

## CITY COUNCIL STANDING COMMITTEE

**Budget & Finance Committee**

Thursday, September 22, 2011 – 6:00 p.m.

1<sup>st</sup> Fl. Council Committee Rm. – City Hall**-MINUTES-****Present:** Chair, Councilor Steven Curcuru; Vice Chair, Councilor Paul McGeary; Councilor Jacqueline Hardy**Absent:** None.**Also Present:** Councilor Ciolino; Councilor Verga; Councilor Whynott; Jim Duggan; Kenny Costa; Jim Hafey; Fire Chief Phil Dench; Donna Compton; Max Schenk; Joan Whitney; Suzanne Egan; Mark Cole; Cate Banks; Sarah Garcia; Tony Gross; Deputy Chief Schlichte; Police Chief Michael Lane; Dr. Sagall; Joseph Rosa; Karen Carol; Carol McMahan; Heidi Fialho

The meeting was called to order at 6:10 p.m. There was a quorum of the City Council. Items were taken out of order, with the commencement of the Joint P&D and B&F meeting being the first order of business.

**1. Old Business:**

- A) Acceptance of FEMA Reimbursement to the City of Gloucester from January 11 and 12, 2011 snowstorm In the amount of \$147,444.39

**Jim Duggan**, Chief Administrative Officer announced that the City had received reimbursement for expenses related to the January 11-12, 2011 snowstorm clean up efforts from the federal government. This came forward through the coordinating of the Emergency Management (EM) staff, Mr. Costa and Mr. Towne who was able to identify reimbursements and Carol McMahan, Administrative Assistant (EM) identified even more. This was for actual expenditures by the City for clean up efforts. The City received the maximum match of 75%. **Mr. Towne** stated it was Mr. Duggan's quick action that caused them to move forward for reimbursement. This affects free cash positively and will come as an accrual to fill a hole in snow and ice and not affect the recap, according to **Mr. Towne** and **Mr. Costa**. They are able now to submit for more funds from that storm which is in process. At a later date they hope to come back to ask acceptance for that application. **Mr. Towne** stated this is for \$992 that will be submitted for reimbursement for volunteer hours.

**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 M.G.L. Chapter 44 §53A to accept the Federal Emergency Management Agency 1959 DR January 2011 Snowstorm Grant that is passed through the Massachusetts Emergency Management Agency for a total of \$147,444.39. The purpose of this grant is to reimburse snowstorm related expenditures from the January 11-12, 2011 Snowstorm.

**2. Continued Business:**

- A) Communication from Gloucester Rotary Club re: Stage Fort Park and Opinion of City Solicitor

**Suzanne Egan**, City Solicitor noted the identification and save the Rotary harmless from any improvements and any activity that they have of the Rotary and donated to the City for Stage Fort Park. She had a discussion with Sal Frontiero, Rotary Club President-Elect and Steve Kaity, a Rotary Club member and explained that the City cannot indemnify the Rotary Club. The City must keep its own sovereign immunities and cannot give that up. They can't indemnify anybody for the full faith and credit behind another organization. They must keep their own immunities intact. They understood that. They discussed and resolved the issue by the Rotary Club coming up with an inventory of what they have donated to the City through Stage Fort Park; and to make a formal donation to the City through their own Rotary Foundation, a charitable corporation. Therefore, they'll have their own immunities to rely on which, she believed, was satisfactory to all parties. She encouraged them to speak with their insurance company on the matter. The Rotary Club can obtain insurance for any type of liability as opposed to the City providing it. On **Councilor Curcuru's** inquiry as to whether **Attorney Egan** was satisfied with the Rotary Club's most recent letter (on file), she responded she was not at all comfortable with it. They will have to create the inventory and submit that with a new letter to the City Council. **Councilor McGeary** asked if the City takes ownership of those pieces of equipment, it now takes responsibility. **Attorney Egan** stated if the City accepts it, it becomes the City's property. The Rotary Club installed a piece of playground equipment, a round-about, which was donated properly

and met industry specifications; and what they're doing is compliant with all the safety regulations. **Councilor McGeary** followed up by asking if they were to do any repairs or improvements would they have to donate that also. **Attorney Egan** stated she encouraged them to come up with a plan and pass it on to the DPW for their review and then work with them on the project and upon completion of the project then donate that formally to the City. **Councilor Curcuru** asked about the adoption of a playground by them. **Attorney Egan** stated one of the problems is people volunteering and getting excited and then walking away. If it is formally brought to the City Council and accepted that is acceptable. **Councilor Hardy** commenting upon the Rotary Club's August letter on page 3, she expressed she would like to see the Council honor the Rotary Club for their generosity to the City. **Councilor Ciolino** noted in his role as a Rotarian and former Rotary Club President that the Rotary has an obligation to create that park but expressed his concern that even though they do maintain it, they want to be held harmless and be under the City's umbrella. However, the Rotary Club has made a commitment and will not walk away from it; it is long term. When they buy equipment it is certified by the State and Federal government. They have replaced old equipment that has not been certified and will continue to do so moving forward.

