



GLOUCESTER CITY COUNCIL  
**Budget & Finance Committee**  
Thursday, January 9, 2014 – 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 Fire Chief outlining FY14 Fire Department budget needs to meet contractual Obligations*
2. *Special Budgetary Transfer Request (2014-SBT-13) from City Clerk's Office in the amount of \$144.14*
3. *Memorandum, Grant Application & Checklist from Harbormaster requiring a Clean Vessel Act grant*
4. *Memorandum from CAO & Supplemental Appropriation-Budgetary Request (2014-SA-6) in the amount of \$100,000 re: West Parish School swing space location*
5. *Mid-Year Free Cash Funding Review List compiled from FY14 Budget Review 6/12/13*
6. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

COMMITTEE

**Councilor Melissa Cox, Chair**  
**William Fonvielle, Vice Chair**  
**Councilor Paul McGeary**

Back-up & Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk  
Jim Duggan  
Kenny Costa

**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 FIRE DEPARTMENT  
 8 SCHOOL ST.  
 GLOUCESTER, MA 01930  
 978-281-9760  
 Fire Chief Eric Smith



Memorandum

TO: CAO Jim Duggan  
 FR: Chief Smith  
 RE: FY14 budget needs  
 DT: 12-3-13

CAO Duggan,

I request the following areas of the Fire Department FY14 Budget are funded to meet contractual obligations as identified below.

<b><u>LONGEVITY</u></b>		LAST PAYROLL IN NOVEMBER 2013	
BUDGETED	\$	62,800.00	
NEW	\$	87,750.00	
DIFF	\$	(24,950.00)	AMOUNT NEEDED TO COVER DEFICIT

<b><u>NASAL NARCAN</u></b>		1ST PAYROLL IN JANUARY 2014	
	\$	(45,453.34)	NEED TO FUND THIS STIPEND

<b><u>PROFESSIONAL DEVELOPMENT</u></b>		1ST PAYROLL IN JANUARY 2014	
CREATE NEW ACCT			
~	\$	(63,750.00)	DEPUTIES, CAPTAINS & FF 1 & 2
~	\$	(17,000.00)	CDL
	\$	<u>(80,750.00)</u>	NEED TO FUND THIS STIPEND

**SICK LEAVE BUY BACK**

1ST PAYROLL IN JANUARY 2014



CITY OF GLOUCESTER FIRE DEPARTMENT  
 8 SCHOOL ST.  
 GLOUCESTER, MA 01930  
 978-281-9760  
 Fire Chief Eric Smith



51942    \$ (95,940.00)    NEED TO FUND ADDITIONAL BUYBACK

EMT ED STIPEND    2ND PR IN JUNE 2014

~    \$ 170,000.00

51420    \$ 17,895.00

51316    \$ 63,300.00

51300    \$ 58,000.00

\$ 139,195.00    ALREADY AVAIL TO FUND

DIFF    \$ (40,305.00)    NEED TO FUND THIS STIPEND

**GRAND TOTAL:**    \$ (277,606.34)

101000.10.220.51420	\$75,966.34	EMT ED STIPEND & NASAL NARCAN
101000.10.220.????(new account)	\$80,750.00	PROFESSIONAL DEVELOPMENT STIPEND
101000.10.220.51920	\$95,940.00	SICK LEAVE BUY BACK
101000.10.220.51400	\$24,450.00	LONGEVITY
<b>TOTAL:</b>	<u><u>\$277,606.34</u></u>	

Respectfully,

\_\_\_\_\_  
 Fire Chief Eric Smith

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2014**

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

TRANSFER # 2014-SBT- 13 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: City Clerk

DATE: 11/25/2013 BALANCE IN ACCOUNT: \$ 484.00

(FROM) PERSONAL SERVICES ACCOUNT # Unifund Account #  
 (FROM) ORDINARY EXPENSE ACCOUNT # Unifund Account #  
101000.10.900.52000.0000.00.000.00.052  
Special Reserve, Contractual Services  
*Account Description*

DETAILED EXPLANATION OF SURPLUS: Funds not needed. Parked during budget preparation.

