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CITY CLERK
GLOUCESTER, MA

2016 JUN -2 AM 9: 25

GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, June 9, 2016 – **5:00 p.m.**
1st Fl. Council Committee Room – City Hall
AGENDA
Individual items from committee reports may be consolidated into a consent agenda.

1. ***Executive Session under MGL c. 30A §21(a) (4) for the purposes of discussing the deployment of security personnel or devices, or strategies with respect thereto***

2. ***Special Budgetary Requests 2016-SBT-31 and -32 from the Police Department***

3. ***Memorandum, Grant Application & Checklist from Police Chief re: City Council acceptance of a FY16 Bulletproof Vest Grant in the amount of $23,270 from USDOJ & EOPSS***

4. ***Memorandum from CFO & Special Budgetary Transfer Request 2016-SBT-33***

5. ***Special Budgetary Request 2016-SBT-34 from City Clerk's Office***

6. ***Petition for Road Repairs in Accordance with GCO Art. VI "Repair of Private Ways," Sec. 21-80 et seq re: Starknaught Road***

7. ***Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report***

COMMITTEE
Chair, Councilor Scott Memhard
Vice Chair, Councilor Joseph Orlando, Jr.
Councilor Joseph Ciolino

CC: Mayor Theken
Jim Destino
Kenny Costa
John Dunn
Police Chief Leonard Campanello
Joanne Senos

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed & other items not listed may also be brought up for discussion to the extent permitted by law. Items may be taken out of order.

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2016

_____INTER-departmental requiring City Council Approval - 6 Votes Required
__X____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2016-SBT- 31 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: **Police**

DATE: **5/16/2016** BALANCE IN ACCOUNT: **$2,000.00**

(FROM) PERSONAL SERVICES ACCOUNT # *Unifund Account #*

(FROM) ORDINARY EXPENSE ACCOUNT # *Unifund Account #* **101000.10.216.54110.0000.00.000.00.054**

Police-Harbors, Gasoline
Account Description

DETAILED EXPLANATION OF SURPLUS: **Funds available**

(TO) PERSONAL SERVICES ACCOUNT # *Unifund Account #* **101000.10.216.51300.0000.00.000.00.051**

(TO) ORDINARY EXPENSE ACCOUNT # *Unifund Account #*

Police-Harbors, Sal/Wage-Overtime
Account Description

DETAILED ANALYSIS OF NEED(S): **Funds needed to cover overtime through 6/30/16.**

TOTAL TRANSFER AMOUNT: **$2,000.00**

FROM ACCOUNT: **$0.00**
TO ACCOUNT: **$3,249.24**

APPROVALS:

DEPT. HEAD: _____ DATE: 5/16/2016

ADMINISTRATION: _____ DATE: 5/18/2016

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2016

_____INTER-departmental requiring City Council Approval - 6 Votes Required
__X____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2016-SBT- 52 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 5/16/2016 BALANCE IN ACCOUNT: $2,827.00

(FROM) PERSONAL SERVICES ACCOUNT # *Unifund Account #*

(FROM) ORDINARY EXPENSE ACCOUNT # *Unifund Account #* 101000.10.216.52520.0000.00.000.00.052

Police-Harbors, Boat/Marine Maint
Account Description

DETAILED EXPLANATION OF SURPLUS: Funds available

(TO) PERSONAL SERVICES ACCOUNT # *Unifund Account #* 101000.10.216.51300.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT # *Unifund Account #*

Police-Harbors, Sal/Wage-Overtime
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to cover overtime through 6/30/16.

TOTAL TRANSFER AMOUNT: $2,827.00

FROM ACCOUNT: $0.00
TO ACCOUNT: $6,076.24

APPROVALS:

DEPT. HEAD: DATE: 5/16/2016

ADMINISTRATION: DATE: 5/18/2016

BUDGET & FINANCE: DATE:

CITY COUNCIL: DATE:

GLOUCESTER POLICE DEPARTMENT
Office of the Chief of Police
197 Main Street
Gloucester, MA 01930

Chief Leonard Campanello
(978)281-9775

Memorandum

May 12, 2016

To: Mayor Sefatia Romeo Theken

From: Leonard Campanello, Chief of Police

RE: City Council Acceptance of FY16 Bullet Proof Vest Grant

Mayor,

The attached grant, which is the same as in previous years, needs to be accepted by City Council so that we may provide ballistic vests to 26 of our officers. There is no cost to the city and there is no match.

