

**Budget & Finance Committee**  
Monday August 8, 2019 – 5:30 p.m.  
**1<sup>st</sup> Fl. Council Conference Room – City Hall**  
**-Minutes-**

**Present:** Vice Chair, Councilor Scott Memhard, Councilor Jen Holmgren (Alternate); Councilor Paul Lundberg (Alternate)

**Absent:** Councilors Cox and Hecht

**Also Present:** Kenny Costa; Jim Destino; John Dunn; Karin Carroll; Donna Leete

The meeting was called to order at 5:30 p.m.

1. *CC2019-027 (Cox): Request that the City of Gloucester accept Sec. 33 of Chapter 5 of the Acts of 2019 re: AirBnB Community Impact Fee (TBC to 08/22/19)*

This matter is continued to August 22, 2019.

2. *Memorandum, grant application & checklist from the Economic Development Director re: acceptance of Gloucester's Essex National Heritage Commission Grant-2019 Season for the Stage Fort Park Welcoming Center in the amount of \$2,500*

**Jim Destino**, CAO, advised this is the same grant annually received by the city with no match.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Lundberg, 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 federal grant from the National Park Service passed through the Essex National Heritage Commission, a 2019 Essex Heritage Visitor Center Grant for a total of \$2,500 for the purpose of supporting the activities of the City's Visitor Welcome Center at Stage Fort Park. The grant period is from July 1, 2019 through June 30, 2020.

3. *Memorandum, grant application & checklist from Police Chief: request acceptance of a FY19 Organized Crime Drug Enforcement Task Force Grant from the Drug Enforcement Agency for FY19 overtime in the amount of \$18,042*

**Mr. Destino** asked the Committee to accept this reoccurring annual reimbursement for overtime in FY19 of a Gloucester Police Officer as part of an agreement with the federal Drug Enforcement Agency (DEA). There is no match, he added.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Holmgren, seconded by Councilor Lundberg, 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 United States Department of Justice, Drug Enforcement Administration (DEA) FY19 Organized Crime Drug Enforcement Task Force for a total of \$18,042, reimbursing the City of Gloucester Police Department (GPD) for overtime by a GPD officer. The grant period is from May 1, 2019 through September 30, 2019.

4. *Memorandum from Police Chief re: requesting permission to pay an FY19 Language Line Services, Inc. invoice with FY20 funds in the amount of \$90.89*

**Mr. Destino** reminded the Committee this invoice for Language Line Services was late last year as well as the Police Department can't predict when translation services are needed.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Lundberg, 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 invoice for services rendered by Language Line Services, Inc., Invoice Number 4602622, dated June 30, 2019 and total invoice amount of \$189.68 for the purpose of interpreter services to the Gloucester Police Department in FY2019 to be paid with FY2020 General Fund – Police Department budgeted funds for a total of \$90.89.

**5. Memorandum, grant application & checklist from Public Health Director re: request acceptance of a Health Summer Jobs Youth Grant in the amount of \$2,217.60**

**Karin Carroll**, Public Health Director, explained this is a recurring grant from the state's Attorney General's office, but this year the amount was cut significantly. It goes directly to the YMCA which will equal 170 hours of community services by hiring local youth that work in the mobile YMCA program that services the under-served neighborhoods low-income housing areas of the city. **Councilor Holmgren** commented she's heard nothing but good things about the program.

**COMMITTEE RECOMMENDATION: On motion by Councilor Holmgren, seconded by Councilor Lundberg, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a state grant from the Massachusetts Office of the Attorney General, a 2019 Healthy Summer Youth Jobs Grant Program for a total of \$2,217.60 for the purpose of providing additional healthy summer jobs to local youth. The grant period is from July 8, 2019 through September 30, 2019. There is no local match for this grant.**

**6. Memorandum from HR Director re: requesting permission to pay FY19 Sentinel Benefits invoice with FY20 funds in the amount of \$1,145**

**Donna Leete**, Human Resources Director, asked for approval of payment of a FY19 Sentinel Benefits invoice with her department's FY20 funds totaling \$1,145. She noted the bill was received in July after the start of the new fiscal year. She described for the Committee through Sentinel the city provides benefits the city offers employees for tax free savings on unreimbursed medical expenses up to \$2,600 at \$50/year or for dependent care expenses for up to \$5,000/year. There is a \$5 administrative fee the city contributes monthly for those folks enrolled in these programs, she added.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Lundberg, 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 invoice for services rendered by Sentinel Benefits Group, Inc., Invoice Number 783084, dated July 2, 2019 for the purpose of paying an Administrative Fee covering the period of 6/1/2019 – 6/30/2019 for those city employees enrolled in the Sentinel Benefit Plan for Health Care Expense Reimbursement or Dependent Care Reimbursement to be paid with FY2020 General Fund – Human Resources Department budgeted funds for a total of \$1,145.**

**7. Memorandum, grant application & checklist from DPW Director re: request acceptance of a MassWorks Infrastructure Program Grant in the amount of \$3,000,000 for offsite utility and transportation improvements relative to the FMUV project**

**Mr. Destino** explained that the city was in receipt of a \$3 million grant from the Executive Office of Housing & Economic Development for the Trask Street Area Infrastructure Improvements relative to the Fuller Mixed Use Ventures Development Project.

