

Budget & Finance Committee
 Thursday, December 8, 2016 – 5:30 p.m.
 1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Scott Memhard; Councilor Joseph Ciolino; Councilor Joseph Orlando

Absent: None.

Also Present: Councilor O’Hara; Jim Destino; Kenny Costa; Dan Smith; Adam Curcuru; Stephen Winslow; Harbormaster T.J. Ciarametaro; Deborah Kelsey; Debbie Laurie

The meeting convened at 5:30 p.m.

1. *Memorandum from the Community Development Director re: City Council acceptance of the anticipated Commonwealth of Mass. & National Park Service Award Letter for a Federal Land & Water Conservation Fund Grant Program for Stage Fort Park Beautification Project for \$250,000*

Stephen Winslow, Community Development Department Senior Project Manager, relayed the following information:

The state and the National Park Service have selected Gloucester to receive a \$250,000 grant for the beautification of Stage Fort Park. The grant will be primarily used to: create a gateway to Founder’s Rock and improve the area around the bandstand; create an events terrace; create a trail connection towards Ravenswood and add kayak storage. Project funds must be expended before September 30, 2018. A grant request (later in the agenda) has been submitted to the Community Preservation Committee to provide a match commitment of \$150,000. The Department also plans to propose use of \$100,000 of CDBG funds next round to fund the construction of various ADA pathways contemplated by the project with the total match of \$250,000. He noted the application was submitted in February. If all goes well, construction may start next fall.

Councilor Ciolino said this is a “home run” for the city. The mandate for the Stage Fort Park Advisory Committee is to get the park ready for the city’s 400th anniversary, and this grant will move that effort forward. He said this was wonderful news.

Councilor Orlando said that as ex officio Council representative to the Tourism Commission, it is important to invest money on the city’s assets to attract visitors to the city.

Councilor Memhard voiced similar sentiment as Councilor Ciolino in support of the grant’s acceptance.

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 accept under MGL c. 44, §53A a federal grant from the National Park Service’s Federal Land & Water Conservation Fund (Reimbursable) Grant Assistance through the state Executive Office of Energy and Environmental Affairs for \$250,000 for the purpose of funding the Stage Fort Park Beautification Project. All grant monies must be expended by September 30, 2018. A match of \$250,000 is required which is to be funded from a separate source other than General Fund monies.

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 accept a Resolution to Apply and Accept Grant Funds to Improve Stage Fort Park as follows:

“A RESOLUTION TO ACCEPT A LAND AND WATER CONSERVATION FUND GRANT FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS AND THE NATIONAL PARK SERVICE FOR THE IMPROVEMENTS TO STAGE FORT PARK IN THE CITY OF GLOUCESTER, MASSACHUSETTS:

Whereas: Stage Fort Park on Hough Avenue in Gloucester provides both open space and recreational opportunities for city residents and visitors;

Whereas: the improvements to this facility are a City priority as evidenced in the most recent Open Space and Recreation Plan;

Whereas: These improvements will support activities anticipated to occur at Stage Fort Park as part of Gloucester’s 400th Anniversary Commemoration in 2023;

- Whereas:** The City acquired Stage Fort Park (Assessor's Map 216, Lot 140; Essex South Registry of Deeds Book 1543, Page 141) through a taking by the City of Gloucester Board of Park Commissioners on March 15, 1898 as authorized by Chapter 459 of the Acts of 1897;
- Whereas:** The Stage Fort Park Beautification Project will install new accessible paths, an events terrace, a recreational trail and kayak storage;
- Whereas:** The National Park Service and the Executive Office of Energy and Environmental Affairs (EOEEA) have agreed to provide a reimbursable \$250,000 federal Land and Water Conservation Fund grant to the city to fund a portion of the cost to implement that Project;
- Whereas:** Survey, design, site preparation and installation of the improvements will cost a total of \$600,000 (Six Hundred Thousand Dollars) and the City has allocated \$250,000 in Community Preservation Act Funds and \$100,000 (One Hundred Thousand Dollars) in Community Development Block Grant Funds for the improvements; and
- Whereas:** The Budget & Finance Committee of the City Council has reviewed and approved this Resolution as required by City Ordinance.

