

Budget & Finance Committee Meeting

Thursday, April 9, 2020

REMOTE PARTICIPATION

-Minutes-

Present: Chair, Councilor Melissa Cox, Vice Chair, Councilor Scott Memhard, Councilor John McCarthy

Absent: None

Also Present: John Dunn, Joanne M. Senos, Fire Chief Smith, Asst. Fire Chief, Joe Aiello, Police Chief Conley, Kenny Costa, James Pope Karin Carroll, Carol McMahan, Councilor O’Hara, Mayor Sefatia Romeo Theken

The Budget & Finance Committee participated by remote participation and all votes by the Committee by virtue of the remote participation are by roll call.

Councilor Cox: Called the meeting of the Budget & Finance Committee for Thursday, April 9, 2020 at 5:30 p.m. to order. Welcome and thank you for taking the time to join the meeting remotely. We will take things in order from the agenda.

Memorandum from Veterans Services Director re: request acceptance of donations to support Cape Ann Veterans Services in the amount of \$275 (postponed from 3/19/20)

Councilor Cox: Not seeing Adam Curcuro. John Dunn could you briefly give us a description?

John Dunn: About three or four times a year, Adam Curcuro gets donations that come in for benefit of veterans. This is for four donations two in the amount of \$100 each; one for \$50.00 and one for \$25.00. Total is \$275.00. When Adam gets these donations, he acknowledges them with a thank you letter. They go into a fund where he can get to them as need be.

Councilor Cox: Any questions for John Dunn? Seeing none, I will make the following motion: Budget & Finances recommends the City Council accept cash donations from members and business partners to keep in Office of Veteran Services for the purpose of supporting ongoing efforts to serve veterans and active duty military for a total of \$275, and I so move.

Councilor Memhard: Second.

Councilor Cox: Further discussion? Seeing none, roll call: Councilor Memhard, yes. Councilor McCarthy, yes. Councilor Cox, yes. Motion passes 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept donations under MGL c. 44, §53A, to support Cape Ann Veterans Services in the amount of \$275 (Two Hundred Seventy-Five Dollars) from the following members and business partners within our community:

Kenneth M. O’Brien & Margaret Masjoan	\$100.00
National Society of the DAR Cape Ann Chapter DAR	100.00
Carol Schaeffer Judd	50.00
Judith Maxfield	<u>25.00</u>
Total	\$275.00

Memorandum from Asst. Fire Chief re: request acceptance of additional funding for a FFY20 Washer-Extractor Grant in the amount of \$6,448.94 (postponed from 3/19/20)

Fire Chief Smith conveyed to the Committee that this was actually the Asst. Fire Chief’s grant and will let him explain.

Assist. Fire Chief: You approved one, and the Division of Fire Services came out with a second round. Apparently, a lot of people didn't apply. I applied again for another one, and what they did was they combine the two into one package. It went from \$6,000 and change to \$13,000 and change. This washer will go into the Bay View station and the other one to West Gloucester. DFS put it in one big package. I need to get the second one approved.

Councilor Cox: Thank you for applying for that again and taking that opportunity. Are there any questions? Seeing none, motion: Budget and Finance recommends to the city Council to accept a state grant under MGL c 44, Sec. 53A, a FY2020 Washer-Extractor Grant from the Executive Office of Public Safety and the Department of Fire Services from a round two award of \$6,448.94 for the purpose of purchasing a washer-extractor for cleaning firefighter equipment after exposure to smoke and other toxic chemicals. This is an award of additional funding for FY2020 Washer-Extractor Grant program of which \$6,573.13 has already been approved as a round one award for a total of \$13,022.07. There's no local match in the grant is through June 30, 2020, and I so move.

Councilor Memhard: Second and congratulations on getting this.

Councilor Cox: Thank you very much. You won't have any problem spending that money by 2020?

Asst. Fire Chief: No, we will. We will get it done. Thank you and I appreciate it.

