

## CITY COUNCIL STANDING COMMITTEE

**Budget & Finance Committee**

Thursday, December 8, 2011 – 6:00 p.m.

1<sup>st</sup> Fl. Council Committee Rm. – City Hall**-MINUTES-**

**Present:** Chair, Councilor Steven Curcuru; Vice Chair, Councilor Paul McGeary; Councilor Jacqueline Hardy

**Absent:** None.

**Also Present:** Councilor Verga; Kenny Costa; Linda T. Lowe; Jeff Towne; Jim Duggan; Deputy Chief Miles Schlichte; Donna Compton; Linda T. Lowe; Mark Cole; Lt. Aiello; Fire Chief Phil Dench; Mike Hale; Suzanne Egan; Tom Markham; Heidi Fialho; Stephen Winslow; Richard Safier; Val Gilman; Mike Wells; Kathy Clancy; Nancy Papows; David Bain; Melissa Teixeira; Michelle Sweet; Lucy Sheehan; Carol Gray; Cheassea Robinson

The meeting was called to order at 6:00 p.m. Items were taken out of order.

**1. Continued Business:**

- A) CC2011-056 (Hardy/Ciolino) City Council with Administration identify funding source to hire a local veteran from the Civil Service Fire Fighters List (Cont'd from 11/17/11)

This matter is taken up under Agenda Item #16 Memorandum from Mayor: FY11 Certified Free Cash.

**2. Review and recommendations for the disposition of real property for the Good Harbor and Wingersheek Beach Concessions**

This matter is continued to the January 5, 2012 meeting of the Committee.

**3. Communication from Police Chief re: acceptance of a grant award in the amount of \$7,133.75 from the U.S. Dept. of Justice FY11 Bulletproof Vest Program**

**Heidi Fialho**, speaking on behalf of Chief Lane explained to the Committee that they have received notification the Department will receive an award under the FY11 Bulletproof Vest Program sponsored by the US Dept. of Justice a grant for \$7,133.75. This is a grant the City has been receiving for the last 10 years. This allows 17 officers to replace bulletproof vests that have expired, as the lifespan of a vest is 5 years. At the time they notify the MA Executive Office of Public Safety of their intent to purchase the 17 vests, they will award a 50% match cash award, meaning ultimately, there is no cost whatsoever to the City for these vests. There will be a new mandatory wear policy that has to be in effect with this grant. **Councilor Hardy** commented this is an on-going grant they get each year and that they need to protect their public safety officials.

**MOTION:** On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept a grant for \$7,133.75 from the U.S. Department of Justice FY11 Bulletproof Vest Program.

**4. Memorandum, grant application and checklist from Interim Health Director and Senior Project Manager For "Get Fit Gloucester" re: grant in the amount of \$25,000 for the Strategic Alliance Health Mentoring**

**Stephen Winslow**, Project Manager stated this grant was received from the Boston Public Health Commission (BPHC) through the CDC, similar to the Mass in Motion program. This grant will allow for the mentoring and support for health initiatives such as Get Fit Gloucester! The \$25,000 in funds will be used for the following purposes: Provide funding for the Get Fit Gloucester Project Manager position for an additional 3 months to September 2012. \$12,950 will fund his position through September 30, 2012. Other program funding for the Clean Team run by the YMCA for more youth employment. Also funds will go to the Cape Ann Farmer's Market Backyard Grower's Program, which now has 70 low income families participating, and they're looking to expand it. **Councilor Curcuru** assumed the fringe benefits were calculated into the funds received. **Mr. Towne** stated July 1st they charged a fraction of the benefits to the grants. The granting agencies are coming back saying it wasn't part of