Respectfully,

Leonard Campanello
Chief of Police

City of Gloucester
Grant Application and Check List

Granting Authority: State X **Federal** X **Other** _____

Name of Grant: FY16 Bulletproof Vest Program

Department Applying for Grant: Police

Agency-Federal or State application is requested from: USDOJ & EOPSS

Object of the application: Provide 26 vests for officers

Any match requirements: 0 $11,635 State $11,635 Federal =$23,270 total

Mayor's approval to proceed: _____ 5/18/16
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

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City of Gloucester
Grant Application and Check List (Continued)

The following are documents needed by the Auditing Office for grant account creation:

1. **Grant Application**
2. **Grant Award Letter/Standard Contract Approval Form**
3. **Council Order Approval**
4. **Original Grant Account Budget as approved by Grantor**
5. **Amended Grant Account Budget as approved by Grantor (if applicable)**
6. **Any additional information as requested by the Auditing Department**

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Police

ACCOUNT NAME: FY16 Bulletproof Vest Program

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

CFDA # (Required for Federal Grants): 16.607

DATE PREPARED: 5/12/16

OBJECT	ORIGINAL BUDGET	APPROVED AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)				
	$23,270			$0.00
				$0.00
				$0.00
Total:	$0.00	$0.00	$0.00	$0.00
EXPENSE (5_____)				
	$23,270			$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
Total:	$23,270 $0.00	$0.00	$0.00	$0.00

DEPARTMENT HEAD SIGNATURE

DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

FORM: AUDIT ACCOUNT BUDGET - V1

To: Sefatia Romeo Theken, Mayor

From: John P. Dunn, CFO

Date: May 18, 2016

Re: Transfer to the Mayor's Salary Account for Fiscal 2016

At your request, I have calculated the estimated cost of overlap salaries due to the changes in personnel in your office for the balance of Fiscal 2016. Those estimates are as follows:

- Overlap salary for incoming CAO Dan Smith is estimated to be $14,500.
- Overlap salary for incoming Executive Secretary Christopher Sicurenza is estimated to be $6,500.

The total estimated cost of these changes is $21,000.

Such funds are available in the Health Department Salary/Wage account for Permenant Positions and I have attached a Special Budgetary Transfer Request to transfer the funds.

If you are in agreement with the transfer proposed by the attached, please forward this request to the City Council at your earliest convenience. Thank you.

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2016

_____INTER-departmental requiring City Council Approval - 6 Votes Required
_____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2016-SBT- 33 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: **Mayor**

DATE: **5/18/2016** BALANCE IN ACCOUNT: **$59,040.00**

(FROM) PERSONAL SERVICES ACCOUNT # *Unifund Account #* **101000.10.510.51100.0000.00.000.00.051**

(FROM) ORDINARY EXPENSE ACCOUNT # *Unifund Account #*

Public Health - Salary/Wage - Perm Positions
Account Description

DETAILED EXPLANATION OF SURPLUS: **Available Funds**

(TO) PERSONAL SERVICES ACCOUNT # *Unifund Account #* **101000.10.121.51100.0000.00.000.00.051**

(TO) ORDINARY EXPENSE ACCOUNT # *Unifund Account #*

Mayor - Salary/Wage - Perm Positions
Account Description

DETAILED ANALYSIS OF NEED(S): **To cover estimated costs of overlap salaries for the balance of Fiscal 2016**

TOTAL TRANSFER AMOUNT: **$21,000.00**

FROM ACCOUNT: **$38,040.00**
TO ACCOUNT: **$0.00**

APPROVALS:

DEPT. HEAD: DATE: 5/18/2016

ADMINISTRATION: DATE: 5/18/2016

BUDGET & FINANCE: DATE:

CITY COUNCIL: DATE:

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2016

_____INTER-departmental requiring City Council Approval - 6 Votes Required
_____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2016-SBT- 34 ***Auditor's Use Only***

DEPARTMENT REQUESTING TRANSFER: **City Clerk's Office**

DATE: **5/20/2016** BALANCE IN ACCOUNT: **$1,629.72**

Unifund Account #

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # **101000.10.161.53004.000.00.000.052**

