

CITY CLERK
GLOUCESTER, MA

2016 JUN 16 AM 8:34



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, June 23, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall

AGENDA

Individual items from committee reports may be consolidated into a consent agenda.

1. *Memo from Community Development Director re: Council acceptance of revised amount of \$60,596 for the Program Year 2016 HOME funds from the North Shore Consortium*
2. *Special Budgetary Transfer 2016-SBT-35 from Dept. of Public Works*
3. *Special Appropriation-Budgetary Transfer Requests, 2016-SA-26, -27, & -28 from Harbormaster*
4. *Memo from CFO on behalf of Environmental Engineer re: loan order request of funding for Phase 2 Sewer Conveyance Upgrades at the Gloucester Ave. & Breezy Point Sewer Pump Stations*
5. *Memorandum from Building Inspector re: request one-time relief for \$70,000 annual spending cap on the Secure Vacant Buildings line item to secure the “unsafe and dangerous” Fuller School site*
6. *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
Mike Hale
Harbormaster Jim Caulkett
Tom Daniel/Debbie Laurie
Bill Sanborn

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.

3 Pond Road
Gloucester, MA 01930



Tel 978-282-3027

Fax 978-282-3035

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT
GRANTS OFFICE

Memorandum

TO: Sefatia Romeo Theken, Mayor
FROM: Tom Daniel, Community Development Director
CC: Deborah Laurie, Senior Project Manager
Emily Freedman, Senior Project Manager
DATE: May 31, 2016

SUBJECT: Program Year 2016 HOME Funds Increase

On May 10, 2016, the City Council voted to accept an award of \$60,160 of HOME funds from the North Shore Home Consortium. We have now received a notice that this amount has been increased to \$60,596. We ask the City Council to accept this new allocation for our Program Year 2016 HOME Fund Allocation. The HOME fund award will be utilized for a new Tenant Based Rental Assistance Program for the City.

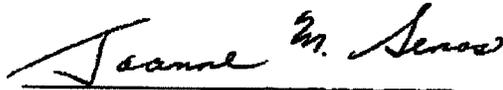


**Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2016-076**

The Gloucester City Council, at a meeting held on **Tuesday, May 10, 2016** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

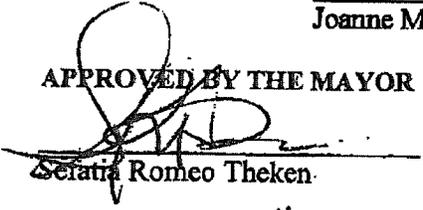
MOTION: On a motion by Councilor Memhard, seconded by Councilor Orlando, the City Council voted 9 in favor, 0 opposed, under MGL c. 44, §53A accept federal grants in the amount of \$608,765 for the Community Development Block Grant Program from the U.S. Department of Housing and Urban Development for Program Year 2016/Fiscal Year 2017 and the HOME grant from the North Shore HOME Consortium for Program Year 2016/Fiscal Year 2017 in the amount of \$60,161.



Joanne M. Senos, Interim City Clerk

Date: MAY 12 2016

APPROVED BY THE MAYOR


Sefatia Romeo Theken

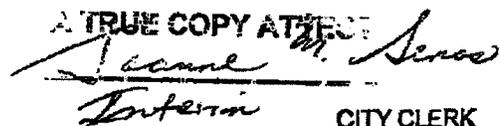
VETOED BY THE MAYOR

Sefatia Romeo Theken

SIGNED THIS 12th DAY OF MAY, 2016

All Ordinances shall become effective 31 days after passage except
Emergency Orders and Zoning Amendments shall become effective the next day.

A TRUE COPY ATTEST


Interim CITY CLERK

**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- 35 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Dept. of Public Works

DATE: 5/19/2016 BALANCE IN ACCOUNT: \$31,520.93

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.499.54110.0000.00.000.00.055
Central Gasoline
Account Description

DETAILED EXPLANATION OF SURPLUS: Low fuel costs kept gas purchase costs lower than expected

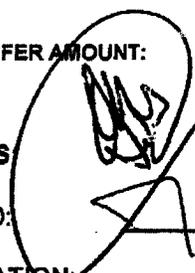
(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.470.52150.0000.00.000.00.052
Public Services Natural Gas
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to ensure coverage of police details for paving, etc.

TOTAL TRANSFER AMOUNT: \$10,000.00

FROM ACCOUNT: \$21,520.93
 TO ACCOUNT: \$0.00

APPROVALS

DEPT. HEAD:  _____ DATE: 20 MAY 16

ADMINISTRATION: _____ DATE: _____

BUDGET & FINANCE: _____ 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 Sefatia Romeo Theken
Date: May 31, 2016
Subject: Supplemental Appropriation-Budgetary Request

Mayor Theken,

In your next Report to Council will you please include the three (03) attached Supplemental Appropriation-Budgetary Requests.

