

**Budget & Finance Committee**  
Thursday, February 20, 2020– 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 John McCarthy  
**Absent:** None.

**Also Present:** Kenny Costa; John Dunn; Police Chief Edward Conley; Assistant Fire Chief Joseph Aiello; Kelly Highland; Jenna Newbegin; Vanessa Krawczyk

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

1. *Memorandum, Grant Application & Checklist from the Fire Chief re: request acceptance of the FY20 Student Awareness of Fire Education Grant (S.A.F.E.) Grant in the amount of 4,565 and a Senior Safe Grant in the amount of \$2,552 for a combined total of \$7,117*

Assistant Chief Joseph Aiello explained this is an annual grant the department receives to run fire safety programs for students in the city's elementary schools and for seniors in the community. Firefighter Dominic Barbagallo writes these grants and runs the programs, he noted.

**COMMITTEE RECOMMENDATION:** On motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a state grant under MGL c. 44, §53A, a FY2020 School-based Student Awareness of Fire Education (S.A.F.E.) grant from the Mass. Executive Office of Public Safety and Security, Department of Fire Services in the amount of \$4,565 for the purpose of providing fire and life safety education to school-aged children.

**COMMITTEE RECOMMENDATION:** On motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a state grant under MGL c. 44, §53A, a FY2020 Senior Awareness of Fire Education (S.A.F.E.) grant from the Mass. Executive Office of Public Safety and Security, Department of Fire Services in the amount of \$2,552 for the purpose of providing fire and life safety education to seniors.

2. *Memorandum, Grant Application & Checklist from the Fire Chief re: request acceptance of a Community Compact Cabinets Information Technology Grant in the amount of \$42,500 & Supplemental Appropriation 2020-SA-23 from the CFO to supplement the grant in order to purchase Fire Dept. communications equipment from the Capital Project Stabilization Fund*

Assistant Chief Aiello explained as follows: This grant is from the MA Executive Office for Administration & Finance for the purpose of upgrading the Fire Department's primary radio system. This was a highly competitive grant. The city asked for \$90,000 but was only awarded \$42,500. This will greatly improve the department's communications ability, similarly to the recent Police Department communications upgrade. They are asking the city for a match because costs for this equipment are high – over \$3,000 per channel for four channels. This is the infrastructure that will take care transmission and receiving sites.

Mr. Dunn, added that because of the timing with the state, they had to commit to at least \$42,500.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a state grant under MGL c. 44, §53A, from the Massachusetts Executive Office for Administration and Finance, a Community Compact Cabinet's (CCC) Information Technology Grant Program for \$42,500 for the purpose of upgrading the Fire Department's analog conventional VHF radio system to a UHF simulcast system including apperturances. This grant expires February 14, 2021, and there's a local match of \$50,000.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-23 in the amount of \$50,000.00 (Fifty Thousand Dollars) from

**the Capital Project Stabilization Fund-Fund Balance, Account #7600-359000 to Capital Projects Stabilization Fund - Fire Communications Equipment, Account #760026-585002 to supplement a \$42,500 Community Compact Cabinet's Information Technology Grant Program for the purpose of purchasing Fire Department communications equipment.**

3. *Memorandum, Grant Application & Checklist from the Public Health Director re: request acceptance of the 1<sup>st</sup> installment of funding from Boston Medical Center for HEALing Communities Study in the amount of \$8,300.19*

**Jenna Newbegin**, Public Health Department Grants Administrator, with **Kelly Highland**, R.N., Public Nurse were present. **Ms. Highland** advised as follows: In Massachusetts a study is being conducted, led by the Boston Medical Center, with the objective of reducing opioid overdose deaths by 40% using a community-engaged phased intervention process referred to as the "Communities That HEAL (CTH) intervention. This is the first installment which will allow the department to hire a coordinator to organize a community coalition comprised of stakeholders and work on a menu of items that the Grantor provides – studying the process of facilitating a coalition.

**Councilor Cox** pointed out it appeared that the city already had such a coalition in place. **Police Chief Edward Conley** agreed saying that was why this grant was ideal for the city to help continue the work of the Community Impact Unit lead by the imbedded Community Navigator. He explained this is a two-year study; the National Institute of Health (NIH) has selected Gloucester in the first wave of funding; other communities of similar demographics will be selected in the second wave. Everyone in the 1<sup>st</sup> wave will impact those communities selected for the 2<sup>nd</sup> wave by utilizing what seems to be select the best process. He pointed out the city already has best practices in place. He offered his opinion that the reason this is happening now is because funding is anticipated from pending litigation that in turn will be given out as grants. If they are in a position to prove good practice, they'll be able to take advantage that future funding. There are sixteen Massachusetts urban and suburban cities and towns chosen for the first wave, **Ms. Highland** indicated, in conversation with **Councilor Cox**.