**Councilor Lundberg** noted in the Agenda Packet there was the letter from the Commonwealth dated October 2018 advising the city had obtained the grant, and asked what happened between then and now. **Mr. Destino** advised he had believed the city had already accepted the funds. He noted that everything's ready to go on the project, and asked that the Council take a Reconsideration of Vote after the acceptance of the grant for that reason.

**John Dunn**, CFO reminded that the city previously transferred \$600,000 from the Sewer Enterprise Fund Free Cash to this project to pay for the match, and at the same time this grant acceptance should have been in front of the Council to be accepted in tandem with the transfer of funds.

**Councilor Memhard** asked what the residents in the neighborhood would see in terms of the ancillary benefits of the sewer infrastructure improvements such as bicycle paths and sidewalks. **Mr. Destino** advised the 80 year old sewer line will be replaced right sized, and in doing so there would be new sidewalks, paving of the streets as part of the project. It is hoped to get a bike path installed to Gloucester Crossing as well. Ward meetings will be held, he pointed out, and an assessment will be done when the meetings are held for certain aspects of the project.

**COMMITTEE RECOMMENDATION: On motion by Councilor Holmgren, seconded by Councilor Lundberg, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a MassWorks Infrastructure Program grant for \$3,000,000 from the Executive Office of Housing and Economic Development for the purpose of supporting the Trask Street Area Infrastructure Improvements pursuant**

**to Off-site Utility and Transportation Improvements relative to the Fuller Mixed Use Ventures Project. The grant period is from February 15, 2019 through June 30, 2021. There is no local match for this grant.**

**8 *Memorandum from CFO requesting a loan order in the amount of \$400,000 for the cost of permanent repairs and paving of Englewood and Lake Roads***

Mr. Dunn advised that in conjunction with the water line replacement project in the area of Englewood and Lake Roads which has been approved by the Council, the local homeowners have petitioned the city to make permanent repairs to their private ways. This is the cost of the paving for this area; and it will be reimbursed starting when the debt is issued, 100% of the loan is repaid through the bettered property owners. Before the new paving is put down they'll ensure the infrastructure underneath is in good working order, he added.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Lundberg, seconded by Councilor Holmgren, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the following a loan authorization of \$400,000 as follows:**

**Ordered: That the City of Gloucester appropriates Four Hundred Thousand Dollars (\$400,000) to pay costs of permanent repairs, including paving to private ways in the Englewood Road and Lake Road area, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7(5), or pursuant to any other enabling authority. Although any borrowing by the City to meet this appropriation shall constitute a general obligation of the City and a pledge of its full faith and credit, one hundred percent (100%) of the amount needed to repay any borrowing pursuant to this order shall be raised in the first instance through the assessment of betterments upon the abutters of the private way, in accordance with M.G.L. Chapter 80, and any other applicable authority. The Mayor and any other appropriate official of the city are authorized to take any and all actions necessary to assess the betterments described above, the term of which will not exceed 10 years, or such shorter time as proscribed by Massachusetts General Law. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**

**Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.**

This matter will be advertised for public hearing.

**9. *Supplemental Appropriation Budgetary Request (2020-SA-1) in the amount of \$35,000 to fund 50% of contractual cost for the Cape Ann Study for Education by UMass Donahue Institute***

Mr. Destino explained that the Gloucester School Committee and the Rockport School Committee engaged in a dialog for over a year discussing how best to approach the issue of the regionalization of the two school systems. It has been agreed that an outside consulting firm would be hired to do an evaluation, and UMass Donahue Institute has been chosen to conduct the study. The cost of the study is \$70,000; Rockport has agreed to split the cost.

Councilor Memhard noted that this has worked for Manchester-Essex and expressed hope that this will work for Rockport and Gloucester, this being a first step.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Holmgren, seconded by Councilor Lundberg, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-1 in the amount of \$35,000.00 (Thirty Five Thousand Dollars) from the Stabilization Fund-Undesignated Fund Balance, Account #7500-359000, to the School's General Fund, Central Office, Business Finance – Professional & Technical Services, Account #S0104995-530100 for the purpose of funding 50% of the contractual cost with the Town of Rockport for a Cape Ann Study for Education by the UMass Donahue Institute.**

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:51 p.m.

Respectfully submitted,  
*Dana C. Jorgensson*  
Clerk of Committees

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