



CITY CLERK  
GLOUCESTER, MA

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## GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930  
Office (978) 281-9720 Fax (978) 282-3051

### Budget & Finance Committee

Thursday, November 17, 2011 – 6:00 p.m.  
1<sup>st</sup> Fl. Council Committee Rm. – City Hall

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

*(Items May be taken out of order at the discretion of the Committee)*

#### 1. **Continued Business:**

- A) 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 (Cont’d from 08/18/11)
  - B) CC2011-035 (Hardy) City of Gloucester through its Budget & Finance Committee work with Community Development Department & DPW to find a way to fund and construct permanent, four season, comfort Stations (bathrooms along Stacy Boulevard and the Harbor Walk (Cont’d from 08/18/11)
  - C) Recommendations from the Community Preservation Committee (Cont’d from 11/3/11)
  - D) Memorandum from CAO re: request transfer of funds for communication equipment and supplies at the Emergency Operations Center (Cont’d from 11/03/11)
2. ***CC2011-056: City Council with Administration identify funding source to hire a local veteran from the Civil Service Fire Fighters List***
  3. ***Memorandum from Marie Giambanco, Assistant Registrar re: request permission to pay poll workers Without purchase orders in place***
  4. ***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  
Dr. Safier/Val Gilman  
Tom Markham  
Dr. Trubisz  
John Madama

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



**CITY OF GLOUCESTER 2011  
CITY COUNCIL ORDER**

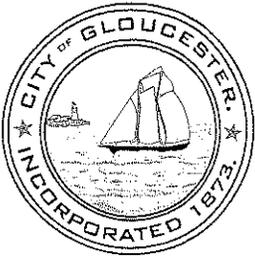
**ORDER:** #CC2011-056  
**Councillor** Jackie Hardy/Joe Ciolino

**DATE RECEIVED BY COUNCIL:** 11/15/11  
**REFERRED TO:** Administration & B&F  
**FOR COUNCIL VOTE:**

**ORDERED** that the City Council, together with the Administration, identify a funding source to hire a local veteran from the Civil Service Fire Fighters List as soon as possible, but not later than the date the existing list is to expire.

Jackie Hardy  
Ward 4 Councillor

Joe Ciolino  
Councillor at Large



# CITY OF GLOUCESTER

November 15, 2011

To: City Council/Budget and Finance Committee/Mayor Kirk

From: Marie Giambanco, Assistant Registrar

*Marie*

Re: Poll Workers pay

This year a new procedure was implemented in the way we pay the poll workers for elections. The payroll will no longer go through the payroll system, the poll workers are set up as Vendors and we are paying them through a warrant. A w-9 is needed for each worker and these are input through purchasing. It was my responsibility to input a purchase order (PO) prior to Election Day for each poll worker that supplied a W-9. I did not start inputting the PO's until Nov. 14<sup>th</sup> at which time I was told by purchasing that it needed to be done PRIOR to the date of service. Unfortunately this has created our request to council to approve the paying of poll workers through a warrant without the PO'S in place.

We had 80 poll workers work at the Nov. 8, 2011 Municipal Election.

Wardens, Constables, and Clerks are paid \$100.00 each there are 30 of them totaling \$3,000.00.

Inspectors are paid \$90.00 each, there are 50 inspectors totaling \$4500.00.

THE TOTAL WARRANT WILL BE FOR \$7,500.00

Charged to Reigstrars account #101000.10.163.51200.0000.00.0000.00.051

Thank you for your consideration in this matter.