

City of Taunton
Municipal Council
June 20, 2023

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2023 JUN 23 A 9:55

TAUNTON, MA

The Committee on Finance and Salaries

The meeting was held at Taunton City Hall, 15 Summer Street, Taunton, MA 02780 in the Chester R. Martin Municipal Council Chambers.

CITY CLERK

Members Present: Councilor Phillip Duarte, Chairman
Councilor David Pottier
Councilor John McCaul

Also Present: Patrick Dello Russo, CFO
Gill Enos, Budget Director
Amy Kazlauskas, HR Director
Ian Fortes, City Auditor
Andrew Sukeforth, Director of Procurement
Julie Venerus, Assistant Treasurer/Collector
Katherine Nunes, Director of Capital Projects
Richard Conti, Chief Assessor

The meeting was called to order at 5:50 PM.

1. Meet to review the weekly vouchers and payroll for City departments.

Motion by Mr. Pottier and seconded by Mr. McCaul to approve the payroll warrant in the amount of \$1,499,066.55. So voted.

Motion by Mr. Pottier and seconded by Mr. McCaul to approve the accounts payable warrant in the amount of \$5,467,296.13. So voted.

2. Meet to discuss the request to establish the following student activity accounts to benefit students and student activities:
 - a. Bennett ES Student Special Revenue Account
 - b. Chamberlain ES Student Special Revenue Account
 - c. East Taunton ES Student Special Revenue Account
 - d. Friedman MS Student Special Revenue Account
 - e. Galligan ES Student Special Revenue Account
 - f. Leddy Preschool Student Special Revenue Account
 - g. Martin MS Student Special Revenue Account
 - h. Mulcahey ES Student Special Revenue Account
 - i. Parker ES Student Special Revenue Account

j. E. Pole ES Student Special Revenue Account

Motion by Mr. Pottier to invite in the interested parties was seconded by Mr. McCaul. So voted.

Councilor Duarte read the list of accounts that were requested to be established effective July 1. Mr. Dello Russo explained that this will allow an order to be drafted for the City Auditor to establish these special revenue/gift accounts to replace the traditional student activity accounts that have associated checking and savings accounts. This practice was approved and signed off by the outside audit firm. Councilor Duarte read the text of the proposed order to establish the accounts.

Councilor Pottier asked if this covered all the schools and Mr. Dello Russo indicated that this covers all the schools other than the High School which will be looked at in the future. Mr. Dello Russo stressed that this makes things more streamlined and adds efficiency. Mr. Pottier questioned the funding source and Mr. Dello Russo explained that a parent might pay for a field trip, for example but the classification is as a gift. Mr. Enos explained that payments will be through the warrant.

Motion by Mr. Pottier and seconded by Mr. McCaul to approve the list as read and refer to the full Council to be approved as an order. So voted.

3. Meet to discuss the request to establish a Septic Loan Revolving Fund.

Mr. Dello Russo explained that currently when issuing a loan order, the City goes to the Clean Water Trust where they then apply 5% interest. The plan is to “pay as you go” and get away from borrowing. At the end of the year he is looking for a transfer of \$250,000 to establish the revolving fund. Going forward, the City would charge 3.5% to residents and this will not add any additional debt. They will also be looking for money to cover the loan order for FY23. There will be a 7-10 year break-even point and, altogether, this would be about \$400,000 to start the program.

Councilor Pottier asked if there is any potential liability for the City and Mr. Dello Russo said there is not any. The ROI is about 7 years and then it will be self-supporting.

Councilor McCaul asked about the \$400,000 total to establish the account. Mr. Dello Russo explained that this is to establish the fund and cover the liability for the loan order and there should be a spending limit established of not to exceed \$400,000. There was discussion on the rules to qualify for this program.

Councilor Duarte asked if the requirements for this plan would be in line with the current state program and Mr. Dello Russo indicated that they are not changing the program, just funding it differently. Mr. Duarte further asked if this would need to be replenished. Mr. Dello Russo stated that this would require about \$150,000 - \$300,000 per year until it is self-sustaining in about 7 years.

