

**Budget & Finance Committee**  
Thursday, March 5, 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;**

**Absent: Councilor McCarthy**

**Also Present: Kenny Costa; John Dunn; Police Chief Edward Conley; Mike Hale; Deborah Kelsey; Vanessa Krawczyk**

The meeting was called to order at 5:32 p.m. Matters were taken out of order.

**1. *Supplemental Appropriation-Budgetary Request (2020-SA-27) from the City Clerk's Office***

**Councilor Cox** explained on behalf of the City Clerk as follows: The funds to be appropriated from the Dog Licensing Reserve account is a result of the current Clerk of Committees retirement necessitating the use of a transcription service until a new Clerk of Committees is hired.

**COMMITTEE RECOMMENDATION: On motion by Councilor Memhard, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (McCarthy) absent, to recommend that the City Council approve Supplemental Appropriation 2020-SA-27 in the amount of \$255.00 (Two Hundred Fifty Five Dollars) from the City Clerk, Dog License Receipts Reserved for Appropriation Fund, Transfers to the General Fund, Account #32145-596001 to City Clerk, Purchase of Services, Account #0116152-520000 for the purpose of purchasing transcription services for transcribing minutes until the Clerk of Committees position is filled.**

**2. *Memorandum, Grant Application & Checklist from the Library Director re: request acceptances of FY2020 LSTA Grant Award in the amount of \$1,000***

**Deborah Kelsey**, Library Director, explained that this is a \$1,000 federal grant is to train the library staff, in dealing with those library patrons exhibiting mental health issues. This training program, she indicated, is considered the single best program available in the state. She advised that the Library Trustees are covering the cost of food for the day-long, in-house training. Responding to Councilors' inquiries she noted that the security staff won't be included in the training program as they are contractors. The library will be closed on Wednesday, March 25<sup>th</sup> for the entire day to enable the entire staff to attend the training program. Notices will go up and be posted on line to advise the public in advance. The contracted trainer is a social worker that is well regarded through feedback from other library trainings she had conducted. **Councilors Memhard** and **Cox** both expressed their appreciation for this timely training program. **Councilor Cox** noted the expiration of the grant isn't until September saying that she was pleased to see the prompt grant acceptance and training date.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (McCarthy) absent, to recommend that the City Council accept under MGL c. 44, §53A, a federal grant from the Institute of Museum and Library Sciences' passed through the Massachusetts Board of Library Commissioners, for the Library Services and Technology Grant Direct Grant Program, "Social Infrastructure" for FY2020, for \$1,000 for the purpose training Library personnel for an eight hour training on Mental Health First Aid. This grant expires September 30, 2020 with no local matching funds.**

**3. *Supplemental Appropriation-Budgetary Request (2020-SA-24) from the DPW***

**Mike Hale**, DPW Director, noted that the funds to be transferred are garnered through road opening permits; these funds are to be used for various DPW additional road work and roadside projects. He noted that the majority of the appropriation will be used for clearing vegetation, he indicated, and make a head start on the season. He discussed briefly the private property constraints in cutting back vegetation from sidewalks and roadways. He noted there is some new equipment that will be used this year, although they will outsource some of the work. They're out doing a lot of work now due to the recent mild weather. **Councilor Cox** asked how far \$30,000 will go towards the

work needing to be done. **Mr. Hale** mentioned it won't go far, but they can come back when more funds are deposited into the Highway Force Receipts account, rather than deplete the account now.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (McCarthy) absent, to recommend that the City Council approve Supplemental Appropriation 2020-SA-24 in the amount of \$30,000 (Thirty Thousand Dollars) from the DPW, Highway Force Receipts Reserved for Appropriation Fund, Transfers to the General Fund, Account #32085-596001 to DPW - Public Services, Purchase of Services, Account #0147052-520000 for the purpose of funding various Public Works road and roadside spring projects.**

**4. *Special Budgetary Transfer Request (2020-SBT-8) from the Police Department***

**Police Chief Edward Conley** explained that the Detective Salaries account is in deficit due to Superior Officers union settlement two months ago, and this transfer is for retroactive pay to July 1, 2019.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (McCarthy) absent, to recommend that the City Council approve Special Budgetary Transfer 2020-SBT-8 in the amount of \$4,924.85 from Police - Uniform, Salaries, Account #0121151-511000 to Police - Criminal Investigations, Salaries, Account #0121251-511000, for the purpose of funding a projected deficit in the Police - Criminal Investigations salaries account due to the Superior Officers contract settlement that included retroactive pay.**

