



# City of Malden

Malden City Hall  
215 Pleasant Street  
Malden, MA 02148

## Meeting Minutes - Final Finance Committee

*Councillor McDonald, Chair*  
*Councillor Condon, Vice-Chair*  
*Councillor Colon-Hayes*  
*Councillor Spadafora*  
*Councillor Taylor*  
*Councillor Winslow*

---

Tuesday, May 28, 2024

5:30 PM

City Hall, Room #105

215 Pleasant Street

---

Please click the link below to join the webinar:

[https://cityofmalden.zoom.us/j/92134422014?](https://cityofmalden.zoom.us/j/92134422014?pwd=aXVHVXN6Um0rT2RoU3I4R09Sd3prdz09)

[pwd=aXVHVXN6Um0rT2RoU3I4R09Sd3prdz09](https://cityofmalden.zoom.us/j/92134422014?pwd=aXVHVXN6Um0rT2RoU3I4R09Sd3prdz09)

Passcode: 231619

Or One tap mobile :

+16465189805,,92134422014#,,,,\*231619# US (New York)

+19294362866,,92134422014#,,,,\*231619# US (New York)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 646 518 9805 US (New York)

+1 929 436 2866 US (New York)

Webinar ID: 921 3442 2014

Passcode: 231619

International numbers available: <https://cityofmalden.zoom.us/j/92134422014?pwd=aXVHVXN6Um0rT2RoU3I4R09Sd3prdz09>

### Roll Call

**Present:** 4 - Councillor Carey McDonald, Karen Colon Hayes, Ari Taylor and Stephen Winslow

**Absent:** 2 - Councillor Paul Condon and Craig Spadafora

Also Present: Councillors Crowe, Linehan, O'Malley and Simonelli

Zaheer Samee-Assistant City Solicitor

Maria Luise-Mayor's Office

Dan Grover-Treasurer

Mike Neville-Director Water Dept

Colin Downie-Water Dept

Deb Burke- Director of OSPCD

Rebekah McPheeters-OSPCD

Councillor McDonald called the meeting to order at 5:37 PM.

This meeting is being recorded by zoom.

### Minutes to be Approved

[256-24](#)

Minutes of May 21, 2024 to be approved.

A motion was made by Councillor Colon Hayes, seconded by Councillor Taylor, that the Committee Minutes of May 21, 2024 be tabled. The motion carried by a unanimous vote.

## Business

### [244-24](#)

Order: Fiscal Year 2025 Annual Appropriation Order

**Sponsors:** Carey McDonald

**Attachments:** [Mayor's Transmittal Letter on FY25 Proposed Budget](#)

[FY25 Proposed Budget](#)

[FY2025 Appropriation Orders](#)

[Controller Handout 52124 FY25 Budget](#)

[Hogan Handout FY25 Budget Expenditures](#)

[Hogan Handout FY25 Budget Revenue Source](#)

[Organizational Structure OSPCD](#)

[OSPDCD Grants FY24](#)

The Finance Committee will continue with discussions on the proposed FY25 Budget and any other business which comes before them. The following departments will be in attendance to discuss their proposed FY25 Budget:

Mike Neville- Director of Water Utilities

Deborah Burke-Office of Strategic Planning and Community Development

Other departments' budgets may also be discussed.

*Councillor McDonald announced that the Public Hearing Notice for the Proposed F/Y25 Budget has been published in the Advocate and will be on Tuesday, June 11, 2024 at 6:00 PM.*

*Mike Neville Director of the Water Department started by giving the committee a brief overview of his departments budget. He explained that they have built out offices for the Water Dept upstairs at the DPW. They are still working on their space to be able to have trainings and house other cities which help out. They have been keeping up with restructuring hydrants to save some money there rather than replace them. They are keeping up with water leaks and leak protection. With the help of Mayor Christenson and Yem Lipp, Director of Engineering through the programs with the leadlines they are trying to help them get rid of all the leadlines.*

*Dan Grover explained Sewer Assessment Misc is the actual charges that the MWRA assesses to the City for the delivery of water consumed as well as the processing of sewerage that goes out through the MWRA. There is a slight decrease in our Sewer Assessment of sewerage this year which is positive. It is due to alot of the work that Mike and Yem have been doing with infiltration of inflow which reduces the amount of water that goes to Deer Island. That is the largest expense that the Water Dept has. The Water Assessment is the second largest piece of that. That amount has decreased with this budget.*

*Councillor Winslow asked about the vacuum truck and will there be costs in terms of labor to operate that or is that going to be savings somewhere?*

Mike said there is a contractor to come and help us. The last truck was bought used and there were many problems and costs with that so that is why they purchased a new truck.

Councillor McDonald thanked Mike and Colin for coming in. He said it would be great to get an update on the leadline program to share with the public

Mike said there is an update on the GIS system for the public to view.

