

Budget & Finance Committee
Thursday, February 6, 2014 – 5:00 p.m.
1st Fl. Council Committee Room – City Hall
Minutes

Present: Chair, Councilor Melissa Cox; Vice Chair, Councilor William Fonvielle; Councilor Paul McGeary
Absent: None.

Also Present: Kenny Costa; Jim Duggan; John Dunn; Sarah Garcia; Stephen Winslow; Gregg Cademartori; Harbormaster Jim Caulkett; Jonathan Pope; Dr. Richard Safier; Sandra Dahl-Ronan; Maggie Rosa; Deborah Laurie; Fire Chief Eric Smith; Deputy Fire Chief Miles Schlichte;

The meeting was called to order at 5:10 p.m. Agenda items were taken out of order. The Committee recessed at 6:26 and reconvened at 6:35.

1. Administration's proposed comprehensive plan for free cash

Fire Chief Eric Smith said that the purpose of this appropriation is to continue overtime funding in order to keep the Bay View Fire Station open 24/7, giving the department an additional two to three months of operating expenses. He noted that it will cost approximately \$800,000 in overtime for the remainder of the fiscal year to keep Bay View fire station open. **Chief Smith** said that he would likely have to request further funding in about two to three months depending on staffing variables.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-32 in the amount of \$150,000 (One Hundred Fifty Thousand Dollars) from the General Fund-Undesignated Fund Balance (Free Cash), Account #101000.10.000.35900.0000.00.000.00.000 to Fire Department-Salary/Wages Overtime, Account #101000.10.220.51300.0000.00.000.00.051 for the purpose of supporting the overtime account to cover additional station openings.

Chief Smith explained that this appropriation is for the new Emergency Operations Center (EOC) to wire it for communications and to have a communications tower externally mounted on the school roof. He said the Community Emergency Response Team (CERT) has been to the new EOC as has the Public Health Director. **Deputy Fire Chief Miles Schlichte**, CERT program liaison discussed with **Chief Smith** and the Committee the radio system and what its capabilities are, as well as a 15 foot antenna to act as a mount for an array of communications antennas on the roof of the O'Maley School.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-33 in the amount of \$4,000 (Four Thousand Dollars) from the General Fund-Undesignated Fund Balance (Free Cash), Account #101000.10.000.35900.0000.00.000.00.000 to Civil Defense, Repairs, Maintenance and Supplies, Account #101000.10.291.54300.0000.00.000.00.054 for the purpose of purchasing radio equipment and installation at the new Emergency Operations Center at the O'Maley School.

Chief Smith said this appropriation would be used to support the CERT program and the ongoing costs it incurs in maintaining readiness, as well as for supplies. He explained CERT has a response boat for which there are associated maintenance costs pointing out that CERT is a non-profit (5013(C) organization. **Chief Smith** said up to now there had been an anonymous donor who had subsidized the expense of the response boat. With this transfer, he noted, it will take CERT out of a financial deficit now that the anonymous donor has stepped aside.

Councilor Cox, Chief Smith and **Captain Schlichte** further discussed the funding by the anonymous donor. The anticipated costs of the boat, **Captain Schlichte** noted, will be covered by this transfer. **Councilor Cox** also said CERT will be looking for contributions from groups who ask CERT to participate in assisting at their events like the Blackburn Challenge, as an example.

Captain Schlichte, Chief Smith and **Mr. Costa** discussed the distribution of funds to CERT briefly because it is a non-profit organization that, although works in conjunction with the Fire Department and is managed by that department, it is an independent entity. **Mr. Costa** asked that all the expenses go through the Fire Department as

CERT expenses are a city-wide expense. The Committee requested that Chief Smith, Captain Schlichte and the assistant to the program meet with Mr. Costa to set up an appropriate method for opening purchase orders and submitting invoices for reimbursement.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-34 in the amount of \$10,000 (Ten Thousand Dollars) from the General Fund-Undesignated Fund Balance (Free Cash), Account #101000.10.000.35900.0000.00.000.00.000 to Civil Defense, Repairs, Maintenance and Supplies, Account #101000.10.291.54300.0000.00.000.00.054 for the purpose of supporting the Community Emergency Response Team.

