



GLOUCESTER CITY COUNCIL

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

Budget & Finance Committee

Thursday, March 7, 2013 – 5:30 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. **Reappointment: Community Preservation Committee Stacy Randall (TTE 02/14/16)**
2. **Continued Business:**
Report by the Fire Department EMS Coordinator, Sander Schultz, EMT-P re: status of ambulance service revenues for FY13 to date and to receive update on performance of new ambulance billing company (Cont'd From 02/21/13) **TO BE CONTINUED TO 3/21/13**
3. **Special Budgetary Transfer Request (#2013-SBT-16) from Auditor's Office**
4. **Special Budgetary Transfer Request (#2013-SBT-17) from Department of Public Works**
5. **Special Budgetary Transfer Request (#2013-SBT-18) from Department of Public Works**
6. **Special Budgetary Transfer Request (#2013-SBT-19) from Department of Public Works**
7. **Special Budgetary Transfer Request (#2013-SBT-20) from Department of Public Works**
8. **Memorandum from Public Health Director re: Vaccine Revolving Account requesting increase in spending limit**
9. **Memorandum from Committee for the Arts re: City Council acceptance of donation in the amount of \$13,200 for WPA Mural Restoration Project**
10. **Memorandum from the Licensing Board re: recommendation for fees for Seasonal Package Stores**
11. **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
Fire Chief Eric Smith/Firefighter-Paramedic Sander Schultz
Mike Hale
Noreen Burke
Judith Hoglander
Michelle Harrison

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 Hall
Nine Dale Avenue
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 29, 2013

Ms. Stacy Randell
8 Haven Terrace
Gloucester, MA 01930

Dear Stacy:

I am pleased to reappoint you to a three year term on the **Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of February 12, 2013. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2013, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Enclosure
CAK/c

EFFECTIVE 2/14/2013

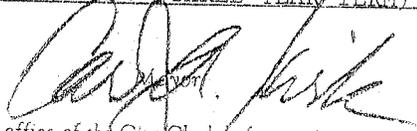
The City of Gloucester, Massachusetts

Dear Stacy Randell, 8 Haven Terrace, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you
to the COMMUNITY PRESERVATION COMMITTEE _____ of the City of
Gloucester, Massachusetts _____

This is a 90 day temporary appointment. After City Council
approval, term to expire 2/14/2016. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

Chapter XXXX
City of Gloucester
Community Preservation Act

Section X	Establishment
Section XX	Membership and Terms
Section XXX	Terms of Office
Section XXXX	Authority, Duties and Responsibility
Section XXXXX	Quorum and Voting
Section XXXXXX	Severability

Section X Establishment

There shall be a Community Preservation Committee ("Committee"), in accordance with Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, MGL chapter 44B, §1, et seq., which shall consist of nine (9) members as follows:

Section XX Membership and Terms

The community preservation committee shall consist of nine (9) members, all of whom shall be residents of the city. Committee members shall be appointed by the Mayor and confirmed by the city council for a period of three years expiring on February 15. Committee shall be composed of the following:

- 1) Four members shall be members of the boards and commission as required by the Community Preservation Act, GL c. 44B section 5 and appointed by the Mayor subject to confirmation of the City Council. If a statutory board or commission no longer functions or exists within the city then the Mayor shall appoint a member from the general public who has expertise or performs like duties as the board or commission. Each board or commission shall submit the name of one of its members to sit on the committee within 45 days of a vacancy of the statutory membership. The statute directs that a member from each of the following shall be designated as a member of the committee:
 - a) one member of the Conservation Commission as designated by the Commission.
 - b) one member of the Historical Commission as designated by the Commission.
 - c) one member of the Planning Board as designated by the Board.
 - d) one member of the Parks and Recreation Department.
 - e) one member of the Housing Authority as designated by the Authority.
- 2) There shall be four members of the general public not currently holding elected or appointed office, as appointed by the Mayor.
 - a) The At-Large members shall include at least one citizen who has expertise or demonstrated interest in open space, at least one citizen who has expertise or

demonstrated interest in recreation, at least one citizen who has expertise or demonstrated interest in historic preservation and at least one citizen who has expertise or demonstrated interest in affordable housing.

