

CITY CLERK  
GLOUCESTER, MA

2016 SEP 14 PM 3:02

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GLOUCESTER CITY COUNCIL  
**Budget & Finance Committee**  
Thursday, September 22, 2016 – 5:30 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall

**AGENDA**

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

1. *Memorandum from Harbormaster re: request to accept a donation/sale of the Cape Ann Emergency Response Team (CERT) boat for the Harbormaster's Office*
2. *Special Budgetary Transfer 2017-SBT-1 from the Police Department*
3. *Special Budgetary Transfer 2017-SBT-2 from the Fire Department*
4. *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  
Dan Smith/Chris Sicuranza  
Kenny Costa  
John Dunn  
Harbormaster T.J. Ciarametaro  
Acting Police Chief John McCarthy  
Fire Chief Eric Smith/Assistant Fire Chief Tom Aiello

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.

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**CITY OF GLOUCESTER  
OFFICE OF HARBORMASTER**

**TO: City Council**  
**FROM: Thomas Ciarametaro Jr, Harbormaster**  
**DATE: 8/31/2016**  
**RE: 25ft Parker Donation/Sale**

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To Mayor Romeo Theken & City Council:

I am requesting that a donation/sale of the Cape Ann Emergency Response Team (CERT) boat to be brought before city council for approval. I plan to buy this boat from the sole owner for 1 dollar. This 25ft Parker will serve as an asset to my office, seeing how we do not have a closed cabin boat for foul weather operations. This boat will also have a MOU attached to it with the GFD to be used as a fire fighting platform if the situation arises. I have already forward the MOU to Chip Payson for legal review. Please take this donation/sale into consideration as it will be a major asset to our city.

Regards,

Thomas Ciarametaro, Jr, Harbormaster

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2017**

\_\_\_\_ INTER-departmental requiring City Council Approval - 6 Votes Required  
 X  INTRA-departmental requiring City Council approval - Majority Vote Required

**TRANSFER # 2017-SBT- 01** *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 8/26/2016 BALANCE IN ACCOUNT: \$1,576.13

(FROM) PERSONAL SERVICES ACCOUNT # MUNIS ORG - OBJECT  
121051 511000

(FROM) ORDINARY EXPENSE ACCOUNT # MUNIS ORG - OBJECT  
Police Admin, Sal/Wage-Perm Pos  
MUNIS ACCOUNT DESCRIPTION

DETAILED EXPLANATION OF SURPLUS: Funds available from Christina Melillo salary out on worker comp

(TO) PERSONAL SERVICES ACCOUNT # MUNIS ORG - OBJECT

(TO) ORDINARY EXPENSE ACCOUNT # MUNIS ORG - OBJECT  
0121052 520000  
Police Admin, purchase of services  
MUNIS ACCOUNT DESCRIPTION

DETAILED ANALYSIS OF NEED(S): Funds needed to pay temp agency for coverage of Christina's workload while out on worker comp, \$32/hr all inclusive rate to Account Temps

TOTAL TRANSFER AMOUNT: \$640.00

FROM ACCOUNT: \$936.13  
 TO ACCOUNT: \$640.00

APPROVALS: [Signature] DATE: 8/26/2016  
 DEPT. HEAD: [Signature] DATE: 8/29/16  
 ADMINISTRATION: [Signature] DATE: \_\_\_\_\_  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