Councilor Cox. Roll call vote: Councilor Memhard, yes. Councilor McCarthy, yes, Councilor Cox, yes. Motion passes 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept a state grant under MGL c. 44, §53A, a FY2020 Washer-Extractor Grant from then Executive Office of Public Safety and the Department of Fire Services (DFS) in the amount of \$6,448.94 (Six Thousand Four Hundred Forty-Eight Dollars and 94/100) This is an award of additional funding for the FFY2019 Washer-Extractor Grant Program of which \$6,573.13 has already been approved for a total of \$13,022.07. This grant expires June 30, 2020.

Memorandum from Police Chief re: request acceptance of the Addison Gilbert Hospital Community Grant in the amount of \$13,000 (postponed from 3/19/20)

Chief Conley: This is a grant that came out Addison Gilbert Lahey Health, and I applied to help support the activities of a community impact unit. I ask that you accept that, and the money will be utilized to go toward our efforts to engage with at risk population, which is in fact the mission of that unit.

Councilor Cox: Any questions for Chief Conley. Seeing none, motion: Budget and Finance recommends that the City Council accept a private grant under MGL c. 44, Sec. 53A a FY2020 Community Navigator Program Collaborative Grant from the Beverly and Addison Gilbert Hospitals in the amount of \$13,000 to support the new Community Navigator program for marketing materials, equipment and training costs incurred during calendar year 2020. There is no local match for this, and the grant is through December 31, 2020, and I so move.

Councilor Memhard: Second.

Councilor Cox: Further discussion? Seeing none, roll call vote: Councilor Memhard, yes. Councilor McCarthy, yes. Councilor Cox, yes. Motion passes 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL Call 3 in favor, 0 opposed, to recommend that the City Council accept a community grant under MGL c. 44, §53A, from the Addison Gilbert Hospital Community Grant in the amount of \$13,000 (Thirteen Thousand Dollars) to support the new Community Navigator

Program for marketing materials, equipment and training costs incurred during this calendar year. There is no local match for this grant.

Memorandum, Grant Application, & Checklist from Police Chief re: request acceptance of the FY20 MED-Project Grant in the amount of \$1,300

Chief Conley: This is a grant that the money goes towards supporting our program for prescription drugs. The containers you've probably seen in our lobby, and you've seen probably in other places like pharmacies. This goes to help that effort.

Councilor Cox: Any question from Councilors? Seeing none, motion: Budget and finance recommends that the City Council accept a private grant from the FY20 MED- Project LLC and in partnership with the Commonwealth of Massachusetts approved Med-Project Drug Stewardship Program and the amount of \$1,300 and I so move.

Councilor Memhard: Second.

Councilor Cox: There is no local match requirement for this grant. Further questions? Roll call: Councilor Memhard, yes. Councilor McCarthy, yes. Councilor Cox, yes. Motion passes 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept a state grant under MGL c. 44, §53A, from the Commonwealth of Massachusetts FY20 MED-Project Stewardship Program in the amount of \$1,300 (Thirteen Hundred Dollars), for the management and disposal of unwanted household opioids and benzodiazepine medications. There is no local match for this grant

Councilor Cox: We are going to take things out of order and take up item 7.

Memorandum from CFO re: Loan Authorization in the amount of \$2,500,000 for downtown paving and parking meters

Mike Hale, DPW Director: This is a 2.5 million dollar request relative to replacing the aged parking meters on Main Street, Roger Street and the general downtown area. Nothing but issues with those meters and those are used meters. We have a number of kiosks in existing parking lots downtown that seem to work well. The new kiosk technology allows people to use apps to pay if you are stuck in a restaurant and enjoying your meal. You know you're running out of time, you can go to the app and in a program add an extra half hour or forty five minutes or hour, whatever you need. The convenience of replacing the aged meters is certainly the reason for this move forward with kiosks all downtown. I think from an aesthetics standpoint less is more mainstream, not as cluttered with meters every twenty-two or forty-five feet. It allows for a better look of Main Street and Rogers Street. Certainly, the snow clearing in the winter, it is helpful for us. I just think it adds the whole to downtown look. Part of the process would include paving a number of downtown streets that extends beyond the area of metering, but we think it's just kind of be the gateway where they come down Main Street, East Main Street or on Washington Street to a downtown area. All those roads are in tough shape. Certainly, Washington Street is beat up by National Grid gas work in the last 18 months, and they're nearly done. This would essentially pave from Exchange Street to Foster Street. As you are coming up to 128, then East Main Street first or Main Street, that section of East Main Street, Main Street, Rogers Street is in terrible condition. Certain section of Rogers Street from Harbor Loop out through Western Ave is in tough shape, as is Harbor Loop itself. Main Street was paved in 2008 and that is some time ago. There's no question these streets need to be repaved. I think we all drive on them every day by repaving them, lets us restripe the streets to make sure we're maximizing all parking spaces relative to the kiosks. It's an overall enhancement to a downtown area.