Chief Smith explained that this appropriation is funding a compilation of communication items which includes a repeater for the department's command vehicle, to allow the department to remove itself from Verizon lines. He pointed out there are problems with the lines, in particular background noise, which in turn creates many communications problems particularly from a fire site (line known as "Channel 1"). He pointed out that the department has converted from repeaters to a line of sight method of communication at a fire site, as well as for transmitting the signal back to the dispatcher for recording transmissions primarily. In fixing Channel 1's issues, fiber optics will be utilized which will allow the department to dispense with the phone bill for leased lines from Verizon, he said.

Councilor Cox asked if this would fix all of the department's communication issues. **Chief Smith** said this will help but not completely fix the system; noting that this application repeats the tactical channel back to the dispatcher on a listen-only basis.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-35 in the amount of \$54,000 (Fifty Four Thousand Dollars) from the General Fund-Undesignated Fund Balance (Free Cash), Account #101000.10.000.35900.0000.00.000.00.000 to Fire Department, Replacement of Equipment, Account #101000.10.220.58700.0000.00.000.00.058 for the purpose of purchasing a mobile repeater and installation of fiber optic compatible radio equipment.

Sally Polzin, Personnel Director said the City utilized a consultant, Cooke & Company, to assess the State's health insurance program to support the City's decision-making process in transitioning to the Group Insurance Commission program, and this appropriation will fund the payment for that analysis services. **Mr. Duggan** added that a minimal amount of about \$3,300 of the \$12,300 is for insurance carryovers.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Special Supplemental Appropriation 2014-SA-43 in the amount of \$12,300 (Twelve Thousand Three Hundred Dollars) from the General Fund-Fund Balance Undesignated Fund Balance (Free Cash), Account #101000.10.000.35900.0000.00.000.00.000 to Personnel, Employee Health Insurance, Account #101000.10.152.51750.0000.00.000.00.051 for the purpose of Group Insurance Commission (GIC) Conversion Costs.

Ms. Polzin said during the negotiations with the Gloucester Municipal Administrators Union (GMAA) the union made two concessions to the City: 1) the union gave up its annual sick time buy-back; and 2) as to retirement sick buy-back, it went from a cap of 180 days to 70 days. She said in turn the City agreed to pay the union employees, with the agreed cap of 70 days, a one-time payment of \$45 a day for the days between 70 and 180 days, a quid pro quo. **Ms. Polzin** added GMAAA is the only union that has made this type of agreement with the City to date.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-44 in the amount of \$36,500 (Thirty Six Thousand Five Hundred Dollars) from the General Fund-Fund Balance Undesignated (Free Cash), Account #101000.10.000.35900.0000.00.000.00.000 to Personnel-GMAA Sick Incentive, Account #101000.10.152.51941.0000.00.000.00.051 for the purpose of contract settlement expenses.

Mr. Duggan, responding to **Councilor Cox's** inquiry as to the status of the installation and utilization of a new Records Management System software for use by the Police and Fire Departments. The Councilor noted this system was funded with an appropriation of Free Cash from the previous cycle. **Chief Smith** said the system was purchased and installed by a company, Tri-Tech, that the system is up, and the Police Officer who is the IT liaison for the system is doing the necessary work to be able to address training some of the staff members on the system. **Chief Smith** added that there is a great deal of training involved, but that the computer-aided dispatch portion of the system is up and running, and overall the software is getting closer to full use. The training is on-going, he reported.

2. Memorandum requesting City Council approve of a loan authorization in the amount of \$39,774,111 for the West Parish School Project (West Parish School Schematic Design on City Website under City Council Agendas & Packets)

NOTE: A hard copy and electronic version of the schematic design submission to the MSBA was submitted to the City Clerk's Office on January 21, 2014. This information is posted under City Council Agendas and Packets on the City's website as well: gloucester-ma.gov.)

Mr. Duggan referenced the Mass. School Building Authority (MSBA) supporting documentation forwarded to the Council several weeks ago (on file) and said the loan order request before the Committee is for the rebuilding of a \$65,679 square foot new West Parish School to house 355 students. The estimated budget is \$39,774,111 adjusted to include the procurement for additional modular classrooms (at \$200,000) at Beeman School. It also includes architects' and engineering fees, project management costs, construction, miscellaneous costs, furnishings, equipment, educational technology, contingencies and rehabilitation of the swing space for students during the construction. He noted the presence of the Superintendent of Schools, Dr. Richard Safier; the Chair of the School Committee, Jonathan Pope; and the Owner's Project Manager Kevin Buckley, were available to answer any questions by the Committee.

