

**Budget & Finance Committee**  
Thursday, January 17, 2019 – 5:30 p.m.  
**1<sup>st</sup> Fl. Council Conference Room – City Hall**  
**-Minutes-**

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Scott Memhard; Councilor Jamie O’Hara (Alternate)

**Absent:** Councilor Hecht

**Also Present:** Kenny Costa; Joanne M. Senos; John Dunn; Mark Cole; Gregg Cademartori; Vanessa Krawczyk; Jaimie Corliss; Harbormaster T.J. Ciarametaro; Interim Shellfish Warden Peter Seminara; Barbara Silberman; Sarah Dunlap

The meeting was called to order at 5:30 p.m. Matters were taken out of order.

**1. Memorandum from City Clerk re: acceptance of a donation to the Archives Committee in the amount of \$500**

**Sarah Dunlap**, 3 Mason Square, member of the Archives Committee, explained that every year the Daughters of the American Revolution (DAR) give the Archives Committee a \$500 donation because they’re one of the several groups on Cape Ann that maintains ancient local records. She asked that this donation be accepted.

**Councilor O’Hara** thanked Ms. Dunlap for her efforts and energy for very important work.

**Kenny Costa**, City Auditor described that the Vault Construction Fund is housed in the General Fund and so doesn’t accrue interest. He advised there is one fund with two budget categories -- one for vault construction and the other for Archives supplies. **Ms. Dunlap** described briefly the types of supplies used.

**COMMITTEE RECOMMENDATION:** On motion by Councilor O’Hara, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a donation from the Cape Ann Chapter of the Daughters of the American Revolution in the amount of \$500.00 for the Archives Department for the purpose of funding the Archives Department Vault Construction Fund in Fund 3318.

**2. Memorandum from Assistant DPW Director re: payment of FY18 invoice with FY19 funds**

**Mark Cole**, Assistant Public Works Director, advised that a police detail invoice wasn’t received by the DPW main office until after the close of FY18. As the department wasn’t able to carry over enough money to cover the invoice and are they are asking permission to use FY19 funds to pay this invoice.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor O’Hara, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoice for a Gloucester Police Detail for DPW road work, Invoice #18-267-DV dated 6/26/2018 for a total of \$528.00 from FY2018 to be paid with FY2019 General Fund, DPW-Public Services, Police Details Account budgeted funds.

**3. Memorandum, Grant Application & Checklist from Planning Director re: request acceptance of a Planning Assistance Grant in the amount of \$28,790**

**Gregg Cademartori**, Planning Director, explained that the city’s Open Space plan is now expired having last been done seven years ago. He reported that the activity level at the Open Space & Recreation Committee (OS&RC) has been light recently. In an effort to meet the needs of the OS&RC, the city made the application for the Planning Assistance Grant for some support, a combination of Planning staff and Community Development and the MAPC that will help the OS&RC accomplish an Open Space Plan update this year. This \$28,790 technical assistance grant awarded in November 2018 which will be cooperatively contracted with the MAPC. He explained that there is a staff match and a small \$2,500 in-kind cash match, suggesting that the cash funds will come from a Community Development Dept. or a Conservation Commission account. Responding to an inquiry by **Councilor Cox**, he advised that this grant expires in 2020; although depending on the timing of the start and finish of the Plan’s development, there may be a need to ask for an extension if they’re not done quite in time. **Councilor Cox** asked when the Open Space & Recreation Committee last met. **Mr. Cademartori** advised they met twice this past fall on

this issue; before that there was a bit of a lag and the OS&RC didn't meet over the summer. **Councilor Cox** asked if the OS&RC would find a City Council liaison helpful. **Mr. Cademartori** assured they will see to it that the OS&RC will receive staff support between himself, the Staff Planner and the to-be-hired Conservation Agent. The real need was to seek outside resources to help that process along, he added, even though they don't have a specific staff member currently assigned to the OS&RC. This grant will help to "redo" the Open Space Plan and provide for staff. **Councilor Cox** suggested when the revised Open Space Plan is done it would be good to have the OS&RC members to come to the Council to report on it.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, 53A a Mass. Executive Office of Energy and Environmental Affairs FY19 & 20 Planning Assistance Grant in the amount of \$28,790.00. Funds are to be used for the purpose of updating the City of Gloucester's 2010 Open Space and Recreation Plan. The grant period expires June 30, 2020 and there is a 40% in-kind match and cash match for this grant.**

**4. Memorandum from Harbormaster re: request acceptance of Great Marsh Green Crab Trapping Program Grant in the amount of \$12,500**