Deb Burke-Director of OSPCD. She wanted to let everyone know about the great things that are happening in OSPCD and she also handed out an Org Chart of the department and the FY24 Grants.(see attached) She explained that she was fortunate to have had the support of the Mayor and the City Council in 2020 when she knew that MRA was not going to sustain itself and be financially viable. She said three years later there have been many changes in the department. They have a transportation planner, new community and business development, climate resiliency and affordable housing arena and the grant piece is big. In fiscal year 2024 the office has received almost \$16million in grants written from her team and in addition they have upwards of \$50mill in applications for grants pending in addition to the \$2mill HUD funds they manage. Also in addition to nearly \$2mill in CDBG grants. The one interesting thing with the grants is looking at our salary, we are charging off admin fees that we can against our salary line item. We are able to offset some salaries by certain grants where it is applicable.

Rebekkah highlights some of the FY2 Grants. She starts with Mass Gaming Commission and they are receiving \$881,000 across 8 projects; 6 transportation and 2 Public Safety projects. We also received an airmark in the amount of \$1.5mill from Katherine Clark's office for the Malden River Works project. We have just received notification from Senator Lewis' office for the Bike to the Sea Grant and the Grant for the Safety Servicing playground pending approval will be in the budget also. Applications we are working on and are not reflected here are as follows: We are applying to get funds for the following grants: the one start plan which is a comprehensive plan which is a visioning plan for arts in downtown Malden, we are reapplying for the sustainable materials grant and also applying to the land grant to acquire the Hospital Site.

Councillor Winslow asked how her staffing is in the office?

Debbie said she feels they are well staffed and has one position opened Housing Coordinator which she has advertised.

Councillor McDonald said the FY24 grants is a very impressive spreadsheet. He has been working with them on the climate action plan with alot of grant opportunities there and he asked how are you in terms of staffing and handling the applications on the upcoming year.

Debbie said staff will come to her and she feels that right now nobody is getting overburdened and staffing is ok. They support each other with the grants. For example the grant writer doesn't go out in the field but another staff member would have that function.

Councillor McDonald said grant writer position perhaps was one of the best decisions we have made in the City in the past few years because it speaks for itself.

Dora St. Martin, Library Director said over the last eight years we have brought in about \$2mill in grants and fundraising which all went to wonderful programs and building things so she thinks of this budget as the budget of making sure the staff can handle the amount of new things we want to do and the community wants. So balancing that out is where we are and getting a little back to basics with our building and building archives. Making sure we do the basics and looking forward to good things coming but balancing them. The majority of her budget is 79% staff and she said they are amazing and she has full time staff who work two nights every week and every other Saturday. All the increases in her budget are contractual to her staff and she feels they deserve it. The other 20% is operating expenses but 12% has to be spent on materials and they are not

getting any cheaper. There is an increase in Library Material due to the increase in use of digital such as e-books and audio books. When she buys a hard cover book she gets a discount when buying e-books or audio books it is about 2 to 3 times the cost. They are a member of the Boston Network and their network membership went down and we get so many resources from them from being a member. She thanked the Council for continuing with this budget to meet the municipal appropriations requirement for the third year in a row which allows us to get complete state aid. The summer reading this year is called read, repeat and renew about conservation and water use. She feels her staff is doing a great job at keeping abreast of what the community wants and collaborating with as many groups in the community they can.

Councillor Colon Hayes thanks Dora and her staff for the great job they are doing. Councillor O'Malley asked in terms of janitorial services what support can the City provide and help with?

Dora said the City does help but it is a process of union. She feels things may change in the next few years. We currently have two full time custodians from the City and the trustees have hired a person for the facility to assist as well. It is hard to keep it as clean as she would like it. Her two guys are working hard but it is a lot of work there. Councillor Simonelli also thanked Dora for all her hard work.

Councillor McDonald addressed the three departments heads attending the meeting. He stated as you know we have a structural deficit with our city budget. We are using about \$6.5mill from ARPA and free cash that doesn't regenerate for next year in this budget. Do you have any ideas about ways your departments and the City could help close and address that gap.

Mike said we were talking about getting school backup when we get charged for that Dora said her goal is to keep the budget level but look for ways to find the money from the external forces. She thanks all of the funders in the City who help the Library Debbie agrees with Dora. We are trying to look into as many of the other grants and ways we can use them to fund positions.

Councillor McDonald said he assumes the admin fees vary and are we able to or do we currently charge back some of the indirect costs that go into managing those grants. Debbie said all of those grants right now do not allow for admin costs. HOME allows 10%, CDBG allows you to pull 20% plus 20% from any program income. The gaming commission announced they are going to allow some for this time around. Dora feels the majority of the grants don't allow people sometimes its about hiring consultants not staff.

Councillor McDonald thanks everyone for attending.

## Other Business

## Adjournment

**Motion to adjourn was made by Councillor Winslow, seconded by Councillor McDonald, that this meeting be adjourned at 6:36 PM. The motion carried unanimously.**