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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, October 18, 2012 – 6:00 p.m.  
1<sup>st</sup> Fl. Council Committee Rm. – City Hall

**AGENDA**

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

1. *Memorandum from Assessor concerning Overlay Surplus*
2. *Memorandum from Assessor concerning Tax Classification*
3. *Memorandum from CFO concerning Fire Department Loan order request in the amount of \$1,000,000.00*
4. *Special Budgetary Transfer (2013-SBT-6) from Inspectional Services for \$18,000.00*
5. *Special Budgetary Transfer (2013-SBT-7) from IT Department for \$7,988.90*
6. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

**COMMITTEE**

**Councilor Paul McGeary, Chair**  
**Councilor Joseph Ciolino, Vice Chair**  
**Councilor Melissa Cox**

**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

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.

Assessors Office  
9 Dale Avenue  
Gloucester, Massachusetts 01930

## Memorandum

To: Mayor Carolyn Kirk  
From: Nancy A. Papows, Principal Assessor  
cc: Jeffrey C. Towne, CFO  
Kenny Costa, City Auditor  
Date: Friday, September 28, 2012  
Subject: Declaration of Overlay Surplus  
M.G.L Chapter 59 Section 25

The Gloucester Board of Assessors has declared an overlay surplus for Fiscal Year 2008 in the amount of \$14,000, for Fiscal Year 2007 in the amount of \$12,000, and for Fiscal Year 2006 in the amount of \$12,000. In total, \$38,000 has been declared surplus.

The amounts noted above should be transferred from their respective overlay reserve accounts to the overlay surplus account #101000.10.000.32200.0000.00.000.00.000.

The Assessors request that a supplemental appropriation from the overlay surplus account be made to the Fiscal Year 2009 overlay reserve account #101000.10.000.12300.0000.00.000.09.000 in the amount of \$38,000. These funds will be utilized to abate the FY 2009 personal property bill for Verizon New England, Inc. (poles and wires over public ways) based on a recent Supreme Judicial Court ruling.

Respectfully submitted by,  
BOARD OF ASSESSORS

  
Nancy A. Papows, MAA

  
Gary I. Johnstone, MAA

  
Bethann Godinho, MAA

# City of Gloucester

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City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

Phone: 978-281-8715  
FAX: 978-281-8472  
email: npapows@gloucester-ma.gov

## *Memorandum*

*To: Mayor Carolyn Kirk*  
*From: Nancy A. Papows, Principal Assessor NP*  
*cc: file*  
*Date: Tuesday, October 2, 2012*  
*Subject: Tax Classification*

Please be advised that the Mayor's Report should include a request that Tax Classification be included for consideration on the City Council Agenda of October 9, 2012. The City Council should refer this item to the B&F Committee. Thank you.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-282-4113  
jtowne@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**OFFICE OF THE CHIEF FINANCE OFFICER**

MEMORANDUM

To: Mayor Kirk  
From:  Jeffrey C. Towne, City CFO/Treasurer/Collector  
Date: October 2, 2012  
Re: Loan Order Request

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The Fire Department has requested that two pieces of equipment be purchased during Fiscal Year 2013 as part of the submissions that are included in the FY2013-2017 Capital Plan. Fire Chief Smith appeared before the Capital Improvements Advisory Board last week and the requests were well received by the committee. Due to the fact that we are operating only Ladder 1 presently and also because we are down a fire rescue pumper as well, Chief Smith has requested that a loan order for these two pieces of equipment be acted upon as soon as possible in order to purchase a used ladder truck as a backup to Ladder 1 and also to begin the process of having the pumper built which typically takes up to as many as 6 months to accomplish.

The estimated cost to purchase a used ladder truck and a new fire rescue pumper is \$350,000 and \$650,000 respectively. The fire pumper will replace the 1989 Pierce pumper which has reached the end of its useful life. The purchase of a used ladder truck is being requested because the 1987 Pierce Quint has been placed out of service for mechanical issues. An independent company, AJL Associates, Inc., evaluated the 1987 Peirce Quint and concluded that this vehicle should be kept out of active service due to chassis and aerial rust problems. They also did not recommend refurbishing this vehicle. Our goal would be to get 8-10 years of service out of a used ladder truck.

Please submit the following loan order request to the City Council for referral to the Budget & Finance Committee. A public hearing will be required. Thank you.

ORDERED: that \$1,000,000.00 (One Million Dollars) be appropriated for a fire rescue pumper and a used fire ladder truck for the Fire Department; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow up to \$1,000,000.00 (One Million Dollars) under G.L. c.44 §7(9) or any other enabling legislation; that the Mayor is authorized to contract for and expend any federal or state aid available for the project; and that the Mayor is authorized to take any other action necessary to carry out this project; and that the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2013**

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

TRANSFER # 2013-SBT- 6 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: INSPECTIONAL SERVICES

DATE: 10/1/2012 BALANCE IN ACCOUNT: \$ 35,450.00 ✓

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ Unifund Account # \_\_\_\_\_  
 (FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ Unifund Account # 293019.10.241.52000.0000.00.000.00.052  
RVL-10 Vacant Bldg Fnd \$20k Cap-Contractual Serv  
 Account Description

DETAILED EXPLANATION OF SURPLUS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ Unifund Account # \_\_\_\_\_  
 (TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ Unifund Account # 293019.10.241.51000.0000.00.000.00.051 ✓  
RVL-10 Vacant Bldg Fnd \$20kCap-Sal/Wage  
 Account Description

DETAILED ANALYSIS OF NEED(S): NEW POSTION (HIRED) - CLERK IN CHARGE OF VACANT BUILDINGS  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL TRANSFER AMOUNT: \$ 18,000.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$ 17,450.00 ✓  
 TO ACCOUNT: \$ 18,000.00 ✓

APPROVALS: [Signature]  
 DEPT. HEAD: [Signature] DATE: 10/1/12  
 ADMINISTRATION: [Signature] DATE: 10/3/12  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

