

Budget & Finance Committee
Thursday, June 9, 2016 – 5:00 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor R. Scott Memhard; Vice Chair, Councilor Joseph Orlando, Jr.; Councilor Joseph Ciolino

Absent: None.

Also Present: Kenny Costa; John Dunn; Police Chief Leonard Campanello; John Dunn; Dan Smith

The meeting convened at 5:06 p.m. with a quorum of the City Council present until 5:45 p.m. when the Councilors left the meeting: Councilors Gilman, Nolan, O’Hara, Cox, and Lundberg.

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*

Councilor Memhard, Chair of the Budget & Finance Committee announced that in order for the Budget & Finance Committee to go into executive session, the Committee must adhere to Massachusetts General Laws. “As Chair I declare that the June 9, 2016 regularly scheduled meeting of the Budget & Finance Committee has been duly posted and has been called to order. We are now in open session, and there is a quorum of the Committee present. Before the Committee can vote to go into Executive Session, the purpose of the Executive Session must be stated:

I declare the purpose of the Executive Session is to discuss the deployment of security personnel or devices or strategies with respect thereto, and, as the Chair, I declare that an open meeting may have a detrimental effect on the position of the public body. I further declare that it is the intent of the Committee is to reconvene back into open session to continue with the balance of our agenda after the Executive Session. Therefore, I will entertain a motion: That the Budget & Finance Committee and its staff go into Executive Session.

MOTION: On motion by Councilor Memhard, seconded by Councilor Orlando, the Budget & Finance Committee by ROLL CALL voted 3 in favor, 0 opposed, to call the Budget & Finance Committee, Committee staff, and hired consultant(s) to enter into Executive Session in accordance with MGL Chapter 30A, §21(a) (4) for the purposes of discussing the deployment of security personnel or devices or strategies with respect thereto.

Councilor Memhard stated, “I hereby announce that the roll call vote is 3 in favor, 0 opposed. We shall now convene into Executive Session and will reconvene to continue the balance of our agenda.”

The Executive Session was convened at 5:08 p.m. and was ended at 5:44 p.m. by roll call vote of the Council and of the B&F Committee. No other motions were entertained during the Executive Session other than to close the Executive Session.

The Budget & Finance Committee returned to Open Session in the 1st Floor Council Committee Room at 5:45 p.m. and voted unanimously to continue the Budget & Finance Committee meeting at that same time.

When the Budget & Finance Committee reconvened there was no longer a quorum of the City Council as no Councilors remained in the room excepting the Committee.

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

Police Chief Leonard Campanello said that both 2016-SBT-31 and -32 are to cover the Police Boat staff overtime and are typical transfers this time of year. Funds come from the Police Harbors accounts for Gasoline and Boat/Marine Maintenance respectively.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-31 in the amount of \$2,000 from Account

#101000.10.216.54110.0000.00.000.00.054, Police-Harbors, Gasoline to Account
#101000.10.216.51300.0000.00.000.00.051 Police-Harbors, Salary/Wages-Overtime for the purpose of covering an anticipated account deficit through June 30, 2016.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-32 in the amount of \$2,827 from Account #101000.10.216.52520.0000.00.000.00.052, Police-Harbors, Boat/Marine Maintenance to Account #101000.10.216.51300.0000.00.000.00.051 Police-Harbors, Salary/Wages-Overtime for the purpose of covering an anticipated account deficit through June 30, 2016.

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

Chief Campanello said that this is a federal grant, the same as in previous years, that has provided bulletproof vests to the Gloucester Police Department every year. He said it is a U.S. Dept. of Justice grant passed through the Mass. Executive Office of Public Safety and this year will allow them to purchase 26 vests. There is no cost to the city, and there is no match, he pointed out.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council under MGL c. 44, §53A accept a FY16 Bulletproof Vest Program Grant from the U.S. Department of Justice passed through the Massachusetts Executive Office of Public Safety in the amount of \$23,270 for the purpose of providing ballistic vests to 26 officers of the Gloucester Police Department.

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

John Dunn, CFO, explained that at the request of the Mayor he has estimated the cost of overlap salaries due to the changes in personnel in the Mayor's office for the balance of FY16. They are:

- Overlap salary for incoming CAO, Dan Smith, estimated at \$14,500;
- Overlap salary for incoming Executive Secretary, Christopher Sicurenza, estimated at \$6,500.

The total estimated cost of these changes is \$21,000, he said, and reported funds are available in the Public Health Dept.'s Salary/Wage account for Permanent Positions, due to lag money. If they don't need all this money it will fund to the bottom line. This is the transition time in the Mayor's office, and it is necessary to have this overlap for training purposes.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-33 in the amount of \$21,000 from Account #101000.10.510.51100.0000.00.000.00.051, Public Health, Salary/Wages-Permanent Position to Account #101000.10.121.51100.0000.00.000.00.051 Mayor, Salary/Wages-Permanent Positions, for the purpose of covering overlap salaries in the Mayor's office for the positions of Chief Administrative Officer and Executive Secretary to June 30, 2016.

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

Mr. Dunn said that the City Clerk's office is short-staffed due to the lack of a City Clerk, and needed part-time seasonal office assistance. This will cover that position until June 30, he advised.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-34 in the amount of \$1,629.72 from Account #101000.10.161.53004.0000.00.000.00.052, City Clerk, Employee Training Seminars to Account #101000.10.161.51200.0000.00.000.00.051 City Clerk, Salary/Wages-Temporary Position, for the purpose of funding a part-time seasonal office aid for the City Clerk's Department.

7. *Petition for road repairs in accordance with GCO Art. VI "Repair of Private Ways" Sec. 21-80 et seq re: Starknaught Road*

Councilor Memhard noted the presence of Starknaught Road resident, Janet Rice. **Mr. Dunn** advised the Committee that this petition has to go through the ordinance process and the designated Councilor, in this case Councilor Memhard, has to ask for funding. There is no input from the Administration as of yet as required by ordinance, he said. This needs to be completed and then to identify what is needed to do the project. He said that it has to go through B&F to the Mayor and the DPW Director and then back to the Committee and then to the Council for a public hearing. **Councilor Memhard** said this is a well-intentioned effort to address the needs of the abutters of Starknaught Road, a majority of whom who want to see a public/private repair and repavement of their road, and have agreed to bear the cost of the project completely through a 100% betterment.

The Committee determined in consultation with Mr. Dunn that what was needed for the process to move forward for the Committee to consider the whole project was a recommendation of the Mayor and voted as follows.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the Mayor under Sec. 21-80 et seq of the Gloucester Code of Ordinances to provide the Budget & Finance Committee with her recommendations on the petition of the abutters of Starknaught Road to repair/repave the private way at a project cost not to exceed \$71,000; one hundred percent of the costs to be borne by abutters and assessed as betterments.

This matter will return to the B&F Committee's agenda for further consideration upon receipt of the Mayor's recommendation.

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

Mr. Costa briefly discussed the reports on accounts having expenditures which exceed their authorization and the Auditor's Report with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:05 p.m.

Respectfully submitted,
Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report dated 9 June 16