**This matter is continued to November 3, 2011.**

B) Memorandum from CAO re: Memorandum & Request for Proposals for Lease & Development of 65 Rogers Street (I4-C2)

**Mr. Duggan** felt great strides have been made; they have reexamined some of the concerns of the RFP that were raised. One area of concern is the amount of days the RFP would be advertised. They recommend that it be from 90 to 120 days. They'd also like to understand the language in particular on page 6 under development objectives. What was included in that description centered on the phrase "whale watch". They recommend expanding that language so that whale watch doesn't stick out. He has discussed this with the Chair of the Waterways Board. It appears that it is OK. There were questions regarding the language of a motion. **Tony Gross**, Chair, Waterways Board noted he spoke with Mr. Duggan about the plans of what will go into the RFP. Some is not acceptable in the DPA but it can go into the RFP. Subsection 6 second paragraph there is a process of extending the piers. They don't have the right but have the opportunity. Councilor Curcuru asked who created that section. Attorney Egan stated that is a property interest but doesn't say that it is a permitted interest. It wasn't making any representations of permitting. **Mr. Duggan** thanked the Waterways Board for their special meeting and appreciated their spirit of cooperation in crafting the new letter. **Councilor McGeary** spoke about the term extension from 50 to 99 years. **Attorney Egan** noted the City Council would have to authorize that. **Councilor McGeary** asked if they would have to have a separate vote. They haven't voted a term and asked if they could change it. Attorney Egan stated they're authorizing the City to put out the RFP and that it is available for disposition. The term is 50 years then that is what they would be authorizing. If they decide that it would be 99 years, they'd be authorizing the disposition of the property for 99 years. Councilor McGeary stated they would have to vote to amend the language of the RFP to do that. Councilor Curcuru wondered if someone wants to purchase the land that is not on the table at all. Attorney Egan confirmed the RFP is specifically for a lease without an option to buy. This goes back to the City having the control of the development of the project to successful completion. All the permits will be in place and in operation. If you sell the parcel you don't have control. If it was sold with a reversion, those are very difficult to enforce. It makes more sense this way. Councilor McGeary noted it is also true a Seaport Bond would be more accessible if it was a City property. Councilor Ciolino asked if most commercial leases 50 or 99 years. **Attorney Egan** stated an economic development consultant stated it didn't matter whether it was 50 or 99 years for an economic impact. They thought 50 years would give them more control. Councilor McGeary thought the language of up to 99 years would make it more attractive. Choosing a partner is only the beginning. He felt a longer term may be better. Attorney Egan stated the Administration would do the negotiations but the Council would have to vote on it. **Councilor Hardy** asked if they are including every use in the DPA for the whale watch language. **Mr. Duggan** stated they were adding in uses so as to make the whale watch use less obtrusive. **Councilor McGeary** asked about the motion passed at P&D that authorized the term of the lease rather than the authorization to the RFP. **Attorney Egan** replied the motion by P&D was to authorize the lease pursuant to the terms of the proposal. In order for an RFP to be put out to lease, the Council has to vote to authorize the lease, the disposition of the property. They can't do it separately according to MGL c. 34b. Without the authorization they can't authorize the RFP. The RFP specifically states the lease is subject to the City Council. **Councilor Curcuru** asked about the value. **Attorney Egan** confirmed that would be negotiated. That was discussed at P&D that to make sure the debt payments are covered at a minimum. Answering an inquiry from **Councilor McGeary**, **Mr. Duggan** stated that it is the intent that the RFP is to be advertised October 1<sup>st</sup>. **Donna Compton**, City Purchasing Agent stated it would be available

on October 14<sup>th</sup>. **Councilor Hardy** asked to have the bid opening in Kyrouz Auditorium as that there is so much interest in it and asked that it be in the bid documents. **Mr. Duggan** also noted whether the City Council wanted language in the RFP that specifies that the City recognizes if an addendum is needed, it would be issued after the Summit. It is normal practice. **Attorney Egan** stated they could add it and will. **Councilor Ciolino** asked that they put the date of the Waterways Board letter September 21, 2011.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to rescind their vote taken on September 8, 2011 to continue the matter of the Memorandum from CAO re: Memorandum & Request for Proposals for Lease & Development of 65 Rogers Street (I4-C2) to November 17, 2011.**

**There was no longer a quorum of the City Council as of 7:11 p.m. when Councilors Verga and Ciolino left the meeting.**

**3. JOINT MEETING OF THE BUDGET & FINANCE COMMITTEE AND THE PLANNING & DEVELOPMENT COMMITTEE Re: Review and recommendation for the disposition of real property for the Magnolia School House (Blynman School)**

**Councilor Ciolino** opened the Planning & Development Committee special meeting. **Councilor Curcuru** declared a quorum of the City Council noting that the B&F Committee's meeting had already commenced.

