

Chelsea, Massachusetts June 22, 2020

A meeting of the Chelsea City Council was held. The meeting was held at the Chelsea City Hall located at 500 Broadway, Chelsea, Massachusetts 02150. Due to the COVID-19 SOME Councilors were present and some Councilor were at home participating on Zoom. The following were in attendance: Councilors Zobot, Garcia, Taylor, Recupero, Robinson, Brown, Vidot, Avellaneda, and Lopez. Councilors Maldonado and Rodriguez were absent. Council President Avellaneda presided over the meeting. The meeting opened at 7:00 p.m.

Communications from the City Manager:

The following communication was read from City Manager Thomas G. Ambrosino. A motion from Councilor Robinson to accept and file was adopted under suspension.

The Honorable Chelsea City Council
Chelsea City Hall
500 Broadway
Chelsea, Massachusetts 02150

Re: Year-End Financial Requests

Dear Councilors:

I am writing to request votes to address final end-year financial matters. The details are as follows;

1. Approval of PEG Access FY21 Budgets

As you may recall, last year the City Council adopted M.G.L. c. 44, Section 53F3/4 and established the PEG Access and Cable Related Fund. All Comcast payments required by the 10 year Comcast renewal License are paid into this Fund. Further, to expend monies from this fund on behalf of the three entities that rely upon this source (Chelsea Community Cable Television 62.22%, the School Department 22.22% and the City 15.56%), the City Council must approve an annual budget for these funds for each of these entities.

I am writing now to request approval of the annual budgets for each of these three entities so that they may expend these Comcast Community Cable Television \$251,215.00; School Dept. \$153,700.00; and City \$130,000.00. The City will utilize its funds for translation services, for continued fiber work in City hall and to launch a pilot program to provide internet access for economically disadvantaged residents. Details on these budgets are attached.

2. Approval of Community Preservation act FY21 Budget

Likewise, each year the City Council must approve the community Preservation Act budget as adopted by the Chelsea Community Preservation act budget as adopted by the Chelsea Community Preservation Committee.

As you will see, the proposed CPA FY21 Budget reserves for appropriation 95% of the estimated revenues with 10% allocated to each of the three statutory reserve accounts and the remaining 65% being allocated to the Budgeted Reserve Account. All of these accounts are subject to future appropriation by the City Council based upon recommendation from the Community Preservation Committee to fund specific projects.

For the remaining 5% of the estimated revenues, the Committee is requesting an appropriation for administrative expenses, which are expressly allowed by statute. The CPA Committee expects to utilize these funds to pay for a part-time administrator. Please note that administrative funds can be used only in the fiscal year for which they are appropriated. At the end of the fiscal year, any unspent administrative funds will be transferred to the Budgeted Reserve Account and available in the following year for funding of specific projects.

I respectfully request your approval of this CPA FY21 Budget.

3. Salary Deficits-Funded by Salary Reserve Transfers--\$66,254.00.

There are some salary accounts that have inadequate funding. The specific amounts are:

- Auditing Dept.-Overtime-\$18,500.00
- Auditing Dept.-Unused Sick Bonus-\$1,500.00
- Purchasing Dept. Unused Sick Bonus \$350.00
- Treasurers Dept. Overtime \$75.00
- Parking Dept. Unused Sick Bonus \$711.00
- DPW Administration Overtime \$21,000.00
- DPW Snow Removal Overtime \$6,140.00
- Library Dept. Sick Buyback--\$135.00
- DPW Bldgs. & Grounds-Overtime--\$17,843.00 (total \$25,000)

The amount required to fund these salary deficits is \$66,254.00. There are sufficient funds remaining in the FY20 Salary Reserve Account to cover these deficits.

Please note that an additional DPW Bldgs. & Grounds Overtime amount of \$7,157.00 and Medicare amount of \$1,600.00 will be requested from Free Cash, as the above transfer have exhausted the Salary Reserve balance. Also, some amount of the unanticipated DPW Overtime reflected here was due to added work in City Hall required to prepare the building for its post COVID-19 opening.

4. Deficits-Funded by Free Cash-\$195,153.00

There are five operating accounts that are running deficits.

The judgement account is short \$26,000. This is due to settlements reached by our insurer on various lawsuits pending against the City. Although we are insured, the City is responsible for the deductible on claims, up to \$50,000 in employment matters.