Councilor Cox: The area in front of Connelly's is that part of the area that's going to be repaved on Roger's Street?

Mike Hale, DPW Director: That is the intersection of Main Street and East Main Street. So, yes, basically includes Parker Street up East Main Street heading into town, Main Street. A portion of Roger's Street have already been done. Again, there is a lot of coordinated efforts in this because National Grid has gas work and electric work that may interfere with some of this work, but we'll try to work those bugs out right now.

Councilor Cox: Do you have a start date for this project?

Mike Hale, DPW Director: We've already had discussions with the kiosk folks. We have a price. They are on the MAPC pre-procured vendor list. There's no bidding necessary. Their lead times anywhere from ten to twelve weeks on the kiosks, and that was pre COVID. I don't know if things changed. Certainly, we would have to refresh their timeline on this. If I can start paving now, streets have less traffic than they've had in a long time. Obviously, if you wait until June to pave downtown, if I had to, I would wait until September. Whatever can get done now, I'd like to get done now. Yes. OK. Sorry. This would fall within the existing contract for paving. So again, I don't need to go procure the service.

Councilor Cox: When you're removing the parking meters from downtown, when are you going to do to fill that that hole? Are we looking at new sidewalks for downtown with the brick work being upheaved in some areas?

Mike Hale, DPW Director: It is not for here, but there are some certainly defects to the sidewalks downtown. This does not include a reconstruction of the downtown. This is the paving. Certainly, there are some sidewalks that need to be taken care of. We envisioned handicapped accessibility being a big part of this. Any place where there's not a curb ramp there would be a curb ramp. The sidewalks we would have to pick away at them as the worst ones first. Obviously the place where the meters came out, we would patch that in whether it would be concrete, asphalt or brick.

Councilor McCarthy: Mike, is this going to rid of the existing Kiosks that we have now?

Mike Hale, DPW Director: We've replaced those and repurpose those kiosks that can be reconditioned.

Councilor McCarthy: They have been troublesome from the beginning.

Mike Hale, DPW Director: Yes, some of them have. So I think certainly going to a modern technology and repurposing those. We've spoken to TJ about perhaps like Dufungin rather than collecting down there, you could have kiosks down there. These don't owe us anything at this point. They've been the ground a long time. The new technology, they are solar powered, and battery backups. We would go to a system where coin and credit card or debit card would be that an app would be the preferred method of collecting versus bills.

Councilor McCarthy: In your specs, they look like they're a lot better unit than what we have now. I mean, they actually notify you when they get in full. Are we going to have any meters left in the city or will this get rid of all of our meters.

Mike Hale, DPW Director: The one question we have right now would be. The small place on Railroad Avenue by subway. Those are metered spots right now. Those are the only meters spots that on the edges. Everything else is confined to downtown that I can think of. We may make one of those odd kiosks on Railroad Avenue or we buy a new one or we go to a smart meter that we do something.

Councilor Cox: There's only like four or five spots there, isn't it?

Mike Hale, DPW Director: There is 10 total. They are angled spots, so it's the whole frontage of that of that facility.

Councilor Cox: What about the Legion area up in that corridor? Are you envisioning one? Because those are pretty spread out.

Mike Hale, DPW Director: The beginning of Washington Street is metered up, I guess, to Middle Street. Those supposed to be incorporated into a kiosk. Again, there's so much that the number of kiosks, but it's upwards to 70 plus kiosks downtown, due to the fact that you don't want them so spread out, they're inconvenient. The current kiosk of a receipt and you go put that in your windshield or your dashboard easily pay by plate so you can walk to one. You could park here and walk 100 yards, get to your first kiosk and, you know, putting your credit card and checking your license plate and we know that your plate is good for how long you purchased that spot for. Part of Chief Conley's staff would have plate readers driving by that we will pick up the plates and they'll know who is current and who has an expired spot.