the original budget; they'll have to go back to charging to the general fund for some grants as they were already in place. They're working towards each new grant applied for that they do put in the indirect costs. Some grants don't allow for unemployment compensation because you can't charge for an expenditure that they don't know is going to take place. **Mr. Winslow** stated that the Mass in Motion grant allows for some indirect costs. This grant being received in will cover his FTD to June 30<sup>th</sup>, and this is another quarter. There is a potential it will extend into FY13 but is too soon to know. Max Schenk will be the administrator for this grant. **Mr. Towne** stated they will bring a new Health Director up to speed on the grant process for the City. **Councilor McGeary** asked for clarification on the fringe benefits. **Mr. Winslow** stated he is not on the City's health plan. This number Ms. Garcia has carried in the Mass in Motion grant. **Mr. Towne** is having the departments ask the granting agencies for these benefits. **Mr. Winslow** confirmed there is no match for this grant.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept a grant for \$25,000 from the CDC passed through the Boston Public Health Commission for the Strategic Alliance for Health Mentoring Project.**

**5. *Two requests from Director of Information Services to pay invoices for services procured prior to approval Of purchase orders***

**Mike Wells**, Director of Information Services stated one invoice is the annual support for Unifund. Revenue Sense split off from BudgetSense and sold it back to the company that originally wrote that product. Normal process before the year end they send a quote as to how much the contract will be. They didn't this year because they were keeping the split quiet, then split; and the invoice came late. **Mr. Towne** stated they could have kicked back the invoice when it was received. They didn't do that because would have been the same cost. He didn't wish to have a vendor resubmit with a new date. This was already budgeted. **Mr. Wells** stated the other invoice is also within the budget; the printer in the Clerk's office broke down at the end of the fiscal year, and this was to get this fixed. They sign a contract each year for printer maintenance. Some printers have an allocation of money and get a price for repairs then determine if it is worthwhile to fix them or less expensive to replace them.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 30B to pay invoices for services provided without approved an purchase order in place to Unifund, Invoice # 15318, Date 7/29/11 for \$17,829.00.**

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 30B to pay invoices for services provided without an approved purchase order in place to American Lazer, Invoice #42089, Date 7/18/11 for \$218.00.**

**6. *Grant application and checklist from Emergency Management Director re: NERAC 2011 Equipment Distribution Project grant in the amount of \$18,140 from Northeast Homeland Security Regional Advisory Council***

**Deputy Chief Miles Schlichte** explained that this is a Homeland Security Grant but it is not cash. They purchase the equipment and deliver it to the City. The dollar value is \$18,140. In the 1992 audit the emergency back up system for communications is what they use now for primary communications. Because of other communications issue; he had an opportunity to come up with VHF radio, Police, Fire, DPW, Coast Guard will be able to tune into this communications watch station. In the event of a radio failure of a VHF system this will kick in. \$14,000 is for the radio, base and 9 portable radios. The grant for the trailer is included here. That will be available for the City, but is primarily for the water and sewer people in the City. This is all equipment. **Councilor Verga** clarified the system they use now is the back up as the primary died 20 years ago. This is coming in as a back up. **Chief Dench** commented they're in the process of getting the primary communications improvements in place and are purchasing more portable radios. They hope in the near future they'll have all the radios completed. It is budgeted for the coming year. **Councilor Hardy** added the Council recently approved funds for the new radios. **Chief Dench** had just got a quote on a price and hoped to get it done by the first of the following week. **Councilor McGeary** asked if this was a generic system. **Deputy Chief Schlichte** noted CAARA assisted with this and interfaced with NERAC

with the kind of equipment they would need to be sure it is compatible. He explained confined space for the Committee at **Councilor McGeary's** request as any space with one way in and one way out and requires a permit from OSHA for people to work there. The water and sewer contractors approached him because they weren't in compliance with OSHA regulations with regard to training. They can either train their own people or pay a private company or use the local fire department and make sure they've got appropriate training. They chose to use the fire department and have them trained rather than a private company standing by all the time. They'll agree to train 30 members of the fire department and should there be an event, they would be able to start a response and be layered in by the County and Federal team to affect a rescue. The training will be upped so that these firefighters can go anywhere in the City to respond to confined space emergencies. This is an Emergency Management grant. **Mr. Costa** noted this was a federal pass through grant. Once they get the paperwork they have to identify it as a federal grant, even if there is no cash coming to the City, it is still valued as such. There is no match. **Councilor Curcuru** asked even though this was a short time table to apply, why is the application only coming forward now. **Mr. Duggan** took responsibility for the oversight. **Councilor Hardy** commented that there will be many more grants coming forward from the Emergency Management and that they need to talk together so that the process is understood along with the Administration.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 44, 53A-1/2 to permit the City to accept a NERAC 2011 Equipment Distribution Project grant in the amount of \$18,140 from the Homeland Security Department through the Northeast Homeland Security Regional Advisory Council.**