Councilor Borges stated that she thinks that having the City control this program is ideal and she fully supports the City taking control of it.

Councilor Coute gave his support for the program and stated that he loves that this will save the tax payer some money as well as improve the City's financial position.

Councilor Sanders asked who would be a typical, successful applicant to this program. Mr. Dello Russo indicated that a good thing is the City will be in control of the program. Mr. Enos indicated that most people qualify. The City is not as risk of losing money since there will be a lien on the house.

Councilor Borges stated that Mr. Pateakos, the OECD Director, will be at the Committee on Economic Development and Technology on July 11.

Councilor Pottier noted that this also benefits the City because it helps to repair failing septic systems. He asked if this would be fixed or variable rate and Mr. Dello Russo indicated that the interest rate will be fixed and set at 3.5% for this year. The rate and spending limit will be set each year.

Motion by Mr. McCaul and seconded by Mr. Pottier to establish the Septic Loan Revolving Fund with a \$400,000 spending limit, with an interest rate of 3.5% for Fiscal Year 24. So voted.

Motion by Mr. Pottier and seconded by Mr. McCaul to go out of order and take topic 5 before topic 4. So voted.

5. Meet with the Human Resources Director to discuss the proposal that the Clerk of Committees become a certified parliamentarian.

Motion by Mr. Pottier and seconded by Mr. McCaul to invite in the HR Director. So voted.

Councilor Duarte read a portion of the letter he had sent which prompted this discussion. Ms. Kazlauskas stated that if adding additional roles and responsibilities, this would need to be negotiated through the bargaining unit of COTMA. She suggested that this is a large responsibility.

Councilor Pottier understands that this is not part of the job description so he's comfortable with the HR Director having a discussion with the Clerk of Committees but stated that he thinks this is a good idea. Ms. Kazlauskas reminded the Council that if this is tied to the Clerk of Committees position, this position is appointed by the Council.

Mr. McCaul stated that he thinks this is a good idea and if the Clerk of Committees doesn't want the responsibility then maybe a part time person could be considered.

Councilor Duarte indicated that the idea is to provide support to the Council and perhaps training at the start of each term for Councilors.

Councilor Borges stated that she shares the concerns brought up by Ms. Kazlauskas and suggested that the City Council should have its own attorney. She stated that this would be a huge responsibility for the Clerk of Committees. She indicated that she would be comfortable with the HR Director having a discussion with the Clerk of Committees and bringing that back to the table.

Councilor Postell stated that the HR Director brought up some good points and a change to the job description should be bargained. He stated that he does not believe the Council needs this position. Councilors should avail themselves of the training provided by MMA.

Councilor Sanders spoke in favor of the proposal and believes the role would be to advise the Chair. He understands there are bargaining issues and believes there would need to be compensation for the cost of training, hours invested in training, and compensation for the new responsibility.

Councilor Quintal indicated that he would be willing to support this but doesn't necessarily feel that this is needed. In a situation where the Chairman needs assistance, the co-chair should step in.

Councilor Pottier stated that the parliamentarian would need to know the Rules of the Council as well as Robert's. He indicated that there are provisions to rule the chair out of order.

The Clerk of Committees suggested that this position could provide training to other boards and committees as well.

Councilor McCaul asked if the City Solicitor's office could provide this service.

Councilor Borges stated that MMA as well as the State of Massachusetts offer free classes and councilors should take advantage of those trainings

Motion by Mr. Pottier and seconded by Mr. McCaul that the HR Director is to meet with the Clerk of Committees and COTMA and keep the Chair involved and come back to the Committee with findings or recommendations. So voted.

Motion by Mr. Pottier and seconded by Mr. McCaul to excuse the HR Director. So voted.

4. Meet with the CFO for an update on the City's FY2024 Consolidated Financial Policies.

Motion by Mr. Pottier and seconded by Mr. McCaul to invite in the interested parties. So voted.

