

**Budget & Finance Committee**  
Thursday, June 20, 2019 – 5:30 p.m.  
**1<sup>st</sup> Fl. Council Conference Room – City Hall**  
**-Minutes-**

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard, Councilor Jen Holmgren (Alternate)

**Absent:** Councilor Hecht

**Also Present:** Kenny Costa; John Dunn; Max Schenk; Jenna Newbegin; Donna Leete; Mark Cole

The meeting was called to order at 5:31 p.m.

1. *Memorandum from the Planning Director re: application to the Coastal Resilience Grant Program to assess the feasibility of design alternatives to protect the Water Pollution Control Facility on Essex Avenue – For Information Only*

**Councilor Cox** explained that this grant request falls below the Ordinance threshold and will be presented to the B&F Committee if the grant is awarded.

This matter is closed.

2. *Memorandum, Grant Application & Checklist from the Director of Public Health re: request acceptance of a Community Compact Grant in the amount of \$84,557 to expand regional transportation for senior citizens on Cape Ann*

**Max Schenk**, Assistant Director of the Public Health conveyed the following information: The Health Department has been awarded \$84,557 for a Community Compact Grant for efficiency in regionalization through the Governor's Office. This grant will assist the communities of Gloucester, Rockport, Manchester and Essex to develop an elder transportation program to improve their access to healthy food sources and physical activity by including trips to grocery stores, Farmers Markets and the food pantry as well as to recreational areas and better socialization. The grant funds will be distributed to each community according to its percentages of elders; Gloucester having the largest elder population will be receiving 60% of the grant funds. A portion of the funds will be utilized for a coordinator to help each community to develop their plans, choosing sites, creating and implementing schedules.

**Councilor Cox** asked if the Health Department will be working with the Cape Ann Transportation Authority (CATA) and would the other three communities utilize CATA services as well for their grant-funded programs. **Mr. Schenk** and **Jenna Newbegin**, Grants Manager, confirmed CATA services Rockport and Manchester but currently Essex uses Beauport for senior transportation but will have the option to utilize CATA; however, it is up to each community as to how they'll implement their program. **Ms. Newbegin** suggested that the Department's Mass in Motion Coordinator may potentially take on the coordinator's job. **Councilor Cox** offered a suggestion that during elections transportation for seniors to and from the polls would be helpful. He expressed appreciation for the Councilor's suggestion for elections transportation and that he'd forward the Councilor's suggestion on.

**COMMITTEE RECOMMENDATION:** On motion by Councilor Memhard, seconded by Councilor Holmgren, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a grant for \$84,557 from the Massachusetts Executive Office for Administration & Finance, Community Compact Cabinet's Efficiency and Regionalization Grant Program. This 18 month program is to create a unified schedule for fixed routes from the communities of Gloucester, Rockport, Essex and Manchester for the purpose of transportation of low income seniors aged 65+ in the Cape Ann region from each community's senior housing units to Farmers markets, grocery stores and/or food pantries and parks/facilities for physical activities. Funding is to be split among the participating communities to support their specific transportation needs as well as a part-time coordinator. Grant funds must be expended by December 31, 2020. There is no local match for this grant.

**3. Memorandum, Grant Application & Checklist from the Director of Public Health re: request acceptance of a Blue Cross Blue Shield of MA Foundation Catalyst Fund Grant in the amount of \$4,998 for the purchase of a digital Intraoral X-Ray sensor**

**Mr. Schenk** reported that the city is also in receipt of a grant from Blue Cross/Blue Shield of Massachusetts Foundation for \$4,998 for the purpose of funding the purchase of a digital x-ray sensor for diagnostic testing for the city's Children's Dental Center. There is no local match. The Health Department oversees the Children's Dental Center on Prospect Street which sees about 1,300 underserved children a year. The equipment that they depend on comes from grants, and this is an opportunity for updating an imaging sensor for children which provides a higher resolution. This new sensor not only monitors children's teeth but and opens up services to elders with MassHealth, thereby to broadening the Center's constituency. **Ms. Newbegin** advised this will grant will cover the cost of replacing the Center's size 1 sensor noting that they are still seeking funding for a size 0 and size 2 sensor to cover a full range of patients.