NOW, THEREFORE BE IT THAT

1. The City Council hereby agrees to accept the \$250,000 federal grant and to dedicate \$250,000 in Community Preservation Act Funds and \$100,000 in Community Development Block Grant funds to serve as a grant match; and
 2. The Mayor is hereby authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of this grant to be administered by the Community Development Department;
 3. The city hereby permanently dedicates 54.8 acres as shown in Attachment A to park and recreation purposes under MGL Chapter 45, Section 3 and Article XCVII of the Massachusetts Constitution; and
 4. This resolution shall take effect upon passage.
2. *Memorandum from Gloucester Waterways Board re: permission to use retained earnings for new equipment in the amount of \$8,714 and Supplemental Appropriations 2017-SA-11, -12, -13 & -14*

Harbormaster T.J. Ciarametaro explained that his department needs four items that pertain to cold weather patrolling and to improve department asset of the main patrol boat, at 23 ft. Parker. The equipment being replaced is outdated, in poor condition or is past its life expectancy. They are: \$6,514 for a new GPS/radio for the main patrol boat -- there is no need for outside training as personnel are very familiar with the radar; \$1,000 for new cold weather foul weather gear; \$1,000 for a new windshield and doors for the main patrol boat, and \$200 for a new VHF radio on the main patrol boat.

Councilor Ciolino confirmed with the Harbormaster this is the main patrol boat, 23 foot center console Parker which is 24 years old. It was noted that the motor is getting fairly tired with 3,150 hours on it. Harbormaster Ciarametaro advised he and his staff do a lot of towing with the Parker, of boats, floats and other heavy items and because of that plus the patrolling hours, the motor will last about 5,000 hours, but he said it does continuously breaks down. The warranty has run out, he advised, and the motor is on its last leg and then briefly described the boat's issues. **Councilor Ciolino** said this is an item that should go on the Administration's to do list. The **Harbormaster** and the **Councilor** briefly touched on where the boat parts are obtained.

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 City Council approve Supplemental Appropriation 2017-SA-11 in the amount of \$1,000.00 (One Thousand Dollars) from the Enterprise Fund-Waterways, Undesignated Fund Balance-Retained Earnings ("Free Cash"), Account #7000-359000 to the Enterprise Fund-Waterways, Uniforms, Account #700052-558006 for the purpose of purchasing cold weather clothing and rain boots for Harbormaster Department personnel.

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 City Council approve Supplemental Appropriation 2017-SA-12 in the amount of \$200.00 (Two Hundred Dollars) from the

Enterprise Fund-Waterways, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to the Enterprise Fund-Waterways, R&M-Boat & Marine Maintenance, Account #700052-524037 for the purpose of purchasing a new VHF Marine radio for the Harbormaster’s Department main patrol boat.

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 City Council approve Supplemental Appropriation 2017-SA-13 in the amount of \$1,000.00 (One Thousand Dollars) from the Enterprise Fund-Waterways, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to the Enterprise Fund-Waterways, R&M-Boat & Marine Maintenance, Account #700052-524037 for the purpose of purchasing a new windshield and doors for the Harbormaster’s Department main patrol boat.

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 City Council approve Supplemental Appropriation 2017-SA-14 in the amount of \$6,514.00 (Six Thousand Five Hundred Fourteen Dollars) from the Enterprise Fund-Waterways, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to the Enterprise Fund-Waterways, R&M-Boat & Marine Maintenance, Account #700052-524037 for the purpose of purchasing and installation of a new GPS/Radar system for the Harbormaster’s Department main patrol boat.

3. *Memorandum from Library Director re: authorization to apply for, accept and expend any state funds which might be available to defray all or part of the cost of the design, construction and equipping of the library project*

Meredith Fine, Sawyer Free Library Board President, recounted that a motion is before the Committee that authorizes the Directors of the Gloucester Lyceum and Sawyer Free Library, Inc. and the City of Gloucester through the office of the Mayor to apply for, accept, and expend any state funds which might be available to defray all or part of the cost of the design, construction and equipping of the library project. The added motion, she said, is made necessary because while there is no requirement in city ordinance to approve the application for a grant from the Mass. Board of Library Commissioners, the commission itself does require formal approval of both the City Council and the Mayor as part of the application for the construction grant. The first requirement that the Council gives preliminary approval to the schematic design was already been put forward by the P&D Committee and voted by the Council at its Nov. 22 meeting. She explained that since the application deadline to the MBLC is in January, this action is necessary to be taken as soon as possible. She expressed the Library Board’s appreciation for the support of the city, the Mayor and the Council.

Councilor Ciolino asked what the chances are that the grant will come forward. **Ms. Fine** said the Library’s Board has worked very closely with the state and that it is a good chance.

Councilor Orlando confirmed that this action the Council is asked to take is to accept state funds and discussed briefly whether the Library will come forward for CPA funding. **Councilor Memhard** confirmed with Ms. Fine the state requires this acknowledgement.

Councilor Memhard then acknowledged that he is a member of the Sawyer Free Library’s Board of Directors and this does not pose any conflict of interest under MGL c. 268A. **Councilor Ciolino** acknowledged he is an incorporator of the Library and likewise, this action poses no conflict of interest under MGL c. 268A.