Councilor Cox: What about the one on Middle Street? There's two on Middle Street in front of the Judith Sargent Murray House. To me, it seems like a weird inconvenience for the parking attendants and a waste the whole machine. I think in my opinion, Railroad and that section of Middle Street where there's only two meters, do away with it and save ourselves some money. Is the revenue really coming in enough to waste the machine?

Mike Hale, DPW Director: The schedule for where these kiosks go is still a little bit up in the air. I think we need a ground truth in everything. I've walked the site with the vendor more than once. They've walked it more than once without me. We have a plan that shows where the kiosks would go. But again, there needs to be some truthing to that just to make sure that it's not going to be near a door that opens up. You want to put it right next to the business exit.

Councilor McCarthy: One of the reasons that we have them at Railroad is to keep the parking rotating for the businesses; and the reason they're on Middle Street is because of the medical offices that are there to try to keep parking open so that those offices can be utilized.

Councilor Cox: There is a solution in putting like two hour time limit or something like that instead of a multi thousand dollar machine. That is all I am asking. That there's some evenness about what we're replacing them.

John Dunn, CFO: As part of this, we're taking away all the current meters, which will give us a huge inventory of the best of the lot and will hold on to those. So it could be in certain places that have just two to ten parking spaces. We continue to use this type of meter. As Councilor McCarthy commented, all we really want to do in those places is make sure that the parking spots turn over. We're not going to be putting a six thousand dollar kiosk in a place that only services two to 10 meters.

Councilor Cox: That's kind of what we're doing if we put a kiosk in Railroad.

John Dunn, CFO: I'm saying we may just keep the regular meters there. We are going to take all the meters off the street. We keep the best hundred and that should last us the next 70 years.

Councilor Cox: The ones on Middle Street, I understand that there's medical offices down there. It's just an odd place to have them for when the parking attendants are doing their rounds. I would like to think that somebody would think about those. I want to take a minute to welcome Councilor O'Hara to the meeting. He had logged on around 5:40 earlier. So I just want to make sure that everybody knows that he was here.

Councilor Cox: Does anybody have any further questions regarding the paving and parking loan authorization?

Councilor Memhard: Good move.

Councilor Cox: The kiosks have been here as long as I have. So that's 10 years and working equipment. Life span doesn't. I'm impressed that they've held up as well as they have for that long. So thank you, John. Thank you, Mike, for moving forward with that. I know Jim Destino had a lot to do with that, and Kenny worked with the auditor for the parking meters to do that study. Good team effort.

Councilor Cox: Budget & Finance recommends that the City Council approve the following loan authorization as follows:

ORDERED: That the City of Gloucester appropriates Two Million Five Hundred Thousand Dollars (\$2,500,000) to pay costs of paving of streets in the downtown area including, but not limited to, Parker Street, Main Street, East Main Street, Washington Street, Rogers street and Harbor Loop. Purchase and install parking kiosks in the downtown, restripe parking spaces and install signage among other project costs, 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, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. 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, and I so move.

Councilor Memhard: Second.

Councilor Cox: Further questions or comments? Seeing none, roll call: Councilor Memhard, yes. Councilor McCarthy, yes, Councilor Cox, yes. Motion passes on a vote of 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by **ROLL CALL 3 in favor, 0 opposed** to recommend that the City Council approve the following loan authorization as follows:

ORDERED: That the City of Gloucester appropriates Two Million Five Hundred Thousand Dollars (\$2,500,000) to pay costs of paving of streets in the downtown area including, but not limited to, Parker Street, Main Street, East Main Street, Washington Street, Rogers street and Harbor Loop. Purchase and install parking kiosks in the downtown, restripe parking spaces and install signage among other project costs, 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, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. 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

Councilor Cox asked City Auditor, Kenny Costa, to brief them on item #5:

Memorandum from City Auditor re Gloucester Public School's End of Year Financial Report-Independent Accountant's Report (info Only) (postponed from 3/19/20)

Kenny Costa, City Auditor: That is just for informational only. This was a great thing to let the committee know. This is the big financial report of the school. This is the first time that I know in 10 years that we've had no findings. This is a clean report. Last year we had one finding. For me this is something that was a goal to resolve ten years ago when I first started with the city. We had over 10 findings. Even with the current leadership at the school and also the previous with Tom LeFleur. Now, with Gary, we've been working together to clean up the findings. We've come a long way, and I wanted to let the committee know.