The Solid Waste Collection/Disposal account is short \$50,000. This was due to two factors. The first was higher than anticipated recycling costs during Fiscal Year 2020. Many of you know that recycling costs have skyrocketed since China stopped accepting most recycling from United States. The second factor is

our higher than anticipated costs for solid waste disposal at Wheelabrator, in large due to our increased tonnage from the food pantry efforts.

We have a deficit in our costs for the taxes due on 324 Marginal Street. This is the City owned parcel that we lease to Enterprise. By the terms of the Lease Agreement, the City pays the real estate taxes, appropriated each year in the DPW Structures & Grounds-Other Expenditures line item. But, FY20 was a revaluation year, and the valuation of that land increased considerably, raising property taxes above what we had projected. The additional need to cover FY20 taxes is \$38,253.

Finally, as is typically most years, we had deficits in various Snow & Ice accounts. Despite the mild winter, there was still a need for occasional salting and plowing, and we did not appropriate sufficient funds to cover the costs. The amounts are; Snow Removal Contract Services-\$43,893.00; and DPW Bldgs. & Grounds Overtime line the amount of \$7,157.00; and the Employee Benefits Medicare line item, which has a small deficit of \$1,600.

5. Reauthorization of Revolving Funds-No Funding Required

In 2018, the Chelsea City Hall adopted an Ordinance establishing six revolving funds that allow certain Departments in the City to retain revenues raised by the Department and to use them for department expenditures. The Ordinance requires that, each fiscal year, the City Council vote the expenditure limits for these accounts. The accounts established by Ordinance that need new limits for FY21 are as follows:

Elder Affairs (Senior Center) Revolving Account-\$1,000
Planning and Development Tax Title Foreclosure Revolving Account-\$100,000
Public Library Revolving Account-\$20,000
Emergency Management Revolving Account-\$30,000
Inspectional Service Revolving Account-\$30,000
Community Schools Revolving Account-\$100,000

In addition to these six Revolving Accounts funds created by City Ordinance, there is one additional School Department revolving fund that requires annual reauthorization. That is the School Department Non-Resident Student Tuition Revolving Account. We are requesting an expenditure limit of \$250,000 for that account. This account contains tuition payments from other public school system which use the CPS special education program. The funds are expended for program delivery.

6. Prior Year Expenses –No Funding Required.

When the City is unable to effectuate payment to a vendor in the year that the goods or services are provided, Council approval is required to disburse payment from the current year department budget for the prior year obligation. The following three City obligations from FY19 require payment in FY20.

Firematic Supply Co. Inc.-Fire Department-equipment
Mass. Municipal Personnel Assoc.-HR Dept.-Seminar Fee
Passport Labs-Parking Dept.-citation paper supply

The total amount of these payments is \$5,031.38. Each of the Departments has sufficient funds to meet all these outstanding obligations. Therefore, no funds are required. The only action necessary is Council approval to make the payments.

There is also one prior year payment requested on the School side. This is a payment of \$97,356.79 to cover transportation services for Chelsea Special Needs Students and for Chelsea students temporarily residing in homeless outside the City. The vendor, North Shore Shuttle, failed to properly invoice the School Department for a service period in FY18. The School Department has confirmed delivery of the service and the contractual costs, and this amount has been agreed upon between the parties as settlement of payment. The School Department has sufficient funds to meet this obligation.

7. Donation-No Funding Required

Pursuant to MGL.c 44, &53A, the City Council must approve acceptance of any gift to the City. This past year, a gift in the amount of \$100 was received by the City from a Ms. Nancy Messom to support our food distribution program. This gift requires Council approval.

For the reasons set forth in detail above, I respectfully ask that the City Council approve all of these requested actions. The required Orders to effectuate these requests are attached.

Sincerely,
Thomas G. Ambrosino
City Manager

Second Readings:

The following appointment by the City Manager was read for the second time. A motion from Councilor Robinson to adopt by roll call passed 9-0-2-0. Voting yes were Councilors Zobot, Garcia, Taylor, Recupero, Robinson, Brown, Vidot, Avellaneda, and Lopez. Councilors Maldonado and Rodriguez were absent.

The Honorable Chelsea City Council
Chelsea City Hall
500 Broadway
Chelsea, Massachusetts 02150

Re: New Appointment to Board of Assessors

Dear Councilors:

Pursuant to Section 4-2 of the Charter of the City of Chelsea, I am writing to recommend that the Acting Director of Assessing, Mr. James P. Sullivan, 17 Fairmont St. Winchester, Massachusetts, be appointed to the Board of Assessors. Mr. Sullivan will be taking the place of former Director of Assessing Mary Lou Ireland, who resigned to take a new position in Ipswich. Mr. Sullivan's resume is attached.

