

**Budget & Finance Standing Committee  
Thursday, July 9, 2020 – 5:30 p.m.  
REMOTE MEETING  
-Minutes-**

**Present: Chair, Councilor Melissa Cox; Vice Chair, Scott Memhard; Councilor John McCarthy**

**Also Present: Joanne M. Senos, John Dunn, Kenny Costa, Vanessa Krawczyk, Ed Conley, TJ Ciarametaro, Donna Compton, Gary Johnstone, Karin Carroll**

*This meeting was conducted remotely through ZOOM  
All votes by ROLL CALL*

**Meeting called to order at 5:35 p.m.**

**Councilor Cox** announced, “This meeting is recorded by video and audio in accordance with state open meeting law. Consistent with the Governor's orders, suspending certain provisions of the open meeting law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real time. Persons who wish to do so are invited to view the meeting and you have the information that was on the posting. If you are calling in on a phone, you can press \*9 to request to speak. If you're watching on a computer a device, there is a raised hand button that you can tap or press to request to speak. Please use either these options to be recognized to speak.”

Matters were taken out of order.

*1. Memorandum, Grant Application & Checklist from the Police Chief re: request acceptance of Bike & Pedestrian Safety Grant in the amount of \$6,000*

Police Chief Conley conveyed to the Committee that this a no matching funds grant. It is going to be utilized for the enforcement of crosswalk violations, and also to purchase an amount of bicycle helmets for kids. It is their hope to be able to engage kids not wearing a helmet to make these helmets available to them, have a conversation with them and then offer them the free helmet. Councilor Cox asked how many helmets they would be able to purchase with this grant. Mr. Costa replied 60 helmets. Councilor Cox asked when the program would start. Chief Conley replied at the end of the month.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a federal grant from the US DOT/National Highway Traffic Safety Administration passed through the Mass Executive Office of Public Safety and Security, for the Federal FY 2020 Pedestrian and Bicyclist Safety Grant Program in the amount of \$6,000 for the purpose of paying for educational materials and enforcement overtime. The grant period of the grant is from June 1, 2020 to September 15, 2020 and there's no matching local funds.**

*2. Memorandum, Grant Application & Checklist from the Public Health Director re: request acceptance of a one-year Mass in Motion grant extension in the amount of \$40,000*

Public Health Director Karin Carroll conveyed to the Committee that they have had this grant for quite a few years, and is an extension for another year. The \$40,000 mainly funds a coordinator. They do have a part time person working with the Mass in Motion Coordinator on the Seniors on the Go Initiative program. The purpose of the grant is to provide access to fresh food and the physical activity for targeted high risk populations. In Gloucester, it predominantly been work in our public housing or housing authority as well as with the seniors. This is no local match.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a pass-through grant from the Centers for Disease Control and Prevention Office to the Massachusetts Department of Public Health Bureau of Community Health and Prevention, Mass in Motion Municipal Wellness and Leadership Initiative Grant for \$40,000 (FY21: \$40,000) to support an environment on Cape Ann that supports physical activity and provides access to healthy foods. The Federal portion of the grant is \$20,000 and the State portion is \$20,000. The grant period is through June 30, 2021.**

*3. Memorandum, Grant Application & Checklist from the Public Health Director re: request acceptance of a three-month Substance Abuse Prevention Collaborative grant extension in the amount of \$25,000*

Public Health Director Karin Carroll conveyed to the Committee that this grant is for youth underage drinking and other substance use prevention, which they run through their prevention unit. This grant goes to support the impact the community policing unit. Its focus is a regional grant and focused on prevention of underage drinking and smoking and marijuana. Councilor Cox asked if they were going to do any different with this grant. Ms. Carroll replied she did not know at this point. The prevention team is predominantly been working with the schools to try to reach youth at risk in youth in the community. In the absence of school sports, a lot of the plans they had to kind of shift and are working with its teams to try to figure out how to reach kids remotely, how to engage them in some of the reopening work. So at this point, she couldn't answer that, but will get back to the Committee to what they sort of hope and see for this year's work plan for September.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a federal grant of an Overdose Data to Action Grant from the Massachusetts Department of Public Health passed through the U.S. Center for Disease Control & Prevention, an amendment of \$25,000 for a total of \$125,000 in FY21 to amend existing Substance Abuse Prevention Program Grant Contract for a new grant award total of \$825,000, for the purpose of the Gloucester Health Department partnering with the Gloucester Police Department to enhance the Community Impact Policing Unit through financial support for a dedicated 1.0 FTE Community Health Navigator to serve as a liaison between health/social services and the community to facilitate access to services and improve quality and cultural competence of service delivery. The grant period is through June 30, 2022 and there's no local match for this grant.**