**Lisa Ramos**, President of the Magnolia Historical Society (MHS) went over their proposals from them for the sale of the Magnolia Schoolhouse. She went through the proposals with the Joint Committees. The first proposal is to purchase the Blynman Schoolhouse at a price of \$5,000 with the contingency that if the MHS ever ceases to exist, if the property is sold, profits from the sale will be first used to satisfy any bills or debts the MHS has. Any remaining funds would be donated to a non-profit organization of the City of Gloucester's choice. It came to her attention that the City 'likes' the idea of the building then reverting to the City if the MHS ever ceases to exist which is a part of their second proposal for the sale of the Schoolhouse which shows a purchase price of \$1 with the contingency that the MHS ceases to exist, ownership will transfer ownership back to the City. They would also allow non-profit children's groups to have their meetings there as part of the proposal. If they were to purchase the Blynman School they would take care of the insurance and repairs. When they first proposed a lease, the problem was that so much was needed to be done to make the building useable; the City doesn't want to spend that kind of money for a lease which the MHS understood and agreed it didn't make sense. This was why they came forward with the proposals for a purchase - to save the City money. In this way, the City wouldn't have to pay for the fixing and maintenance of the building. **Councilor Ciolino** expressed concern with both proposals Ms. Ramos has stated "as long as the Magnolia Historical Society exists". The entity can exist but it doesn't mean it is functional. He wished to see language that says when the MHS ceases to use the building then it would revert back to the City. **Councilor Hardy** indicated her agreement with Councilor Ciolino's statement. **Attorney Egan** agreed with that premise. **Councilor Whynot** added he wished to also see that language was crafted to include that would also be the case for it to be used for "other than for just storage"; that the building has to be actively used. **Attorney Egan** thought there was similar language in the RFP for the lease now and will keep that language there. **Councilor Hardy** asked could the MHS sublease part of the building to anyone else. **Attorney Egan** stated they have an RFP for the lease of the building. There would have to be a new RFP for the sale. She didn't typically know if there was provision for a sublease. **Councilor Hardy** was looking for exclusion of that purpose because the use could be for anything and it may not be allowable in that district and should be used only for the MHS. **Ms. Ramos** agreed to that requirement. **Attorney Egan** also noted this would require a Special City Council permit and would put that in the RFP. **Councilor McGeary** quoted language from the lease RFP: "...requiring the property be utilized for a historical museum and programs" and wondered if that was restrictive enough. **Attorney Egan** thought they could make more restrictive. **Councilor Verga** wanted to be sure that the City retains access to the properties behind and all around the Schoolhouse and the paper road behind it should they sell the property. **Councilor Curcuru** noted the amount of funding that will be needed for the necessary repairs, did the MHS have the funds to do these repairs. If they sell it to the MHS, they're obligated to make these repairs. **Ms. Ramos** stated they have money in their account; and investors will give them money and services to them if they own the building relating there are numerous people lined up to do those services. Monetary investors have stepped forward to commit funds upon their receipt of ownership of the building. **Jim Hafey**, Facilities Manager answering an inquiry by **Councilor Ciolino** stated he had submitted a proposal to the DPW of a rough estimate of about \$85,000 without the