I am expressly requesting that this be a short-term appointment for six months only, from July 1, 2020 until December 31, 2020. This will allow for an interim appointment as we continue the search for a

permanent replacement for Ms. Ireland, a process complicated and delayed by the COVID-19 pandemic. Once a permanent Director of Assessing is appointed that person will be recommended for appointment to the Board.

For this interim appointment of Mr. Sullivan, I respectfully ask for a waiver of the residency requirement.

Sincerely,
Thomas G. Ambrosino
City Manager

The following communication was read from City Manager for the second time. A motion from Councilor Robinson to accept and file was adopted under suspension.

The Honorable Chelsea City Council
Chelsea City Hall
500 Broadway
Chelsea, Massachusetts 02150

Re: Notice of Waiver Intent

Dear Councilors:

Pursuant to the Administrative Code Section 1.12.02, I am writing to notify you that it is my intention to appoint Ms. Dragica Ivanis, 91 Veterans Road, Apt. 307, Winthrop, Massachusetts to the position of Chief Procurement Officer and to grant her a waiver from the residency requirement set forth in the Administrative Code, Part IV Section 1.12.01. As most of you know, Ms. Ivanis has been employed by the City in various roles, most recently as Asst. Chief Procurement Officer, since 2001. A copy of her resume is attached.

In accordance with Section 1.12.02, I request that you provide me with comments on the proposed waiver within seven days.

Sincerely,
Thomas G. Ambrosino
City Manager

The following communication was read from City Manager Thomas G. Ambrosino and read for the second time. A motion from Councilor Robinson to accept and file was adopted under suspension.

The Honorable Chelsea City Council
Chelsea City Hall
500 Broadway
Chelsea, Massachusetts 02150

Re: Notice of Waiver Intent

Dear Councilors:

Pursuant to the Administrative Code Section 1.12.02, I am writing to notify you that it is my intention to hire Northeastern University graduate student Chris Klem of Boxborough Massachusetts as a part-time summer intern in the Planning Department to help build a GIS database of city housing data to support analysis and policy recommendations. The position was advertised through area public policy graduate programs to attract the requisite policy knowledge and GIS skills. The department received 10 applicants, none of whom were Chelsea residents. A copy of Mr. Klem's resume is attached.

In accordance with Section 1.12.02, I request that you provide me with any comments on the proposed waiver within seven days.

Sincerely,
Thomas G. Ambrosino
City Manager

The following order was introduced by Councilors Robinson and Brown, and read for the second time. A motion from Councilor Robinson to adopt under suspension was adopted.

Request: that the City Council begin meeting with the Lewis Latimer Society, the Chelsea Black Community, Public Safety, officials, the city manager, the city solicitor and community members to develop plans to address unconscious bias and systemic racism, including in such discussions the possibility of creating among other remedies an office of diversity and inclusion in the city a permanent task force on racism and a program for comprehensive and mandatory inherent bias training for all employees.

New Business:

The following order was introduced by Councilor Brown. A motion from to adopt and amend to the 29th meeting for conference was adopted under suspension.

ORDER, introduced by Councilor Brown in regards that the City Manager instruct the Director of Public Works to paint the cross walks at the following locations, Williams and Spruce Street, Boatswain and Beacon Street, Admirals Way and Captains Row, Spruce Street and Second Street.

The following orders were all referred to a second reading under suspension by Councilor Robinson.

CITY OF CHELSEA

ORDER 2021

APPROPRIATE THE FY2021 COMMUNITY PRESERVATION COMMITTEE OPERATING BUDGET AND

MOTION: That the Council act on the report of the Community Preservation Committee on the FY2021 Community Preservation budget, in accordance with MGL Chapter 44B, Section 6:

That the Council reserve for appropriation the following amounts from estimated FY2021 receipts as recommended by the Community Preservation Committee:

\$77,588, 10% of estimated revenues for the acquisition creation and preservation of open space;
\$77,588, 10% of estimated revenues for the acquisition, preservation, rehabilitation and restoration
of historic resources:
\$77,588, 10% of estimated revenues for the acquisition, creation, preservation and support of
community housing:
\$504,319, 65% of estimated revenues to the Budgeted Reserve.
And appropriate from FY2020 estimated revenues:
\$38,793, 5% of estimated revenues for CPC Administrative Expenses.