Councilor Cox: We are going to take item #8. And again, we will come back to item 6 for the election of the city auditor after we finish with the other business.

Memorandum, Grant Application & Checklist from the Public Health Director re: request acceptance of \$25,000 from the Metropolitan Area Planning Council for its use in responding to the COVID-19 outbreak

Kenny Costa, City Auditor: I just want to let you know. Originally, it was \$25,000 that was awarded this past week. There's been another twenty five thousand that's been awarded. It's actually a full fifty thousand dollars since the matter in front of you. So I hope you were able to entertain the \$50,000 tonight. So I just wanted to let you know in the motion reflects the \$50,000

Karin Carroll, Public Health Director: The Massachusetts Metropolitan Area Planning Council was the administrator person funds that were released from the Department of Public Health a few weeks back or probably a month or so back now to assist communities, local boards of health with the COVID-19 response. So with Carol McMann and Jen Newbegin, our grants writer, quickly submitted an application and then a second one, which has been funded as Kenny said now up to the \$50,000. What those funds can be used for and will be used for is mainly surveillance in case identification. So that's things like nursing time, contract nurses who are assisting us. If there is any overtime in the contacting of cases as well as their contacts, which is where it can get very time consuming, but it's extremely important. As you might know, there may be some data management component to this and tracking and then there are a range of services that we are providing and need to continue to provide to keep people in isolation that need to be including we hope to use some of those for first responders and homeless who may become may need to isolate and need services like wraparound services, laundry, food, medicine available. It's also there to assist with risk communications. So we've had Guilfoil helping us out with that and we expect to continue to use some of the funds. Again, communication to the public about how to behave in this. It's really the only weapon we've had to fight this virus. So communication was extremely important from day one. Huge thanks to Vanessa in the mayor's office has supported our PR function tremendously, but we did need some help and have continued to. So those I think are the main areas of allowable expenses and where we would envision spending that \$50,000.

Councilor Cox: Any questions?

Karin Carroll, Public Health Director: Everyone's working very hard on this and doing what we can.

Councilor Cox: Thank you. I know this is unusual circumstances, Everybody has been pulling together and doing everything that can possibly be done to make sure that there is really good communications going out and that we're all on board. So thank you very much and for going after the grant.

Karin Carroll, Public Health Director: There are councilors, who I understand, are going to be assisting with some well check calls as well. So that's just that's really great. Thank you again.

Councilor Cox: Councilor McCarthy is actually going to be the coordinator on that for the volunteers. So I am definitely looking forward to getting my list. Any further questions on this one? Seeing none. Motion: Budget and finance recommends that the City Council to accept a state grant from the Metropolitan Area Planning Council in the amount of \$50,000 for the purpose in responding to the COVID-19 breakout. There is no local match for this grant, and I so move.

Coouncilor Memhard: Second.

Councilor Cox: Further discussion. Seeing none, roll call Councilor Memhard, yes. Councilor McCarthy, yes. Councilor Cox, yes. Motion passes 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend that the City Council accept a state grant under MGL c. 44, §53A, from the Metropolitan Area Planning Council (MAPC) on behalf of the Commonwealth of Massachusetts and the Department of Public Health, in the amount of \$25,000 (Twenty-five Thousand Dollars) for the purpose in responding to the COVID-19 outbreak. There is no local match for this grant.