handicapped accessibility. He hazarded it would be over \$100,000 to make these necessary repairs. **Max Schenk**, Interim Director, Health Department noted the building also has a septic system. As part of the transfer there will need to be a Title V inspection and wasn't sure how well it will do as the system has been in question for quite some time. **Ms. Ramos** commented they did put that in as part of their proposal. **Councilor Curcuru** asked if the Council wanted a timeframe for the sale. Are they anticipating this work being done in six months to a year; that is part of the deal. He recognized that they are looking at selling the building now but that the commitment is that the MHS is going to make these repairs which would be part of the deal, he assumed. **Ms. Ramos** stated they put together a comprehensive plan on the information they had from a home inspection and from the list of repairs put together by Mr. Hafey. For this winter their goal is to 'buckle it up' – take care of the roof and the furnaces cleaned and maintained. Then in the spring they'll start in on the major work. They'll use the winter to raise some funds and can be inside cleaning it up and start with light interior work. **Councilor Curcuru** asked if they were non-profit and no taxes will be gained. **Ms. Ramos** responded yes. **Councilor Ciolino** asked what the business plan is with the Magnolia Library. **Ms. Ramos** stated they would move out of the Magnolia Library and not maintain two locations. They pay now 1/3 of one heating bill and 1/6 of the entire electric bill at the library. They also give donations; when they put in new windows, they gave them \$1,000 towards that, for instance. **Councilor Ciolino** stated they plan then on moving all their resources to the Schoolhouse then. **Ms. Ramos** confirmed that would be the case. She would email the business plan to the Committees. **Councilor Verga** referring back to the Title V issue would the occupancy permit be held up. No one will fix the system before the sale. **Mr. Schenk** stated if the system was shown to be in failure you have two years to fix and upgrade it. Normally done at the time of a sale, banks require this wanting to know up front. If there is a problem with the system, they take a rough estimated cost to upgrade the system and put 1-1/2 that cost into an escrow account and draw down from that. **Mr. Hafey** asked if during that two year timeframe the system would be useable. **Mr. Schenk** responded it is dependent on what the Title V report shows; if it shows it is marginal or it is in ground water that is more serious. But there could be conditions where they would ask them to pump more often and it could be used until such time as it could be fixed. One of the requirements of Title V it has to have received normal flow for a certain period of time; and this would not be the case here; and he explained some of the particulars to **Ms. Ramos**. If the system was not in ground water, he conjectured they could be more lenient on how they move forward on that. **Ms. Ramos** stated if they pay for a test to be done would they agree to them doing that. **Councilor Curcuru** asked if it fails inspection would they still buy the building. **Ms. Ramos** was unsure and would have to look into the cost of mitigation. **Councilor Curcuru** noted CPA money and asked if they plan on going for those funds. **Ms. Ramos** stated they are. The building is on Gloucester's register of historic buildings but not on the State's, however, they're working towards that now. **Councilor Verga** noted the test, with an issue of a Title V situation in Magnolia. **Mr. Schenk** stated they would take into consideration it is a public building versus a residential building, so they wouldn't see the same impact of people doing laundry, taking a shower etc. However, it would be a tough call. They'd have to look at all the components. Likely they'd do a deep hole test to see to the bottom of the hole where the ground water is. Ground water in that area is not very high. There have been new systems that have gone in that area just fine. It would be the main deciding factor. **Councilor Verga** asked if this was a cesspool. **Mr. Schenk** thought it was but would have to check. Cesspools, unless they don't meet the requirements of the City's regulations in juxtaposition of some areas, they could pass inspection. **Councilor Hardy** asked does the Land Disposition Committee need to be involved with this and get a report from them and the Assessors would have to base new figures on this. **Attorney Egan** stated yes to both. **Councilor Hardy** stated this is not the only organization that would be willing to bid. **Attorney Egan** stated this will be an RFP and anyone can also respond to it. They may have competitors. **Councilor Curcuru** mentioned the test they said they would pay for. **Ms. Ramos** responded, "Yes". **Councilor Ciolino** with the testing for ground water that the City has a backhoe; the City should dig a hole to find out what is going on. **Councilor Curcuru** stated they'd rather have a complete report on a Title V. **Mr. Duggan** asked they work with Mr. Hafey on that. **Ms. Ramos**, responding to an inquiry from **Councilor Hardy** if they would take a loan; stated they would not. **Mr. Schenk** added that this would still be a requirement anyway regardless of a cash transaction. **Attorney Egan** thought that one of the issues with Title V would come up with the lease also because in that situation that issue is there; then it would make more sense to sell it. **Mr. Hafey** noted about the lot(s) behind it, they should include language to grant the City access to the lot. **Ms. Ramos** stated it is a 14,000 sq. ft. lot. She pointed to a picture of the land behind the Schoolhouse. The right of way is to the right of the driveway. The paper road is to the right of the driveway also. **Councilor Verga** asked that survey markers be placed on the property. **Councilor Curcuru** agreed. The Proposals are \$1 and \$5,000. Councilor Hardy thought that \$1 is way too little and \$5,000 is also. She would be amenable to \$10,000; and if it reverts back to the City they would pro-rate it and give that amount back to MHS. **Councilor Curcuru** stated the first thing is for them to find out about the septic system. **Mr. Towne** stated they could do a program they can do something with payment in lieu of taxes.

**Councilor Ciolino** liked the figure of \$1 to keep the MHS liquid enough to make an investment into the building. He wants to see this happen, but he was concerned they'd be "strangled" before they get off the ground. He would support the \$1 with the investment go into the building. **Councilor Curcuru** thought they should wait before they put a dollar value on it to see what the Title V inspection says. **Ms. Ramos** could put together fundraising and planning to afford the fixes. **Councilor Verga** asked about the grant for sewer repairs through the City. **Mr. Towne** confirmed it is only for residential properties. **Mr. Towne** stated they have a zero percent loan for residential properties paid back over 15 years, but it is not available to non-profits. **Councilor Curcuru** noted they will not be able to take a motion this evening. They will get the information on the test done and to get a value on the installation if it fails. **Councilor Verga** stated that another RFP would be crafted, which would go back to the P&D and B&F Committees and then it is put out for a response. **Attorney Egan** noted the RFP for the sale would likely reflect the same requirements that were in the RFP for the lease of the property and be restrictive to a historical museum and other same restrictions contained therein.

