



*City of Gloucester*  
CITY CLERK  
GLOUCESTER, MA  
*City Council*  
11 APR -5 PM 12:49

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CITY COUNCIL STANDING COMMITTEE

**Budget & Finance Committee**

Thursday, April 7, 2011 – 6:00 p.m.

1<sup>st</sup> Fl. Council Conference Rm. – City Hall

**\*\* AMENDED AGENDA \*\***

**1. *Continued Business***

- A) Talbot Rink sustainability from revenues and discussion of business plan for FY12 (Cont'd from 01/20/11)
- B) Grant Application Process (Cont'd from 02/17/11)

**2. *Special Budgetary Transfer Request (#2011-SBT-15) from Department of Public Works***

**3. *Memorandum from Harbormaster re: permission to waive the "Daily User Fee" at Dun Fudgin on May 21, 2011***

**4. *Memorandum from Co-Chairs of Archives Committee re: acceptance of donation in the amount Of \$2,000***

**5. *Communication from Mayor to Ward 5 Councilor Greg Verga re: Magnolia Woods Wind Turbine Study***

**6. *Memorandum from Director of Public Works re: Public Works Reorganization for FY2012***

**7. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report***

**COMMITTEE**

**Councilor Steven Curcuru, Chair**

**Councilor Paul McGeary, Vice Chair**

**Councilor Jacqueline Hardy**

**Committee members – Please bring relevant documentation**

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk  
Jim Duggan  
Kenny Costa  
Jeffrey Towne  
Michael Hale  
Jim Caulkett  
Sarah Dunlap

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2011**

\_\_\_\_\_ INTER-departmental requiring City Council approval - 6 Votes Required  
 \_\_\_\_\_ INTRA-departmental requiring City Council approval - Majority Vote Required

**TRANSFER # 2011-SBT- 15** *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ **DPW** \_\_\_\_\_

DATE: 3/4/2011 BALANCE IN ACCOUNT: \$ 237,540.00 ✓

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ *Unfund Account #*  
 \_\_\_\_\_  
 (FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ *Unfund Account #*  
610000.10.450.58500.0000.00.000.00.058  
Water Additional Equipment  
*Account Description*

DETAILED EXPLANATION OF SURPLUS: Funds available for transfer  
 \_\_\_\_\_  
 \_\_\_\_\_

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ *Unfund Account #*  
 \_\_\_\_\_  
 (TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ *Unfund Account #*  
610000.10.450.52000.0000.00.000.00.052  
Water Contract Services  
*Account Description*

DETAILED ANALYSIS OF NEED(S): Funds needed to replace monies used for surveying land  
 earmarked for a capital project.  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL TRANSFER AMOUNT: \$ 25,800.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$ 211,740.00 ✓  
 TO ACCOUNT: \$ 62,080.93 ✓ *JS*

APPROVALS: *Jeffy O'Dowd*  
 DEPT. HEAD: *Richard B. Little* DATE: 14 MARCH 11  
 ADMINISTRATION: *Chris A. Smith* DATE: 3/16/11  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_



Nineteen Harbor Loop  
Gloucester, MA 01930

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jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

**Memorandum**

From: Jim Caulkett, Harbormaster  
To: Mayor Carolyn Kirk  
Date: March 10, 2011  
Subject: Mayor's Report to Council

Mayor Kirk,

In your next Report to Council, Budget and Finance Committee will you please include the following proposed request to waive "Daily User Fee" at Dun Fudgin Public Boat Ramp.

On May 21, 2011 U.S. Coast Guard Station Gloucester will be hosting a 1 day Boating Safety Fair as a prelude to the National Safe Boating Week.

One of the scheduled events for this day will be the Coast Guard Auxiliary Recreational Motorboat Safety Inspection. This inspection is to ensure boaters have all the minimum federally required safety equipment. In participating and passing this inspection a decal is issued to that boater stating they have successfully completed the inspection.

For those boaters who participate and pass I would like to waive the \$5.00 "User Fee" charged for launching your vessel at Dun Fudgin for those boaters who wish to launch their vessel that day only at Dun Fudgin.

During the scheduled March Waterways Board meeting this was discussed and unanimously approved.

If you have any questions please feel free to contact me.