*4. Memorandum, Grant Application & Checklist from the Public Health Director re: request acceptance of a three-month Massachusetts Opiate Abuse Prevention Collaborative grant extension in the amount of \$25,000*

Public Health Director conveyed to the Committee that this is a grant they have had again for several years. It's working on the Narcan initiatives here working with the Narcan group, a social media campaign trying to destigmatize the carrying of Narcan, and also working with the pharmacy staff to educate them and get them trained so that they are offering it as well. This is the main initiative. The grant is in a regional grant with just two other towns, Beverly and Danvers. They have partnered with them on these initiatives and there's no match.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a state grant from the Mass. Department of Public Health, Bureau of Substance Abuse Services, a Mass. Opioid Abuse Prevention Collaborative Services Grant (MOAPC), for a 3 month extension of \$25,000 for FY2021. The purpose of this grant is to address the opioid crisis through a strategic regional approach with the Town of Danvers and City of Beverly. The grant period is from July 1, 2020 through September 30, 2020.**

*5. Memorandum, Grant Application & Checklist from the Harbormaster re: request acceptance of a Clean Vessel Grant in the amount of \$11,000*

Harbormaster TJ Ciarametaro conveyed to the Committee that this is an annual Clean Vessel Act Federal Grant disseminated through the State Department and Marine Fisheries. This grant helps their salaries to run and maintain the pumpout boat in the shoreside facility. There is no match to the City.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a Federal Clean Vessel Act Pumpout Boat Grant for \$11,000 from the U.S. Department of the Interior passed through Massachusetts Division of Marine Fisheries for the purpose of servicing resident and transient boaters of the City for the disposal of sewage from vessel holding tanks, portable toilets and shore side pumpout facility. The grant period is from January 1, 2020 through December 31, 2020.**

*6. Memorandum from CFO & Purchasing Agent re: request permission to issue a RFP to lease water tower space for cell phone equipment*

CFO John Dunn conveyed to the Committee that this originated all the way back in 2008, but nothing ever came of it when they were first approached. Purchasing Agent Donna Compton has been approached within the past couple of months with interest again in locating cell phone equipment on the already existing water tower standpipe. They talked about it a bit, felt it was probably a good idea to test the waters and see what can happen. They thought that the best idea would be to put out a general RFP to see if there is more than one cell phone provider that is interested in space on the standpipe. Assessor Gary Johnson has done a bit of work in terms of trying to determine what the value for that may be. Mr. Johnstone conveyed to the Committee

that he ended up checking with other assessors in the North Shore to see what they had been getting for lease information, and also review of the current lease that we have on another location. We have a lease at \$41,977. Most of the towns seem to be in the range in and around the pool of 40K to 50K range for similar type lease space. They all have someplace around two and a half to five percent annual increase on those. Ours worked out with the numbers because Rockport has leases ranging from roughly 32K to 56K. Manchester is at the 42,900 figure. Mr. Someplace in the range of 40K to 45K would be a reasonable place to start looking for a lease figure and reiterated that we should be getting some annual increases of someplace around 3 percent, which seems pretty much the standard. In the past, we did a 15 percent increase every five years, and you are getting your increase at the front end. The norm seems to be an annual increase as opposed to one time for five years. Councilor inquired where they are located. Councilor McCarthy replied right next to Plum Cove School. Mr. Dunn added it is basically the big water tank that is out there, the standpipe. It will go on an already existing structure, and they will have access to it. If there are multiple companies, they will probably share whatever ground space they need for power that goes up there. He is hoping that they may get more than one company who expresses an interest in this. Councilor Cox asked if it would be 40-45K per provider. Mr. Dunn replied yes. He told the Committee that they would need to establish a minimum bid, and suggested a minimum bid of \$30,000. Hopefully, they will receive multiple responses to the RFP because there is plenty of room on that standpipe. If they receive two or three, then it is going to be a multiple of at least \$30,000. Councilor Cox commented that they have received a lot of emails about 5G with this being so close to the school. There is a lot of discussion about it being harmful. Councilor Cox asked if they were concerned about that location near Plum Cove School. Mr. Dunn replied he was not knowledgeable about this, but didn't believe so. Councilor McCarthy commented that as far as the physical location, because he has been out there many times, it is not really close to the school. He knew some of the concerns on Salt Island was the 50 feet. This is considerably more than that away from the School. It is the lower road that goes out towards the quarry where the water tower is location. From past experience because of the repeaters around town for the police radios, hand knows they have one on that tower, his concern is who gets to be higher than the other one. He asked that they check with the police, fire and their radio people that they be consulted on this. Mr. Dunn replied that they can certainly put that condition in the RFP and would not be an issue that whatever the installation idea is that will be reviewed by both DPW and public safety.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve the disposition by means of a lease as provided in the Request for Proposal #20081 Lease of Water Tower Space, 15 Hickory Street, For Telecommunications Systems pursuant to the terms and conditions as stated therein. Said term is to be a five year term from September 1, 2020 to August 31, 2025 with a minimum bid of \$30,000.**