- b) To the extent possible the members of the committee will be selected so that the five wards are fairly represented.

The commission and boards which may designate a member for appointment shall do so within 45 days of the effective date of this ordinance and shall forward the names to the Mayor. Should a commission or board fail to designate a member for appointment within 45 days, the Mayor shall appoint the member from the general public.

Should a member from a designated commission or board be no longer able to serve on the Preservation Committee, the Mayor shall appoint a successor member.

Section XXX Terms of Office

- 1) The term of office for each member of the Committee shall be three years. No member shall serve more than two terms.
- 2) In order to stagger the terms of the members, the terms of the initial appointments shall be as follows:
 - a. the Historic Commission member, the Conservation Commission member, two At-Large member appointed by the Mayor shall serve for three (3) years;
 - b. the Housing Authority member, the Planning Board member and one At-Large member appointed by the Mayor shall serve for two (2) years;
 - c. the Parks and Recreation Member and one At-Large member appointed by the Mayor shall serve for one (1) year.
 - d. For purposes of this clause, the initial one (1) and two (2) year appointments shall be deemed not to constitute full terms.

Officers:

- 1) The committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittees as it deems appropriate.
- 2) A Committee member may serve as chairperson for 2 consecutive years, after which he/she shall not be eligible to be nominated for the same position. However, a two-thirds (2/3) vote of the Committee can waive this provision.

Vacancies:

Any vacancy shall be filled by the respective Board, Commission, Authority or Mayor for the remainder of the unexpired time.

- 1) In the event that a Committee member is unable for any reason to complete serving a term, whether by failure of reappointment to his or her underlying board, commission or authority, or otherwise, the board, commission or authority responsible for designating said committee member shall forthwith designate another of its members to complete the remainder of the term.
- 2) All committee members shall serve on the committee without compensation.

Section XXXX Authority, Duties and Responsibility

- 1) The Community Preservation Committee shall study the needs, possibilities and resources of the city regarding community preservation. The committee shall consult with the Mayor, the City Council, the Community Development Director, the Housing Authority Director, the Conservation Commission, the Historical Commission, the Zoning Board, the Parks and Recreation Director, the Chair of the Gloucester Housing Trust, Grants Director, Public Works Director and any persons acting in those capacities or performing like duties when conducting such studies.
- 2) As part of its study, the Committee shall hold one or more public information hearings annually on the needs, possibilities and resources of the City regarding the community preservation possibilities and resources, notice of which shall be posted publicly and published for each of the two weeks preceding a hearing in a newspaper of general circulation in the City and published electronically on the city's web site.
- 3) The Committee shall meet as necessary to carry out its duties, but in any fiscal year shall hold no fewer than three (3) meetings.
- 4) On or before November 1st of each year, the Committee shall make recommendations to the City Council for:
 - a. the acquisition, creation and preservation of open space;
 - b. the acquisition, preservation, rehabilitation and restoration of historic resources;
 - c. the acquisition, creation, preservation and support of community housing;
 - d. the acquisition, creation and preservation of land for recreational use; and
 - e. the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.
- 5) With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 6) The Committee may include in its proposal to the City Council, a recommendation to set aside

for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund or to set aside for later spending funds for general purposes that are consistent with community preservation.

- 7) The Committee may recommend the issuance of general obligation bonds or notes, in accordance with the provisions of M.G.L., Chapter 44B, § 11, in anticipation of revenues to be raised pursuant to M.G.L., Chapter 44B, § 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 8) In every fiscal year, the Committee shall recommend that the City Council either spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of the following:
 - a. open space (not including land for recreational use);
 - b. historic resources
 - c. community housing
- 9) All recommendations and proposals submitted by the Committee to the City Council shall include the anticipated costs thereof.
- 10) No appropriation shall be made from the Community Preservation Fund without the approval of the City Council.
- 11) The Committee shall submit to the City Council, by March 1st of each year, an annual administrative and operating budget for the Committee for the next fiscal year, which shall not exceed five (5%) percent of that year's estimated annual Community Preservation Fund revenues.