Sincerely,

Jim Caulkett

**GLOUCESTER ARCHIVES COMMITTEE**

City Hall, 9 Dale Avenue, Gloucester, MA 01930-5998

[archives@ci.gloucester.ma.us](mailto:archives@ci.gloucester.ma.us)

(978) 282-3043

March 15, 2011

RE: Donation to Archives

Dear Mayor Caroline Kirk:

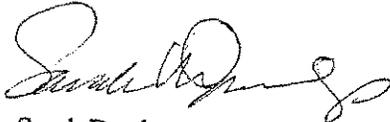
**RECEIVED**

MAR 15 2011

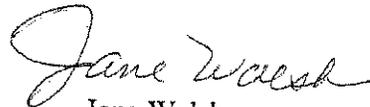
**Mayor's Office**

We have received a donation from Robert Elwell for \$2000 and hope that you can present this to the Council so that we may accept it for use towards our on-going task of preserving documents.

Thank you,



Sarah Dunlap



Jane Walsh

Co-chairs

From his mother's estate, check from BNY Mellon, #81264079, dated 03/02/2011

CITY CLERK  
GLOUCESTER, MA  
11 MAR 16 AM 10:21

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**From:** Carolyn Kirk [mailto:ckirk@gloucester-ma.gov]  
**Sent:** Wednesday, March 16, 2011 10:09 AM  
**To:** greg@gregverga.com; 'Greg Verga'; Greg@vergare.com  
**Cc:** councilors@gloucester-ma.gov; 'Linda Lowe, City Clerk'; Jim Duggan; 'Sarah Garcia - Comdev'  
**Subject:** Magnolia Woods Windturbine Study

Councilor Verga,

Please be advised that the Administration has decided to withdraw its request presently before City Council regarding the acceptance of a grant for a feasibility study for wind turbines at Magnolia Woods.

There are many reasons for the withdrawal most important of which is the fact that we listened carefully to the feedback from the neighborhood. While there are some people in favor of moving forward, enough concerns were raised as to the unique location under consideration - the closed landfill. While the proposal is for a study only, there are legitimate questions and concerns, and clearly there has not been enough dialogue within the community in order to proceed even with a study under the timeframe of the grant.

I want to thank the volunteer efforts of the Clean Energy Commission who've worked diligently to move forward with the Administration's policies for clean energy alternatives in the City of Gloucester, and who worked to secure the grant funding. As I informed the members however, we cannot let grant funding drive the pace of change - we need to work with the impacted neighborhoods with sensitivity and due diligence, and in this case, my belief is we short-changed the dialogue - especially given the unique history and circumstances surrounding the closed landfill.

There are other clean energy alternatives the Commission is pursuing, and I know that Gloucester is a leader among municipalities in this regard.

Thank you.  
Mayor Kirk

City of Gloucester  
978-281-9700

3/16/2011

Public Works  
28 Poplar Street  
Gloucester, MA 01930



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mhale@gloucester-ma.gov

## CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS

### MEMORANDUM

TO: Jim Duggan, Chief Administrative Officer

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FROM: Michael Hale, Director of Public Works

DATE: 14 March 2011

SUBJECT: Public Works Reorganization for FY12

The existing Public Works organizational structure has been in place for many years. Over the past few years, many of the positions have been vacated through retirement or those seeking employment elsewhere and for budgetary reasons, these positions have not been filled. The Department has seen its management personnel decreased from a high of eleven to a low of four. During this same period of time, the needs of this community have grown, along with the expectations of higher service standards and responsiveness. During my three years as Director, I have made every effort to increase accountability, foster relationships with other departments, plan and schedule work, all in the name of providing an improved service to Gloucester. The proposed changes to our organizational structure are designed to further enhance the service we provide.

The most notable change to this organization is the creation of an Assistant Director of Public Works. Other major departments, such as, Police, Fire, and Public Schools have successfully distributed responsibilities through an assistant to the department heads. The current structure has no clear second in charge or authority for decision making. This position will have daily contact with the Director, Public Works business office, division managers and labor staff. In the absence of the Director, for personal, medical or professional leave, the Assistant will be the point of contact for the department.

