

Budget & Finance Committee
 Thursday, September 5, 2019 – 5:30 p.m.
1st Fl. Council Conference Room – City Hall
-Minutes-

Present: Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard, Councilor Ken Hecht

Absent: None.

Also Present: Kenny Costa; Jim Destino; John Dunn; Mike Hale; Police Chief Edward Conley; J.J. Bell

The meeting was called to order at 5:33 p.m. Item #3 was taken up first.

1. Memorandum from Assistant DPW Director re: request to pay FY19 invoices with FY20 funds

Mike Hale, Public Works Director explained the larger number than usual outstanding invoices from FY19 were all received after his department closed out the fiscal year. A transfer wasn't put in place in time to cover these invoices. He expressed he was unsure why so many Police Detail invoices came in late, noting that detail invoices are paid weekly.

Councilor Cox pointed out that late invoicing happens frequently and that these DPW invoices are within the same timeframe. She advised that there are no two departments busier at that time of year than the Public Works and Police. She indicated that because of that fact, she would always be understanding of these year-end requests. She suggested backfilling these FY20 accounts with Free Cash when it becomes available due to very tight budgeting.

John Dunn, CFO, added it was odd timing at the end of June, and that there was some miscommunication; money moving back and forth to cover the Snow & Ice deficit, which, all combined caused matters such as these to be overlooked at the close of the fiscal year.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of prior year invoices from Comak Bros. Inc., 647 Lowell Street, Peabody, MA, serviced city facilities sprinkler systems for the purpose of paying for the following invoices for June 2019 to be paid with FY2020 General Fund – DPW Public Services budgeted funds for a total of \$4,187.86:

<u>Invoice #</u>	<u>Date</u>	<u>City Facility</u>	<u>Total</u>
50969	6/5/2019	O'Maley School	\$486.91
50970	6/5/2019	Parisi Field	\$508.75
51575	6/5/2019	West Parish School	\$541.15
50754	6/5/2019	Lower Boulevard	\$899.49
50753	6/5/2019	Upper Boulevard	<u>\$1,751.56</u>
		TOTAL:	\$4,187.86

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoice from Mechanical Air Controls, Inc., P.O. Box 706, Marshfield, MA, provided city facilities protective maintenance program, second half, for the purpose of paying invoice #26933, dated June 28, 2019 to be paid with FY2020 General Fund – DPW Facilities budgeted funds for a total of \$8,700.00.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoices from the Gloucester Police Department for the purpose of paying the following road detail invoices from FY2019 to be paid with FY2020 General Fund – DPW Public Services budgeted funds for a total of \$8,364.07:

<u>Invoice #</u>	<u>Date</u>	<u>Total</u>
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19-253-DV	6/13/2019	\$1,296.00
19-273-DV	6/27/2019	\$745.92
19-277-DV	6/27/2019	\$4,302.31
19-299-DV	7/2/2019	\$2,019.84
	TOTAL:	\$8,364.07

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoices from the Gloucester Police Department for the purpose of paying the following road details from 2019 to be paid with FY2020 Water Enterprise Fund budgeted funds for a total of \$12,805.69:

<u>Invoice #</u>	<u>Date</u>	<u>Total</u>
19-217-DV	5/30/2019	\$1,440.00
19-283-DV	6/27/2019	\$8,947.93
19-303-DV	7/02/2019	\$2,417.76
	TOTAL:	\$12,805.69

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoice from the Gloucester Police Department for road details, invoice #19-297-DV, dated July 2, 2019, to be paid with FY2020 Sewer Enterprise Fund budgeted funds for a total of \$384.00.

2. Memorandum, Grant Application & Checklist from the Police Chief re: request acceptance of FY20 State 911 Support & Incentive Grant in the amount of \$86,795 from the Executive Office of Public Safety & Security

Chief Edward Conley asked for acceptance of this annual state grant which provides funding to support the department's emergency dispatch, used primarily to pay for their software vendor to maintain the 911 systems under a service contract. Distribution of the state grant monies to Massachusetts cities and towns is based on a formula by population, and there's no local match, he noted.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a state grant from the Massachusetts Executive Office of Public Safety and Security, a FY20 State 911 Department Support & Incentive Grant in the amount of \$86,795. The grant period is from August 20, 2019 through June 30, 2020.

3. Memorandum from the Auditor re: request acceptance of donations related to the restoration of the Avis R. Murray Boulevard Tennis Courts in the amount of \$89,734.03

J.J. Bell, representing The Friends of Avis Murray, recounted that a little over a year ago, the Friends entered into a public/private partnership with the city, working with Mike Hale, to replace the tennis courts on Stacy Boulevard with new fencing, courts, and nets. The courts are named for a New England Tennis Hall of Fame member and local resident Avis Murray. The budget was \$120,000 to redo the courts, and the Friends raised \$122,014.24, expending \$119,734.03. Of those funds raised, \$30,000 came from CPA funds; \$89,734.03 was from private donations, leaving a balance of \$2,280.21 which the Friends are donating to start an Avis Murray Tennis Courts Maintenance Fund.

Councilor Cox expressed appreciation for the work that went into such a successful public/private partnership. **Mr. Bell** pointed out he was one of 13 people, and there were over 100 people who contributed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, Sec. 53A-1/2, a gift of tangible goods to the City of Gloucester from The Friends of Avis

Murray related to the restoration of the Avis R. Murray Boulevard Tennis Courts in the amount of \$89,734.03.

Mr. Costa advised a separate donation account will be created for the funds for the maintenance of the tennis courts, to be managed by Mr. Hale. If the Friends want to add to the account with further donations, they would need to come back to B&F for the acceptance of those added funds, he explained. **Mr. Bell** noted the Friends of Avis Murray intend to stay involved to advocate and perhaps raise more funds as needed for the care and maintenance of the tennis courts.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, Sec. 53A a cash donation of \$2,280.21 from the Friends of Avis Murray to be held in a donation fund for the purpose of maintaining the Avis R. Murray Tennis Courts on Stacy Boulevard.

4. Memorandum from the Auditor re: request from Community Development Department to pay FY19 invoice with FY20 funds

It was noted by **Mr. Costa** that this action is to pay an outstanding balance for water deliveries for the Community Development Department as there wasn't a Purchase Order in place.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoice #19F0442310744 dated July 2, 2019 for water deliveries between 06/01/19-06/30/19 from Ready Fresh, #215 6661 Dixy Highway, Suite 4, Louisville, KY to pay an outstanding balance of \$26.95 with FY2020 General Fund – Community Development Department budgeted funds.

5. Memorandum from the CFO re; request to pay FY18 invoices with FY20 funds

Mr. Dunn explained that there were two 2018 Mass. Unemployment payments missed. The bills from the state, he noted, aren't easy to read at all, and a remedial session for staff was conducted. The city is self-insured and has to pay these bills, he advised, and that they never get a call from the state saying the city is overdue in its payment. This matter only came to light a short time ago and was tracked back to when the bills weren't paid. He assured the Committee that steps have already been taken so that no further payments are missed. **Mr. Dunn** added that being self-insured is beneficial to the city and is better off doing it this way, to which **Councilor Cox** voiced her agreement. She added that she was pleased to learn remedial action was taken.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoice for claims processed by the Massachusetts Executive Office of Labor and Workforce Development, Department of Unemployment Assistance EAN Number 78303680, for May 2018 activity totaling \$6,512.00 and for June 2018 activity totaling \$4,299.00 for a total of \$10,811.00 to be paid with FY20 funds, General Fund – Human Resources - Unemployment Department budgeted funds.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:01 p.m.

Respectfully submitted,
Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.