



# City of Malden

Malden City Hall  
215 Pleasant Street  
Malden, MA 02148

## Meeting Minutes - Final Finance Committee

*Councillor Murphy, Chair*  
*Councillor Condon, Vice-Chair*  
*Councillor-at-Large Karen Colon-Hayes*  
*Councillor Jadeane Sica*  
*Councillor Christopher Simonelli*  
*Councillor Stephen Winslow*

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Tuesday, February 1, 2022

5:30 PM

Remote Meeting

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### Roll Call

*Also Present: Councillors Linehan, McDonald and Crowe*  
*Kate Fallon, City Solicitor*  
*Dan Grover, Treasurer*  
*Maria Luise, Mayor's Office*

**Present:** 6 - Councillor Barbara Murphy, Councillor Paul Condon, Karen Colon Hayes, Jadeane Sica, Chris Simonelli and Stephen Winslow

### 20-22

In accordance with the City of Malden Local Executive Order issued on January 4, 2022 regarding COVID-19, this meeting shall be held remotely via technological means, in the manner specified below (Zoom webinar), and no in-person attendance by members of the public is allowed.

Please click the link below to join the webinar:

<https://cityofmalden.zoom.us/j/95066886211?pwd=NC9BUTBZMDRMZmtMVHVzZHFqc2E5QT09>

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## Minutes to be Approved

### 21-22

Minutes of November 30, 2021 to be approved.

**A motion was made by Councillor Colon Hayes, seconded by Councillor Sica, that the Committee Minutes of November 30, 2021 be approved. The motion carried by the following vote:**

**Yea:** 5 - Murphy, Councillor Condon, Councillor at Large Colon Hayes, Councillor Sica and Councillor Simonelli

## Business

### 22-22

Dan Grover, the City Treasurer, will appear before the committee to provide an update on the Treasurer's Department.

**Attachments:** [Feb 1 2022 Treasures Update Power Point Presentation](#)

*Councillor Murphy called the meeting to order at 5:31 P.M. She explained to the new Councillors that in previous years she has brought department heads in to give an update of their departments. It is an overview of what is happening in their departments, such as staffing changes, exciting things happening and impediments that we may be able to help with their needs. She turns the meeting over to Dan Grover, Treasurer who gave a power point presentation of an update of the Treasurer's office. He appreciates this opportunity to provide the update for the second year and feels its a great opportunity and important to highlight the updates in his department. He begins with his organization chart of the employees in his office which includes 10 full-time and one part-time employee. He lists all the Treasurer and Collector duties. The Treasurer's office mails out 55,000 real estate bills, 500-personal property tax bills and 45,000 motor vehicle excise tax bills which represents 70% of our population with motor vehicles. To clarify we have about 42,000 vehicles in the City. There is a high turnover of vehicles throughout the year so the actual amount of bills that get sent are higher than the number of vehicles in the City. 12,000 water and sewer bills are sent monthly which is 144,000 per year. The treasurer collects all money that comes into the City regardless of the department it originates in. They recently had two employees retire, Betty Christie who has worked for the City for 48 years the longest tenured employee in the City and Marie DeVincentis retired after 20 years. They have the longest part-time employee June DiGiantamaso who has 57 years combined. They have hired two new employees in their department. There are four languages spoken in the office English, Italian, Portuguese and Spanish for constituent services. The department receives hundreds of payments by mail. They receive in excess of 35,000 calls per year. They also respond to over 50,000 emails. Online bill payments changed from invoice clouds to City Hall Systems. Now that we are on City Hall Systems, we are able to offer City Clerk services for vital records such as birth, death and marriage certificates as well as dog license renewals. He said making mistakes helps to succeed in the learning process. He encourages staff training and development opportunities such as in-house training, remote and conferences. He has updated job descriptions and completed 10 reviews and employee self-evaluations and feels it is important to allow himself and the staff to provide positive feedback and give them opportunities to develop and to keep them all on the same page. They registered with Mark Pryor Learning which provides learning and development training modules for all staff. Goals for 22/23 include continued training for staff, continue to identify efficiencies and risk mitigation, bring parking ticket appeals online, continue to actively seek and identify opportunities to increase interest rates on cash.*

*Further develop bench strength, succession planning and continuity planning.*

*Councillor Colon-Hayes mentions that the training opportunities are key and happy that is happening.*

*Councillor Winslow spoke of the vote on the vocational school and asked if it was worked into the debt chart. Dan explained the chart does not include debt that is not issued it only includes debt as of right now. The city will not actually go out to bond they will be part of a collaborative and pay their share. Councillor Murphy anticipates that there will be more conversations about the long term debt in the newly formed Long Term Financial Planning & Strategy Committee. Councillor Condon questioned if Dan will have a problem in the transition losing two employees. Dan said he does not expect any problems he has full confidence in the staff he has and everyone is chipping in with training and doing their job but he does not expect any issues or has not heard any complaints of lack of service but is happy with where he thinks they are headed and they are moving forward in the right direction.*

*Councillor Murphy thanks Dan for coming in and mentions a number of his staff are on the attendee list and she feels that's a great sign of team building. She asks him if there is anything that he needs from the Council to help him in leading his team. Dan said he feels like he has gotten all the support he needs from the Council and they have been very helpful. Councillor Murphy said she appreciates his hard work.*

## Other Business

## Tabled Papers

[462-21](#)

Commission on Energy Efficiency and Sustainability on "Electric Aggregation".

**Sponsors:** David Camell

## Adjournment

**Motion was made by Councillor Jadeane Sica, seconded by Vice Chair Paul Condon, that the meeting be adjourned at 6:08 P.M. The motion carried by the following vote:**

**Yea:** 5 - Murphy, Councillor Condon, Councillor at Large Colon Hayes, Councillor Sica and Councillor Simonelli