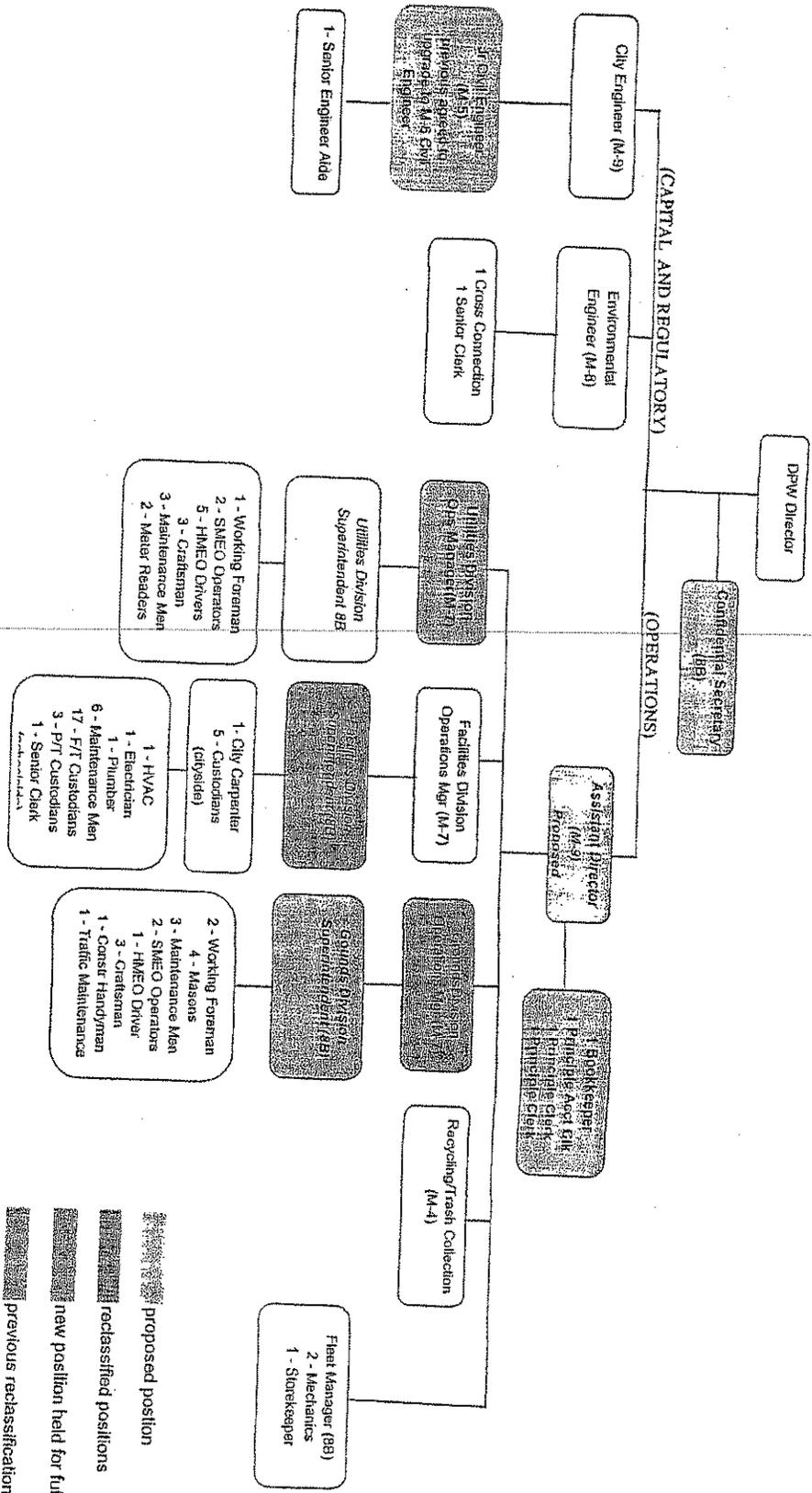
The attached proposed reorganization chart illustrates how a number of positions; management, labor and clerical are reclassified to better reflect their existing job responsibility. These reclassifications take into consideration an increase in work responsibility as a result of a number of factors, such as: regulatory compliance, city-school merger, division alignment, and increased personnel. Positions subject to reclassification include: Utility Operations Manager, Confidential Secretary, Grounds Superintendent, Facilities Superintendent, Senior Bookkeeper, Senior

Accounting Clerk, Principle Clerk and Senior Clerk. The proposal also intends to create, but not fill a management position for Grounds Operations Manager.

This reorganization proposal recognizes section 7-2 of the Charter and respectfully requests this proposal, along with the supplemental information is forwarded to the City Council for their review. I am available to answer any specific questions.

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proposed position

reclassified positions

new position held for future hiring

previous reclassification agreement - existing position