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 authorize the Directors of the Gloucester Lyceum and Sawyer Free Library, Inc., and the City of Gloucester through the office of the Mayor to apply for, accept, and expend any state funds which might be available to defray all or part of the cost of the design, construction and equipping of the library project.

4. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor’s Report and other related business*

Mr. Costa reviewed his report with the Committee (on file) briefly.

5. Grant Packet proposed by Economic Development Director re: Local Maritime Economic Planning Development Grant Site Selection Study for a Visiting Boater Support Center & Harbormaster's Office (for information only)

No Committee action needed at this time. This matter is placed on file with the B&F Committee for its reference per city ordinance.

6. Letter form Executive Director of PERAC re: Appropriation for Fiscal Year 2018 (for information only and Committee file)

No Committee action needed at this time. This matter is placed on file with the B&F Committee for its reference during the FY18 Budget review.

7. CC2016-048 (Orlando) Amend GCO Sec. 4-16 (d) "Off-leash dog areas" subsection (b)(2) by adding a new subsection "(m) Dog Park "pooch pass" certificate for non-residents & amend Sec. 1-15 "Penalty for violation of certain specified section of code" (TBC 01/05/17)

This matter is continued to January 5, 2017.

8. Memorandum from Community Development Director & Senior Project Manager regarding recommendations from the Community Preservation Committee for Round 7, FY2017 Funds:

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| A. | Cape Ann Amateur Radio Association
<i>Preservation of Wheeler School & GFD Riverdale Hose #6 @ 6 Stanwood Street</i> | Historic Resource | \$26,174 |
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Stanley Stone, representing the Cape Ann Amateur Radio Association, he showed a photograph of the building in question and recounted that this project encompasses the re-shingling of the Wheeler School House, as well as its repair and restoration of damaged rotted trim, priming and painting of a historic building. He recounted the history of the building which was placed on property purchased by the city in 1867. The one room school house was moved in 1911 to Riverdale and was converted to a two story Riverdale Fire House which served the community until 1944. From then until 1976 it was used for a variety of Riverdale community activities. It has been 36 years since the clapboards were shingled over and painting as proved impossible. In 1976 the building was leased to CAARA, a 501c(3) non-profit organization to provide emergency communications services to the city of Gloucester and promote amateur radio on Cape Ann. In 2014 CAARA purchased the building from the city and is wholly liable for the building's upkeep which is a heavy burden for an organization with about 100 members who pay annual dues of \$20 to \$40. He asked that the Committee see their way clear to recommend their preservation of a historic landmark project to the Council.

Councilor Ciolino asked how CAARA has resolved a right of way issue that came forward several years ago. **Mr. Stone** reported that CAARA provided a license to the neighbor so that she can pass and repass across the driveway, rather than through an easement. He reported it is working very well.

Councilor Memhard asked what other funding sources that CAARA is seeking. **Mr. Stone** said CAARA has a grant request in to the Institution for Savings to fund the driveway repaving. He advised that CAARA has redone the chimney, the windows, the roof, the electrical system, put in a second bathroom, replaced a water heater and restored the front façade. **Councilor Memhard** said that CAARA's stewardship of the building is a laudable example to other non-profits housed in a historic building.

Site Visit: None.

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| B. | Mt. Pleasant Cemetery Association
<i>Mt. Pleasant Civil War Monument</i> | Historic Resource | \$ 2,000 |
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Kathy Melanson, representing the Mt. Pleasant Cemetery Association, recounted that their organization is asking for \$2,000 in order to repair the cemetery's Civil War Monument which would include cleaning, removing failed mortar, repointing mortar joints with historically correct mortar and replace lead where needed. The monument will also be treated with D/2 biological to remove lichen without the need of damaging scrubbing. Mary

Ann and Steve Bouchie former trustees and Adam Curcuru, Gloucester's Veteran's Agent were also present in support of the application.

Councilor Orlando said from his work on the Clark Cemetery, he knew that it is important to take care of such important monuments memorializing our city's veterans of all wars.

Councilor Ciolino asked if burial plots are still for sale. **Ms. Melanson** said they were a few and confirmed the cemetery is still privately owned.

Councilor Memhard asked if the Mt. Pleasant Cemetery Association has their own resources to which **Ms. Melanson** said they do not.

Site Visit: None.