Section XXXXX Quorum and Voting

- 1) Five (5) members shall constitute a quorum for the purpose of convening a meeting and of conducting the business of the Committee.
- 2) The Committee shall approve its actions by a majority vote of the quorum.

Section XXXXXX Severability

In the event any part of this Ordinance is for any reason declared invalid or unconstitutional by any court, the remainder of this Article shall continue in full force and effect.

**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- 16 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Auditor's Office

DATE: 2/6/2013 BALANCE IN ACCOUNT: \$ 12,620.54 ✓

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.145.51100.0000.00.000.00.051 ✓
Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account #
Treasurer/Collector, Sal/Wage-Perm Pos
Account Description

DETAILED EXPLANATION OF SURPLUS: Lag Funds in the account due to the timing of new hires.

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.135.51920.0000.00.000.00.051 ✓
Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account #
Auditor, Sick Leave Buy Back
Account Description

DETAILED ANALYSIS OF NEED(S): To cover Sick Leave Buy Back for the Account Specialist.

TOTAL TRANSFER AMOUNT: \$ 624.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 11,996.54
 TO ACCOUNT: \$ 624.00

APPROVALS: gt
 DEPT. HEAD: Kenny Gato DATE: 2/6/13
 ADMINISTRATION: [Signature] DATE: 2/20/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**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- 17 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: DPW Administration

DATE: 2/7/2013 BALANCE IN ACCOUNT: \$ 15,000.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.499.51200.0000.00.000.00.051
DPW Central Temporary Positions
Account Description

DETAILED EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
101000.10.421.51100.0000.00.000.00.051
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
DPW Administration Permanent Positions
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to correct budgeting shortfall.

TOTAL TRANSFER AMOUNT: \$ 726.52 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 14,273.48
 TO ACCOUNT: \$ -

APPROVALS: [Signature]

DEPT. HEAD: [Signature] DATE: 2/7/13
 ADMINISTRATION: [Signature] DATE: 2/20/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**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- 18 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: DPW Administration

DATE: 2/7/2013 BALANCE IN ACCOUNT: \$ 14,273.48

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.499.51200.0000.00.000.00.051
DPW Central Temporary Positions
Account Description

DETAILED EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
101000.10.421.51920.0000.00.000.00.051 ✓
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
DPW Administration Sick Leave buyback ✓
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to correct budgeting shortfall.

TOTAL TRANSFER AMOUNT: \$ 779.95 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 13,493.53
 TO ACCOUNT: \$ _____

APPROVALS: gx

DEPT. HEAD: *[Signature]* DATE: 2/7/13
 ADMINISTRATION: *[Signature]* DATE: 2/20/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**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- 19 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: DPW Public Services

DATE: 2/7/2013 BALANCE IN ACCOUNT: \$ 13,493.53

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.499.51200.0000.00.000.00.051
DPW Central Temporary Positions
Account Description

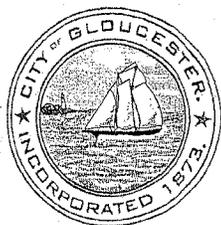
DETAILED EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
101000.10.470.51920.0000.00.000.00.051 ✓
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
DPW Public Serv. Sick Leave buyback
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to correct budgeting shortfall.

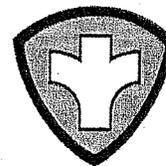
TOTAL TRANSFER AMOUNT: \$ 615.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 12,878.53
 TO ACCOUNT: \$ - ✓

APPROVALS: [Signature]
 DEPT. HEAD: [Signature] DATE: 7 FEB 2013
 ADMINISTRATION: [Signature] DATE: 2/20/13
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 · Fax: 978-281-9729
EMAIL: healthdept@gloucester-ma.gov
WEBSITE: www.gloucester-ma.gov



Public Health
Prevent. Promote. Protect.

