

City of Gloucester City Council

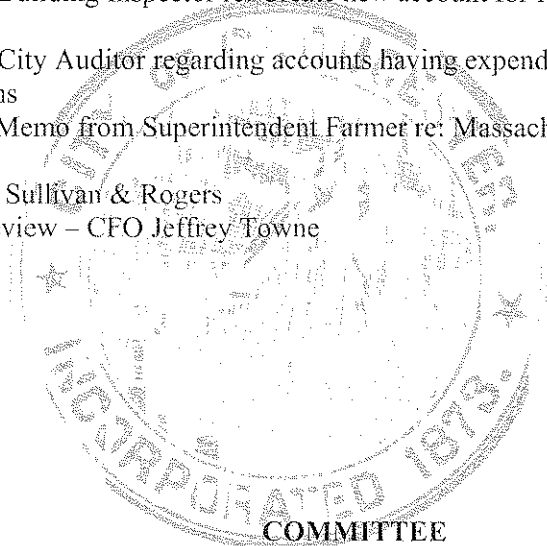
CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930
Telephone 508-281-9722 Fax 508-281-8472

CITY COUNCIL
AND
CITY COUNCIL STANDING COMMITTEE

Budget and Finance

**Thursday, October 15, 2009 – 7:00 p.m.
Council Conference Room – 9 Dale Avenue, City Hall**

1. Memo from Building Inspector re: Create new account for trench permit fees
2. Memo from Building Inspector re: Create new account for fees collected to vacant buildings
3. Memo from City Auditor regarding accounts having expenditures which exceed their appropriations
4. Addendum: Memo from Superintendent Farmer re: Massachusetts School Building Authority
5. Update from Sullivan & Rogers
6. Quarterly Review – CFO Jeffrey Towne



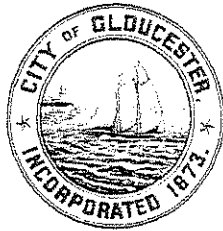
COMMITTEE

**Councilor Jason Grow, Chair
Councilor Joe Ciolino, Vice Chair
Councilor Steve Curcuru**

Committee members – Please bring relevant documentation

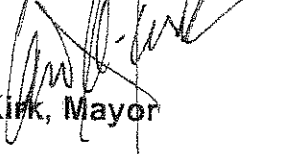
Cc: Mayor, Jim Duggan,
Marcia McInnis
Jeff Towne
William Sanborn, Building Inspector
Christopher Farmer, Superintendent
Brian Tarr, Asst. Superintendent
Chris Rogers, Sullivan & Rogers

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TO: City Council 
FROM: Carolyn A. Kirk, Mayor
DATE: September 24, 2009
RE: Mayor's Report for the October 6, 2009 City Council Meeting

Matters requiring your attention and action are as follows:

Enclosure 1 is a memorandum from Bill Sanborn, Building Inspector, requesting City Council approval to create a new account for trench permit fees. *Please refer this matter to the Budget and Finance subcommittee for review and approval.* Bill Sanborn will be available to answer questions and provide further information as required.

Enclosure 2 is a memorandum from Bill Sanborn, Building Inspector, requesting City Council approval to create a new account for fees collected relative to vacant buildings. *Please refer this matter to the Budget and Finance subcommittee for review and approval.* Bill Sanborn will be available to answer questions and provide further information as required.

Enclosure 3 is a memorandum from the City Auditor regarding accounts having expenditures which exceed their appropriations. As is your normal practice, *please refer this matter to the Budget and Finance subcommittee for review.*

Boards, Committees & Commissions:

I am requesting that the City Council approve the following:

New appointments:

Robert Harris ~ Board of Health (three years – term to expire 2/14/2012)
Jeanne Boland ~ Tourism Commission (three years – term to expire 2/14/2012)

Reappointment:

Anna DiMambro ~ Cable TV Advisory Committee (three years – term to expire 2/14/2012)

