

Budget & Finance Committee
Thursday, February 21, 2019 – 5:30 p.m.
1st Fl. Council Conference Room – City Hall
-Minutes-

Present: Chair, Councilor Melissa Cox; Vice Chair, Scott Memhard (entered the meeting at 5:33 p.m.); Councilor Ken Hecht

Absent: None.

Also Present: Kenny Costa; Joanne M. Senos; Jim Destino; John Dunn; Larry Durkin; James Pope; Vanessa Krawyck

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 \$100***

Joanne M. Senos, City Clerk, appearing on behalf of the Archives Committee asked that the Committee accept a donation of \$100 from Mr. Baillageon for genealogy work the Archives Committee did and that it be applied to the Archives Department Vault Construction Project.

COMMITTEE RECOMMENDATION: On motion by Councilor Hecht, 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 Joseph C. Baillageon in the amount of \$100.00 for the Gloucester Archives Department for the purpose of funding the Gloucester Archives Department Vault Construction Project in Fund 3318.

2. ***Memorandum from Chair of the Clean City Commission re: acceptance of five sidewalk buttlers with a total value of \$495***

Ainsley Smith, Chair of the Clean City Commission recounted that the city is in receipt of donations from a variety of local businesses and residents totaling \$495.00 who have purchased five sidewalk buttlers to be used for proper disposal of cigarette butts. It was a wonderful gesture, **Ms. Smith** noted. After one of the posts about a milestone and people asked how they could help and they handled the purchase and donating the five cigarette buttlers. These units are similar to the currently installed sidewalk buttler units in high traffic areas in the city.

Councilor Hecht confirmed that there are 20 installed buttlers and 10 to be installed in the spring and are on Main Street, two in Magnolia, one by the Good Harbor Footbridge, one at the boat landing behind the High School, one at the State Fish Pier, and one at Burnham's Field. **Councilor Cox** suggested a buttler for Cripple Cove. She mentioned a few other locations in the city that would be appropriate with Ms. Smith. The Committee thanked Ms. Smith for all her hard work on behalf of the city.

COMMITTEE RECOMMENDATION: On motion by Councilor Hecht, 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 ½, a tangible donation from Joseph Orlando of Orlando & Associates Law Firm; Jamie Mathison on behalf of One Ocean, One Love Shop; Elizabeth DeAngelis on behalf of Cape Ann Power Yoga; Tom Schauer on behalf of Friends of the Gloucester Dog Park and Aaron Weagle with a total value in the amount of \$495.00 for 5 Sidewalk Buttler cigarette receptacles to be installed in high foot traffic areas for the purpose of reducing cigarette litter.

3. ***Memorandum from IT Director re: request to Pay FY18 invoice with FY19 funds***

James Pope, IT Director, advised that his department is in receipt of a late invoice for services and supplies delivered in FY18, funds weren't fully encumbered to Konica Minolta for the shared copier at the City Hall Annex. He asked that he be allowed to pay what he doesn't have in carried over funds with FY19 funds. **John Dunn**, CFO, assured the Committee Mr. Pope has more than enough funds in his FY19 budget. He advised they've resolved this issue by changing over who is responsible for paying for it. **Councilor Cox** expressed her appreciation that Mr. Pope has made changes to assure timely payments moving forward.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, 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 the maintenance agreement with Konica Minolta Business Solutions for servicing municipal copiers, Invoice #247809016 dated 09/30/2017 for a total of \$1,036.88 from FY2018 and \$675.93 is the portion of the invoice to be paid with FY2019 General Fund, Information Technology-Repair & Maintenance, Office Equipment Account budgeted funds.

4. Supplemental Appropriations 2019-SA-29 & -30 from the CFO

John Dunn, CFO, explained that there's been an increased focus on school security issues. Dorr & Whittier (city's on-call architect consultant) has been asked to look at all city facilities for recommendations of estimates for capital improvements. They are looking further into what may be need at both the O'Maley Innovation Middle School and the high school. Dorr & Whittier will be performing those functions, and the request is for \$20,000 within the Building Stabilization Fund within the fund so that if not fully expended the money remains in the Fund. In order to fund the project, he recommended an appropriation from the Building Stabilization Fund for \$20,000. **Councilor Cox** asked why these two schools were chosen for security upgrades and not others. **Mr. Dunn** advised it is based on the size of the facility, number of entrances and access points, and the size of the student body. He added that the elementary schools are somewhat in transition. They can do this work, noting it's already done at West Parish Elementary School. There are four remaining elementary schools and two are "in play" at this time for possible consolidation and they're waiting to see how that plays out. He and Councilor Cox touched briefly on the timeline for the release of the Facilities Report.

Jim Destino, CAO, advised this appropriation is for the actual design work for the electronics for the security piece. This isn't a study; this is funding for the specs. He explained that Public Works Director, Mike Hale has been working for years on security. He reported that this is an older project that has been needed to be funded. Councilor Cox advised she was under the impression that it was a study to offer recommendations. In speaking with **Councilors Hecht** and **Cox**, **Mr. Destino** pointed out the O'Maley Innovation Middle School and GHS aren't going anywhere which is why they're putting in the security upgrades there. The elementary schools are in flux so they are taking care of the schools they know they're staying in place. What comes out of this design work are specs; then the RFP is issued; they'll have to come to the Council for some kind of appropriation for the installation of the final design, **Mr. Dunn** added.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2019-SA-29 in the amount of \$20,000.00 (Twenty Thousand Dollars) from the Building Stabilization Fund-Undesignated Fund Balance, Account #7700-359000, to GHS and O'Maley Security Upgrades, Engineering & Architectural Services, Account #770005-530006 for the purpose of designing security upgrades to Gloucester High School and the O'Maley Innovation School security systems.

Larry Durkin, City Environmental Engineer reviewed that this is a request for \$63,000 to fund a final change order in the Haskell Dam upgrade project which will bring the final estimated cost of the project to \$2,363,000 to close out construction. He noted that he and the CFO had been before the Committee previously for additional funding for this project which they received grant reimbursements. The quantities came in higher, he noted, and they've added some further scope to the project, and there are some cost increases. They have a current fiscal year grant of \$500,000 from the Executive Office of Energy & Environmental Affairs (EEA) and once they submit that the city can be reimbursed, he added.

Mr. Dunn pointed out that they're not amending the loan order because this expenditure is being reimbursed from the grant. Once the grant funds are received, and they balance the project account out, funds will be transferred back into the General Stabilization Fund.

Responding to an inquiry by **Councilor Hecht**, **Mr. Durkin** conveyed that this was a project where there was a FY18 grant from the EEA, and the EEA was going to let them apply the change orders to this grant, he added. The EEA then asked if they could use an additional \$250,000, and **Mr. Durkin** reported they told the EEA, "Yes." There is a current fiscal year grant of \$500,000, and the EEA has conveyed verbally they will allow them to use the remainder of the grant that will total also \$500,000, he advised, responding to a question from **Councilor Hecht**.

COMMITTEE RECOMMENDATION: On motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted in 3 favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2019-SA-30 in the amount of \$63,000 (Sixty Three Thousand Dollars) from the General Stabilization Fund, Undesignated Fund Balance Account #7500-359000 to CIP17 Haskell Dam Reconstruction Project, Infrastructure-Seawall Reconstruction, Account #50475-588009 for the purpose of funding a final change order for the Haskell Dam Reconstruction Project.

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

There was no report from the City Auditor for this meeting.

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:55 p.m.

Respectfully submitted,

Dana C. Jorgensson

Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.