

**Budget & Finance Standing Committee**  
**Thursday, June 3, 2021 – 5:30 p.m.**  
**REMOTE MEETING**  
**-Minutes-**

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

**Also Present:** Auditor, Kenny Costa; CFO, John Dunn; Police Chief, Ed Conley; Director of Public Health, Karin Carroll; Assistant to CAO, Chris Sicuranza; Clerk of Committees, Sherry Karvelas

This meeting was conducted remotely through ZOOM. All votes were by ROLL CALL.

**Meeting called to order at 5:30 p.m.**

**Chairperson Cox** announced that consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning certain gatherings such that an in person meeting of the Budget & Finance Standing Committee is not possible, this meeting will be conducted by remote participation. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real-time and participate when necessary.

***1. Memorandum from Police Chief and #2021-SBT-8 & 9 in the amount of \$64,726.02***

**Summary of Discussion:** **Police Chief, Ed Conley** stated he was requesting a transfer from two accounts totaling \$64,726.02 for the purpose of completing the Gloucester Police Department radio upgrade program. The **Police Chief** stated the former police chief received a sum of money from Senator Bruce Tarr's office which allowed the Police Department to start the upgrade of the police radios to being fully digital and this requested transfer would allow the process to be completed.

**Councilor Cox** asked the **Police Chief** to explain why there were surplus funds in those accounts to allow this transfer. The **Police Chief** stated the majority of the funds were available due to the cancelling of Fiesta and the balance was from an employee who resigned. **Councilor Cox** stated she thought it was a great use of the surplus funds.

**Councilor McCarthy** conveyed to the Police Chief that he should contact Senator Bruce Tarr's office regarding earmarked money and to submit a wish list of needs for the Police Department.

**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 Special Budgetary Transfer #2021-SBT-8 in the amount of \$25,901 from Account #0121051-513000, Police-Administration, Overtime to Account #0121158-585002, Police-Uniform, Equipment-Communications for the purpose of purchasing portable radios to complete the portable radio upgrade program.

**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 Special Budgetary Transfer #2021-SBT-9 in the amount of \$38,825.02 from Account #0121151-511000, Police-Uniform, Salaries to Account #0121158-585002, Police-Uniform, Equipment-Communications for the purpose of purchasing portable radios to complete the portable radio upgrade program.

**2. Memorandum from Public Health Director requesting acceptance of an award for COVID-19 vaccine equity efforts in the amount of \$18,750**

**Summary of Discussion:** **Public Health Director, Karin Carroll** stated this grant was offered to the City by the Essex County Community Foundation (ECCF) COVID-19 Response Fund as ECCF was interested in the work the City had done regarding vaccine equity. She stated the main goal for these funds, through the City's vaccine unit, was for the vaccine coordinator to provide outreach at the Gloucester Housing Authority. She stated staff time would be used to conduct outreach, translation services and materials and stated it was the intention of the Public Health Department to utilize the funding to support a partnership with Gloucester Housing Authority to disseminate culturally competent resource materials among at-risk residents living within the City's housing communities to provide vaccine education and reduce vaccine hesitancy. She stated there was no match or in-kind expectations.

**Councilor Cox** asked the Public Health Director what percentage of vaccinations had been given at the Gloucester Housing Authority. The **Public Health Director** stated in senior housing there were approximately 10% to 20% of folks refusing the vaccine. She stated there was more hesitancy seen at family housing. Due to these reasons, she stated, this was why the City was seeking a partnership with the Gloucester Housing Authority to try to make receiving the vaccine as convenient for people as possible, while providing outreach and education to understand the vaccine and data behind it, and to provide language translation services to disseminate that information. She stated this particular grant was for outreach, education materials and translation services, not for the actual administering of the vaccine.

The **Public Health Director** stated there was no set date for expenditure but she stated the funds were intended to be used this summer.

**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 under MGL c. 44, §53A, a private grant from the Essex County Community Foundation (ECCF), a Essex County COVID-19 Response Grant in the amount of \$18,750 for the purpose of reducing barriers to vaccine access and developing community-tailored solutions in partnership with local community organizations. There is no local match requirements.

**3. Memorandum from Public Health Director requesting the acceptance of a MASSCALL3 Grant for substance misuse prevention in the amount of \$125,000**

**Summary of Discussion:** **Public Health Director, Karin Carroll** stated this was a MASSCALL Grant through the Bureau of Substance Abuse Services (BSAS), Massachusetts Collaborative for Action, Leadership and Learning MASSCALL 3 Grant in the amount of \$125,000 per year for two years with the funding supporting our Regional Youth Prevention Network. She explained the Regional Youth Prevention Network as a network of youth providers throughout seven towns with the aim to prevent and reduce the use of substances and delay first use among regional youth. She stated this initiative would help address the gap in engagement of young people in providing youth services and to provide training and support to young people to be involved in policy making and strategic planning for youth activities and programs.

**Councilor Cox** asked the **Public Health Director** how her department was equipped to utilize this funding. The **Public Health Director** stated this grant was through the Prevention Unit headed by Amy Epstein with three staff working with her. She stated Ms. Epstein had done a wonderful job identifying grants that all sit under the same umbrella of a common mission and vision of what youth prevention looked like while trying to keep her team robust and funded. The **Public Health Director**

stated they plan carefully so as not to get more grants than could be handled. She stated this grant would allow the team to continue the important work that this team had been doing with the regional youth provider network.

**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 under MGL c. 44, §53A, a federal grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) and passed through the Massachusetts Dept. of Public Health (MDPH), Bureau of Substance Addiction Services, a FY22 Massachusetts Collaborative for Action, Leadership and Learning 3 (MASSCALL 3) Substance Misuse Prevention Program Grant in the amount of \$125,000. The first year grant period is from July 1, 2021 through June 30, 2022, with an additional fiscal year for FY23 from July 1, 2022 to June 30, 2023 in the amount of \$125,000. The total contract maximum obligation is \$250,000 with no local match requirements. The purpose of this grant is to support the Regional Youth Prevention Network (RYPN) to prevent and reduce the use of substances and delay first use among regional youth.

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

**Summary of Discussion:** The Auditor, **Kenny Costa**, stated there were 20 items on the Auditor's Report with 4 new items. He stated one account was the Treasurer's office for temporary wages due to beach sticker sales and that he expected transfers for the Police Uniform and Fire Uniform deficits. He stated there were 16 items continuing from last report with 3 resolved. The CFO, **John Dunn** conveyed there was enough unspent money within the budget to cover these deficits as the City headed into the end of the fiscal year.

**MOTION:** On a motion by Councilor Cox, seconded by Councilor McCarthy, the Budget and Finance Committee voted by ROLL CALL 3 in favor, 0 opposed to adjourn the meeting at 5:56 p.m.

**Submitted by:** Sherry Karvelas, Clerk of Committees

**Documents submitted at the meeting:** None.

**Meeting Recording:** <http://gloucester-ma.gov/1097/Past-Remote-Public-Meetings>