Included as **Enclosure 4** are copies of appointment letters along with Mr. Harris' and Ms. Boland's letters of interest. *Please refer this matter to the Ordinance and Administration subcommittee for review and approval.*

3 Pond Road
Gloucester, MA 01930

Ph# 978-281-9774

Fax# 978-282-3036


**CITY OF
GLOUCESTER**

Memo

RECEIVED

SEP 28 2009

Mayor's Office

To: Jim Duggan, Mayor's Office
From: Bill Sanborn, Building Department 
Date: September 28, 2009
Re: New account request

Jim,

As you are aware the City Council passed the trench ordinance on July 14, 2009 and Mayor Kirk signed it July 28, 2009. This office has been issuing trench permits and collecting the fees since the effective date of August 31, 2009, however, this department has not been able to deposit the funds into the General Fund to date as an account has not been created. The City Auditor has informed me that the City Council must request the Auditor to create a new account.

Therefore, I respectfully submit that you forward this request to the City Council for action.

Thank you,

Bill Sanborn

WS/LLM

3 Pond Road
Gloucester, MA 01930


Ph# 978-281-9774

Fax# 978-282-3036

**CITY OF
GLOUCESTER**

Memo

To: Jim Duggan, Mayor's Office

From: Bill Sanborn, Building Department 

Date: September 29, 2009

Re: New account request

RECEIVED

SEP 29 2009

Mayor's Office

On September 2, 2008 the City Council passed an ordinance pertaining to vacant buildings, and it was signed by Mayor Kirk on September 18, 2008. Since that time this office has been requesting property owners or legal agents, thereof, to register their buildings as vacant. On October 15, 2009 the first billing relating to this ordinance will be sent. I respectfully request that a revolving account be created for these monies so that the funds are available to be used as intended to make the properties safe and respectable. I have been informed that the City Council must request the Auditor to create this new account.

Therefore, I respectfully submit that you forward this request to the City Council for action.

Thank you,

Bill Sanborn

WS/ilm

**CITY OF GLOUCESTER
AUDITOR'S OFFICE**

September 25, 2009

RECEIVED

SEP 28 2009

Mayor's Office

TO: CITY COUNCIL

FROM: CITY AUDITOR

RE: CODE OF ORDINANCE CHAPTER 2, ADMINISTRATION, ARTICLE III,
OFFICERS AND EMPLOYEES, DIVISION 6, CITY AUDITOR, S 2-104
p. 161, EFFECTIVE MARCH 1, 1986

cc: MAYOR CAROLYN KIRK

S 2-104 DUTY WHEN APPROPRIATIONS ARE EXHAUSTED
WHENEVER THE APPROPRIATIONS FOR ANY DEPARTMENT FOR ANY OBJECTS HAVE
BEEN EXHAUSTED, THE CITY AUDITOR SHALL COMMUNICATE THE FACT TO THE
MAYOR AND THE CITY COUNCIL, AND ALL EXPENDITURES THEREFORE SHALL CEASE
UNTIL A FURTHER APPLICATION IS DULY MADE.
AS OF THE WEEK ENDING SEPTEMBER 25, 2009. THE FOLLOWING ACCOUNTS HAVE
EXPENDITURES THAT EXCEED THEIR APPROPRIATIONS:

<u>SCHOOL FUNCTION CODE</u>	<u>TITLE</u>	<u>AMOUNT OVER</u>
2210	School Leadership	\$7,999.09
	TOTAL	\$7,999.09

<u>CITY ACCOUNT #</u>	<u>ACCOUNT TITLE</u>	<u>AMOUNT OVER</u>
101000.10.135.53130	Auditor, Professional Auditing Serv.	(\$5,100.00)
101000.10.152.51100	Personnel Sal/Wage Perm Pos	(\$133.37)
101000.10.152.51970	Personnel, Retirement Sick Buy Back	(\$17,677.61)
101000.10.610.51250	Library Admin Sal/Wage PT Pos	(\$937.22)
	TOTAL	\$23,848.20


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ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TO: City Council

FROM: Carolyn A. Kirk, Mayor 

DATE: October 2, 2009

RE: Addendum to the Mayor's Report
for the October 6, 2009 City Council Meeting

Attached is a memorandum from Christopher Farmer, Superintendent of Schools, regarding the Massachusetts School Building Authority. *Please refer this matter to the Budget and Finance subcommittee for review and approval.* Christopher Farmer, or his designee, will be available to answer questions and provide further information as required.