Mr. Duggan, responding to an inquiry by **Councilor McGeary**, informed the Committee that the MSBA will reimburse the City 59.73 percent of the eligible expenditures under the MSBA's School Building Program. Some costs are not eligible, **Councilor McGeary** noted. **Mr. Duggan** said the City was originally slated to get a 47.73 percent reimbursement from the MSBA. By the City retaining the services a Construction Manager at Risk and other environmental and educational enhancements to the school space, the City has received points by the MSBA to increase the percentage of the reimbursement rate to 59.73 percent of eligible costs which will translate into the City receiving an approximate \$17 million reimbursement of the \$39 million West Parish School Project.

Kevin Buckley, Owner's Project Manager for the West Parish School Project, reviewed at the request of **Councilor McGeary**, what portion of the work is not eligible for reimbursement by the MSBA, and other processes for the building of the school. **Mr. Buckley** transmitted to the Committee the following information regarding the process:

Construction contingencies are allowed but have a limit; the MSBA encourage a 5 percent contingency by the owner for construction problems, the MSBA will only reimburse 1.46 percent of the overall contingencies incurred. Site work almost always costs more than 8 percent of the value of the building, but the MSBA caps that at 8 percent.

The MSBA is only reimbursing at a rate of \$270 per square foot for the cost of the building. Buildings cost more than that. The latest estimate is that the actual cost per square foot is in the range of the high \$300's; and that gap between \$270 and the high \$300's is not reimbursable.

The job of an Owner's Project Manager, based on the square footage of 65,000 square feet which is required by the MSBA for the number of students, and all the other knowns to go into the building, seeks to value engineer a project as much as possible. The West Parish project is through the feasibility schematic design stage, and is now in the design development to construction documents stage and then moves into the bidding phase. With the Construction Manager at Risk (CMR) on board, the Owner's Project Manager will work together with the CMR on the project costs making suggestions where the project can save money.

There are two delivery methods for a municipal building project, one falls under MGL Chapter 149 which is a design/bid/build system, that is, documents are completed, put out to bid and the municipality is obligated to take the lowest bidder. Under MGL Chapter 149A is the system utilizing a Construction Manger at Risk and is the delivery method the City has chosen. A project is advertised for a certain size contract, known as a Request For Qualification (RFQ). Contractors then bid for the project. Of seven contractors who bid on the West Parish Building Project, three were not suited to the City's needs, and the list of eligible contractors was reduced to four highly qualified contractors. Right before the Review Committee interviews, one contractor pulled out. The remaining three contractors were interviewed.

Chosen Contractor: Based on the quality of the proposal, the chosen contractor was rated number one across the board by the Review Committee and came in with the lowest numbers per square foot. The firm is W.T. Rich Company ("the Firm") that is very experienced in Chapter 149A construction, and in the construction of school buildings. The firm, along with the CMR, will now work with the Building Committee to develop the documentation, which takes about eight months, and work through the entire process, making suggestions to save money, and adding value to the creation of the documentation. As soon as the school is vacant at the end of the school year and demolition begins, the firm will already have the trade contractors on board and have established the City's Guaranteed Maximum Price (GMP) to enable getting onto the site immediately thereafter to build the school.

Councilor McGeary asked what if the firm guesses incorrectly on the GMP; what then is the City's recourse. **Mr. Buckley** responded that: the firm knows the total budget who said this budget is well suited and supportive for this type of school in terms of the square foot costs. He noted that the firm doesn't feel it will be a challenge to come up with the quality and size of building the City needs to last 50 years. The firm has a cost estimator and the designer has one as well. The City's cost estimator already worked with the designer to this point to get the square footage number. The cost estimators came in together for a reconciliation meeting, and the two estimators were within just several hundred thousand dollars of each other's estimates. There was a reconciliation between the two estimates, and both entities were very comfortable that the square foot cost settled upon, understanding that the school won't start to be built until eight months from now, it was placed at about \$400 per square foot.

Timelines: **Mr. Buckley** explained that: There will be eight months of documentation and two years of construction. W.T. Rich said \$340-\$360 per square foot is an appropriate cost. The firm will continue with cost estimates and reconcile those numbers creating the GMP. The firm will continue a series of cost estimates in all phases of documentation and continue to reconcile those numbers in order to continue value engineering out items if they need to in order to work out and reach the GMP. Design of the school is at 15 percent completion at this time. The remaining 85 percent still needs to be designed. **Mr. Buckley** described the process by which contingencies are covered to the Committee. As an Owner's Project Manager Mr. Buckley works for the City, it was noted.