City Clerk-Employee Training Seminars

Account Description

DETAILED EXPLANATION OF SURPLUS: **Funds not needed at this time**

Unifund Account #

(TO) PERSONAL SERVICES ACCOUNT # **101000.10.161.51200.0000.00.000.051**

Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT #

City Clerk - Sal Wage/Temp Pos

Account Description

DETAILED ANALYSIS OF NEED(S): **part time seasonal office aide**

TOTAL TRANSFER AMOUNT: **$1,629.72**

FROM ACCOUNT: **$0.00**

TO ACCOUNT: **$3,345.97**

APPROVALS:

DEPT. HEAD: DATE: 5/20/16

ADMINISTRATION: DATE: 5/20/2016

BUDGET & FINANCE: DATE:

CITY COUNCIL: DATE:

Also present: Scott Memhard, Ward 1 Councilor, Joseph Ciolino, City Council President, and Kimbery Voltero, #3 Starknaught Heights.

After discussion the following MOTIONS were made:

MOTIONS FOR PAVING STARKNAUGHT ROAD:

Motion by Susan Destino, seconded by Joseph Correia: That the abutters to private way known as Starknaught Road petition the City to improve Starknaught Road at a cost not to exceed $71,000.

VOTING In Favor (10 votes): Joseph (#14 Starknaught Heights), Joseph (3 Starknaught), King, Egger, Destino, Correia (#8), Correia (#10), Matta, Duason. Stuart.
VOTING Opposed: (6 votes): Gusatferro, Silva, Rice (#15), Zink (#18), Zink (#20), Rice (#13 Oxford).
MOTION PASSES, 10 – 6, being a majority of all abutters

Motion by Susan Destino, seconded by Joseph Correia: That the abutters to private way known as Starknaught Road agree to pay for the cost of improving Starknaught Road pursuant to the Gloucester Code of Ordinances Section 21-83.

VOTING In Favor (10 votes): Joseph (#14 Starknaught Heights), Joseph (3 Starknaught), King, Egger, Destino, Correia (#8), Correia (#10), Matta, Duason. Stuart.
VOTING Opposed: (6 votes): Gusatferro, Silva, Rice (#15), Zink (#18), Zink (#20), Rice (#13 Oxford).
MOTION PASSES, 10 – 6, being a majority of all abutters

Meeting Adjourned at 8 PM

Respectfully submitted,
Scott Memhard, City Councilor, Ward 1

3/17/2016

To: Gloucester City Clerk
Date: March 24, 2016

RE: Re-submission of Citizen Petition Requesting Paving of Starknaught Road

As you are aware, in conjunction with the Starknaught Heights, Joseph's Way, and Oxford Road Betterment Paving Project as per GCO Article VI "Repair of Private Ways," Section 21-80, abutters to Starknaught Road hereby also petition & request paving of their road.

This is a re-submission of a Petition which had been previously voted and presented to the Gloucester City Council, but withdrawn without prejudice (B&F 12/10/15; CC 12/15/15).

Most recently, a Certified Mail Notice of Public Meeting (copy with receipts attached) from three residents/abutters, Nancy Egger, Susan Destino and Joseph Correia, was mailed to all abutters of record, and posted by the City Clerk. This notice called for an abutters' meeting, to be held Thursday, March 17, 2016, in Gloucester City Hall. As reflected in the attached minutes from that meeting, following discussion, a majority of all legal abutters to Starknaught Road then voted to both pave and pay for their Starknaught Road improvements.

If anything further is required to advance this Petition, please so advise.

Respectfully submitted,

Scott Memhard, Gloucester City Councilor for Ward I
(attachments)

CITY CLERK
GLOUCESTER, MA
16 MAR 18 PM 12: 21

PROPERTY OWNERS PETITION FORM

We, the undersigned, being the owners of property having frontage on

STARKNAUGHT ROAD, GLOUCESTER, MA

A private way which has been opened to the public for at least six (6) years, request the City of Gloucester to repair said road using the full powers vested with the City. We agree to provide all easements, rights of way, designs, permits and legal certifications necessary for said improvements. The cost resulting from the improvements to be carried out are described in Section 21-83, "Funding for approved Construction and Repair", *Code of Ordinances.*

The full cost of this project is understood to be not in excess of $71,000.

Name:	Address:	Phone:	Frontage:	Map & Lot:
See attached list				

Dated: March 17, 2016

3/17/16 Meeting: Starknaught Rd.