**Harbormaster T.J. Ciarametaro** introduced **Interim Shellfish Warden, Peter Seminara** who explained that the Great Marsh Green Crab Trapping Program Grant is an annual grant funding to the Shellfish Department to help pay for the trapping and removal of the highly invasive green crab from Gloucester waterways and the Great Marsh ecosystem. There is no match. Responding to inquiries by Committee members, **Harbormaster Ciarametaro** and **Interim Shellfish Warden Seminara** showed the Committee a picture of one day's green crab catch, saying that 50 lbs. per pot is caught each day; trapping is done intertidally during the height of the boating season. The green crab eats softshell clams and mussels, and it was pointed out that was why mussels aren't seen often on Cape Ann anymore. This program is a service to keep the clam fishery open. The crabs have been on Cape Ann for at least 12 years. The way in which they destroy the Great Marsh was detailed. They reported they are working with the state to increase funding for this important environmental program. Last year 22,388 lbs. of this invasive species was trapped, and this year 31,945 lbs. was trapped, **Mr. Seminara** noted, by the same two crabbers. The crabs are sold for fertilizer mostly, he added, and briefly described for the Committee the program and its parameters established by the Division of Marine Fisheries.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, from the Massachusetts Division of Marine Fisheries (MA DMF), a FY2019 Great Marsh Green Crab Trapping Program Grant in the amount of \$12,500 for the purpose of funding a program to capture and remove European green crabs from coastal marine and estuarine waters within the Great Marsh ecosystem to improve shellfish, eelgrass, and other fishery resources within the City's jurisdiction. The grant period expires June 30, 2019 and there is no required local match.**

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

There was no report offered. **Kenny Costa**, City Auditor showed the Committee the city's 2018 CAFR Report, noteworthy for the cover photograph taken by the B&F Chair. He mentioned that the Outside Auditors will meet with the Committee in April to present this report or their review. He conveyed this report is improved over last year's CAFR noting there are quite a few more photographs which helps financial folks who review such reports to easily visualize the capital assets of the city.

**6. Memorandum from Community Development Director re: Community Preservation Committee off-cycle recommendation**

**Friends of Avis R. Murray Committee      Recreation-Restoration of Stacy Blvd. Tennis Courts      \$30,000**

**David "J.J. Bell and Terry Doane**, members of the Friends of Avis Murray Committee were present. **Mr. Bell** relayed the following information: The Mayor in the fall of 2017 suggested a renovation of the tennis courts sited

between Stacey Boulevard and Stage Fort Park and to name the courts after Avis Murray. The Council approved the naming of the courts for Ms. Murray as had the Stage Fort Park Advisory Committee. He recounted that Ms. Murray is a life-time resident of the city, born in Gloucester, and came from a modest background growing up around the corner from these tennis courts. Desiring an education and wanting to play tennis she entered the U.S. Army during the Vietnam era for nine years. She became a tennis professional and has been for 50 years. During her professional life she has received many awards, including being named to the United States Tennis Association Hall of Fame. The Committee was shown a photograph of the tennis courts in their current condition, which was described as “in rough shape”; hard to play on and in general unsafe. The fence is also in need of work, it was noted. The courts were pointed out to be located at a focal point between Stacey Boulevard and Stage Fort Park. With the recent renovations and landscaping to the Boulevard the condition of the tennis courts stands out all the more, **Mr. Bell** advised. A second photograph rendering showed the proposed renovations which is to include a complete resurfacing of the courts, an awning for shade, and installation of benches. There are plans to refurbish the fencing, but how it will be refurbished, whether it is completely replaced with a vinyl-coated fence or just repainted would be determined by quotes received. He reported that Generous Gardens has agreed to do planting and as part of the Committee’s budget they would take care of the hardscape. The courts would be finished with a sign dedicating the facility to Avis Murray. They are making this application in partnership with the Department of Public Works, he added. The renovation budget is \$120,000 -- to date \$80,000 has been raised privately, and with the infusion of CPA funding, it would bring the total raised to \$110,000. This CPC funding represents 20% of the overall budget of \$120,000. He conveyed it is very possible that the last \$10,000 needed would be raised soon also privately. He advised that in speaking with Public Works Director, Mike Hale, he reported they anticipate starting renovations this spring should the funding be awarded.

**Mark Cole**, Public Works Assistant Director agreed that the timeline was “doable” responding to **Councilor Cox**’s inquiry and confirmed that a spring start date is weather dependent. She asked if the courts will be playable at 50% completion once it is resurfaced or do they want to wait until the fence repairs are done. **Mr. Bell** suggested they may want to wait until the tennis court renovations are completed in their entirety and added that they would hope to have the courts finished before the summer tennis season is over. **Councilor Cox** confirmed that the courts are open for public use without reservations. There was a discussion as to the budget for the renovations and the expectation is that the remaining \$10,000 will be raised within the next two to three weeks. Once that is done, **Mr. Bell** conveyed they would meet with the City Auditor to work out the movement of the funds now with the Gloucester Fund.

**Councilor Memhard** recounted that that two tennis nets were donated several years ago, but **Mr. Bell** advised that they aren’t in the best of shape. **Mr. Cole** noted that he believed that the nets were left up throughout the year.

**COMMITTEE RECOMMENDATION: On motion by Councilor O’Hara, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate up to \$30,000 (Thirty Thousand Dollars) from the Community Preservation Act funds as recommended by the Community Preservation Committee to provide off-cycle funding for the purpose of The Friends of the Avis R. Murray Committee and the Gloucester Public Works Department to restore and upgrade two existing public tennis courts on Stacey Boulevard. The appropriation will be allocated to the Open Space and Recreation category and be funded by up to \$30,000 from the Open Space and Recreation Reserves in Fund #4510. The project will be tracked in the Community Preservation Fund – Open Space and Recreation Capital Projects Fund #5718.**

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:06 p.m.

Respectfully submitted,

*Dana C. Jorgenson*

Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:** None.