(TO) PERSONAL SERVICES ACCOUNT # Unifund Account #  
101000.10.161.51250.0000.00.000.00.051  
 (TO) ORDINARY EXPENSE ACCOUNT # Unifund Account #  
City Clerk, Sal/Wage - PT Position  
*Account Description*

DETAILED ANALYSIS OF NEED(S): To eliminate projected deficit

TOTAL TRANSFER AMOUNT: \$ 144.14 NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$ 339.86  
 TO ACCOUNT: \$ -

**APPROVALS:**

DEPT. HEAD: Jeannie M. Lemas DATE: 11/25/13  
 ADMINISTRATION: Asst. City Clerk DATE: 12/3/13  
 BUDGET & FINANCE: Chris J. Fink DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012

FAX 978-281-4188

jcaulkett@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**HARBORMASTER'S OFFICE**

**Memorandum**

**From:** Jim Caulkett, Harbormaster   
**To:** Mayor Carolyn Kirk  
**Date:** December 2, 2013  
**Subject:** Clean Vessel Act Grant Application Request

Mayor Kirk,

Mayor, in your next Report to Council will you include the attached Grant Application Request.

I am requesting additional funds through the Clean Vessel Act to purchase a new outboard motor for the pumpout boat. This will require a 25% match from the Waterways Retained Earnings.

I have provided copies of the Clean Vessel Act Grant Request form, statement from local marine mechanic concerning condition of current engine and quote to replace.

If you have any questions please feel free to contact me.

Respectfully



City of Gloucester  
Grant Application and Check List

Granting Authority: State \_\_\_\_\_ Federal XX Other \_\_\_\_\_

Name of Grant: Clean Vessel Act

Department Applying for Grant: Harbormaster

Agency-Federal or State application is requested from: Mass Division of Marine Fisheries

Object of the application: New engine for Pumpout Boat

Any match requirements: Yes - from Waterways Retained Earnings

Mayor's approval to proceed: *[Signature]* 12/3/13  
Signature Date

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_  
Vote Date

Budget & Finance Standing Committee: \_\_\_\_\_  
Positive or Negative Recommendation Date

City Council's Approval or Rejection: \_\_\_\_\_  
Vote Date

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_  
Certification Date

City Auditor:  
Assignment of account title and value of grant: \_\_\_\_\_  
Title Amount

Auditor's distribution to managing department: \_\_\_\_\_  
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Harbormaster

ACCOUNT NAME: \_\_\_\_\_

FUND NUMBER AND NAME: (N/A FOR NEW FUND) \_\_\_\_\_

CFDA # (Required for Federal Grants): \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_

OBJECT	APPROVED			REVISED BUDGET
	ORIGINAL BUDGET	AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	
REVENUE (4_____)				
45800				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5_____)				
58700	\$8,307.00			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE

DATE ENTERED (AUDIT) \_\_\_\_\_

AUDITING DEPARTMENT INITIALS \_\_\_\_\_



Paul J. Diodati  
Director

# Commonwealth of Massachusetts

## Division of Marine Fisheries

Clean Vessel Act Program

30 Emerson Avenue

Gloucester, MA 01930

Phone: 978.282.0308 x119

Fax: 617.727.3337



### Massachusetts Clean Vessel Act Pumpout Grant Program

James W. Caulkett, Jr.

Name

19 Harbor Loop

Address

Gloucester MA

01930

City

Zip Code

(978) 282 3012

Telephone

(978) 281 4188

Fax

jcaulkett@gloucester-ma.gov

Email

Jim Caulkett

Harbormaster

Contact Person

Title

1. **NAME OF WATER BODY TO BE SERVICED:** Gloucester Harbor

Number of slips in area	<u>250</u>
Number of moorings in area	<u>418</u>
Estimated # of transient boaters during season	<u>700</u>
Existing pumpout facilities	<u>1</u>
Approx. ratio of power/sailing vessels	<u>2/1</u>
Ratio of commercial/recreational vessels	<u>1/5</u>
Approx. # of recreational boats w/holding tanks	<u>400 +/-</u>
Approx. # of boats with portapotties	<u>100 +/-</u>

**Note:** Include copy of nautical chart with locations of proposed and existing pumpout facilities clearly marked. List the Latitude/Longitude coordinates for any existing as well as proposed station(s).

An Agency of the Department of Fish and Game  
Mary B. Griffin, *Commissioner*

2. **DESCRIBE RECREATIONAL AND/OR SAILING ACTIVITIES IN THE AREA:**

Very active season from Memorial Day through Labor Day weekend.

Two major marine events and 4th of July fire works.

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3. **PUMPOUT EQUIPMENT REQUESTED:**

pumpout boat                       shoreside pump                       dump station

(Check appropriate box)

Replace engine for existing boat. See attached comments and quote.