**A motion was made, seconded and passed unanimously to adjourn the P&D Committee's joint meeting with the Budget & Finance Committee at 6:40 p.m. Councilor Whynott left the meeting at this time. The B&F Committee meeting continued at this time.**

**4. *Memo from Mayor re: Updates regarding City's Emergency Management Dept. & Special Budgetary Transfer (#2012-SBT-3) in the amount of \$4,800***

**Mr. Duggan** explained that the City has benefitted with the coordination of efforts, with reimbursement requests and tracking the information for these requests and the Administration wishes to continue the contractual services of Carol McMahon who currently serves as the Assistant to the Emergency Management Director from October 1 to December 31, 2011. It would be 20 hours a week at \$20/hr. Those services are funded now through a current purchase order to September 30<sup>th</sup>. After December 31<sup>st</sup>, they will look to the new Chief to examine it from there. If procurement allows, they'll look if necessary for one more extension. There is no grant money. **Councilor Hardy** had no problem with the extension of the \$4,800. However, the account that it is being proposed to be placed into she has an issue; she wished it be placed into Civil Defense #291 rather than the Fire Department line item. She asked to amend the transfer. **Deputy Fire Chief Schlichte** who is also the Emergency Management Director appreciated the Councilor's putting this into the Civil Defense account. **Councilor McGeary** agreed. **Councilor Hardy** thanked Ms. McMahon for agreeing to stay on.

**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 the transfer (#2012-SBT-3) for \$4,800 from Special Reserve, Contractual Services, Unifund Account #101000.10.900.52000.0000.00.000.00.052 to the Civil Defense, Contracted Services, Unifund Account #101000.10.291.52000.0000.00.000.00.052.**

**5. *Memo from CFO requesting acceptance of grant in the amount of \$5,000 from MIIA***

**Mr. Towne** explained that last fall the City had an opportunity through their insurance provider (MIIA) for a grant not to exceed \$5,000 that could be used to develop and implement a sewer backup/overflow prevention program through inspection of aging sewer and storm drain lines in the City. At that time the City had planned to purchase a portable camera system. MIIA awarded the grant and funds have come in the form of a check to the City dated 7/25/11. The funds were spent out of the sewer fund; and therefore, the money from the grant, if accepted, will be deposited back into the sewer fund and drop to the bottom line at the end of FY12.

**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 accept a grant under MGL c. 44, §53A for \$5,000 (Five Thousand Dollars) from MIIA Loss Control. These funds are to be placed in the Sewer Enterprise Fund, #600000.**

**6. *Memo from CFO requesting permission for payment of invoice with FY12 funds for work performed in FY11***

**Mr. Towne** explained this request stems from the event of last spring when the town of Hookset, NH had a major issue with their treatment plant which affected a number of 'down stream' communities, Gloucester being one. The disks which showed up on the City's beaches had to be collected and related costs of that effort were reimbursed to the City by the Town of Hookset during FY11. In order to get that reimbursement, Carol McMahon, an independent contractor was hired to administer that process and submit for the reimbursement. It was about 14.5 hours of her time. No purchase order was created nor was a contract entered into in advance of the work being performed by her. An invoice was presented after the close of last fiscal year. He believes the amount of \$290.00 is reasonable for the work performed and asked that the Council approve these funds from the FY12 budget. The City received \$8,052.15 as a result of her work. They brought her on board to do it. This was after the fact and Deputy Chief was not trained on the process. **Councilor Hardy** asked if Ms. McMahon has been paid out of the Fire Department Budget which **Mr. Towne** stated she had not. **Councilor Hardy** expressed her concern for the lack of appropriate process for invoicing and purchase orders and stated that the Emergency Management Director and his assistant need to take a lesson on forms from the CFO and City Auditor on invoicing and purchase orders. **Mr. Towne** would involve Donna Compton and make sure they take care of it right away.

**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 #001 in the amount of \$290.00 dated 8/2/2011 to Carol McMahon for her contract work on the City's reimbursement from the Town of Hooksett, NH, from FY12 funds that were expended without a purchase order and to be paid from the Mayor, Contingency/Emergency, Unifund Account #101000.10.121.57800.0000.00.000.00.057.**

**7. *Memo from Comm. Dev. Director & Recommendations from Community Preservation Committee***

**This matter is continued to September 29, 2011 at 1:30 p.m. This group will be the historical group, and then the meeting for the next group will be set at that time.**

**8. *Memo, Grant Application & Checklist from Stephen Winslow, Senior Project Mgr. re: Strategic Alliance For Healthy Mentoring Project grant in the amount of \$25,000***