*7. Letter from Executive Director of PERAC re: Appropriation for FY2013*

This matter is continued to February 9, 2011.

*8. CC2011-056 (Verga/Ciolino) Possible adoption of MGL re: assessment of water betterments and deferral of Such betterments and Amend GCO Chapter 23 "Utilities" Article III accordingly*

This matter is continued to February 9, 2011.

*9. Special Budgetary Request (#2012-SBT-10) from the Police Department*

**Ms. Fialho** stated that these transfers are funds needed to cover longevity for Lt. Kathleen Auld assigned to the Detective Division. **Mr. Towne** stated they did the final settlement with the end of the year deal. They did the Police Superior's contract all in the patrol unit because they could make transfers between accounts without coming to Council. At the request of the B&F Committee these transfers now come before them.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to transfer (#2012-SBT-10) for \$400.00 from Police-Uniform, Career Incentive Pay, Unifund Account #101000.10.211.51950.0000.00.000.00.051 to Police-Investigations, Longevity, Unifund Account #101000.10.212.51400.0000.00.000.00.051.**

*10. Special Budgetary Request (#2012-SBT-11) from the Police Department*

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy the Budget & Finance Committee voted 3 in favor, 0 opposed to transfer (#2012-SBT-11) for \$566.00 from Police-Uniform, Career Incentive Pay, Unifund Account #101000.10.211.51950.0000.00.000.00.051 to Police Investigations, Career Incentive, Unifund Account #101000.10.212.51950.0000.00.000.00.051.**

*11. Special Budgetary Request (#2012-SBT-12) from the Police Department*

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to transfer (#2012-SBT-12) for \$2,263.00 from Police-Uniform, Sal/Wage-Perm Pos, Unifund Account #101000.10.211.51100.0000.00.000.00.051 to Police-Investigations, Sal/Wage Perm Pos., Unifund Account # Account #101000.10.212.51100.0000.00.000.00.051.**

**12. Special Budgetary Request (#2012-SBT-13) from the Police Department**

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to transfer (#2012-SBT-13) for \$152.16 from Police-Uniform, Holiday Pay, Unifund Account #101000.10.211.51450.0000.00.000.00.051 to Police-Investigations, Holiday Pay, Unifund Account #101000.10.212.51450.0000.00.000.00.051.**

**13. Special Budgetary Request (#2012-SBT-14) from the Police Department**

**Ms. Fialho** explained this transfer is for Phil Turpos should have been paid out of this account and was paid out of the Administrative Account and put the account in deficit. This is moving the funds back to the part time account. Mr. Turpos is still employed 14 hours every two weeks as they are working on a payroll project. They're about three payrolls behind as far as their testing system. When they run several live ones successfully they'll be able to cut off that project. **Mr. Towne** commented that if the Chief keeps Mr. Turpos on the Chief will have to find the funding for this. **Councilor Hardy** asked why this isn't on a more expedited schedule. **Mr. Towne** stated that it is also because of Mr. Turpos' schedule. He believed this is a good program and the payroll should be quicker. The estimated end date should be very soon.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to transfer (#2012-SBT-14) for \$1,450.00 from Police-Uniform Sal/Wage P/T Pos., Unifund Account #101000.10.211.51250.0000.00.000.00.051 to Police-Admin, Sal/Wage Perm Pos., Unifund Account #101000.10.210.51100.0000.00.000.00.051.**

