

CITY COUNCIL STANDING COMMITTEE

Budget and Finance

Thursday, August 20, 2009 – 7:00 p.m.

City Council Conference Room

Present: Councilor Joseph Ciolino, Acting Chair; Councilor Steve Curcuru and Councilor Bruce Tobey, Alternate.

Absent: Councilor Jason Grow

Also Present: Councilor Jackie Hardy; Marcia McInnis, Auditor; Greg Verga; Chief Dench; and Mr. Duggan. Councilor George and Councilor Devlin joined the meeting at 7:30 p.m.

The meeting was called to order at 7:00 p.m.

1. Transfer 10-1 - Special Budgetary Transfer request from Fire Department.

Chief Dench has requested this transfer to pay for 11 fire officers who attended a training seminar “The art of reading smoke” in Dover NH on 8/13/09.

MOTION: On motion of Councilor Tobey, seconded by Councilor Ciolino, the Budget and Finance Committee voted 3 IN FAVOR 0 OPPOSED to recommend the City Council approve Transfer 10-1 in the amount of \$5,000

From: Fire Department Public Safety 101000.10.222.53060.0000.00.000.00.052

To: Fire Department Sal/Wage Overtime –

101000.10.220.51300.0000.00.000.00.51

2. Transfer 10-2 – Special Budgetary Transfer request from the Mayor

Stipend for summer intern for work on 2008 Annual Report.

Mr. Duggan addressed this Transfer request and described the realm of the intern's responsibilities. He also stated, on question of **Councilor Hardy**, that the second intern working for the City this summer has been paid.

MOTION: On motion of Councilor Ciolino, seconded by Councilor Tobey, the Budget and Finance Committee voted 3 IN FAVOR 0 OPPOSED to recommend the City Council approve Transfer 10-2 in the amount of \$750.00

From: Mayor / Contingency-Emergency 01000.10.121.57800.0000.00.000.00.057

To: Mayor / Sal/Wage – Temp Position.

101000.10.121.51200.0000.00.000.00.051

Memo from Police Chief re permission for reimbursement for EMT training.

Mr. Duggan addressed this issue after conferring with **Chief Lane**, stating that an officer attended EMT classes in FY09 pursuant to Article 23B of the Patrolman's Contract, but did not pass the state exam on the first attempt; however, subsequently passed the exam in late July and was awarded an EMT license. He is now requesting reimbursement of \$6659.90 in EMT training expenses. The officer's expenses were incurred in FY09 and there is no provision for a FY09 carryover. It is requested that permission be granted to reimburse the officer the above amount from FY10 funds.

Mr. Duggan stated he is unaware whether or not the officer was paid for expenses prior to passing the exam. He was requested to confirm the Money Order expense listed on the spread sheet as well as whether or not the officer was paid for the initial class as well as the second to qualify as passed.

Ms. McInnis was asked to check this account.

MOTION: On motion of Councilor Tobey, seconded by Councilor Curcuru, the Budget and Finance Committee voted 3 IN FAVOR 0 OPPOSED to recommend the City Council approve the request of the Police Department to reimburse a police officer for EMT training in FY09 from FY10 Funds in the amount of \$6659.90 pending confirmation of two Money Orders from 12/9/08 and confirmation that the officer was not paid for prior classes.

3. Memo from Community Development Director re Green Communities Technical Assistance Grant

Councilor Ciolino and Curcuru spoke to the necessity of having approval to apply for a Grant come before the Committee and Council if there are no matching funds by the City. The Grant approvals should be forwarded to the City Council as “Informational Only,” and not be included as a B and F Agenda item. **FILED.**

4. Memo from CAO re Request to pay invoice without a purchase order.

Mr. Duggan reported on this request, which goes back to the former Tourism Coordinator and is to pay for a portion of services related to Gloucester. The invoice was submitted in June 2009; however, work had been done prior to this date. Payment will come from the current Tourism budget.

Councilor Hardy spoke to the issue that local, downtown businesses should be utilized vs out of town businesses.

MOTION: On motion of Councilor Ciolino, seconded by Councilor Curcuru, the Budget and Finance Committee voted 2 IN FAVOR 1 OPPOSED (Tobey) to recommend the City Council approve payment to the Cricket Press, Invoice 76073 in the amount of \$2,957.00 without a purchase order in effect.

5. Memo from EMS Coordinator re: Request to pay for invoice for services in FY09 using FY10 funds. (Taken Out of Order)

Chief Dench spoke to this request, stating the department did not anticipate this expense and is requesting approval to pay the invoice with FY10 funds. The amount is \$491.61 for services by Lyons Ambulance.