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

Respectfully

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2016

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

APPROPRIATION # 2016-SA- 26 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

Hautonmaster

APPROPRIATION AMOUNT:

\$8,159.00

Account to appropriate from:

Unfund Account #

73000

Account Description

DM JUDAN BUD BOND

Balance Before Appropriation

\$24,000.00

Balance After Appropriation

\$ 15,841.00

Account Receiving Appropriation:

Unfund Account #

70000

51100

Account Description

SAL/WAGE FERN

Balance Before Appropriation

\$42,709.82

Balance After Appropriation

\$ 50,818.82

DETAILED ANALYSIS OF NEED(S):

APPROVALS:

DEPT. HEAD:

[Signature]

DATE:

5/31/2016

ADMINISTRATION:

DATE:

BUDGET & FINANCE:

DATE:

CITY COUNCIL:

DATE:

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2016

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

APPROPRIATION # 2016-SA- 27 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

Hautmaster

APPROPRIATION AMOUNT:

\$18,000.00

Account to appropriate from:

Unfund Account #

76 0000

Account Description

WATERWAYS GENERAL STABILIZATION

Balance Before Appropriation

\$18,000.00

Balance After Appropriation

\$

0.00

Account Receiving Appropriation:

Unfund Account #

700000

57100

Account Description

SAL / WORK PERM

Balance Before Appropriation

\$24,709.82

Balance After Appropriation

\$

42,709.82

DETAILED ANALYSIS OF NEED(S):

APPROVALS:

DEPT. HEAD:

[Signature]

DATE:

5/31/2014

ADMINISTRATION:

DATE:

BUDGET & FINANCE:

DATE:

CITY COUNCIL:

DATE:

City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2016

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

APPROPRIATION # 2016-SA- 28 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: HARBORMASTER

APPROPRIATION AMOUNT: \$9,000.00

Account to appropriate from:
Unfund Account # 700000
Account Description RETAINED EARNINGS
Balance Before Appropriation \$ 9,182.48
Balance After Appropriation \$ 182.48

Account Receiving Appropriation:
Unfund Account # 700000
Account Description SAL/WAGE PERM
Balance Before Appropriation \$ 15,709.82
Balance After Appropriation \$ 24,709.82

DETAILED ANALYSIS OF NEED(S):

APPROVALS:

DEPT. HEAD: [Signature] DATE: 5/31/2016
ADMINISTRATION: _____ DATE: _____
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-281-8472
jdunn@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Sefatia Romeo Theken, Mayor
From: John P. Dunn, CFO 
Date: June 8, 2016
Re: Sewer Pump Station Loan Order

The attached memo from Lawrence Durkin, P.E. – Environmental Engineer requests the approval of funding for Phase 2 Sewer Conveyance Upgrades at the Gloucester Avenue and Breezy Point Sewer Pump Stations. Mr. Durkin is recommending an appropriation in the amount of \$1.3 million to fund such upgrades.

I have requested a form of loan order for this appropriation from Bond Counsel but do not yet have it in hand as there is some underlying documentation to be reviewed before the form of order can be supplied. Because the approval of this request is time sensitive, as noted in Mr. Durkin's memo, I am proposing that we include this request in the next Mayor's report with the form of loan order to be included in the information that will be referred to the Committee on Budget and Finance before they take action.

Thank you.

WATER COMPLIANCE OFFICE
50 ESSEX AVENUE
GLOUCESTER, MA 01930



LAWRENCE A. DURKIN, P.E.
TEL 978-281-9792
FAX 978-281-9724
ldurkin@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: May 25, 2016

To: Mayor Sefatia Romeo Theken
James Destino, Chief Administrative Officer
Michael Hale, Director of Public Works

From: Lawrence Durkin, P.E. - Environmental Engineer - DPW

Re: Request for Funding - Phase 2 Sewer Conveyance Upgrades at the Gloucester Avenue and Breezy Point Sewer Pump Stations

This memorandum requests funding for Phase 2 Sewer Conveyance Upgrades at the Gloucester Avenue and Breezy Point Sewer Pump Stations:

- Engineered Bidding Documents: \$150,000
- Construction: \$1,000,000
- Construction Administration: \$150,000

Total \$1,300,000

Phase 1 Sewer Conveyance Upgrades is the US. Department of Commerce Economic Development Administration (EDA) Blackburn Industrial Park Sewerage Conveyance Upgrades which is 50% EDA and City Funded.