**Councilor McCarthy** noted that the 40% seems high and seems as if it is a written contingency. **Chief Conley** responded that that the number is not comparing Gloucester to Boston. The city is so far ahead of the curve compared to other cities that it would be unfair to say that Gloucester will see a 40% reduction. **Councilor Cox** expressed agreement that a 40% reduction would be great, but that the city is already doing so well. She confirmed with **Ms. Newbegin** that this is the first installment which expires very shortly, and that the second installment will come forward during April.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a federal grant under MGL c. 44, §53A, a National Institutes of Health (NIH) grant passed through the Boston Medical Center Corporation a HEALing Community Studies Grant in the amount of \$8,300.19 for the purpose of hiring 1.0 FTE Community Coordinator and pay for other expenses associated with grant execution. The grant period of the grant is from November 1, 2019 through March 31, 2020 and there's no local match for this grant.**

4. *Supplemental Appropriation 2020-SA-21 from the CFO for Police Traffic Enforcement Equipment from the Capital Projects Stabilization Fund*

**Chief Conley** advised he is seeking to purchase two speed monitoring trailers and a laser speed measuring device to replace currently owned but obsolete equipment as noted at the last B&F meeting, known as speed trailers. The department's equipment is obsolete and too expensive to repair. These units are solar powered with expanded features which are more cost effective to purchase. These speed trailers are anecdotally known to reduce speeding. One unit is small and basic, and the second is larger and can also convey up to three lines of messaging. With the new distracted driving law, this is an opportunity to use the trailer to inform the public, he pointed out. Another part of the speed trailers is that they'll come with traffic analysis software which can be downloaded telling them what average speeds are at the times of day. The data would be owned by the city. He also mentioned the laser radar speed detector they are purchasing as part of this package. The total purchase is \$29,430 (information on purchases on file).

**Councilor Memhard** confirmed that there is to photographic recordings of vehicles as they pass by the speed trailers. **Chief Conley** mentioned for **Councilor McCarthy** there is no remote updating for these units like there are for the DPW portable electronic boards. **Councilor Cox** discussed with **Chief Conley** about the length of time that

it takes to get a good study done. **Mr. Dunn** added funds are being appropriating within the Capital Stabilization Fund and if not all the money is spent it will stay in the fund.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard , seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-21 in the amount of \$29,430 (Twenty Nine Thousand Four Hundred Thirty Dollars) from the Capital Project Stabilization Fund - Fund Balance, Account #7600-359000 to Capital Project Stabilization Fund-Public Safety Equipment, Account #760026-585021 to purchase two traffic enforcement trailers and a laser speed measuring device for use by the Police Department.**

**5. *Supplemental Appropriation 2020-SA-22 from the CFO to fund city's share of total \$60,000 grant match requirement for a Seaport Economic Council Grant:***

**Jill Cahill**, Community Development Director, conveyed that: This appropriation is for match funding for a grant the Community Development Department applied for from the Seaport Economic Council (SEC) to update the city's Harbor Plan. A presentation will be made on Tuesday, Feb. 25<sup>th</sup> to the SEC and the request to them is for a \$240,000 grant to update the city's Harbor Plan. This has received a favorable recommendation from the SEC's Review Committee and expect a favorable outcome. The match has to be in place or in progress for the SEC to issue the grant funding. The EDIC has offered to invest \$15,000 to be used towards the grant match funding requirement which was a goal for them to start getting involved in harbor matters. They will come back for the grant acceptance.

**Mr. Dunn** added that this is unusual, in that the city has to make the commitment before the grant is issued. It is \$15,000 from the EDIC, and \$45,000 from the city for a total match of \$60,000. The appropriation from the fund is only \$45,000, he confirmed for **Councilor Cox**, who recommended the Council changes the appropriation for the total grant match of \$60,000. **Mr. Dunn** offered his agreement to the Supplemental Appropriation increase to the full \$60,000. **Ms. Cahill** assured that when the Council accepts the SEC grant, they'll have the appropriation in hand from the EDIC.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-22 in the amount of \$60,000 (Sixty Thousand Dollars) from the General Stabilization Fund -Fund Balance, Account #7500-359000 to the CIP20 Harbor Plan – Professional & Technical Services, Account #50685-530000 to fund the 20% grant match required for a competitive Seaport Advisory Council grant application for the purpose of updating the city's Harbor Plan/Designated Port Area Master Plan.**