**COMMITTEE RECOMMENDATION: On motion by Councilor Holmgren, 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 private 2019 Catalyst Fund grant for \$4,998 from the Blue Cross/Blue Shield of Massachusetts Foundation for the purpose of funding the purchase of a digital sensor x-ray equipment for diagnostic testing for the Gloucester Children's Dental Center. The grant period of the 2019 Catalyst Fund grant is from June 1, 2019 through May 31, 2020. There is no local match for this grant.**

**4. Memorandum from Personnel Director re: request approval of FY18 wage adjustments and payment of 3 DPW Superintendents for work performed in FY18**

**Donna Leete**, Human Resources Director, conveyed the following information: This request is to pay for retroactive out-of-grade work performed by three DPW employees who stepped up when the department lost three managers in January 2018. At the time it happened the city was in the process of the comprehensive job classification and compensation study which was planned to result in a reorganization of the DPW Department. At the time the city proposed to the union the out-of-grade pay structure agreement to compensate the workers. As they hadn't finished the entire compensation study the city was unable to obtain an agreement for these three workers until they took care of all the union workers. Once they took care of the whole, they were able to write a Memorandum of Agreement (MOA) with AFSCME A concerning out-of-grade work performed by three union employees.

**Ms. Leete** expressed her thanks to the three "very talented" workers who have improved the operational effectiveness of the entire department. She asked that the Committee move to permit the reimbursement to these three employees for the work they performed in FY18.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Holmgren, 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 prior year wages owed to three Department of Public Works employees for work performed during an ongoing job classification and compensation study in order to rectify wage adjustments for the time period of January 1<sup>st</sup> through June 30, 2018. The Fiscal Year 2018 wages owed in the amount of \$12,536.09 will be funded with Fiscal Year 2019 Public Works Department available budgeted funds as follows:**

<u>Name</u>	<u>Position</u>	<u>Amount</u>
Ronald Garvey	Superintendent of Central Service	\$3,897.37
William Gillis	Superintendent of Public Utilities	\$4,165.16
Phillip Curcuru	Superintendent of Facilities	\$4,473.56

**5. Special Budgetary Transfer Request 2019-SBT-12 from the DPW**

**Mark Cole**, Assistant DPW Director, advised that this \$15,783 transfer is money needed to fund the FY18 invoice payment for Tighe & Bond, the city's landfill monitoring company, approved by the Council on May 28<sup>th</sup> but in the meantime the funds set aside for it were spent. This transfer is from another account to pay for that

purchase of service. He also noted that the department's account to pay police details ran out of money with five remaining invoices for year end at this time to be paid and so is included in this transfer.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Holmgren, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2019-SBT-12 in the amount of \$15,783 from Account #0147252-520000, DPW-Facilities, Purchase of Services to Account #0147052-520000, DPW-Public Services, Purchase of Services for the purpose of funding payment of a FY18 invoice from Tighe & Bond approved by City Council Certificate of Vote 2019-082 for a total of \$13,225 and payment of police detail invoice 19-296-DV for a total of \$2,558 for a grand total of \$15,783.00.**

**6. *Appropriation request for MassDEP CWSRF 2019 Asset Management Grant reimbursement in the amount of \$250,000***

**Mr. Dunn** explained Mass Department of Environmental Protection CWSRF 2019 Asset Management Plan Grant Program as follows: A year ago the city committed to an asset evaluation of all city facilities, and this grant program is an opportunity to do the same for the city's water and sewer infrastructure. The results of the grant study will add to the city's facilities analysis and add it into the city's consideration on the subject of secondary treatment and how to move forward on that. The city has been recommended to make this evaluation by MA DEP and the EPA, and the city has the opportunity to go to the state revolving fund to obtain a grant. This will not be a loan; not a subsidized loan nor does the city have to pay this money back. However, the city has to make a commitment to spend \$250,000 to get the \$150,000. The entire cost is \$250,000 and have an estimate from a contractor to do the work for \$200,000 and that the \$50,000 will be in-kind from the city's Environmental Engineer and his staff as well as Veolia, the city's contracted managers of the water and sewer infrastructure plants. The remaining \$50,000 will come from the Water and Sewer Enterprise Funds at \$25,000 each.

**Mr. Dunn** advised that the city has to make this commitment by June 30<sup>th</sup>, and that there will be a need to call for a Reconsideration of Vote on the motion so that the documentation is received by the MassDEP by month end. He concluded his remarks by saying that this is a good thing to do and will match up with what the city has already done and needs to do moving forward.

**Councilor Memhard** asked if there was a risk during this asset evaluation that the use of state and federal funds could trigger secondary treatment "red flags." **Mr. Dunn** suggested that they are where they are, and this will not make it worse.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Holmgren, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL Ch. 44, §53A a state grant from the Massachusetts Department of Environmental Protection, a CWSRF 2019 Asset Management Plan Grant Project to upgrade city of Gloucester Water and Wastewater Asset Management Plans for \$150,000. The local match is comprised of a 50% cash match and 50% in-kind labor of the city's water contractor, Veolia and the Public Works Department equaling \$100,000 for an overall project total of \$250,000. The grant is effective through June 30, 2019.**

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

**Mr. Costa** reviewed the previously submitted documentation with the Committee with commentary by **Mr. Dunn**.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:05 p.m.**

Respectfully submitted,

*Dana C. Jorgenson*

Clerk of Committees

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