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4. **ESTIMATED TOTAL PROJECT COST (INCLUDING IN-KIND LABOR AND MATERIALS):**

\$ 11,075.43

5. **DESCRIBE HOW WASTE WILL BE HANDLED BETWEEN BOAT AND EVENTUAL DISPOSAL IN LICENSED SEWAGE TREATMENT FACILITY:**

Pumps directly to city sewer system.

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Enos Marine  
6 Cripple Cove Lane  
Gloucester, MA 01930

11/20/2013

To whom it may Concern:

Regarding the Gloucester Harbor masters Pump out boat, the 2001 Honda BF130hp engine swivel housing is beyond repair, salt has prevented grease from allowing the engine to steer properly and we don't believe it will perform safely for the 2014 season. This engine has 870 hours of use and the repair to replace these parts and labor would be well beyond what the engine is worth.

Regards

Gerard Enos  
Enos Marine  
6 Cripple Cove Lane  
Gloucester, MA 01930  
978-281-1935  
enosmarine.com

PIER  
7  
MARINA

# Enos Marine

Complete Marine and Marina Facilities

6 Cripple Cove Lane  
Gloucester, MA 01930  
Ph: 978-281-1935  
Fx: 978-281-4107  
Operated by Rule Marine Service, Inc.  
www.enosmarine.com

MARITIME  
Skiff

IAB INFLATABLES

HONDA  
MARINE

Page	1
Date	11-22-13
Time	11:00:16

GLOUCESTER HARBOR MASTER  
19 HARBOR LOOP  
GLOUCESTER, MA 01930  
Home 978-282-3011  
Work 978-282-3011

## Quote Sheet

Deal Number	GLOU. HARB
Customer Number	9782823012
Invoice Number	0
Salesperson	DE
Delivery Date	

OUTBOARD MOTA - New -2014 HONDA OUTBOARD BF90D2XRT		Stock#	BF90D2XRT	9,500.00
Vin# TBD				
1	H	06240-ZW5-U40	BOX KIT	257.49
2	H	24918-ZY3-7100	PRO-X CABLE, BLK 18'	73.30
1	H	36452-ZW7-210AH	IGN/STP PNL W/PGM-FI	205.99
1	H	32205-ZY6-020AH	20-WIRE MAIN HRN, 20'	88.57
1	H	58130-ZW1-015AH	13 1/2X15 AL PROP	129.70
1	H	06177-ZW1-801AH	FUEL/WATR FLTR, 60GPH	67.89
1	H	06303-ZW5-010ZA	INST SET, BK, DOM, V3	257.49
INSTALLATION AND SET UP				495.00
TOTAL QUOTE				11,075.43

Wallace Software Design (401) 439-3030 • www.wallacedesign.com

Total Quote	11,075.43
Total Deposits	
Total Trades	
Total Payoff	
Total Taxes	

Authorized Signature

Date

\$11,075.43

**Jim Caulkett**

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**From:** Jay Enos <jay@enosmarine.com>  
**Int:** Friday, November 22, 2013 11:02 AM  
**To:** Jim Caulkett  
**Subject:** Unit Sold  
**Attachments:** W001624.pdf

Dear GLOUCESTER HARBOR MASTER,

Jim this includes all labor and set up as well as accessories needed for complete installation of engine.

Jay

**Jim Caulkett**

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**From:** French, Cecil (FWE) <cecil.french@state.ma.us>  
**ant:** Friday, November 22, 2013 10:17 AM  
**o:** Jim Caulkett  
**Subject:** <http://www.mass.gov/eea/docs/dfg/dmf/programsandprojects/cva-application.pdf>