CITY CLERK
GLOUCESTER, MA
16 MAR 18 PM 12:21

Name	Address	Phone	Email
Sue Destino	7 Starknaught Rd	978-290 1583	sdestino@comcast.net
Michael King (Jack & Donna King)	4 Starknaught Rd.	781-760-9268	
Michael Joseph	14 Starknaught Hts	5082842842	
Glenn Zink	17 Oxford Rd Rear	978-290-1166	
Joseph Stuart	12 Oxford Road Unit 2	978-290-6941	
Joseph Comia	10 Starknaught	781 589-1847	
Kristine M Joseph	14 Starknaught Hts + 3 Starknaught Rd		
Maria E Silva	17 Starknaught Rd		
Nancy Egger	5 Starknaught Rd	78-396-8487	eggerbach@verizon.net
Cheri Matta	16 Starknaught Rd.	978-821-1668	
Michelle Duason	12 Oxford Road		
Michelle Duason			

Democracy

16/20

18 . abutters
. 18 total

K 51%

X Testaverde
X Aiello

15 Present

16 w/ Jay

10 yes/ 6

9

$71,000

CITY CLERK
GLOUCESTER, MA
16 MAR 18 PM 12:21

Starknaught Road Abutters

Finance		Party	#		
–	Starknaught Heights	–	12		Aiello, Garland
yes	Starknaught Heights	yes	14	✓	Joseph, John & Jeannette
yes	Starknaught Road	yes	3	✓	Joseph, John
yes	Starknaught Road	yes	4	✓	King, Michael & Elizabeth (father)
yes	Starknaught Road	yes	5	✓	Egger, Nancy Linda foot
yes	Starknaught Road	yes	7	✓	Destino, John & Susan
yes	Starknaught Road	yes	8	✓	Correia, Joseph & Susan
NO	Starknaught Road	NO	9		Gustaferro, Frank & Ann ✓
yes	Starknaught Road	yes	10	✓	Correia, Joseph
–	Starknaught Road	–	14		Festaverde, Steven & Mary
NO	Starknaught Road	NO	15	✓	Rice, Janet & Shea, Daniel
yes	Starknaught Road	yes	16	✓	Matta, Paul & Cheryl Fleming
NO	Starknaught Road	NO	17	✓	Silva, Emidico & Maria
NO	Starknaught Road	NO	18	✓	Zink, Wayne & Glenda
NO	Starknaught Road	NO	20	✓	Zink, Wayne & Glenda
yes	Oxford Road	yes	12a	✓	Duason, Michele
yes	Oxford Road	yes	12b	✓	Stuart, Joseph
NO	Oxford Road	NO		✓	Rice, Janet

17 51% =9

#18

10 yes
5 NO

62.5% : Yes
37.5% : NO

Passes

Scott Menhard
Joe Ciolino
Kimberly Voltere

Vote 3/17/16 Gloucester City Hall
Third Floor Conference Room

Minutes of Starknaught Road Paving meeting:

The meeting was duly noticed and called to order at 7 pm on Thursday, March 17, 2016. The following Starknaught Road abutters (in black below) were in attendance:

#12 Starknaught Heights	NOT PRESENT	Aiello, Garland
#14 Starknaught Heights		✓ **Joseph, John & Jeannette**
#3 Starknaught Road		✓ **Joseph, John**
#4 Starknaught Road	**Represented by parents, Jack & Donna King**	✓ **King, Michael & Elizabeth**
#5 Starknaught Road		✓ **Egger, Nancy**
#7 Starknaught Road		✓ **Destino, John & Susan**
#8 Starknaught Road		✓ **Correia, Joseph & Susan**
#9 Starknaught Road	**Represented by Janet Rice**	✓ **Gustaferro, Frank & Ann**
#10 Starknaught Road		✓ **Correia, Joseph**
#14 Starknaught Road	NOT PRESENT	Testaverde, Steven & Mary
#15 Starknaught Road		✓ **Rice, Janet & Shay, Daniel**
#16 Starknaught Road		✓ **Matta, Paul & Cheryl**
#17 Starknaught Road		✓ **Silva, Emidico & Maria**
#18 Starknaught Road		✓ **Zink, Wayne & Glenda**
#20 Starknaught Road		✓ **Zink, Wayne & Glenda**
12a Oxford Road		✓ **Duason, Michele**
12b Oxford Road		✓ **Stuart, Joseph**
13 Oxford Road		✓ **Rice, Janet & Shay, Daniel**