TO: Carolyn A. Kirk
Mayor
Office of the Mayor

FROM: Noreen Burke
Health Director
Health Department

CC: Kenny Costa, City Auditor

DATE: February 6, 2013

RE: Fund 293008 – Vaccine Revolving Fund; Increasing Spending Limit on Vaccine Revolving Account from \$30,000 to \$45,000

I would like to request that the spending limit for the Vaccine Revolving Account be increased from \$30,000 to \$45,000 in accordance with MGL Chapter 44, Section 53E ½. See below:

Fund	Description	Authorized	Revenue Source	Use of Fund	Spending Limit	Fund Balance	Restrictions
293008	Vaccine-BOH	Noreen Burke-BOH	Fees	Vaccinations	\$45,000.00	Available Balance	None

Several years ago we were typically purchasing approximately \$3000 worth of influenza vaccine every fall to augment the amount of influenza vaccine that we received from the state. Historically, we would reap approximately \$13,000 in insurance reimbursement from the vaccines that we administered to the public. In recent years, however we have received less and less vaccine from the state and have relied more on our own ability to purchase vaccine directly from the vaccine manufacturer. Under the management of Public Health Nurse Chassea Robinson, we now purchase \$16,000-\$20,000 worth of influenza vaccines each fall. Based on the number of flu vaccines that the Health Department administered during the 2012-2013 season, we anticipate insurance reimbursements to be in excess of \$36,000 this year.

Although the City spends more money on flu vaccines, we vaccinate more people and as a result, we now generate more revenue for our Vaccine Revolving Account. In times of increased flu activity like the last couple of weeks, it is critical that we be able to fall back upon our Vaccine Revolving Account to purchase more vaccines to meet the increased demand of residents. It is timely and appropriate to increase the overall spending limit and keep pace with demand for vaccine.

Thank you for your consideration in this matter. Please refer this matter to the Budget & Finance Committee for discussion.

**Gloucester Committee for the Arts
City of Gloucester
9 Dale Avenue
Gloucester, MA 01930**

Date: February 15, 2013
To: Mayor Carolyn Kirk
From: Committee for the Arts 
Subject: Donation for the WPA Mural Restoration Project

The Committee for the Arts is very pleased to enclose a copy of a check for a donation from the Belinda Fund at the Boston Foundation to be used for the restoration of the WPA murals at City Hall. This donation will allow us to complete the initial phase of restoration work currently underway by Peter Williams/Museum Services.

Please forward this information to the City Council for referral to subcommittee to accept the donation on behalf of the City for the Committee for the Arts.

BOSTON FOUNDATION
75 ARLINGTON STREET
BOSTON, MA 02116
(617) 338-1700

WAINWRIGHT BANK & TRUST COMPANY
BOSTON, MA 02110 01

75993

NUMBER 75993

5-255/110

DATE 02/06/2013

AMOUNT
*****\$13,200.00

Thirteen Thousand Two Hundred Dollars and Zero Cents

PAY
TO THE
ORDER
OF

GLOUCESTER COMMITTEE FOR THE ARTS
C/O ROGER ARMSTRONG, STATE OF ART
GALLER
18 PLEASANT STREET
GLOUCESTER, MA 01930

VOID AFTER 180 DAYS ALL CHECKS REQUIRE TWO SIGNATURES

Anto Guedes

AUTHORIZED SIGNATURE

Van Bant

AUTHORIZED SIGNATURE



CITY OF GLOUCESTER
LICENSING BOARD

MEMO

To: Mayors Office – Mayor's Report
From: Pauline Doody- Licensing Clerk
Date: February 14, 2013
Re: Fee's for Seasonal Package Stores

At the License Board meeting held on February 5, 2013 the board recommended the following fee's for Seasonal Package Stores.

Seasonal Beer & Wine Package Stores \$1000.00 annually

Seasonal All Alcohol Package Stores \$1500.00 annually

Please have the Mayor submit this memo through her next Mayor's report.