Ordered, that the Chelsea City Council authorizes the transfer of \$18,500.00 from Salary Reserve
Account #0199959-598000 to the FY2020 Auditing-Overtime Account #0113551-510400.

Ordered, that the Chelsea City Council authorizes the transfer of \$1,500.00 from the Salary Reserve
Account #0199959-598000 to the FY2020 Auditing Department-Unused Sick Leave
Account#0113551-519100.

Ordered, that the Chelsea City Council authorizes the transfer of \$350.00 from the Salary Reserve
Account #0199959-598000 to the FY2020 Purchasing Department-Unused Sick Leave Account
#0113851-519100.

Ordered, that the Chelsea City Council authorizes the transfer of \$75.00 from the Salary Reserve
Account #0199959-598000 to the Treasurers Department-Overtime Account #0114551-510400.

Ordered, that the Chelsea City Council authorize the transfer of \$711.00 from the Salary Reserve
Account #0199959-598000 to the FY2020 Parking Department-Unused Sick Leave Account
#0129351-519100.

Ordered, that the Chelsea City Council authorize the transfer of \$21,000.00 from the Salary Reserve
Account #0199959-598000 to the FY2020 DPW Administrative Department-Overtime Account
#0142151-510400.

Ordered, that the Chelsea City Council authorizes the transfer of \$6,140.00 from the Salary Reserve
Account #0199959-598000 to the FY2020 DPW Snow Removal Department-Overtime Account
#0142351-510400.

Ordered, that the Chelsea City Council authorize the transfers of \$135.00 from the Salary Reserve
Account #0199959-598000 to the FY2020 Library Department-Sick Buyback Account #0161051-
515900.

Ordered, that the Chelsea City Council authorizes the transfer of \$17,843.00 from the Salary
Reserve Account #0199959-598000 to the FY2020 DPW Buildings and Grounds Department-
Overtime Account #0147051-510400.

Ordered, that the Chelsea City Council authorize the appropriation of \$26,000.00 from Free Cash to
the Fiscal Year 2020 Judgement-Claims/Judgement Account #0194152-571200.

Ordered, that the Chelsea City Council authorize the appropriation of \$43,893.00 from Free Cash to the Fiscal Year 2020 DPW Snow Removal-Contract Services Account #0142352-530600, to provide supplemental funds for final snow and ice operations.

Ordered, that the Chelsea City Council authorizes the appropriations of \$1,600.00 from Free Cash to the FY2020 Employees Benefits-Medicare Account #0191051-517600.

Ordered, that the Chelsea City Council authorizes the appropriation of \$7,157.00 from Free Cash to the FY2020 DPW Buildings and Grounds Department-Overtime Account #0147051-510400.

Ordered, that the Chelsea City Council authorizes the appropriation of \$38,253.00 from Free Cash to the FY2020 DPW Buildings and Grounds Department-Other Expenditure Account #0147052-570000.

Ordered, that the Chelsea City Council authorizes the appropriation of \$50,000.00 from Free Cash to the FY2020 DPW Solid Waste Department-Trash Pickup/Disposal Account #0143052-524600.

Ordered, that in accordance with the M.G.L.Ch. 44, Section 64, budget management procedures, whereby costs incurred in FY19 were not paid and is owed to the vendor, and to meet this obligation funds are required from the current year FY20 budget, that Council authorizes the expenditure of \$2,781.33 from the Parking Department expenditure line to satisfy the unpaid Citation Print Rolls costs owed to Passport Labs, Inc.

Ordered, that in accordance with M.G.L. Ch. 44, Section 64, budget management procedures, whereby costs incurred in FY17 and FY19 were not paid and are owed to the vendor, and to meet this obligation funds are required from the current year FY20 budget, that Council authorizes the expenditure of \$750.05 from the Fire Department expenditure line to satisfy the unpaid equipment (cylinder) costs owed to Firematic Supply, Inc.

Ordered, that in accordance with M.G.L. C, Section 64, budget management procedures, whereby costs incurred in FY19 were not paid and are owed to the vendor, and to meet this obligation funds are required from the current year FY20 budget, that Council authorize the expenditure of \$150.00 from the Human Services Department expenditure line to satisfy the unpaid HR Seminar costs owed to Massachusetts Municipal Personnel Association.