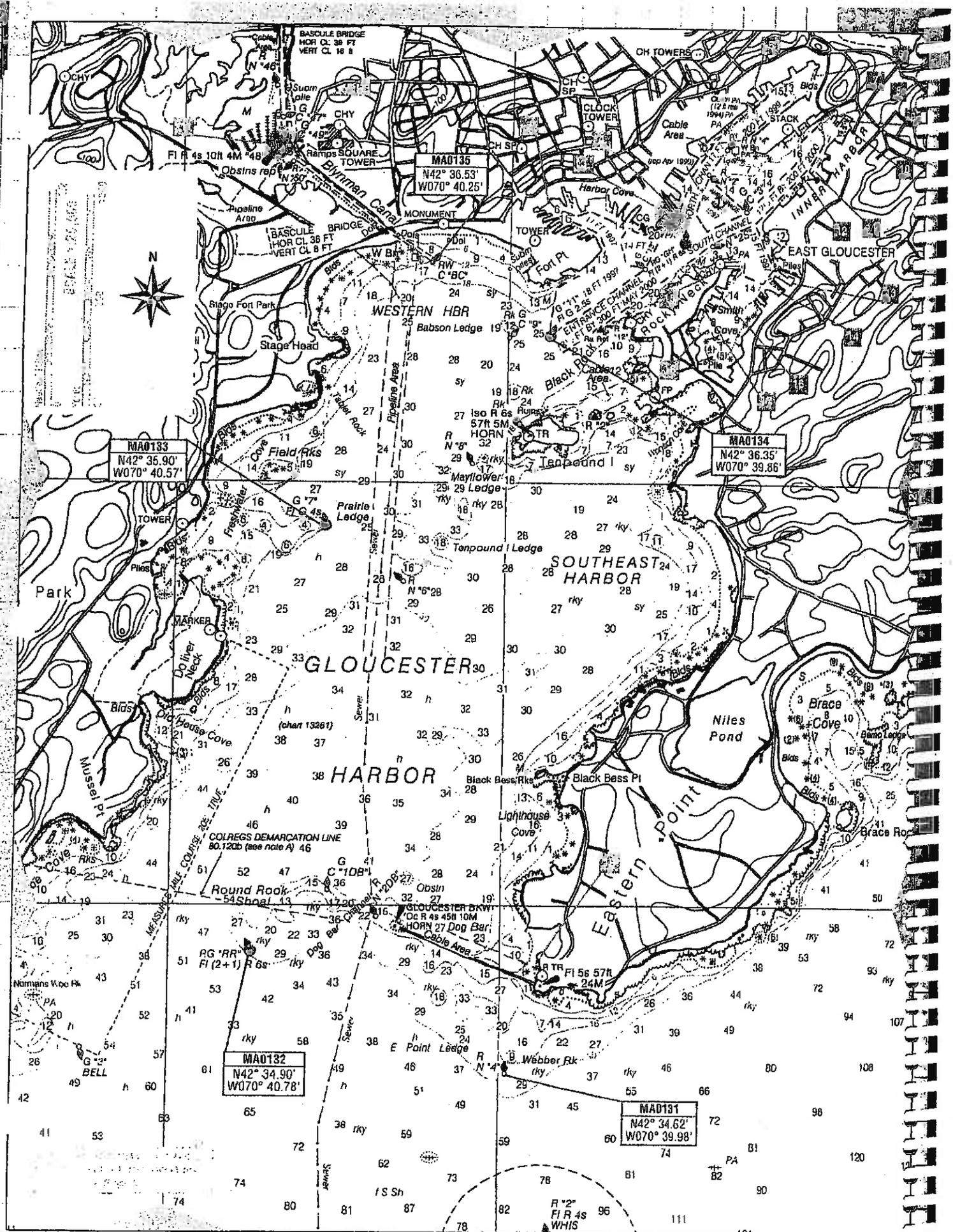
Hi Jim,

Here is the link to the grant request please fill it out and get it back to me as soon as possible( I have to submit my request to the feds on Dec 3<sup>rd</sup>). Its good practice to trade the old engine towards the new as we need to keep any funds received in the CVA program. Let me know if you have any questions.

Cecil French  
Massachusetts Division of Marine Fisheries  
30 Emerson Avenue  
Gloucester MA 01930  
p 978 282 0308 x 119  
f 617 727 3337

**The orange mark on the chartlet is the location of the City's Pumpout boat at the following coordinates; 42 36.38 070 39.31**

**The pink mark on the chartlet is the location of the shore side system and boat operated by Cape Ann Marina at the following coordinates; 42 36.47 070 40.48**



MAD183  
N42° 35.90'  
W070° 40.57'

MAD135  
N42° 36.53'  
W070° 40.25'

MAD134  
N42° 36.35'  
W070° 39.86'

MAD132  
N42° 34.90'  
W070° 40.78'

MAD131  
N42° 34.62'  
W070° 39.98'

GLoucester

HARBOR

SOUTHEAST HARBOR

EASTERN POINT

EAST GLOUCESTER

WESTERN HBR

Niles Pond

Round Rock

GLoucester Bkwy

Wabber Rk

Brace Cove

BASCULE BRIDGE

TOWER

TOWER

Lighthouse Cove

Wabber Rk

FI 5s 57L

PG RR

GLoucester Bkwy

Wabber Rk

Brace Cove

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Brace Cove

City Hall  
Nine Dale Ave  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

## *Memorandum*

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer



Date: December 3, 2013

Re: **Design Services for West Parish School Swing Space Location**

There continues to be ongoing discussions regarding the available options for property that can be used as swing space during the construction of a new West Parish School. While the focus has been narrowed to the Fuller and St Ann's School's, a vote by the School Committee on their preferred location will take place on December 11<sup>th</sup>. Following the School Committee's vote, a request will be submitted to the Mayor, who will make the final decision as to which property will be used as the swing space.