Mr. Dello Russo and his team gave a presentation on the financial policies. He indicated that these policies contributed to the City's AA+ bond rating. He stated that these are intended to be living, breathing documents which are looked at often. Mr. Dello Russo discussed the

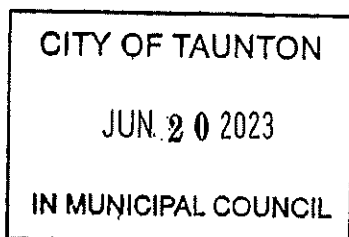
reasons for having such policies and touched on the current policies that control activities and set boundaries. Julie Venerus discussed the credit card policies. The policy has been expanded and will be rolling out FY24. Ian Fortes covered how the review of all credit card purchases is done on submission and that they have worked to change behaviors so people know what they need. They have established a Request for Quote form that is used for all purchases between \$10,000 and \$50,000 and this allows for an extra layer of review. Mr. Fortes discussed financial reporting and indicated that some reports are federally required such as the annual audit. He further discussed the Annual Comprehensive Financial Report (ACFR) which is a more detailed, more focused audit. State required reporting includes the Schedule A, the City's profit and loss statement, which has a deadline of November 30 and works in conjunction with the balance sheet. The goal is to have that certified by October 15. Ms. Venerus discussed the student activity accounts and explained that currently the schools have checking and savings accounts. This change would utilize the normal turnover process and checkbooks would be closed and turned in to the Treasurer by July 1. This will streamline school operations. Mr. Fortes discussed the special revenue and gift accounts and indicated that they are looking to make the process the same for establishing these accounts. This allows for use restrictions and an established timeline. Kathryn Nunes covered the water and sewer utility abatement policy. She indicated that this was adopted in 2018 but she has worked to review the existing policies and overhaul them. She noted that the big change was the addition of economic hardship. For this, they took existing programs such as the LIHEAP and LIHWAP and used these guidelines to provide some relief to those who need help with their water and sewer bills. The abatement form must be sent within 45 days from the water/sewer bill date.

Councilor Pottier asked how many P-cards are issued by the City and Mr. Fortes stated there are about 25.

Councilor Sanders questioned page 25-26 on procurement where there is no mention of Director of Procurement. Mr. Dello Russo indicated that when this was put together Mr. Sukeforth had not yet started

Motion by Mr. Pottier and seconded by Mr. McCaul to affirm the policies. So voted.

Motion by Mr. Pottier and seconded by Mr. McCaul to excuse the parties and adjourn at 7:16 PM. So voted.



Respectfully submitted,

Maggie E. Clarke

Maggie E. Clarke
Clerk of Council Committees

REPORTS ACCEPTED. RECOMMENDATIONS ADOPTED.

Jeanefer K. Kelly
CITY CLERK

Committee on Finance and Salaries
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Municipal Council
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The Committee on Public Property

TAUNTON, MA

The meeting was held at Taunton City Hall, 15 Summer Street, Taunton, MA 02780 in the ^{CITY CLERK}
Chester R. Martin Municipal Council Chambers.

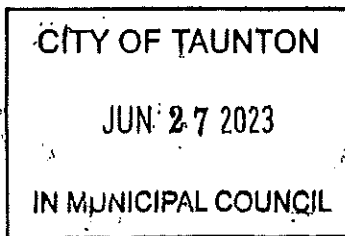
Members Present: Councilor Christopher Coute, Chairman
Councilor John McCaul
Councilor Estele Borges
Councilor Lawrence Quintal
Councilor Kelly Dooner

The meeting was called to order at 10:02 PM.

1. Meet to discuss the proposal to establish an Adopt-a-Spot program which would allow individuals and groups the opportunity to adopt an area to clean up and maintain.

Motion by Mr. McCaul and seconded by Ms. Dooner to continue this discussion until next week. So voted.