Councilor McGeary asked if it was Mr. Buckley's job as the City's representative to see the money is spent properly and be sure it all complies with the specifications. **Mr. Buckley** said the specifications are the responsibility of the designer, and it is part of his job to oversee that. Noting that he is a Registered Architect, whatever he specs into the building will be incorporated also. There is a Site Engineer (formerly known as a Clerk of the Works) reporting to him and will be on site. He said he has a site manager who is coming off the \$100 million project for the new Methuen High School. It is the site manager who will monitor the school construction on a daily basis to see to the correct installation.

Mr. Buckley spoke to the technical matters of specifications and to the state requirements of providing three names of three equal competitors within the specification. The designer will pick the level of quality; except when proprietary technology is involved with the School Department that has to be just one kind of technology, then it can be dispensed with but only under such circumstances. The case would have to be made before the Council to dispense with that requirement under MSBA rules, he pointed out. He noted that W.T. Rich is located in Newton; all three contractors who were interviewed were in state. **Mr. Buckley** said the firm's construction superintendent and assistant construction superintendent both live in Gloucester, and the firm's owner lives in Wenham. The owner, he said, will be the City's project executive, and will be on the job from start to finish.

Councilor McGeary said he assumed this project is being done at the prevailing wage. **Mr. Buckley** said formerly there would have been subcontractor bids. The firm still goes to bid on the trade items such as HVAC, plumbing and electrical; but the remaining trades fall under the CMR which is about 65 percent of the project. **Councilor McGeary** said workers who are employed by the subcontractors are subject to prevailing wage. **Mr. Buckley** confirmed that was the case, as it was for everyone involved; workers had to be paid the prevailing wage. **Councilor McGeary** asked if there was any provision for hiring local workers. **Mr. Duggan** said yes, if their firm is State DCAMM certified (Division of Capital Asset Management and Maintenance) which has certain plateaus of qualifications of certifications. **Mr. Buckley** added by law based on the size of the contract DCAMM certification is required; and not a lot of the smaller contractors have enough years of experience and so don't have DCAMM certification.

Councilor McGeary asked how this loan authorization affects the City's capacity to borrow funds. **Mr. Duggan** said this puts the Administration at the extent of its comfort level for borrowing. Going forward he said the Administration will need to be creative for bonding of capital improvements. That discussion will take place with B&F, he noted, on ways of dedicating revenue towards debt service because it will have to come out of the General Fund which would ultimately affect how City services are delivered. He said the Administration will want to potentially look at dedicating a portion of Free Cash to go towards debt. **Mr. Duggan** said there will be a discussion with the CFO because the Capital Improvement Advisory Board is expecting a Capital Improvement plan within the

next month. There will be, he pointed out, a lot of question marks moving forward; and there will be prioritizing of capital improvements in the immediate future.

Councilor McGeary said while he understood the comfort level for borrowing by the Administration, the City is no where near its theoretical limit which **Mr. Duggan** confirmed. **Mr. Duggan** noted this is about being fiscally responsible and that the Administration wishes to maintain that level and is why the City's bond ratings have improved.

On inquiry by **Councilor Fonvielle**, **Mr. Duggan** explained by maintaining this policy, it costs the City less to do business. **Mr. Duggan** noted that the CFO went out to bid to borrow \$11.8 million in debt and a portion in Bond Anticipation Note (BAN) debt. **Mr. Dunn** further explained that there were seven bidders on the City's bonds, with a low rate of 3.08 percent on 20 year bonds; and for \$6 million on BAN debt the low bid for one year was for 0.18 percent. Those are the markets, he said, and the biggest thing that can be hoped for over the next three years is that interest rate markets don't move. Bond ratings are important, but it is more important where the markets are, he said.

Councilor Cox briefly discussed the content of the loan order language with **Mr. Duggan** and **Mr. Dunn**.