THE GLOUCESTER PUBLIC SCHOOLS
Our mission is for all students to be successful, engaged, lifelong learners

Memorandum

TO: The Honorable Carolyn Kirk
Mayor of Gloucester

FROM: Christopher Farmer
Superintendent of Schools

DATE: October 1, 2009

SUBJECT: Massachusetts School Building Authority

RECEIVED

OCT 2 2009

Mayor's Office

In order for the school district to obtain the support of the Massachusetts School Building Authority an annual application must be made until we are successful. The application must be supported by votes of the School Committee and the City Council in the exact form prescribed by the Authority.

The School Committee completed its votes at its meeting on Wednesday, September 30, 2009.

The purpose of this memorandum is to request that the City Council take the votes necessary before I am authorized to make the 2009 submission, which is due by October 23, 2009.

By way of background this is the third year that the Massachusetts School Building Authority has invited school districts to submit what are known as Statements Of Interest (SOIs) requesting support for capital programs for the:

1. Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. Elimination of severe overcrowding.
3. Prevention of loss of accreditation.
4. Prevention of severe overcrowding expected to result from increased enrollments.
5. Replacement, renovation or modernization of the heating system in a schoolhouse to increase energy conservation and decrease energy related costs in the schoolhouse.
6. Short-term enrollment growth.
7. Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

Mayor Kirk
Page 2
October 1, 2009

Approval of an SOI by the School Committee and the City Council does not commit the MSBA, the City Council, or the School Committee to anything beyond further consideration of the proposal. The SOIs do not require any supporting financial estimates.

If the City Council is to follow its normal procedures it may wish to refer the issue to its Budget and Finance Standing Committee meeting (meets on October 15, and in a joint meeting with the School Committee's Building and Finance Sub-Committee on October 13), with a view to the City Council voting on October 19.

Attached are the votes required in support of the Statements of Interest for individual schools in the language prescribed by the MSBA.

Thank you for your assistance in this matter.

smd

Attachments

cc: Chairman, School Committee
President, City Council
Acting City Clerk

**MASSACHUSETTS SCHOOL BUILDING AUTHORITY
RESOLUTIONS REQUIRED OF THE CITY COUNCIL**

Beeman Memorial Elementary School

MOTION: Having convened in an open meeting on October XX, 2009, the City Council of Gloucester, in accordance with its charter, by-laws and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 2009 for the Beeman Memorial Elementary School located at 138 Cherry Street, Gloucester, Massachusetts 01930, which describes and explains the following deficiencies and the priority category(s) for which Gloucester may be invited to apply to the Massachusetts School Building Authority in the future:

-
- Priority 1** Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
- Priority 5** Replacement, renovation or modernization of the heating system in a schoolhouse to increase energy conservation and decrease energy related costs in the schoolhouse.
- Priority 7** Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Gloucester Public School District to filing an application for funding with the Massachusetts School Building Authority.

East Gloucester Elementary School

MOTION: Having convened in an open meeting on October XX, 2009, the City Council of Gloucester, in accordance with its charter, by-laws and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 2009 for the East Gloucester Elementary School located at 8 Davis Street Extension, Gloucester, Massachusetts 01930, which describes and explains the following deficiencies and the priority category(s) for which Gloucester may be invited to apply to the Massachusetts School Building Authority in the future:

Priority 1 Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

Priority 5 Replacement, renovation or modernization of the heating system in a schoolhouse to increase energy conservation and decrease energy related costs in the schoolhouse.

