retire soon and the evidence room is going to have to be converted quickly. Alderman Tedesco asked if unmarked cruisers have been replaced. Chief Ferullo said he tries to replace one unmarked vehicle per cycle using money that has been seized in narcotics arrests. Alderman Higgins said there ought to be a discussion about hiring a deputy chief. She said she would be fully-supportive of expanding the school resource officer program to the elementary schools. Alderman Higgins is the Chairman of the council's Police & Licenses Committee and told Chief Ferullo that Det. James Flynn has been very responsive to any requests she makes when she asks about licenses. She also praised Sgt. Raymond Mooney for his work with the Traffic Commission. Alderman Higgins thanked Chief Ferullo for all he has done for the city and wished him the best in retirement. Alderman Anderson thanked Chief Ferullo for his professionalism and said he appreciates the work he and the entire police department do. Alderman Anderson asked about the impact of approximately 1,000 new residential housing units coming on line in the near future. Chief Ferullo said he is more concerned with where the new units are going rather than how many there are, because the area where they are going is usually dark after 10 p.m. and does not currently require a lot of attention from public safety. Alderman Anderson said he hopes Chief Ferullo and Fire Chief Stephen Adgate can work out some kind of arrangement for a new substation, because the new residential projects are going to have an impact. Alderman Gately said Chief Ferullo's retirement party is one he wants to go to. He said he has the utmost respect for Chief Ferullo and that he has done a great job. He said the city is going to miss Chief Ferullo. He said the city is getting bigger by the day and there will be a lot of new development coming down the road in the next three years that is going to impact the city like the city has never been impacted. He said the new development will require additional police patrols and the residents should hire their own

security. Chief Ferullo said one of the concerns with the prospective development is responses to domestic violence because without a 2-man cruiser, three units need to be deployed to the scene in a remote location and it leaves the rest of the city relatively unprotected. Alderman Campbell thanked Chief Ferullo for his service to the city and asked if he had a wish list, what would be on it. Chief Ferullo replied the criminal analyst position has been unfilled since Det. Thomas Callahan retired three years ago and at some point he is going to have to fill it. He said he would like to post crime statistics on a website that is interactive and available to the public, and in order to do that he will need to hire a computer person. He said he will be able to put another sergeant on the street if he is able to hire an IT specialist. Alderman Campbell asked what kind of impact another 1,000 residential units will have on manpower. Chief Ferullo said the standard ratio is 1.75 officers for every 1,000 residents. He said it takes 1.38 bodies to fill one position, factoring in vacation and sick time. He said the city will have to work with the developers to devise public safety strategies. He said public safety needs to work with mental health providers because mental health is becoming a larger issue. Alderman Campbell said she hopes the City Council can help police and fire maintain adequate staffing levels because she would hate for something to happen due to a lack of personnel, especially with some of the events coming up. Chief Ferullo said the department is never in danger of inadequate staffing for graduation. He said police are not looking to ruin graduation, and their job is to make sure everyone makes it through the weekend safely. Alderman Campbell said the Police Dept. has been proactive and should continue to be proactive. Alderman Gaffney said Chief Ferullo has always been helpful and wished him good luck in the future. Chairman Concannon said he has had an opportunity to interact with every police department in the state. He said that while every community thinks their police chief is the best in the state, he knows Chief Ferullo is the best in the state.

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Motion made by Alderman Mercer-Bruen and seconded by Alderman Campbell that the meeting be ADJOURNED, all in favor, 9-0. Chairman Concannon adjourned the meeting at 8:12 p.m.

Attest: _____
Gordon Vincent
Clerk of Committees