

CITY COUNCIL STANDING COMMITTEE

Budget & Finance

Thursday, August 4, 2011 – 1:30 p.m.

1st Fl. Council Committee Room – City Hall**-Minutes-**

Present: Chair, Councilor Steven Curcuru; Vice Chair, Councilor Paul McGeary; Councilor Jacqueline Hardy

Absent: None.

Also Present: Kenny Costa; Jeff Towne; Jim Caulkett

The meeting was called to order at 1:30 p.m. Items were taken out of order.

1. *Continued Business - All items continued from the 07/21/11 meeting as follows:*

- A) Invoice and request from DPW for payment of invoice for good procured without a purchase order for the Downtown Improvement Committee

Councilor Hardy informed the Committee she had spoken with Catherine Cuddyer of the DDC who assured the Councilor that this was a ‘snafu’; quite a few purchase orders had been submitted to the DPW and this one in particular was overlooked which they thought had been approved, so they went ahead and ordered the goods. The custom banners were the Christmas banners affixed to light poles throughout the downtown this past winter, which was not described in the invoice. Ms. Cuddyer was reminded that would be necessary going forward to have that information on submitted invoices. She was assured it wouldn’t happen again. The Councilor informed Ms. Cuddyer of the new polices and procedures in place now that because they placed \$18,900 in the DPW budget rather than the Tourism budget that they would have to submit a copy of their motion to approve from their meeting; two signatures on the purchase order and wait for approval of the purchase order before they actually purchase goods. The Councilor was assured that procedure would be followed, and was satisfied. The Committee understood moving forward this would be an internal process and was the compromise to keep matters within the DPW budget for oversight purposes.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to pay Invoice #17330 dated 5/27/2011 prior to an approved purchase order being in place, to Rileighs Outdoor Décor for a total of \$2,531.31.

- B) Memorandum from CFO-Gloucester Public Schools requesting permission to pay an “extraordinary reimbursement” to School Department employee for classroom supplies and materials purchased outside of required procurement procedures

This matter is continued to August 18, 2011.

- C) Communication from Gloucester Rotary Club re: Stage Fort Park

Sal Frontiero, president-elect of the Gloucester Rotary Club expressed that the club’s centennial project was the refurbishing of the playground at Stage Fort Park. A plaque is there with their name on it; and that maintenance of that playground is important in that it is a reflection of their club. A concern was raised at their board level that the property is owned by the City and there was a possibility of liability exposure. The City has protection due to the recreational use statute. The concern is that the Rotary Club may not be covered. They are also concerned with indemnity from the City. They are continuing to work with the City and are before the Committee looking for indemnity. **Councilor Curcuru** asked if that had ever been gifted over to the City. **Steve Kaity**, Rotary Club member stated back in March or April of 2010 the City Council accepted the Dinamo playground apparatus. **Mr. Kaity** and **Mr. Frontiero** discussed with the Committee the liability issue expressing a variety of concerns related to that issue. The Committee needed documentation as to whether the Rotary Club had permission to construct/refurbish the playground, who gave it and when. In addition, the Councilors pointed out there was a lack of documentation as to what was purchased and installed, any warranties or guarantees as there was little on file

with the Council. **Mr. Frontierro** stated the Rotary Club is invested in the project and feels responsible ethically to maintain the playground going forward; and even if gifted to the City that in the future if something happens they are covered. **Councilor Hardy** wanted to see their question from the Rotary Club in writing on their liability issue first so that they can have it reviewed by the City Solicitor. **Mr. Frontierro** would address a letter to **Councilor Hardy** in her role as Council President who would then forward it to the Legal Department. **Councilor Hardy** suggested they should set a policy for the City as to this process and get a written permission to do the installation and then get the documentation that covers it, and all of that should be on file, treating every project exactly the same. **Councilor Curcuro** noted that none of the remainder of the work had been accepted by the Council and that a dollar value is needed in the form of a breakdown of what was spent on what by the Rotary Club. The Committee would need a breakdown of what was done by the Rotary Club and what they spent and what the money was attached to whether to equipment, landscaping, etc. They encouraged the Rotary Club to talk the DPW also. The entire Committee expressed their gratitude to the Rotary Club for the hard work, dedication and community spirit.

This matter is continued to September 8, 2011.

2. Memorandum, Grant Application & Checklist from Police Chief re: FY11 Bulletproof Vest Program

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to permit the Gloucester Police Department to pursue a grant from the U.S. Department of Justice, State Executive Office of Public Safety and Security which if awarded would allow for the replacement of 17 outdated bulletproof vests for the Gloucester Police Department.

3. Memorandum, Grant Application & Checklist from Police Chief re: grant funding through Office of Grants And Research Section of the MA Executive Office of Public Safety and Security

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to permit the Gloucester Police Department to pursue a grant from the MA Executive Office of Public Safety and Security which if awarded would allow for the Police Department to replace portable radios no longer serviceable, outdated and/or inadequate.

4. Memorandum Grant Application & Checklist from Police Chief re: grant for Portable Breath Test Devices

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to permit the Gloucester Police Department to pursue a grant from the MA Executive Office of Public Safety and Security which if awarded would allow for the Police Department to obtain 30 Portable Breath Test Devices.

5. Grant Application & Checklist from Harbormaster re: acceptance of grant funds of \$9,500 for the on-going Pump-Out Boat Program

Harbormaster Jim Caulkett asked the B&F Committee to accept these annual grant funds under the MA Clean Vessel Act Pumpout Grant Program from the Division of Marine Fisheries. This is their ninth year receiving the funding. There is no application. The grant is automatic. It has to be applied to the pump out boat. It defers part of the salary to the person who runs the pump out, the boat's maintenance and fuel; and they submit documentation to the State twice a year. There is no match.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept a grant from the Massachusetts Division of Marine Fisheries under the Clean Vessel Act Pumpout Program in the amount of \$9,500.00 for the Gloucester Harbormaster's Department.

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

Mr. Costa reviewed his documentation with the Committee which was submitted at the meeting and on file. He also reviewed another document with the Committee with **Jeff Towne, CFO** showing the fund balances for the

Community Preservation Fund (received at the meeting and on file) compiled by the Auditor's office and also discussed procedures. In addition, **Mr. Towne** discussed some of the upcoming City borrowings.

A motion was made, seconded and voted unanimously to adjourn the meeting at 3:00 p.m.

Respectfully submitted,

**Dana C. Jorgensson
Clerk of Committees**

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- **Actual Amount Overdrawn Report and Projected Amount Overdrawn Report dated August 4, 2011 from City Auditor**
- **Community Preservation Fund – Fund Balances – FY2010-2011**