**5. *Memorandum from Police Chief re: request acceptance of MA Dept. of Criminal Justice Information Services Motor Vehicle Automated Citation and Crash System Equipment grant in the amount of \$2,555***

**Chief Conley** explained that the Mass. Dept. of Criminal Justice Information Services (DCJIS), a state division that covers all the police criminal records and interfaces with the Registry of Motor Vehicles, has awarded the Police Department a no-cost, no match grant which will provide six electronic citation printers, associated software; thermal paper for printing citations, installation in the police cruisers, and training. The old school written citation will go away and be replaced by these electronic citations which captures much more data that becomes an electronic searchable record and offers prompt process. This information is then downloaded to DCJIS and also interfaces with the department's record management software, he noted for **Councilor Memhard**. These are moving violations, **Chief Conley** confirmed, highlighting that this system only addresses that. He reported that the department is investigating systems for parking tickets. At any given time there are six cruisers actively on the streets, and the equipment will be installed on them in the next three months. It is online training, he noted, for **Councilor Cox**, saying he didn't anticipate any issues. **Councilor Cox** noted the cost of thermal paper and some of its problems. **Chief Conley** advised that while the paper cost is higher, the rolls do last, and he anticipated that their budget will cover future costs such as that.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (McCarthy) absent, to recommend that the City Council accept under MGL c. 44, §53A ½, a state grant from the Massachusetts Executive Office of Public Safety and Security, Department of Criminal Justice Information Services for a Motor Vehicle Automated Citation and Crash System Equipment Grant with a value of up to \$2,555 for the purpose of receiving six (6) electronic citation printers, associated software, thermal paper for printing citations, installation and training for the Police Department. There is no local match for this grant.**

**6. *Memorandum from CFO re: request acceptance of dormant funds from the Gloucester Redevelopment Authority in the amount of \$36,824.86 and credit them to a Special Reserve Account***

**John Dunn**, CFO, explained as follows: The Gloucester Redevelopment Authority (GRA) only remaining member, Barry Pett, has reported that the GRA is dormant at this time. Mr. Pett expressed concern that he was the only signatory on a bank account in the GRA's name with a balance of \$36,824.86. He was uncomfortable as the sole signatory on this account, closed the account and turned the funds over to the city. He is requesting that the city accept the funds and credit them to a Special Revenue account in the name of the GRA. The CFO and Mr. Pett agreed the funds are to be held for a period of five years and be available to the GRA if it becomes active again

within that time frame. If the GRA doesn't become active again, Mr. Pett would like the funds to be transferred to the city's General Fund.

**Councilor Cox** asked where the GRA money originated and why it was in an off-site account. **Mr. Dunn** pointed out that the EDIC has their own accounts the city doesn't control, with **Kenny Costa**, City Auditor, adding that there are agencies that are separate from the city although there is city involvement, such as the EDIC, the Gloucester Housing Authority, etc. **Mr. Dunn** advised there are a number of agencies that are separate, that have their own tax ID number which is checked every other year. **Councilor Cox** asked how the GRA can give the city the money. **Mr. Costa** pointed out that it is essentially controlled through the city and only exist because of the city, citing work he had done on this issue in the past noting the example of the Boston Redevelopment Authority; it is through the City Council that these entities are created and diluted. **Mr. Dunn** advised that at some point the GRA had the ability to raise the revenue and expend it for what purposes they deemed fit; the authority came from the city. **Councilor Memhard** asked if the CFO was comfortable that there are no other assets. **Mr. Dunn** confirmed that Mr. Pett was the only person left on the GRA and reported that he was feeling increasingly uncomfortable about his being the only signatory on the account, and the only member left. He advised that he told Mr. Pett this was a sound approach. There was a brief discussion on where the funds would go, with **Councilor Cox** saying she'd like to direct the funds to a group like the EDIC. **Mr. Dunn** pointed out that decision would need to be made in five years if the GRA remains dormant.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (McCarthy) absent, to recommend that the City Council accept \$36,824.86 from the Gloucester Redevelopment Authority to be held in a City Agency Fund for a period of five (5) years from date of acceptance of these funds by the City Council. Should the Gloucester Redevelopment Authority become active again within the five year timeframe and request the funds, that money will revert to the Gloucester Redevelopment Authority. If the Gloucester Redevelopment Authority remains inactive for five (5) years from date of acceptance by the City Council, then the funds will revert to the City of Gloucester General Fund. In accordance with MGL c. 121B, § 4, if the Gloucester Redevelopment Authority is determined that there is no further need for its existence, then the City Council approves the dissolution of the Gloucester Redevelopment Authority.**