**Stephen Winslow**, Senior Project Manager explained that this grant of \$25,000 is available from the Boston Public Health Commission through the Center for Disease Control. Should they be successful this grant will provide funding for the Get Fit Gloucester! Project Manager position for an additional three month period until September 30, 2011; and to give funds to their partners. This would support the Cape Ann Farmer's Market Backyard Growers program that has been working with the Open Door Food Pantry, and provide additional funding to the Cape Ann YMCA Youth Clean Team in order to hire additional youth to focus on stewardship of parks, playground and open space areas within the City. It would be a grant for one year. There is no match for this grant. Since this is federal money, part of it would provide another quarter of his salary. Benefits were included as a part of it. **Mr. Costa** noted this is a new grant. **Mr. Winslow** stated it is based on the Get Fit Gloucester program. **Mr. Costa** asked if there was a budget in the packet. **Mr. Winslow** stated it was split for \$500 for project management and \$4,000 for the CAFM and for the clean team. **Mr. Towne** asked if his position doesn't get refunded and he claims unemployment, would this pay for those unemployment benefits. **Councilor Curcuru** noted Ms. Garcia should have spoken to him about this so that the City is not on the hook for paying the unemployment insurance. **Mr. Winslow** based it on prior budgets. Right the Mass in Motion grant funds part of his salary and benefits and part is CDBG funds. It is a year-to-year thing. He came up for a renewal in May for a half year and just got a renewal for the second half of the year. **Councilor McGeary** noted if Mr. Winslow used that formula he should be covered. **Mr. Winslow** reiterated there is no in-kind or any other match to this grant. **Mr. Costa** and **Mr. Towne** discussed and agreed with **Councilor Curcuru** that most of the findings are found within the grants. They don't have time to keep track of all the grants; there's too many and not enough time. They would hope for someone to manage the grants. The Committee discussed briefly again how a grants coordinator would be helpful. **Fire Chief Dench** added that writing a grant is something they can do, but the administration and tracking of the grant is difficult.

**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 allow the Community Development Department to apply for the Strategic Alliance For Healthy Mentoring Project grant in the amount of \$25,000.**

**9. *Memo, Grant Application & Checklist from Police Chief re: US Drug Enforcement Agency grant in the Amount of \$16,000***

**Police Chief Michael Lane** introduced Heidi Fialho, the new financial coordinator for the Police Department. Mr. Terpos will be with them through the end of October and that the training will be complete at that time. He explained his department has had an officer assigned to the Drug Enforcement Agency (DEA) for the past three years. As part of the agreement, the DEA agreed to reimburse the City for the overtime incurred by this officer. This is and has been the standard agreement between the DEA and all participating police departments that participate in this program. There is not match requirement of any kind for this grant.

**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 allow the Police Department to apply for the 07-08 Organized Crime Drug Enforcement Task Force grant from the Drug Enforcement Administration for up to \$17,202.25.**

**10. *Memo, Grant Application & Checklist from Police Chief re: award of a Livescan Fingerprint Machine From Mass Bureau of Identification valued at approximately \$32,000***

**Chief Lane** also asked that the City Council accept the donation of a new Livescan fingerprint scanner from the MA Bureau of Identification; this was not an application. The machine was just installed several days ago and training has taken place; and there is no match; and has a value of approximately \$32,000. This machine also has the ability to take palm prints. They have some computer tags and can register it with the City. The old machines will be disposed of appropriately.

**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 accept under MGL c.44, 53A-1/2 the donation of a Livescan fingerprint scanner from the MA Bureau of Identification which has a value of approximately \$32,000.**

**11. *Memo, Grant Application & Checklist from Fire Chief re: Assistance to Firefighter Grant in the amount of \$512,500***

**Fire Chief Phil Dench** explained to the Committee that he has submitted to FEMA for the Assistance to Firefighter's Grant in the amount of \$503,500. **Mr. Duggan** noted there was a short window to apply for this grant. He told the Chief to make the initial submission. If they need to expand the grant, they will notify the subcommittee of such an action. **Chief Dench** noted since training for the department has been emphasized so highly in department audits, it was recommended highly for them to put together a package for that. There is a cash grant match of ten percent on the part of the City. He described the training program they would be able to institute for safety officers. HAZMAT is a second training component. **Mr. Duggan** noted that the Chief, after making contacts at the granting authority took off the capital improvement for the refurbishing of a vehicle. The request to fund a new ambulance will remain. They will correct the paperwork to be reflective of that. **Councilor Curcuro** asked what their chances to get this grant. **Chief Dench** stated it is the same odds for the Staffing Grant. They may receive a portion of it or all of it; they don't know until it is awarded. On further inquiry by **Councilor Curcuro**, **Mr. Duggan** stated the award letter would dictate what has been approved. **Chief Dench** stated they're requesting 25 radios. They've purchased 10 radios a year since the Lorraine Fire and have 41 radios now. The goal is that everyone should have a radio. 25 more radios will give each firefighter a personal radio. They are purchasing the same radios that they have been purchasing at a rate of 10 per year. It is a top of the line radio that is waterproof, and is top quality. It is the XT 5000. **Mr. Duggan** stated the union had an investment in the type of radio that was to be purchased. They may hear in a year or six months. He was going to propose free cash to be used for the 10% match, and it depends on when they get it. He noted the cover page and memo has to be redone. **Chief Dench** discussed the department's goal of training all firefighters to be certified Firefighter 1 or 2 with the Committee also.