**6. *Memoranda, Grant Applications & Checklists from the Community Development Director:***

- A. Request acceptance of Mass. Cultural Council Grant for the Gloucester Downtown "Harbortown" Cultural District in the amount of \$5,000

**Ms. Cahill** explained as follows: This is the annual state distribution from the Mass. Cultural Council for the support of the Gloucester Downtown "Harbortown" Cultural District for \$5,000. Gloucester is the only city that has two cultural districts. This year's funding will be used for signage to highlight cultural assets in the district, especially those not located on main thoroughfares, such as those assets on Harbor Loop, the newly renovated Harbormaster's Department & Visiting Boaters Center; the US Coast Guard, Discover Gloucester and the location of many important community events so that pedestrians and vehicles can more easily find these assets. There is no match.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a state grant under MGL c. 44, §53A, from the Massachusetts Cultural Council for a FY20 Cultural District Initiative Grant in the amount of \$5,000 for the purpose of supporting the Gloucester's Downtown Harbortown Cultural District and support signage to highlight cultural assets in the district, especially those that are not located on main thoroughfares. The grant period of the grant is from July 1, 2019 through June 30, 2020 and there's no local match for this grant.**

- B. Request acceptance of Mass. Cultural Council Grant for the Rocky Neck Cultural District in the amount of \$6,000

**Ms. Cahill** explained that this is another Mass. Cultural Council grant to the Rocky Neck Cultural District of which will use \$5,000 of the total funding to host a multi-partner and multi-venue arts festival to take place during the first weekend in June for the District. The format of the event will be based on a popular “porchfest” concept where participants visit various locations through the day for the arts and culture which encourages people to get around by foot or bike. The additional \$1,000 of the grant is in response to MCC’s call to participate in their Fair Saturday Pilot Program when all cultural districts statewide -- funds will be used to unite in a unique day of arts and culture to support a local social cause. The day will include performances at the Rocky Neck Cultural Center by a local artist and the debut of “Too Fat for China” at the Gloucester Stage company with both locations featuring food donation bins to benefit The Open Door. There is no match for the grant.

**Councilor Cox** asked why the Harbortown Cultural District didn’t get the extra \$1,000. **Ms. Cahill** advised that the group is not active at this time, and is in the process of rebuilding the board.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a state grant under MGL c. 44, §53A, from the Massachusetts Cultural Council for a FY20 Cultural District Initiative Grant in the amount of \$6,000 for the purpose of supporting the Rocky Neck Cultural District and financial assistance to support a multi-partner and multi-venue arts festival. The grant period of the grant is from July 1, 2019 through June 30, 2020 and there’s no local match for this grant.**

**7. Memoranda, Grant Applications & Checklists from the Auditor re:**

**Assistant Chief Aiello** advised that the following two FEMA reimbursements for the city’s storm recovery efforts for the winter storms in 2018. This was due to the efforts of Carol McMahon and Mark Cole, Assistant DPW Director, they were able to get money back from the government because Governor Baker declared a State of Emergency. He recounted that one of the two storms flooded the High School Parking Lot; the Good Harbor Beach footbridge was heavily damaged; snow removal; playground repair; Newell Stadium, etc.

**Councilor Memhard** asked if there was anything still outstanding from damage by the storms in 2015 and was told by **Mr. Dunn** that it was done, but the reimbursement was very slow in coming.

**Councilor McCarthy** asked if the Good Harbor Beach footbridge still has to be replaced. **Mr. Dunn** confirmed that was in the DPW Director’s queue.

- A. Request acceptance of FEMA/MEMA March 2-3, 2018 Severe Winter Storm and Flooding Grant in the amount of \$197,318.94

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a federal grant under MGL c. 44, §53A, from the Federal Emergency Management Agency (FEMA) and passed through the Massachusetts Emergency Management Agency (MEMA) for the FEMA-4372 March 2-3<sup>rd</sup>, 2018 Severe Winter Storm and Flooding Grant reimbursement for a total of \$197,318.94.**

- B. Request acceptance of FEMA/MEMA March 13-14, 2018 Snow Assistance Grant Reimbursement in the amount of \$252,679.94

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a federal grant under MGL c. 44, §53A, from the Federal Emergency Management Agency (FEMA) passed through the Massachusetts Emergency Management Agency (MEMA) for the FEMA-4379 March 13-14<sup>th</sup>, 2018 Snow Assistance Grant reimbursement for a total of \$252,679.94.**

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

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

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:16 p.m.**

**Respectfully submitted,**

*Dana C. Jorgensson*

**Clerk of Committees**

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