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve the following loan order:

Ordered: That the City appropriate the amount of Thirty Nine Million Seven Hundred Seventy Four Thousand One Hundred Eleven Dollars (\$39,774,111 Dollars) for the purpose of paying costs of construction and furnishing and equipping a new West Parish Elementary School located at 10 Concord Street in Gloucester, Massachusetts, including paying the costs of engineering and architectural plans and specifications, an owner's project manager, demolition of the existing building, acquisition or securing of space associated with housing students at a different, non-city owned location (including renovation costs as necessary to retro-fit the space to suit its needs) and purchasing modular classrooms for the transition, and including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children for at least 50 years, and for which the City may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Building Committee. To meet this appropriation the Treasurer with the approval of the Mayor, is authorized to borrow said amount under M.G.L., Chapter 44, or pursuant to any other enabling authority. The City acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the City incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the City; provided further that any grant that City may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-nine and seventy-three one hundredths percent (59.73%) of eligible, approved project costs as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City and the MSBA.

FURTHER ORDERED: 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.

The Committee noted that this matter will be advertised for public hearing.

Councilor Cox asked if any money from the school district would be put forward towards the Burnham's Field renovation to accommodate the school children to be housed in the swing space at St. Ann's School. **Superintendent of Schools**, Richard Safier, said it would not.

- Memorandum from Community Development Director re: requesting a \$1,120,000 loan authorization as a 20% match to the \$5.6 million in funding from Seaport Advisory Council for repairs to the Stacy Boulevard and Blynman Canal seawalls*

Gregg Cademartori, Planning Director, explained this loan order request coincides with the City's receipt of a grant award from the Seaport Advisory Council of \$5.6 million to conduct repairs to the Stacy Boulevard and Blynman Canal seawalls. The grant requires a 20 percent local match, which comes to \$1.12 million.

Councilor McGeary asked if the City had accepted the grant; to which **Sarah Garcia**, Harbor Planning Director said the acceptance is being held until the accounts are set up with the City Auditor. The letter awarding the grant is in the packet (on file), she noted. The repairs will cover the head of the canal, **Ms. Garcia** noted, and the Stacy Boulevard sea wall towards Stage Fort Park.

Councilor Fonvielle said he assumed this loan covers the replacement of the railing. **Ms. Garcia** said she assumed to be the case also. The Harbormaster noted a design feature for the seawall where there will be a bump out to protect the Fishermen Wives Memorial, for which permission has been granted.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve the following loan order:

ORDERED: That the City of Gloucester appropriates One Million One Hundred Twenty Thousand Dollars (\$1,120,000) to pay costs of seawall reconstruction and construction of public restroom facilities, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44 or pursuant to any other enabling authority. The Mayor and any other appropriate officials of the City are authorized to apply for and accept any and all grants or gifts that may be available to the City to pay costs of the projects.

FURTHER ORDERED: 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.

The Committee noted this matter will be advertised for public hearing.

4. Memorandum, Grant Application & Checklist from Harbor Planning Director re: City Council acceptance of a grant in the amount of \$50,000 for Harbor Planning

Ms. Garcia explained that the Seaport Advisory Council voted to award the City \$50,000 to support the Harbor Planning Director position for the City.

Councilor McGeary pointed out this money is not going to be used directly for salary. **Mr. Duggan** said the \$50,000 request (outlined by memo on file) for free cash is to go to Community Development; the money was for a previous fiscal year. The free cash request is the Community Development Department to do economic development activities, he said, for such things as the potential development of the Fuller building site, he said. There are specific consultants, he noted, that will be required that will cost about \$15,000; and also some of the money will be applied towards economic development activities for I4-C2 and with an eye to the lifting of the Designated Port Area (DPA) for East Gloucester for outside professional services. It doesn't have to be harbor related, he pointed out for **Councilor McGeary**.

The first six months of the Harbor Planning Director's salary was budgeted for FY14 on the General Fund, and this grant will cover the rest of FY14, **Mr. Costa** explained. The free cash is just to go to economic development and has nothing to do with this grant, **Councilor Cox** confirmed with **Mr. Duggan**. **Mr. Duggan** also confirmed with **Mr. Costa** that the way in which this process loop has been closed was appropriate.

Mr. Duggan confirmed for **Councilor Fonvielle** that if the Seaport Advisory Council grant is not available in the future for this position, the Administration intends to fund 100 percent of the salary through the General Fund.

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council under MGL c. 44, §53A accept a grant in the amount of \$50,000 from the Massachusetts Department of Transportation's Seaport Advisory Council to support the Harbor Planning Director position for the City of Gloucester to fund 50 percent of FY14 salary costs.