Motion by Mr. McCaul and seconded by Ms. Dooner to adjourn the meeting at 10:02 PM. So voted.



Respectfully submitted,

A handwritten signature in cursive script that reads "Maggie E. Clarke".

Maggie E. Clarke
Clerk of Council Committees

REPORTS ACCEPTED. RECOMMENDATIONS ADOPTED.

A handwritten signature in cursive script, likely belonging to the City Clerk.
CITY CLERK

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The Committee of the Council as a Whole

TAUNTON, MA

The meeting was held at Taunton City Hall, 15 Summer Street, Taunton, MA 02780 in the Chester R. Martin Municipal Council Chambers. CITY CLERK

Councilors Present: Council President Kelly Dooner
Councilor Phillip Duarte
Councilor Estele Borges
Councilor John McCaul
Councilor David Pottier
Councilor Christopher Coute
Councilor Barry Sanders
Councilor Lawrence Quintal
Councilor Jeffrey Postell

Also Present: Attorney Peter Winters, Law Department
Mike Botelho, KBD Associates, LLC
Michael Kinahan, Tower Three
Anthony Kinahan, Tower Three

The meeting was called to order at 10:03 PM.

1. Meet to discuss the request of the Election Commission to accept MGL c. 41 §110A to allow flexibility in the scheduling of registration.

Attorney Winters explained that accepting MGL c. 41 §110A would allow the Election Commission to not have hours on Saturdays for registration if they so choose. He stated that in his discussion with the Elections Director, there was never anyone who would come in on a Saturday for registration and that there are now online options available.

Motion by Mr. Coute and seconded by Mr. Postell to approve. So voted.

2. Meet to discuss the application for a new Host Community Agreement for KBD Associates, LLC, a marijuana product manufacturer and transporter, to be located at 30 Sherwood Drive.

Motion by Mr. Coute and seconded Mr. McCaul by to invite in the interested parties. So voted.

Councilor Duarte recused himself from this matter due to his employment with a marijuana microbusiness that is licensed to perform the same activities.

Mr. Botelho gave a presentation on the proposed business to be located at 30 Sherwood Drive. He indicated that they already own and operate two dispensaries and are looking to open an extraction/manufacturing and distribution operation in Taunton. He stated that he is the president and Alex Wharton is the Chief Science Officer. Mr. Botelho explained that 30 Sherwood currently houses Tower Three cultivation. Operationally, they intend to have extraction, a packaging operation, and operate a commercial kitchen. He touched on community concerns and stated that for security they will be following all CCC guidelines with input from the Taunton Police Department. While odor is often a concern, their operation will primarily be in sealed containers in freezers. However, ventilation systems will have carbon filtration.

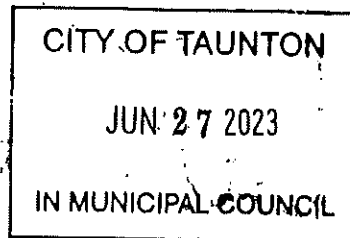
Councilor Borges questioned the license transfer and Mr. Kinahan explained that they have been approved by the CCC for a manufacturing license but paperwork will be necessary to transfer the name to KBD. They will have their own space. Ms. Borges stated that she has heard no complaints about 30 Sherwood.

Councilor Postell asked if they have a local license and it was explained that they have a state provisional license at this point. They will be back before the Council on July 11 and 27 for a Special Permit.

Councilor Pottier stated that Tower Three have been good corporate citizens.

Motion by Mr. Coute and seconded by Mr. Quintal to approve and refer to the Law Department to draft the HCA. So voted.

Motion by Mr. Quintal and seconded Mr. Postell to adjourn the meeting at 10:18 PM. So voted.



Respectfully submitted,

Maggie E. Clarke

Maggie E. Clarke
Clerk of Council Committees

REPORTS ACCEPTED. RECOMMENDATIONS ADOPTED.

Joseph R. Lopez
CITY CLERK