

Board of Aldermen Committee Minutes

Finance

May 23, 2016

Chair: Matt Bloomer

Committee Members Present: Aldermen Allaire, Bloomer, Davis, Tommola

Others Present: President Notte, Commissioner Wennberg, Chief Jones, Treasurer Wilton

The Chair convened the meeting at 6:00pm.

The committee first discussed an issue brought to the Board's attention by Alderman Larson with respect to the the conflict of interest provision contained in a State of Vermont grant application for lighting in the Center Street Alley.

Prior to the meeting, Attorney Romeo had reviewed the provision and provided his opinion that no City employee (or organization employing a City employee) could be awarded the bid under the grant's language.

Alderman Davis made a motion to recommend to the full Board the authorization of the grant application with related bid request documents to include the conflict of interest language. The motion passed 4-0, and I so move.

The committee then discussed the other item on the agenda, which was related to the City's auditor provided a Management Letter of Comment to the Board of Aldermen. In the letter, the auditor identified as a deficiency that "contractors are not given proper supervision; especially those who are also full-time employees for the City. During our audit we identified City employees engaged as contractors, whose work as contractor was not supervised when executed."

Commissioner Wennberg outlined a "Policy for reviewing on-call contractor invoices" which he devised, along with Treasurer Wilton, Chief Jones and Chief Kilcullen, to address the auditor's concerns. The policy would apply to companies with on-call contracts with the City, such as Benson Electric, Lafaso Electric and Vaillancourt. The policy requires more detail on invoices, more communication between departments with respect to emergency call-outs and records exchange between departments if contractors are also City employees.

With respect to City employees who are also contractors, the committee had some concerns about the potential for work to be done, or calls to be taken, while such employees are at work for the City. The committee suggested that the taker of phone calls be noted as part of the proposed call-out logs. Commissioner Wennberg agreed to add this to the policy.

Alderman Allaire made a motion to recommend to the full Board the approval of the policy with the additions discussed. The motion passed 4-0, and I so move. *Davis 2nd passed*

Additionally, there was a brief discussion about our options for using City employees to do some maintenance work that is currently being done by contractors. Commissioner Wennberg and Chief Jones agreed to look further into the idea.

Policy for reviewing on-call contractor invoices

1. Unless otherwise stipulated in the contract invoicing will be monthly. Invoices will include job specific information as follows:
 - a. Description of work performed;
 - b. The date and location each service was performed;
 - c. Labor and materials detail including contract rates.
 - d. Job class and name(s) of employees performing work.
2. DPW authorized service requests will be documented by purchase order or Iworq service request.
3. During DPW working hours all requests for emergency service will come to DPW and DPW will then call the contractor to request service. Off-hour calls for service will be made directly to the contractor by the requesting department.
4. Emergency call-outs will be documented by a log entry. Call-out logs from other departments will be provided to DPW for invoice verification. Call out logs will contain at least the following information:
 - a. Location and nature of service request;
 - b. City employee making the request;
 - c. Name of the person taking the request for the contractor.
 - d. Date and time the contractor was contacted;
 - e. Time the work was completed, if known.
5. DPW will verify invoices against purchase orders, Iworq and call-out log records.
6. DPW will verify invoice rates against the service contract (if any).
7. In the event the contractor is also a City employee the following additional steps will be done:
 - a. The employing department will provide DPW with their shift assignment schedule.
 - b. DPW will review call out staffing and dates against the shift assignment schedule.