5. Memorandum from Community Development Director re: an off-cycle recommendation from the Community Preservation Committee for Burnham's Field Phase I Improvements Project

Stephen Winslow, Project Manager for the Community Development Department explained that the Community Preservation Committee (CPC) has received an off-cycle application for funding to support the Burnham's Field Phase I Improvements Project from the Friends of Burnham's Field Committee through the Community Development Department. He said that the project went to bid in November and the low bids came in \$110,000 over the budget and there were additional requests for items for the project. He said the CPC agreed to forward a request for \$122,000 to the Council. This f, he noted, will allow the funding of bathrooms; additional pathways and lighting and also allow a tot area to be built. **Mr. Winslow** said there is some urgency knowing that the West Parish School swing space will be housed at the St. Ann's School and that the children who utilize that school will not be able to use the renovated Burnham's Field. He described the project in brief to the Committee showing them an enlarged architectural rendering of the plans pointing out where play equipment and other amenities will be placed, as well as the expansion of the community garden.

Sandra Dahl-Ronan, Co-Chair of the CPC said it was recognized by the CPC of the importance this project is to the community, neighborhood. Of importance, she noted, was the collaborative support and funding strategy, and so the CPC fully supported the off-cycle funding of the project and were unanimous in their vote. The community is behind this project, she said, which provides benefits for a diverse group of people, not just children. The downtown residents who would like some open green space will be beneficiaries as well, with the field encompassing seven acres, **Ms. Ronan** pointed out that the Friends of Burnham's Field is actively fundraising.

Councilor Cox lauded the work of John McElhenny, a member of the Open Space & Recreation Committee, who she said, has been very active and a driving force in this project but was not able attend the meeting due to business commitments. She noted the extensive work of many community volunteers, and that their work was and continues to be very much appreciated.

Councilor Fonvielle briefly discussed the walking paths with **Mr. Winslow**. **Councilors McGeary** and **Cox** also pointed out and discussed items of interest for the project. **Mr. Winslow** said also discussed the timeline for completion of the renovations to Burnham's Field, estimated to take about eight weeks once they commence.

MOTION: On motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend to the City Council to appropriate \$122,000 (One Hundred Twenty Two Thousand Dollars) from the Community Preservation Act funds as recommended by the Community Preservation Committee for the purpose of the City of Gloucester Burnham's Field Phase 1 Improvements Project to fund new play equipment and refurbish playing surfaces, installation of new pathways and lighting that meet ADA standards including an ADA restroom and appropriate landscaping as part of the overall Burnham's Field Phase 1 Improvement Project. The appropriation will be allocated to the Open Space category and funded by \$25,120 from Unreserved Fund Balance in Fund #270000 and \$96,880 from Open Space Reserve Fund #270100. The project will be tracked in the Community Preservation Fund Capital Projects – Open Space Projects Fund #340009.

The Committee noted this matter will be advertised for public hearing.

6. Memorandum from Harbormaster re: City Council approval for a Launch Fee increase

Harbormaster Jim Caulkett briefly explained to the Committee that the request unanimously supported by the Waterways Board to increase the Gloucester Launch fee to \$5.00 per person with a provision that passengers 12 years old and under are free. The increase is to support annual operating costs of the launch service which include: launch operator salaries, haul out/launch fees, routine maintenance and U.S. Coast Guard inspections. The first year of operation the launch service ran in a deficit, and it is intended to expand launch hours for the 2014 summer season. It is anticipated that while revenues will increase the launch service will experience increased costs in longer hours and the launch operator salary increases that the Board deemed necessary to attract qualified launch operators. He reviewed the document submitted to the Committee (on file) which showed the expenses to run the launch which ran in the red for the first year.

Councilor McGeary said that in the second year the launch service is anticipated to run at a slight deficit but not nearly as much as it did in the first year. **Mr. Caulkett** said the launch hours will be extended, and the launch will run seven days a week. There would be advertising and notices to various yacht clubs.

Councilor Cox confirmed the launch service is only accepting cash. **Mr. Caulkett** said that the card swipe system utilized at the City's beaches would actually slow the operations down as it is only the launch operator on board.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council amend the GCO c. 10 Waterways Board, Sec. 10-51(e) Fees by DELETING from “Fees for the use of the Gloucester Launch shall be Three Dollars (\$3.00)” and ADDING the phrase “Fees for the use of the Gloucester Launch shall be Five Dollars (\$5.00).”

The Committee noted this matter will be advertised for public hearing.

7. Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Transfer Request (#2014-SA-8)

Mr. Caulkett explained this appropriation from the Waterways Board is for a new engine for the main patrol boat and will cover the cost of purchase and installation of the engine. The current engine has over 2,000 hours on it. This rate of use is considered a 20 year use, he said, and the engine is showing signs of wear.

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-8 in the amount of \$16,000 (Sixteen Thousand Dollars) from the Waterways Enterprise Fund, Retained Earnings (“Free Cash”) Account #700000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Boat & Equipment, Account #700000.10.492.57755.0000.00.000.00.058 for the purpose of purchasing and installing a new engine for a 23 foot Parker Patrol Boat.

8. Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Transfer Request (#2014-SA-9)

Mr. Caulkett explained the following: that a careening wall is the seawall, this one at the Ben Smith playground which is facing Capt. Joe’s Fish Market, where boats can pull in at high tide and tie off to the seawall and when the tide goes out the boats then sit on concrete keel blocks. It is those keel blocks that have broken apart. This money will allow for four new keel blocks to be fabricated on land and installed.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-9 in the amount of \$4,900 (Four Thousand Nine Hundred Dollars) from the Waterways Enterprise Fund, Retained Earnings (“Free Cash”) Account #700000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Contractual Services, Account #700000.10.492.52000.0000.00.000.00.052 for the purpose of purchasing new careening wall keel blocks for Cripple Cove Public Landing.

9. Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Transfer Request (#2014-SA-10)

At the request of the Waterways Board, this Supplemental Appropriation was unanimously voted on by the Committee to be withdrawn without prejudice. The Supplemental Appropriation number 2014-SA-10 was retired by the Committee and rendered moot.

10. Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Transfer Request (#2014-SA-11)

Mr. Caulkett explained that funding has been received from the CPA fund which funded 50 percent of the improvement projects to Lobster Cove and Hodgkins Cove public landings, and that this transfer will complete the funding. He briefly described the restoration efforts to be made for the two public landings.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-11 in the amount of \$8,900 (Eight Thousand Nine Hundred Dollars) from the Waterways Enterprise Fund, Retained Earnings (“Free Cash”) Account #700000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Public Landing Improvements, Account #700000.10.492.58760.0000.00.000.00.058 for the purpose of making improvements to the Lobster Cove and Hodgkins Cove Public Landings.

11. Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Transfer Request (#2014-SA-12)

Mr. Caulkett said that this is for the grant match to finish funding the pump out boat engine.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-12 in the amount of \$2,800 (Two Thousand Eight Hundred Dollars) from the Waterways Enterprise Fund, Retained Earnings (“Free Cash”) Account #700000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Boat & Equipment, Account #700000.10.492.58755.0000.00.000.00.058 for the purpose of funding a portion of the purchase of a new engine of the 21 foot Pumpout Boat.

12. Memorandum from Harbormaster & Supplemental Appropriation-Budgetary Transfer Request (#2014-SA-13)

Mr. Caulkett said the \$3,598 is the amount of mitigation fees paid to the Waterways Board for Chapter 91 and has to be put into a specific account for use for any public landing and is a requirement by law. This is reserving the funds and setting it aside; when the Waterways Board is ready to spend it they will come back for a transfer of the funds, **Mr. Costa** advised.

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Supplemental Appropriation 2014-SA-13 in the amount of \$3,598 (Three Thousand Five Hundred Ninety Eight Dollars) from the Waterways Enterprise Fund, Retained Earnings (“Free Cash”) Account #700000.10.000.35900.0000.00.000.00.000 to R/A Municipal Waterways, Transfers In-From Enterprise Funds, Account #720000.10.996.49700.0000.00.000.00.040 for the purpose of transferring funds to the Municipal Waterways Improvements (Chapter 91 Fund) as required by State law.

13. Memorandum from City Auditor re: City Council acceptance of FEMA/MEMA February 2013 Blizzard Grant Reimbursement in the amount of \$229,086.57

Chief Smith said the City put in to recover costs from winter blizzard Nemo from a Federal Emergency Management Agency (FEMA) passed through the Massachusetts Emergency Management Agency (MEMA) February 2013 Blizzard Grant Reimbursement in the amount of \$229,086.57. This money came into the City under each one of the contracts placed for reimbursement, and in aggregate it is the total of \$229,086.57. **Mr. Duggan** said this has to fall to the bottom line because it was from the previous fiscal year. The grant reimbursements are for snowstorm related costs expended by the City on February 8-9, 2013. **Chief Smith** highlighted the efforts of Carol McMahon who coordinated and documented all the City services that were in play during the storm.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council under MGL c. 44, §53A to accept a grant in the amount of \$229,086.57 from the Federal Emergency Management Agency (FEMA) passed through the Massachusetts Emergency Management Agency (MEMA). This grant is for a reimbursement for snowstorm related costs expended by the City on February 8-9, 2013.