**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 allow the Fire Department to apply for the FEMA Assistance to Firefighter's Grant for a total of \$503,500.**

**12. *Memo, Grant Application & Checklist from Interim Health Director re: Public Health Emergency Preparedness Grant in the amount of \$184,066***

**Max Schenk**, Interim Director of the Health Department acknowledged the presence of Joseph Rosa, Karen Carol and Joan Whitney, and Dr. Sagall. This is the acceptance of a grant for \$184,066 from the MA Dept. of Public Health (MDPH), Emergency Preparedness Bureau (EPB). This grant supplies funding for 15 different communities. They are the warehouse for this money. They have to come forward as if it were a new grant even though they are receiving it for the third year. **Karen Carol** stated that up to 15% of the awarded funds can be used for support and administrative overhead costs associated with the grant. Because they're a sentinel site, they were given more money, \$3,500 because they will be audited. Mr. Costa stated it is spent on this particular grant program's budget. Mr. Schenk stated some is used to pay one staff person five hours and shares time with Ms. Carol. This will cover repair to printers, etc. also. **Mr. Towne** stated the last grant round, Sally Peak's time (an employee in the City Auditor's office) may be able to be covered partially for doing much of the paperwork. This grant has a lot of checks that have to be processed and Ms. Peak does a great deal of extra work on this grant. They'd talked about it last year, if there is room in that budget to have that compensation because she is an hourly employee. **Mr. Costa** noted another of his employees does the set up. **Mr. Schenk** stated he'd be for that if it is the same for all City grants. **Mr. Costa** noted there is equipment here and in other communities. There were two or three findings that were related to the grant. **Councilor Curcuro** wanted to know if those had been addressed. **Mr. Towne** stated they need a grant administrator to facilitate all the grants in the City. They need it to clean up their findings. **Councilor Curcuro** stated that would have to be an independent salaried person. They'd draw down off of all the grants that allow it. They have to get their indirect cost rates approved. There are many requirements they would have. The grants get audited as does the City. They need to start going towards that position. He believed they can't live without it. **Mr. Costa** noted on the school side there were about 30 findings all together all to do with grants. **Mr. Schenk** stated this covers Ms. Carol's time and a consultant. **Councilor Curcuro** asked about unemployment benefits. **Mr. Schenk** stated one of the grants coming before the Council soon is a large grant when he came on board he went through the budget again to look at things like that and readjusted all the pay scales to make sure they match the pay rates for the union positions as well as fringe for benefits and unemployment and adding 3% for cost increases for overtime.

**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 accept a grant under MGL c. 44, §53A for \$184,066 (One Hundred-Eight-Four Thousand & Sixty-Six Dollars) from the MA Dept. of Public Health's Emergency Preparedness Bureau.**

**13. *Memo, Grant Application & Checklist from Interim Health Director re: Medical Reserve Corps Grant in the Amount of \$14,285***

**Ms. Carol** stated as part of the DPH EP grant they have requirement to have a Medical Reserve Corps (MRC) who can be activated in a public health emergency. They have a part time program coordinator and receive funds specifically for the MRC. This grant for \$14,285 was awarded to provide funding to assist the North Shore/Cape Ann region in preparing for public health emergencies and enhance their MRC response capacity. The funds go through the Town of Westford. They keep the money in house and why so much of the work ends up in house. It is easier for them if the money stays in house and does the ordering. Many of these things are pooled resources.

**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 accept a grant under MGL c. 44, §53A for \$14,285 (Fourteen Thousand, Two-Hundred & Eighty-Five Dollars) from the MA Dept. of Public Health, Emergency Preparedness Bureau to provide funding for the North Shore/Cape Ann region Medical Reserve Corps.**

**14. *Memo, Grant Application & Checklist from Interim Health Director re: MassCALL2 Grant***

**Mr. Schenk** explained this MassCALL2 Grant received by the City from the MA Dept. of Public Health, MA Collaborative for action Leadership and Learning 2 is to provide funding to prevent and reduce fatal and non-fatal opioid overdoses within Gloucester. Given the most recent incidents, these funds are most timely. This is a contract amendment for \$70,000. Even though this is a State grant their fiscal year ends in August. This supports