Priority 7 Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Gloucester Public School District to filing an application for funding with the Massachusetts School Building Authority.

Plum Cove Elementary School

MOTION: Having convened in an open meeting on October XX, 2009, the City Council of Gloucester, in accordance with its charter, by-laws and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 2009 for the Plum Cove Elementary School located at 15 Hickory Street, Gloucester, Massachusetts 01930, which describes and explains the following deficiencies and the priority category(s) for which Gloucester may be invited to apply to the Massachusetts School Building Authority in the future:

Priority 1 Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

Priority 7 Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Gloucester Public School District to filing an application for funding with the Massachusetts School Building Authority.

Veterans' Memorial Elementary School

MOTION: Having convened in an open meeting on October XX, 2009, the City Council of Gloucester, in accordance with its charter, by-laws and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 20, 2009 for the Veterans' Memorial Elementary School located at 11 Webster Street, Gloucester, Massachusetts 01930, which describes and explains the following deficiencies and the priority category(s) for which Gloucester may be invited to apply to the Massachusetts School Building Authority in the future:

Priority 1 Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

Priority 7 Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Gloucester Public School District to filing an application for funding with the Massachusetts School Building Authority.

West Parish Elementary School

MOTION: Having convened in an open meeting on October 29, 2009, the City Council of Gloucester, in accordance with its charter, by-laws and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 20, 2009 for the West Parish Elementary School located at 10 Concord Street, Gloucester, Massachusetts 01930, which describes and explains the following deficiencies and the priority category(s) for which Gloucester may be invited to apply to the Massachusetts School Building Authority in the future:

Priority 1 Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

Priority 4 Prevention of severe overcrowding.

Priority 5 Replacement, renovation or modernization of the heating system in a schoolhouse to increase energy conservation and decrease energy related costs in the schoolhouse.

Priority 7 Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Gloucester Public School District to filing an application for funding with the Massachusetts School Building Authority.

O'Maley Middle School

MOTION: Having convened in an open meeting on October XX, 2009, the City Council of Gloucester, in accordance with its charter, by-laws and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 20, 2009 for the O'Maley Middle School located at 32 Cherry Street, Gloucester, Massachusetts 01930, which describes and explains the following deficiencies and the priority category(s) for which Gloucester may be invited to apply to the Massachusetts School Building Authority in the future:

Priority 1 Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

Priority 5 Replacement, renovation or modernization of the heating system in a schoolhouse to increase energy conservation and decrease energy related costs in the schoolhouse.

Priority 7 Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Gloucester Public School District to filing an application for funding with the Massachusetts School Building Authority.

Gloucester High School

MOTION: Having convened in an open meeting on October XX, 2009, the City Council of Gloucester, in accordance with its charter, by-laws and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated October 2009 for the Gloucester High School located at 32 Leslie O. Johnson Road, Gloucester, Massachusetts 01930, which describes and explains the following deficiencies and the priority category(s) for which Gloucester may be invited to apply to the Massachusetts School Building Authority in the future:

Priority 1 Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.

Priority 7 Replacement or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Gloucester Public School District to filing an application for funding with the Massachusetts School Building Authority.

CITY COUNCIL
AND
CITY COUNCIL STANDING COMMITTEE
Budget and Finance
Thursday, October 15, 2009 – 7:00 p.m.
Council Conference Room – 9 Dale Avenue, City Hall

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3. Memo from City Auditor regarding accounts having expenditures which exceed their appropriations
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5. Update from Outside Auditor
6. Quarterly Review – Mr. Towne

COMMITTEE
Councilor Jason Grow, Chair
Councilor Joe Ciolino, Vice Chair
Councilor Steve Curcuru
Committee members – Please bring relevant documentation

Cc: Mayor, Jim Duggan,
Marcia McInnis
Jeff Towne
Chief Lane
Mike Hale
Sarah Garcia/Stephen Winslow
Councillor Hardy
Sharon DuBois, Grants' Administrator
Jack Vondras, Health Director