Councilor Cox: Item #9:

Supplemental Appropriation-Budgetary Requests (#2020-SA-30-31) from CFO

John Dunn, CFO: I think there should be two here and both related to the same issue, they just have to go to different places. There is the cover, a memo that I sent to the mayor. This is a request for funding for COVID-19 impact on the city through the Health Department. Karen Carroll has written a very extensive memo where this is going to go. There are kind of two pieces of this: one piece for \$175,000 basically staffing support or personnel, and the other piece is for supplies for \$25,000. I'm not exactly sure how it's going to be set up. We're going to run through a HR, and Karin Carroll may be as much ahead of me on that, but it's probably going to be under contract basis as opposed to employee basis, because you don't know how long we're going to have these people aboard. Am I correct in that that assumption on the staffing?

Karin Carroll, Public Health Director: Yes, you are. They are contract positions. The two 16 week nursing contract positions. Then the risk communication, coordinating, planning liaison for the city is Carol McMann. Her contract is in there as well

Councilor Cox: Can you break it down a little bit more, if possible, for more the two 16 versus the risk management?

Karin Carroll, Public Health Director: I'll just walk through the 150 of the staffing charges. So there's two contract nurses working approximately 40 hours a week. They may not quite be hitting that at this point, but they have been working with us since day one and they are contracted. That comes to the \$51,200. We budgeted for wraparound service coordinator and this will sit with the Open Door to be managed by Julie Laontaine. So what this allows us to do is as residents need assistance with food due to COVID-19, they're not allowed to go out. We give them the name of a contact person who is solely working on this at the Open Door and it gets around any HIPPA violations. The patients themselves can reach out for the resources they need. The staff at the Open Door don't need to know exactly why they're calling or how what their situation is. And they provide them and they'll coordinate all of the food needs of the patient or of contacts as well. We also have the Carol McMann's contract. Carol, started out doing a lot more of the risk communication

piece. We quickly learned that we needed someone more as our planning liaison. One of the four chiefs, we had way too many moving pieces in terms of staff and resources, and just knew things that needed to be planned for and set up like the relocation of the homeless shelter and other major initiatives that we needed her focused on. So a lot of this covers her contract with us and the final piece was moving a part of our Grants Administrator, Jenna Newbegin, moving 20 hours of her time over to this onto the city budget and off of grants. If she's on grants, she can't work on things like that MAPC grant application that we're coming in for COVID. So she has been pretty full time, well up to 20 hours with us on COVID response seeking funds and grants and that we put through until June 30th to be revisited if we need her longer. And then the final component of that was for supplies \$25,000. We were really hoping that we would be able to purchase things like for head temporal thermometers, digital thermometers, PPE for staff who are might be going in to assist patients. Some of our partner agencies that are involved in directly, where at this point, there's not a lot of PPE to buy, but there are things coming available. Just today we were able to source some temporal thermometers for our nursing homes. They are doing active screening at the door of all visitors, service providers coming in as well as staff. And as you know, this is a critical high risk group that we want to support them in every effort to make sure no one going in there is carrying the disease or is a transmitter as much as we possibly can. We'll also be working as we have really closely with our fire chief and the two inventory managers, Phil Harvey and Jon Sanger, who helped prioritize needs and source things. As they can locate them and source them, we have the funds available to purchase them. We've also been able to supply some cots to the new homeless shelter, the relocated shelter, as well as other assorted needs as they arise for people in either in isolation and quarantine or high risk areas that we're really worried about. We've been able to do some additional cleaning and offer other services, support services.

Councilor Cox: Does anybody have any questions for caring for Karin or Carol?

Councilor Memhard: Any testing an option or not?

Karin Carroll, Public Health Director: At this point, no. We have an arrangement for first responders only if you get a referral through a physician, and you meet the criteria, but you have to meet those strict criteria. There is an opportunity that presents itself with a regional group through our community. Health centers are looking to regionally offer testing for all individuals in homeless shelters as well as those staffing. And, you know, they may be looking for help funding that and staffing it. So at this point, we don't have an official proposal put forward yet, but we're watching that closely and would be fully in support of that if we could. If we could get that testing, we would be very interested in doing that.

Councilor Memhard: Hopefully that will be for sure forthcoming shortly.

Councilor Cox: What about the group homes that we have in town?