MOTION: On motion of Councilor Curcuru, seconded by Councilor Tobey, the Budget and Finance Committee voted 3 IN FAVOR 0 OPPOSED to recommend the City Council approve payment of Invoice No 09-16113 in the amount of \$461.91 to Lyons Ambulance Service LLC.

6. Memo from Recycling Coordinator re New fee for smaller trash bag.

Mr. Duggan spoke to this issue regarding fifteen gallon trash bag fee of \$1.00 per bag.

This item is before the Committee to approve establishment of the fee.

Councilor Hardy asked if Seniors will get a discount on the smaller bag; and, whether they do or not, it should be publicized. **Mr. Duggan** stated there will not be a discount on the smaller 15-gallon bag.

MOTION: On motion of Councilor Ciolino, seconded by Councilor Curcuru, the Budget and Finance Committee voted 3 IN FAVOR 0 OPPOSED to recommend the City Council approve the One Dollar Fee (\$1.00) for the 15 gallon trash bag.

Councilors George and Devlin joined the meeting. There is now a quorum of the City Council, therefore a City Council meeting has been called.

7. Report from City Auditor re Accounts having expenditures which exceed their appropriations.

Marcia McInnis reported on school accounts and stated that these accounts have been brought into line and there are enough funds in the budget to cover the over-amounts.

Further, by Ordinance, the City Council is required to be notified. Athletics and Student Activities are being worked on at the current time and are under control.

On question of **Councilor Hardy**, **Ms. McInnis** stated that with regard to Worker's Comp., the Department Head must sign the transfer which is then submitted through the Office of the Mayor.

With regard to the Library Salary/Wage and Night Differential, it was questioned whether these amounts had been cut from the budget. **Ms. McInnis** stated that Night Differential is contractual. Further, Ms. Gray did not appropriate these funds in the budget; that the funds were spent; and, this is not atypical for the city.

It was also questioned if there is enough money in the budget to cover the costs, and **Ms. McInnis** stated the Library would have to do a Special Budgetary request. This is money earned, and the City is obligated to find money to pay these items.

Mr. Duggan was requested to review and check on this as it is the feeling of the Committee that these instances will grow and will have to be watched.

Ms. McInnis noted that the Auditor decides if there is money in the budget; and, further State Law allows a City Auditor to direct the treasurer to pull items off a warrant and refuse to pay.

Councilor Romeo joined the meeting.

8. COM 09-028 (City Auditor) Patrolmen's MOU (Continued from 8/6/09)

Ms. McInnis stated that she and **Mr. Duggan** met and reviewed this item together. She provided a second draft, this evening, of the FY10 Salary Schedule and Assignment. Copy in file. They concluded that the Sergeants and Lieutenants are not included in this exercise because their contracts are not settled. Further, they will receive same amount of Quinn Bill money as last year, with the exception of two.

She spoke to the individuals who have been promoted to superior officers and their base pay increased from their prior status due to the higher rank. An increase in Quinn Bill money is based on pay changes. She also commented that Sergeants are not in the Patrolmen's unit. This MOU governs the patrolmen, but not the Sergeant moving to Lieutenant. Also, the Quinn Bill rate is paid on the degrees the officers have completed, and the Quinn Bill covers all bargaining units.

Other points in this discussion include:

The account is not by bargaining unit, but is for everyone who receive incentive.

To calculate the total, have to include everyone who receives the Quinn incentive.

These have been included in the calculations received this evening.

It was questioned whether there are any changes in cost of the Quinn Bill or base pay for Sergeants or Lieutenants based on the MOU for Patrolmen. **Ms. McInnis** responded "no". Further, that \$461,642.83 has been budgeted and the best projections are that this will include the two patrolmen who have not yet been hired.

Mr. Duggan stated that a Request for Appropriation will be forthcoming when the patrolmen are hired; and, that the funds (all costs) driven by the MOU are able to be covered in the current budget. Details will be provided at the September 8, 2009 City Council meeting.

Councilor Tobey stated he wants discussion open for the public in order to inform citizens, noting this has been the second time where a contract has been completed without a process.

*****The meeting was recessed at 7:49 p.m. to be reconvened.**

*****The meeting reconvened at 7:54 p.m.**

Councilor Hardy questioned whether the two new patrolmen will come under this contract. **Ms. McInnis** stated that there is a dollar amount received from the State, and the City only got \$44,000 from the State for the Quinn Bill. Further, The Quinn Bill was reduced to 10% reimbursement for FY10.

It was moved, seconded and voted UNANIMOUSLY to adjourn the meeting at 7:55 p.m.

Respectfully Submitted,

Anne Marchand

Substitute Recorder