**14. Special Budgetary Request (#2012-SBT-15) from the Department of Public Works**

**Mike Hale**, DPW Director stated he has an in-state travel account and recently travelled out of state and can't reimburse himself from in-state to out-of-state accounts. This covers a rental car and a meal. This was a FEMA seminar on hurricane response which they found to be extremely worthwhile. FEMA picked up the airfare and accommodations. They carpooled with four in one vehicle to and from the airport. **Councilor Hardy** asked the question if it was all going to be covered at a previous B&F meeting, and they were told that all of it would be covered. **Councilor Curcuru** also recalled that to be the case. **Mr. Hale** stated meals weren't covered nor was travel to and from the airport. Mark Cole, Deputy Chief Schlichte, Carol McMahon were the other attendees.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to transfer (#2012-SBT-15) for \$1,500.00 from Central Telephones 101000.10.499.53410.0000.00.000.00.052 to Administration-Out of State Travel, Unifund Account #101000.10.421.57200.0000.00.000.00.057.**

**15. Review & Recommendations for Disposition of Real Property: Maplewood School**

**Jim Duggan** explained that this RFP is for the disposition of the Maplewood School. This is to sell the property for a minimum of \$250,000. The RFP outlines the parameters set forth for a certified proposal. This has to be a not-for-profit subject to a PILOT; and to make sure it served a specific need, independent elderly living with 12 one-bedroom units and that the parking is adequate and 12 spaces are available for that. There was a neighborhood meeting with positive input for this proposal. **Councilor Hardy** asked if it was pre-permitted rather than going through all the City departments for the proper permits. **Mr. Duggan** stated it was not pre-permitted. He confirmed that there were 12 parking spaces, 1 per unit. **Ms. Compton** explained the Building Inspector told her the zoning in that area allows for one parking space per unit. **Councilor Hardy** would be pleased to see this go back on the City tax roles even if it is through a PILOT program. **Councilor McGeary** expressed this was a positive step forward for the neighborhood. **Councilor Hardy** thanked Councilor Curcuru for pursuing this.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the Request for Proposal #12104 Disposition by Sale of Maplewood Avenue, #120 also known as the Maplewood School pursuant to the terms and conditions as stated therein as submitted by the Administration and as submitted to the City Council.**

**The Committee recessed at 6:59 p.m. and reconvened at 7:03 p.m.**

**16. Memorandum from Mayor: FY11 Certified Free Cash**

**Jim Duggan** stated for the second year in a row as a team, legislative and administrative, they are fortunate to determine a spending plan for free cash. This demonstrates accurate and conservative budgeting on revenues, effective oversight of spending; strong tax collections and elimination of spending beyond their means and living within the prescribed budget. This year they asked City departments to make a wish list as a part of the spending plan. Last year, the City's first year in nine years with free cash, they had to highlight increasing the stabilization fund, reimbursing snow and ice deficits; emergency repairs to the schools in time for them to open; pension payment shortfall; settle employee contracts on the City and School side and, on the recommendation of the City Auditor and CFO, fund the initiation of the OPEB account. During the budget review process with the CFO and himself, they were conservative on the revenue estimates and stripped departments of things like office equipment, staff development. After many years of not allowing departments to bring such things forward they now would like to do so. **Mr. Towne** commented the Administration's approach towards free cash is to keep half through retaining unreserved fund balance, and not appropriating it; and also putting funds away in the various stabilization funds, the OPEB Trust Fund. This will fund some of those again. Their goal several years ago when they discussed it with Moody's rating agency, was to try to build up the combination of unreserved fund balance and also free cash; and stabilization fund. To what is estimated as the low end of a good fund balance retention policy as set by the National Government Finance Office Association, between 5%-16% of general fund operating expenditures should be maintained in case of emergency. 5% was about \$4.3 million to \$4.5 million. Several years ago they started at zero fund balance and about \$1.5 million in the stabilization fund, and a negative free cash balance of \$3.8 million, to start to build the unreserved fund balance to \$1.5 million and add each year \$500,000 so they'd have \$1.5 million in the stabilization fund, \$1.5 million in unreserved fund balance to give a good balance of \$3 million. Then each year for the next several years they would add \$500,000 to either one of those categories to build it up to between the two at \$4.5 million. They're almost there even if they do approve the free cash appropriations on the worksheet; they'll make it there in five years. Items on the list submitted by the Administration are mainly one-time items with the exception of funding of contracts and management upgrades and a piece of the School Department contracts. It helps employees function more efficiently and effectively to be in a good work environment by getting better equipment, better office environments to work in. They've been focusing on the externals of buildings like school roofs and heating systems through capital projects, but now hopefully this will help with the interiors of the buildings. They're increasing assistance to Veteran's Services Department's benefits for fuel. They did increase that this year through B&F. They increased it in an appropriation the year before. That was one of the only departments they increased substantially this year because of the increase in case load volume. So they're increasing it again because they knew that they only brought up this year's budget to last year's expenditures. They still have the same case load of the previous year. **Councilor Hardy** commented the fuel assistance is 75% reimbursable back to the City which **Mr. Towne** confirmed. There is also a public relations campaign for Tourism. There is hiring a veteran for the Fire Department which is the wish of the Council; books and materials and furnishings for the library and extensive training for the firefighters amongst others.