Karin Carroll, Public Health Director: Great question. We spend a lot of time in the last few days with them. We have a few categories. So we now have this isolation hotel option from the state that's available to anyone who is homeless or is a domestic violence survivor. We are able to place people immediately if we need and they will get picked up here in Gloucester, they will be taken there for their full recovery. What isn't clear is what happens in some of our smaller group homes who are technically not homeless. These people are housed in these homes for the foreseeable future. The issue we have is they are not able to totally isolate because they are sharing bathrooms. In order to effectively isolate someone, they really need their own bathroom. Some of these group homes would find that very, very difficult to organize. Kelly Hyland, our nurse, these are the kinds of issues she works with the state on. It takes days, sometimes weeks to find a path forward, and usually some sort of local solution. But we were happy yesterday that we at least have our Well Spring and our homeless shelters covered off on immediate isolation needs. It's really just some of these smaller group homes like you mentioned Councilor Cox that we still don't have a complete plan and we're trying to work that through.

Councilor Cox: You know that I'm affiliated with the Dakota House, so if you need anything from that, please let me know.

Councilor Cox: Any questions regarding SA-30 or 31? Seeing none, motion: Budget and Finance recommends the City Council approve 2020-SA-31 in the amount of \$25,000 from the General Stabilization Fund Undesignated Fund balance for the purpose of purchasing COVID-19 supply needs, and I so move.

Councilor Memhard: Second,

Councilor Cox: Further discussion. Seeing none, roll call: Councilor Memhard, yes. Councilor McCarthy, Yes. Councilor Cox, yes. Motion passes 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-30 in the amount of \$25,000 (Twenty-Five Thousand Dollars) from the General Stabilization Fund – Undesignated Fund Balance, Account #7500-359000 to Health Department Supplies #0151052-54000 to cover COVID-19 supplies as needed.

Councilor Cox: Budget and Finance recommends the City Council approved 2020-SA-31 in the amount of \$150,000 from the General Stabilization Fund Undesignated Fund balance to Board of Health wages for the purpose of funding COVID-19 temporary staffing needs, and I so move. Further discussion. Seeing none, roll call vote: Councilor Memhard, yes, Councilor McCarthy, yes. Councilor Cox, yes, Motion passes 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2020-SA-31 in the amount of \$150,000 (One Hundred Fifty Thousand Dollars) from the General Stabilization Fund – Undesignated Fund Balance, Account #7500-359000 to Health Department Hourly Wages #0151051-511300 to cover CPVID temporary staffing needs.

Councilor Cox: I don't think we're going to take up item 10 unless you think that there is anything pressing.

Kenny Costa, City Auditor: There is nothing pressing at this point.

Councilor Cox: If you could email us the update for the next meeting. Just so we have it in advance. That would be great. I hate not addressing it at some point. Item #6 is the election of city auditor. I just want to recognize Councilor Mayor Theken is on the line with us.

Councilor Cox: Give us a brief overview from last time we did this. What your goals were and if you were able to satisfy those goals and then what your next goals are.

Kenny Costa, City Auditor: I would like to start with my municipal audit experience. I have 21 years of audit experience with the city now for 10 years as the city auditor. Previous to that, I was the assistant city auditor in Somerville. I also worked for two audit firms as well. So I just wanted to let everybody know that. My last review was in March 2018, and my first goal was free cash, the certification of it, which means closing of the books. So the last two years we've produced positive free cash certifications and more importantly, we've closed the books on the last two years. So that goal has been accomplished. Another goal was the annual city audit. In the last five years we've had Rosselli, Clark and Associates. They are not really new anymore. We've actually had savings on the audit. We were paying close to \$90,000 five years ago and now we're paying \$69,500. The first three years, it went well with the outside auditors. We negotiated with Tony Rosselli. We got again \$69,500. So zero percent increase on the audit fee, which is great news to try to keep costs down. Next goal is the CAFR. Two years ago, it was our first CAFR. So now we've issued three CAFR's, which is a great program. This is viewed positively by the rating agencies S&P and Moody's. They like to see that because it's a comprehensive annual financial report as opposed to the basic financial audit report that we issued previously. Another goal was OPEB, other post-employment benefits. We had an RFP. We got a three year contract. So in twenty- one will be the last year. It's an annual reporting requirement and we need the OPEB report for the financial statements, which is important. We've noticed that the costs have escalated over the years. So it's a nice I guess it would be an offset to the audit costs. So I