Joan Whitney's programs. This is the last fiscal year of this grant, **Ms. Whitney** reported. This is where they will sustain and maintain where they started. Their goals have been to increase information and save lives from overdose and lessen strain on first responders and support families as well. The programs are moving well. The goal is now to sustain them. She acknowledged Chiefs Lane and Dench for their tremendous support. This is to help them to keep their programs. There is a coordinator on this grant. She is not on this grant but funded from another grant. She oversees these prevention programs. They have reduced their overhead. Everything is contained for benefits in the grant. **Mr. Schenk** added there is no in-kind for any of these three grants. He also noted that there is a \$475,000 drug free communities grant. The grant proposal was for \$625,000 originally. They've been able to maneuver the budget but beyond that it would be the next director's role for the year 4 and 5 coverage. **Ms. Whitney** stated getting this grant is a big pat on the shoulder for the City. They gave out less than ever before; and it is highly competitive with Gloucester as only one of five communities in MA to get it. The criteria are the strength of the coalition. They have an unusual strength of partnership and how they innovate programs. **Councilor Hardy** asked if they service outside of the community. **Ms. Whitney** stated no and that these programs are for children 18 years and younger. They look for ways to support young adults to be engaged in positive ways through this grant and the focus is youth prevention. They want to get in during the middle school ages. This is community wide. They request to go into the schools. They partner on the Youth Risk Survey. **Councilor Hardy** suggested that these programs are community wide, and then perhaps they should look to go into the Charter School. **Councilor Curcuro** added he thought they should go into the St. Ann's School to let them know the services are available also. **Ms. Whitney** agreed. They also collaborate in other programs. **Councilor McGeary** commended Ms. Whitney and her work for the Healthy Gloucester Collaborative. The changing of attitudes and refocusing them is a long process. This is a good use of the public's money. **Ms. Whitney** thanked the Councilor for his participation and partnership as well.

**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 accept a grant under MGL c. 44, §53A for \$70,000 (Seventy Thousand Dollars) from the MA Dept. of Public Health, MA Collaborative for Action Leadership & Learning 2.**

**15. *Memo & Request from Legal Department requesting permission for payment of FY11 invoice with F12 funds***

**Councilor Curcuro recused himself from this matter.**

**Attorney Egan** explained that the bill is for mediation services that were rendered on the Loiacano case. After the fiscal year had closed they had not carried over the amount. She wished to pay the mediator bill. They would have had the money to pay for it but they carried it over for another purchase order on another matter and those funds are already encumbered. The mediation was protracted. **Councilor Hardy** would approve this, but would appreciate an invoice number.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Curcuro) recused, to recommend to the City Council the payment with FY12 funds for the mediation services provided for Loiacano Companies, Inc. v. Planning Board of the City of Gloucester Land Court Misc. Case from the Mediation Group submitted for services rendered in June 2011 for a total of \$308.15.**

**16. *Memo & request from Police Chief re: acceptance of a donation/grant of Preliminary Breath Test Machine valued at \$300.00***

**Chief Lane** informed the Committee the Police Department had received a grant for the award of a preliminary breath test machine or PBT as commonly known and is the size of a walkie-talkie. The PBT assists in an officer making a decision in the field as to whether or not to make an arrest in a possible OUI situation. The machine has an estimated value of \$300.00. This donation came from 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 recommend to the City Council to accept a donation from the MA Executive Office of Public Safety and Security, Highway Safety Division under MGL c. 44, §53A-1/2 of a Preliminary Breath Machine with an estimated value of \$300.00 (Three Hundred Dollars).**

**16a. Memo and request from Police Chief re: acceptance of the E911 Support Grant for \$61,795.00 for FY12**

**Chief Lane** explained that this grant offers the Police Department Financial Assistance in paying salaries for those officers assigned to the E911 dispatch function on a full-time basis. This comes from the funds from the cell phone tax. The grant has no match requirements and runs through June 30, 2012. It is a reimbursement grant. There was a conversation about whether the City would be eligible if civilians would be doing the E911 function. **Mr. Duggan** confirmed that would be the case.

**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 accept a grant under MGL c. 44, §53A for \$61,795.00 (Sixty-One Thousand, Seven-Hundred, Ninety-Five Dollars) from the Executive Office of Public Safety & Security State 911 Department.**

**17. Discussion and Review with Richard Hingston, Giusti & Hingston re: FY2010 DESE Report and findings**

This matter is continued to October 20, 2011. That meeting will commence at 5:00 p.m.

**18. 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 with participation of **Mr. Towne**.

A motion was made, seconded and voted unanimously to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

Dana C. Jorgensson  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- Waterways Board Letter for I4-C2 RFP dated September
- Letter of Support by Amanda Nash Inn Magnolia for Magnolia Historical Society take over of the Magnolia School House; and email from Bill Shofner, 57 Magnolia Avenue expressing support for the Magnolia Historical Society