*7. Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business for the purpose of any remaining FY20 matters.*

Mr. Costa reviewed his report with the Committee with added comments from Mr. Dunn explaining the need for the 2020-SBT-20.

**On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2020-SBT-20 for the purpose of funding and making whole Fiscal Year 2020 accounts totaling \$788,500 as follows:**

FROM ACCOUNT			TO ACCOUNT			Amount
ORG	OBJ	Account Name	ORG	OBJ	Account Name	
0116151	511000	City Clerk, Salaries	0112151	519011	Mayor, RMT Sick Leave Buyback	\$ 30,000
0118151	511000	Com. Dev., Salaries	0112152	578001	Mayor, Contingency - Emergency	\$ 60,000
0118152	520000	Com. Dev., Purch of Services	0112152	578001	Mayor, Contingency - Emergency	\$ 16,000
0114552	530010	T/C, Legal Services	0114551	511000	T/C, Salaries	\$ 5,000
0115552	530000	MIS, Prof & Tech Service	0115551	511000	MIS, Salaries	\$ 11,000
0182052	565004	State Assess, School Choice	0122051	511000	Fire, Salaries	\$ 35,000
0182052	565004	State Assess, School Choice	0122051	511000	Fire, Salaries	\$ 80,000
0147051	511000	DPW Pub Serv, Salaries	0122051	511000	Fire, Salaries	\$ 70,000
0140352	540000	DPW Solid Waste, Supplies	0140351	513002	DPW Solid Waste, OT-Labor	\$ 4,000
0141151	512000	DPW Eng., S&W Temporary	0142151	511000	DPW Admin, Salaries	\$ 10,000
0151051	511300	BOH, Wages - Hourly Perm.	0151052	520000	BOH, Purch of Services	\$ 85,000
0154352	577001	Veterans Benefits, Medical	0154151	519011	COA, RMT Sick Leave Buyback	\$ 9,500
0154352	577001	Veterans Benefits, Medical	0154351	511000	Veterans, Salaries	\$ 9,000
0156352	538000	Tourism Other Purch Serv	0161051	511000	Library, Salaries	\$ 11,000
0149952	520000	DPW - Central, Energy	0170059	592500	Debt Service, Interest on Notes-BAN	\$ 130,000
0190151	517003	Health Insurance	0190351	517008	Medicare Insurance	\$ 30,000
0182052	565004	State Assess, School Choice	0190351	517008	Medicare Insurance	\$ 120,000
600051	511000	Water EF, Salaries	600059	591500	Water EF Debt Service, Interest LTD	\$ 8,000
640051	511000	Sewer EF, Salaries	640059	592500	Sewer EF DS, Interest on Notes-BAN	\$ 40,000
640052	520000	Sewer EF, Purch Services	640059	592500	Sewer EF DS, Interest on Notes-BAN	\$ 17,000
700052	520000	Waterways EF, Purch Services	700051	512000	Waterways EF, Salaries	\$ 8,000
<b>TOTAL</b>						<b>\$ 788,500</b>

**MOTION: on a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed to adjourn the meeting at 6:05 p.m.**

**Submitted by  
Joanne M. Senos, City Clerk.**