It's very important that whichever property is decided by the Mayor, that design services are necessary to assure that the swing space provides the children, staff and volunteers with a safe, secure, healthy and productive academic environment.

I respectfully request that \$100,000 be transferred from Free Cash to contract services so this time consuming exercise can begin. Please refer this matter to Budget & Finance for their review. Appropriate city staff and designer professionals will be available to answer any questions.

Thank you

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2014**

\*\*\*CITY COUNCIL APPROVAL- 6 VOTES NEEDED\*\*\*

APPROPRIATION # 2014-SA- 6 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Mayor's Office

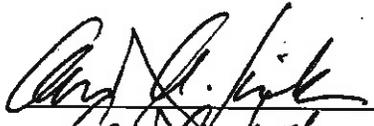
APPROPRIATION AMOUNT: \$ 100,000.00

Account to appropriate from:	Unifund Account #	<u>101000.10.000.35900.0000.00.000.00.000</u>
	Account Description	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$	<u>4,241,342.00</u>
Balance After Appropriation	\$	<u>4,141,342.00</u>

Account Receiving Appropriation:	Unifund Account #	<u>101000.10.472.52000.0000.00.000.00.052</u>
	Account Description	<u>FACILITIES, CONTRACTED SERVICES</u>
Balance Before Appropriation	\$	<u>94,703.07</u>
Balance After Appropriation	\$	<u>194,703.07</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for Swing Space for West Parish School students.

**APPROVALS:**

DEPT. HEAD:  DATE: 12/4/13

ADMINISTRATION:  DATE: 12/4/13

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**EXTRACT FROM 06/12/2013 B&F BUDGET REVIEW #12 PAGES 16 AND 17**

**Appendix 1: MID-YEAR FREE CASH FUNDING REVIEW LIST – TO BE PLACED ON B&F AGENDA 01/09/14:**

1. Dept. 135-City Auditor, line 51100-Salary/Wage-Full Time: Fund Grants Compliance Officer position to 6/30/14 **(\$40,000)**.
2. Dept. 135-City Auditor, line 52000-Contractual Services: Fund two-year OPEB Report **(\$15,000)**.
3. Dept. 161-City Clerk: line 51250-Salary/Wage-Part-time Position: Restore part-time position **(\$12,427)**.
4. Dept. 161-City Clerk, line 58500-Additional Equipment: Fund Laptop Replacement for Clerk of Committees **(\$2,000)**.
5. Dept. 181-Community Development: Line 51100-Funding of second half of the Harbor Planning Director's Salary for FY 2014 **(\$44,258)**.
6. Dept. 220-Fire Department, line 51300-Salary/Wage-Overtime: Add to budget line **(\$100,000)**.
7. Dept. 220-Fire Department, line 55000-Medical/Surgical Supplies: Add to budget line **(\$10,000)**.
8. Dept. 241-Inspectional Services, line 51100-Salary/Wage-Full Time: Fund additional Building Inspector's position **(\$52,000)**.
9. Dept. 470-DPW-Public Property Maintenance, line 52000-Contracted Services: Fund paving for Burnham's Field parking area **(unspecified)**.
10. Dept. 470-DPW-Public Property Maintenance, line 52181-Downtown Improvements: Add to line item for maintenance of the Harborwalk **(\$5,000)**.
11. Dept. 543-Veterans' Services, line 57890-Contribution-Public Relations subheading "Memorial & Square Maintenance: Add to line item for additional maintenance **(\$2,000)**.
12. Dept. 563-Tourism, line 51200: Add to line item for additional hours for the tourism coordinator **(\$2,800)**.
13. Dept. 563-Tourism, line 53500 Tourism Commission, Other Charges: Add to tourism commission budget **(\$50,000)**.

**Total of items marked for mid-year Free Cash review: \$335,485 (plus cost of paving at Burnham's Field parking lot).**