C. Stage Fort Park Advisory Committee <i>Welcome Center Restoration</i>	Historic Resource	\$16,000
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Fred Geisel, Stage Fort Park Advisory Committee member, joined by members David Dow and Steve Kaity, conveyed that the Stage Fort Park Advisory Committee is applying for \$16,000 for the purpose of furthering the restoration of the Stage Fort Park Welcome or Visitor's Center. Originally they applied for cleaning, repointing and restoration of the stonework and testing the painted surfaces, but the Community Preservation Committee (CPC) didn't approve that grant. He advised the lead paint testing has been done by the Board of Health and it was found the paint was okay and in fairly good shape. The CPC looked at that more as maintenance. This new application is more of a restoration project, he relayed. He said that funds will be used to clean, restore and rehabilitate the exterior of the building. The stone work, including the façade and steps, are in need of pressure wash cleaning, repointing, and recapping the stairways. The wood areas all need to be cleaned and repainted, and the deck flooring needs to be cleaned and treated with a few boards needing replacement. The city has already replaced the roof, he advised. The structure was built in 1925 and with the 400th anniversary coming, this is an important time to restore and shine up the city's jewel of a parl. The city has invested money to restore the bathrooms which are vastly improved, it was noted. A CDBG grant will be used to improve the ADA access ramps for the Welcome Center. There are safety issues with some of the masonry on the steps, he noted, and there is more work to do on the horizontal surfaces of the steps.

Councilor Orlando conveyed that Councilor Nolan who was unable to be at the meeting asked that his support of the application is on the record. He said that, like the previous acceptance of the Stage Fort Park Beautification grant, it is important to keep city assets in fine shape as they are the places that attract tourists.

Councilor Ciolino asked if the fireplace which has always leaked was on tap for repair. **Mr. Geisel** said they will look at it and see if it needs a cap and discussed the matter with **Councilor Ciolino** briefly.

Site Visit: None.

D. Community Development Department <i>Stage Fort Park Beautification Project</i>	Open Space	\$75,000 (bonding for \$175,000)
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Mr. Winslow said that this application part of the match for the grant the Committee is recommending acceptance of for the Stage Fort Park Beautification Project (See agenda item #2). He showed the Committee a schematic design of the four elements previously discussed in some detail with the Committee.

Councilor Orlando asked about the area around the Bandstand that gets heavy traffic but the grass can be ruined. **Mr. Winslow** said they will hire a landscape architect to consult who will understand the goals and suggest appropriate materials that works best for the community and affordable and maintainable.

Councilor Ciolino said that the two complaints he gets on the Bandstand is that for the elderly to negotiate the grass/dirt area around it is difficult and that it is a dusty place. **Mr. Winslow** reiterated that the landscape architect will seek to remedy these issues. **Councilor Ciolino** said most importantly the event terrace will keep cars and trucks off of the bandstand grassy area. He mentioned that by making the Rotary Club built and maintained play areas at Stage Fort Park handicapped accessible they were able to get funding through Community Development. He then asked about the funding that is listed at \$75,000 with a bonding of \$175,000. **Mr. Winslow** said that the Open Space category of Community Preservation Act fund account doesn't have the total funding available at this time, and so part of it would be bonded. They may not have to go out to bonding, he suggested, but this makes it so the firm financial match is in place to accept the federal grant wholly. The CPC can't commit to more funding than

they have at hand. He reminded the Committee that a similar financial scheme was set up in the CPA Act funding for Newell Stadium.

Site Visit: None.

E. Gloucester Committee for the Arts	Historic Resource	\$35,000
<i>Refined project scope to preserve & restore schedules of work</i>		

Catherine Ryan, Committee for the Arts member, explained that this funding is for the continued historic preservation and rehabilitation of the city's nationally significant and rare Work Project Administration (WPA) era art. The GFTA returned their award of \$35,000 from round 6 in order to redefine the scope due to the discoveries of other important works in the collection and the necessary evaluation of them. The current project's status has been refined since the initial project but outdated National Endowment of the Humanities (NEH) funded 2009 assessment report, prior CPA updates, and applications. Resultant schedules for work from these prior documents omit important new discoveries in the collection and evaluation which this resubmission will correct. One example was described as a mural slated for preservation in Phase II is part of a triptych by a different artist and title than identified in the NEH and other reports. Two of its kin are not installed on the walls of City Hall but are stored in its basement. The Round 6 application on the file directs preservation of specific mural titles installed on City Hall walls solely, and addressed in a specific order. It is impossible to reflect the necessity of reprioritizing the schedule based on needs, discovery and evaluation.

Ms. Ryan responding to an inquiry by **Councilor Ciolino** said that the restoration work has been done to date, and it will now address "triage," assessing the murals and find which are in worse shape. There were murals rescued from under the Kyrouz Auditorium stage and some are very large that no one has seen and need to be documented for restoration. All WPA murals would be studied, she noted. She and the Councilors touched upon the restored murals now hung in the O'Maley Innovation Middle School. This money isn't new money but money that was put on hold, she advised, and the CFTA is trying to be transparent and cost efficient. The CPA grant is seed funding allows CFTA to pursue more grant monies to preserve these murals to be mounted in public spaces with community input.

Site Visit: None.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:20 p.m.

Respectfully submitted,
Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.