would say over the audit period, we've saved \$120,000 over that period. It helped pay for the OPEB report, which is now an annual requirement. So there were other few other goals at the time. I'll just touch them on briefly. There was a vacancy in my office for general as your accountant. Remember, some of the Councilors assisted me making a way, a decision on the general accountant, which was worked out very nicely. So now, as you know, we have a four member staff. I have a great team. We all work well together, especially at a time like this. Another item is Munis user conference. I did attend the user conference in Boston, and trained my staff in everything I learned. Another item is the budget and finance. You know, working on the fiscal and FY 19 budget and continuing. So that's something I will always work with Budget & Finance. We work all together for the FY 21 budget. I'm here to assist you if you need any financial reports or if you needed any information during the budget process or just for clarification of the budget process. As far as new goals, as we mentioned earlier about my team, I'm looking to retain my team. You know, I'm always constantly trying to teach my team, you know, new things. They want to grow. So one thing that the city and our office and the help of the mayor's office were looking to regionalize accounting services. We are looking to work with other communities and see if we can regionalize and provide more services and also help other communities as well. However, now with the corona virus outbreak, we've actually had to put a pin into it for now. But for FY 21, we can continue exploring and then also, you know, try to execute an agreement with a neighboring town. Another goal is the free cash certification closing off the books. This is going to be a now a challenging time. So if I'm hopeful by June, things will ease up because as you know, the June 30th and fiscal year 20. It not an issue because we have the expertise, but it will be a challenge. Then the other thing is DOR too. I don't know how functional they will be with the free cash certifications in the fall. I think with the gateway system, an online system, that will definitely help. Another another item I have is, is just the schools year report, and also its student activities as well. We've made a lot of headway with student activities. You know, all the accounts are also set up in the general ledger. We were actually hopeful that Tony Rosselli would come out this spring and audit student activities. Just so you can see the progress that we've made. But now with the corona viruses, schools aren't in, so he's not able to come out or not even doing it remotely. So we'll probably have to wait another year for next spring for the student activity on it. That's another item that we've come a long way, even like 10 years ago between the annual report and student activities. So we've made a lot of progress. Some items are baby steps and some items, you know, we've turned around very quickly. For example, free cash in fiscal year 10. We had negative free cash at 2.3. This past year, we had positive 2.6. So we've had 10 years of positive free cash, which is a great thing for the city. And it's a team effort. I'm not I'm not looking to take credit for this. I mean, this is this is everybody. This is the mayor's office. This is the treasurer's office and John Dunn. This is everybody working together, the City Council, Budget and Finance, to make this happen.

Councilor Cox: If you could provide a summary with the points via email to the clerk's office for the City Council that would be extremely helpful for the packet. Does anybody have any questions for Kenny?

Councilor Memhard: Thank you for your steady hand and your support.

Councilor McCarthy: Nothing further for me. I have worked with Kenny on both sides.

Councilor Cox: Kenny, it's been almost nine years working with you on budgets, so I appreciate everything that you've done for me since day one. I will definitely be supporting your reappointment Tuesday night.

Councilor Cox: Budget and Finance recommends the City Council pursuant to Chart City Charter, Section 2-7, a concerning the election of the city auditor elect Kenny Costa as the City Auditor for a term of two years. April 2020-April 2022, and I so move.

Councilor Memhard. Second.

Councilor Cox: Further discussion. Seeing none, roll call: Councilor Memhard, yes. Councilor McCarthy, yes. Councilor Cox, yes. Motion passes 3 in favor, 0 opposed.

COMMITTEE RECOMMENDATION: On motion by Councilor Cox, seconded by Councilor Memhard,

The Budget & Finance Committee voted by Roll Call 3 in favor, 0 opposed, to recommend that the City Council , pursuant to City Charter Sec. 2-7 (a) concerning the election of the City Auditor, elect Kenny Costa as the City Auditor for a term of April 2020 to April 2022.

A motion was made and seconded to adjourn the meeting at 6:38 p.m.

Respectfully submitted,

**Joanne M. Senos
City Clerk**