14. Memorandum, Grant Application & Checklist from Community Development Director, Public Health Director & Planning Director re: City Council approval to submit grant application to Mass Council on Aging’s Health Aging through the Healthy Community Design grant program in the amount of \$10,000

Mr. Cademartori briefly reviewed the application (memo on file) for a \$10,000 grant to the Mass Council on Aging’s Healthy Aging through the Community Design grant program as follows: The application is being co-sponsored by the Community Development Director, the Public Health Director and the Planning Director. The Community Development Department and the Metropolitan Area Planning Council (MAPC) will initiate a Transit Oriented Development (TOD) planning study of the Railroad Avenue area. The proposed grant project would add a “Safe Routes for Seniors” element to the TOD study which studies the walkability of the Railroad Avenue area for seniors. It was noted that the City’s Council on Aging will be involved with the walkability audit, and the outreach to

residents of the housing complexes in the Railroad Avenue area. The final product will include a map showing the major walking routes for seniors, barriers to walkability along those routes and proposed improvements to reduce or eliminate those barriers. Grant funds will support MAPC's development of the Safe Routes for Seniors element of the TOD study and funding for the Rose Baker Senior Center to participate in the planning effort. Sidewalk projects will be tied into this study to enhance the particular areas. There is no matching funding. This will roll into an additional analysis by MAPC as well.

Mr. Winslow said this effort came out from a Public Health Department forum. This grant opportunity is only available to communities who have the Get Fit! Program, of which Gloucester is one of 10 communities in the State. He reiterated some of the information **Mr. Cademartori** touched upon, and said that there is a possibility for CDBG funding as well.

Councilor McGeary asked if this is part of the Washington Street Corridor project. **Mr. Cademartori** said that is separate. There is an opportunity with the State's Chapter 90 funding for paving projects for Railroad Avenue. This effort will identify opportunities for improvements, not just for paving and help in designing improvements.

Councilor Fonvielle asked if this would impact the railroad crossing at Maplewood Avenue which **Mr. Winslow** said it would not; and they discussed briefly the walking pathways in that immediate area.

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council permit the Community Development and Health Departments to apply to the Massachusetts Council on Aging for a Healthy Aging through Healthy Community Design grant program in the amount of \$10,000.

15. Memorandum, Grant Application & Checklist from Community Development Director & Public Health Director re: City Council Acceptance of Addison Gilbert & Beverly Hospitals' Community Collaborative Grant in the amount of \$6,000 to fund the implementation of the Get Fit Gloucester! Workplace Wellness Initiative 2014

Mr. Winslow announced that the Community Development and the Health Departments application to the Addison Gilbert and Beverly Hospitals' Community Collaborative grant of \$6,000 has been awarded to the City to fund the implementation of the Get Fit Gloucester! Workplace Wellness Initiative in 2014. He noted this is specifically focused on City employees, 1,700 of them and their dependents. He noted some medical conditions that could be improved by this sort of program. This grant money will be used in Year 5 Mass in Motion funds for the initial assessment and planning phase, and the implementation of the workplace wellness plan developed by the Initiative. The implementation phase is expected to encompass things like yoga and nutrition classes, encouraging employees to be more active and eat a healthier diet. For every dollar invested in workplace fitness the savings is \$6. This program is only open to City employees to start with, **Ms. Polzin** confirmed.

Councilor McGeary spoke to Ms. Polzin about additional GIC health insurance resources for wellness programs for access by City employees.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council under MGL c. 44, §53A to accept a grant in the amount of \$6,000 to fund the implementation of the Get Fit Gloucester! Workplace Wellness Initiative 2014 from the Addison Gilbert and Beverly Hospitals' Community Collaborative.

16. CC2014-001 (Verga/McGeary) Request that B&F Committee in consultation with Police Dept. and local merchants consider adopting certain days as "parking meter holidays" to begin in FY14 (Cont'd from 01/23/14) (TBC)

This matter is continued to February 20, 2014.

17. Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report

Mr. Costa reviewed his reports with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:58 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.