The DPW's consultant last August submitted a Project Evaluation Form for this project to MassDEP and it has been selected under MassDEP Final 2016 Intended Use Plan (IUP), for financing through the Clean Water State Revolving Fund (CWSRF) loan program (ID #4112) <http://www.mass.gov/eea/docs/dep/water/approvals/year-thru-alpha/06-thru-d/16cwiupf.pdf>. The CWSRF financing consists of low interest loans and normally 10% principle loan forgiveness as Gloucester is an Environmental Justice Community (<http://www.mass.gov/eea/agencies/massdep/service/justice/>). CWSRF financing is applicable for construction and construction administration costs and not engineering bidding documents. The City must appropriate the total project amount.

It is important that these projects receive funding as they are necessary to safeguard public health, public safety, environmental and regulatory compliance, and ensure water supply adequacy. **In order to receive State low interest loans this funding request must be appropriated by the end of June 2016.**



CITY OF GLOUCESTER
INSPECTIONAL SERVICES
3 POND ROAD □ GLOUCESTER MA 01930
PHONE 978-281-9774 FAX 978-282-3036

May 31, 2016

Mayor Sefatia Romeo-Theken
City Hall
9 Dale Avenue
Gloucester, MA 01930

Re: Fuller School
4 School House Road
Map 262 Lot 14

UNSAFE & DANGEROUS

This is to notify you that the Fuller School being vacant, with the utilities having been shut off and in its present unsecured condition is an unsafe and dangerous building.

The building has become Unsafe and Dangerous as described in the Massachusetts State Building Code 8th Edition-*Unsafe Structure*, the City of Gloucester Zoning Ordinance, and 2009 International Building Code (IBC) 116 *UNSAFE STRUCTURE*.

You are hereby required to board up the building immediately.

I can be reached at the above phone number if you have any questions.

Sincerely,

William Sanborn
Inspector of Buildings

WS/llm

Cc: Dan Smith, Chief Admin. Officer
Jim Hafey, Facilities Manager
Mike Hale, DPW Director

City Hall
Nine Dale Avenue
Gloucester, MA. 01930



TEL 978 281 9710
FAX 978 281 8763
purchasing@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE PURCHASING AGENT
www.gloucester-ma.gov

Emergency Waiver of the Public bidding
laws under MGL c. 149 sec. 44A (4) &
44J (6) is hereby granted on this

19th day of May, 2016 #

To: Carol Gladstone, Commissioner
Commonwealth of Massachusetts
Division of Capital Asset Management and Maintenance
One Ashburton Place 16th Floor
Boston, MA 02108

Attn: Office of the General Counsel

From: Donna Compton - Purchasing Agent

Date: May 19, 2016

Re: Request for a Waiver from Public Notice and Bidding Requirement


George N. Matthews, Esq.
Deputy General Counsel
Emergency Waiver No. 21625

* for minimum work to alleviate
the emergency. Obtain/Request
minimum three competitive
quotes.

Dear Ms. Gladstone,

The City of Gloucester requests a waiver from the public notice and bidding requirements of the Commonwealth of Massachusetts to address an immediate public health risk to its residents.

The City received notification yesterday from the Police Dept. that the Fuller School, which has been vacant, is being broken into and homeless individuals are staying in it. The building has mold and asbestos in it and deemed unsafe to be in. It must be closed off from entry as soon as possible. The scope of work would include boarding up of all the windows in the building at an approximate cost of \$50,000.00.

If the waiver is approved the Purchasing Department will initiate the following action plan:

1. Prevailing wages will be requested today
2. Request written, faxed or emailed quotes from contractors and award the contract to the low responsive and responsible bidder.
3. A 50% Payment bond will be required from the contractor.

Advertising requirements would jeopardize the health and safety of our citizens. If you approve a waiver, the City will have taken all of the procurement steps practical to conduct this emergency work.

If you have any questions or requirements, let us know.

Respectfully,

Donna Compton
Purchasing Agent



ACTION EMERGENCY RESTORATION SERVICES INC



23-1/2 Hour Board-Up and Disaster Services

**Debris Removal
Flood Pumping
Demolition
Est. 1988**

**Phone: 781-286-3900
Toll Free: 1-800-BOARD-IT
1087 Broadway
Revere, MA. 02151**

**Auto Repair
Auto Body
Towing
Fully Insured**

**City of Gloucester
Department of Public Works
9 Dale Avenue
Gloucester, MA 01930**

Attention Jay Hafey

Mr. Hafey,

Action Companies is pleased to provide the following quote to board and secure your abandoned school building. 336 openings consisting of windows and doors will be secured. All labor and material will be provided by Action Emergency Services. All work will be performed under prevailing wage program.

Total cost is \$46,950.

**Mike Zaccaria
Chief of Operations
Action Companies
781-286-3900**