#### **7. Supplemental Appropriation-Budgetary Request 2020-SA-25 & -26 from CFO**

**Mr. Hale** conveyed that the appropriation from the Sewer Enterprise Fund to the Sewer Enterprise Infrastructure – Water/Sewer account is to fund drain repairs on Warner Street associated with the MassWorks project. The original vision of the project was to support the Fuller Project, the catalyst behind the MassWorks grant for the housing being developed. They looked at water, sewer and the network of roadways and sidewalks. While they were investigating the stormwater system, they noted the Warner Street system wasn't functioning as it should mostly due to old rotted corrugated piping with no way to rehabilitate it other than its replacement. While the road is opened, and with an estimate from their vendor, Granese, of \$176,000, it makes sense to replace old pipes now through a change order once these funds are in place. The money will come out of the Sewer Enterprise Fund, \$100,000, and then there is budgetary funding not directly associated with the Trask Street project. **Mr. Dunn** explained the rest of the funding is from a capital project fund that has money available in it. They went to the Sewer Fund for the balance, which he indicated was appropriate. This additional work will take only a few days, **Mr. Hale** added. **Councilor Cox** confirmed this finding was unexpected, as was the need to do the work. Initially when the city agreed to do the Fuller project if the MassWorks grant came in, the upgrade to the areas would be done, she pointed out. **Mr. Costa** confirmed for the Councilor that \$100,000 is coming from the Sewer Enterprise Fund Retained Earnings (free cash) and that another \$100,000 is coming from a miscellaneous capital project account for a total of \$200,000. **Mr. Hale** and **Councilor Cox** engaged in a brief discussion on the issue of double poles and how it affects the DPW's ability to lay new or repair sidewalks.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (McCarthy) absent, to recommend that the City Council approve Supplemental Appropriation 2020-SA-25 in the amount of \$100,000 (One Hundred Thousand Dollars) from the Sewer Enterprise Fund, Fund Balance - Retained Earnings ("Free Cash"), Account #6400-359000 to Sewer Enterprise Miscellaneous Capital Projects Fund, Infrastructure - Water/Sewer, Account #64175-588500 for the purpose of funding drain repairs on Warner Street.**

**Mr. Hale** conveyed that this appropriation is for restroom improvements for the most part, at the O'Maley Innovation Middle School. He noted this is the school district's second biggest school, and there is a need to continue to invest in the facility along with addition of site repairs. He recounted the DPW will replace the rusting metal restroom partitions with PVC partitions that are durable. New flooring, epoxy based, will be laid through a contractor as that is a special process which will be easier to keep clean. They are working in coordination with the school principal on their needs. These are small repairs, but the improvements will go a long way, he added. He pointed out that they'll be replacing panels in the school's courtyard along with handicap accessibility upgrades. He indicated that good progress is being made. **Councilor Memhard** and **Mr. Hale** briefly touched on the sign for the Dorothy Talbot Rink.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (McCarthy) absent, to recommend that the City Council approve Supplemental Appropriation 2020-SA-26 in the amount of \$200,000 (Two Hundred Thousand Dollars) from the Building Maintenance Stabilization Fund – Undesignated Fund Balance, Account #7700-359000 to the O'Maley Innovation Middle School Repairs - Building Improvements, Account #770009-582003 for the purpose of funding various building repairs that includes the upgrades to the restrooms at the O'Maley Innovation Middle School.**

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

**Mr. Costa** advised there was no report for the Committee for this meeting.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:14 p.m.**

Respectfully submitted,

*Dana C. Jorgensson*

Clerk of Committees

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