Ordered, that in accordance with M.G.L. Ch.44, Section 64, budget management procedures, whereby costs incurred in FY18 were not paid and are owed to the vendor, and to meet this obligation funds are required from the current year FY20 budget, that Council authorize the expenditure of \$97,356.79 from the School Department expenditure line to satisfy the unpaid student transportation costs owed to Puritan Distribution Inc. d/b/a North Shore Shuttle for the transport of Chelsea Special Education students and Chelsea students who reside in shelters outside of Chelsea, to settle costs not billed timely by the vendor to the School Department.

Ordered, that pursuant to Section 3-5 of the City of Chelsea Ordinances, and pursuant to Chapter 44, Section 53A of the Massachusetts General Laws, the City Council hereby accepts the gift to the City of Chelsea to support Public Food Support Program in the amount of \$100.00 from the friends of Ms. Nancy Messom.

Revolving Funds

WHEREAS, pursuant to M.G.L. c. 44, &53E1/2 the City has adopted a new Ordinance Section authorizing six revolving funds; and

WHEREAS, each year, the Ordinance requires the City to annually vote on or before July 1 on the amount that may be spent from each of these revolving funds during the upcoming fiscal year;

Now, therefore, IT IS ORDERED,

Chelsea Community Schools (#4407)

Aggregate expenditures from the fund shall not exceed \$100,000 in a single fiscal year;

All money received after the fund has reached a balance of \$100,000 shall be credited to the General Fund;

Elder Affairs Revolving Fund (#3802)

Aggregate expenditures from the fund shall not exceed \$1,000 in a single fiscal year,

All money received after the fund has reached a balance of \$1,000 shall be credited to the General Fund.

Emergency Management Hazardous Material Revolving Fund (#4615)

Aggregate expenditures from the fund shall not exceed \$30,000 in a single fiscal year;

All money received after the fund has reached a balance of \$30,000 shall be credited to the General Fund;

Vacant, Unsafe Buildings and Nuisance Properties Revolving Fund (#4627)

Aggregate expenditures from the fund shall not exceed \$30,000 in a single fiscal year;

All money received after the fund has reached a balance of \$30,000 shall be credited to the General Fund

Tax Title Foreclosure Properties Revolving Fund (#4631)

Aggregate expenditures from the fund shall not exceed \$100,000 in a single fiscal year;

All money received after the fund has reached a balance of \$100,000 shall be credited to the General Fund;

Chelsea Public Library Revolving Fund (#4201)

Aggregate expenditures from the fund shall not exceed \$20,000 in a single fiscal year;

All money received after the fund has reached a balance of \$20,000 shall be credited to the General Fund.

**Authorization of a Revolving Account
For the School Department Non-Resident Student Tuition Revolving Fund**

WHEREAS, Section 71F of Chapter 71 of the General Laws authorizes cities and towns to accept and establish department revolving funds subject to certain budgetary restrictions ; and

WHEREAS, the City of Chelsea School Committee adopted and implemented a tuition fee to be charged to other public school systems wishing to use the Chelsea Public School's special education programs and further voted to establish a Non-Resident Student Tuition revolving fund for the receipt and disbursement of said tuition and fees collected by Chelsea Public Schools.

THEREFORE, subject to the following conditions, the City Council hereby authorizes the establishment of a revolving fund for the School Department in accordance with the provisions of Section 71F of Chapter 71 of the General Laws, subject to the following conditions:

Only proceeds received by the City, pursuant to the provisions of M.G.L. c. 71 section 71F shall be credited to the fund;

Aggregate expenditures from the fund shall not exceed \$250,000 in a single fiscal year;

All proceeds received in a single year after the fund has reached a balance of \$250,000 shall be credited to the General Fund;

Expenditures from this fund shall be authorized by the School Committee or their designee and shall not exceed the available balance of the revolving fund:

Such funds shall be expended only for purpose directly associated provisions of M.G.L. c. 71 Section 71F;

No expenditures may be made from such revolving fund for the purpose of paying full or part-time employee's wages or salaries unless the revolving fund is also charged for the costs of fringe benefits associated with the wages or salaries so paid;

The School Department shall provide a report including all receipts and expenditures of this fund to the City Manager on a quarterly basis and to the City Council on an annual basis in accordance with the provisions of Section 53E1/2 of Chapter 44 of the General Laws;

This revolving fund requires authorization for each ensuing fiscal year, and

This fund is hereby authorized until June 30, 2021.

The meeting adjourned at 8:25

Respectfully submitted

Paul G. Casino

Clerk of the Chelsea City Council