**Councilor Hardy** wished to start with CC2011-056 (Hardy/Ciolino) City Council together with Administration identify a funding source to hire a local veteran from the Civil Service Fire Fighters List as soon as possible but not later than the date the existing list is to expire. Further she stated under MGL c. 268A she was declaring that brother was a proud member of the Gloucester Fire Department but would be able to participate in the discussions and votes regarding the Fire Department. She thanked Mayor Kirk for working with the Council to hire a hero. She asked if a projection was done as to how much money it would cost. **Mr. Towne** stated if they look at three of the Fire Department motions, it is covered for that position. It totals \$40,000 for a half year. Part of it is a one-time expenditure of \$4,000 for uniform and turnout gear. They wouldn't see it next year, it being a one-time expense. The rest would be doubled for next year. It will be appropriated through the vote to the Fire Department and the Personnel line items. **Councilor Hardy** thanked the Administration for their consideration. **Councilor McGeary** stated this is a permanent one person position in addition to the staffing at the Fire Department at a cost of \$80,000 to which Mr. Duggan responded "Yes". **Councilor Hardy** stated they would be able to sustain it in FY13. **Mr. Towne** and **Mr. Duggan** confirmed it would be a priority to invest in the public safety departments.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$28,039) Twenty Eight Thousand Thirty Nine Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Personnel Expenses to hire a Firefighter for the Fire Department, account numbers as follows:**

101000.10.220.51100.0000.00.000.00.051	Fire Dept Sal/Wages Perm Pos	\$27,097
101000.10.220.51450.0000.00.000.00.051	Fire Dept Holiday Pay	\$942

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$4,000) Four Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses to Uniform Purchase, account number 101000.10.220.55804.0000.00.000.00.054, for the Fire Department.**

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$7,961) Seven Thousand Nine Hundred Sixty One Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for the Personnel Expenses related to the hiring of the Fire Fighter in the Personnel Department, account number as follows:**

101000.10.152.51840.0000.00.000.00.051	Personnel, Medicare	\$433
101000.10.152.51750.0000.00.000.00.051	Personnel, Health/Dental Insur.	\$7,528

**Mr. Towne** enumerated there were chairs and a wireless printer for the Council Committee Room and other needed items. **Councilor Hardy** noted that the City Council had not put in a request. Based on the time constraint she put in a place holder. It will be up to the City Councilors how they spend those funds and can transfer it to other account numbers as necessary. She thanked the Administration for keeping the Council in mind.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$25,000) Twenty Five Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses to purchase Office Supplies, account number 101000.10.111.54210.0000.00.000.00.054, for the City Council.**

**Mr. Towne** stated in order to meet the State requirements for books and materials; they have to spend \$130,000. State aid has diminished. The first appropriation amount is \$25,000 to help them meet the requirement for books.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$25,000) Twenty-Five Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses to purchase books and materials, account number 101000.10.610.57320.0000.00.000.00.056, for the Sawyer Free Library.**

**Mr. Towne** stated this represents items for the Children’s Library. **Carol Gray**, Library Director stated this is to replace furniture items that are unsuitable, old, or in some cases unsafe and enumerated their equipment needs.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$17,900) Seventeen Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Capital Outlay to purchase furniture and fixtures, account number 101000.10.610.58504.0000.00.000.00.058, for the Sawyer Free Library.**

**Councilor Hardy** asked about the Contingency Fund. **Mr. Duggan** stated there is about \$6,000 left. They have turned away small requests. They’d like to be able to add this \$10,000 back in to make it available. The survey listed in the Mayor’s memo (on file) is about the Fuller School and other City buildings in order to evaluate them. It will be done by a surveying company that the school department uses. It is about the use of the building and how the population feels about it. It looks at strengths and weaknesses.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$26,200) Twenty Six Thousand Two Hundred Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expense for the Mayor’s Office as follows:**

<b>101000.10.121.54210.0000.00.000.00.054</b>	<b>Office Supplies</b>	<b>\$1,200</b>
<b>101000.10.121.52000.0000.00.000.00.052</b>	<b>Contracted Services</b>	<b>\$15,000</b>
<b>101000.10.121.57800.0000.00.000.00.057</b>	<b>Contingency</b>	<b>\$10,000</b>

**Mr. Duggan** stated there is an E-Board which he reviewed for the Committee comprised of the chairs some committees related to tourism and the Chamber of Commerce Director, etc. They feel that \$25,000 will continue the outreach effort for marketing to draw travel writers into the City and sometimes they need professional marketing services to do that. They do have a balance in the Tourism Department, and it is earmarked. It will help with the cultural district also. This money will be out of the Mayor’s office with recommendations from the E-Board that meets every two weeks. The chair of the Tourism Commission is a member of the E-Board. **Councilor Curcuru** noted this is under the purview of the E-Board. **Mr. Duggan** stated the final decision is the Mayor’s. It is hasn’t happened yet. The groups have been working together. **Councilor Hardy** commented that now that the hotel/motel tax is doing well, she wouldn’t be opposed, as she had in previous years, to see a small, reasonable percentage being earmarked to go to them each year. **Councilor McGeary** agreed.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$25,000) Twenty-Five Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for the purpose of Ordinary Expenses for the purpose of contracted services, account number 101000.10.563.52000.0000.00.000.00.052, for the Tourism Department.**

**Mr. Towne** stated there are two requests for the Assessors Office. The first is to supply a digital camera. The Chief Assessor put in for a vehicle for inspections. This is for a lease for it. This would be a lease-to-own program. **Councilor Curcuru** noted that next year the lease will be funded in the operating budget. He asked for a total of the items that are being funded with free cash now that are one time appropriations. **Ms. Papows** stated they have four cameras, one not working; and they have four employees working in the field. She and Mr. Johnstone use their own cars. But it is disconcerting to taxpayers when they arrive in a non-identifiable vehicle. It has been cut from the budget for the last several years, but they do need this. **Councilor McGeary** asked how they would obtain this vehicle. **Mr. Towne** stated they will go through the state bid list. This represents the first fiscal year payment. As soon as they vote it they’ll go right out and obtain the vehicle. **Councilor Hardy** thought that it important they go out with the correct identification. **Mr. Towne**, in response to Councilor Curcuru’s earlier inquiry, noted hiring of a veteran, the lease payment; the veteran’s department operating budget; contract settlements for the City side. On the School side there is about \$172,000 for items that they put in along with their budget freeze; this will restore items back into their budget; other than that there is nothing else to add in.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$6,000) Six Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Capital Outlay for the replacement of an automobile, account number 101000.10.141.58750.0000.00.000.00.058, for the Assessor’s Department.**

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$300) Three Hundred Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses to purchase special office supplies, account number 101000.10.141.54290.0000.00.000.00.054, for the Assessor’s Department.**

**Mr. Duggan** stated this is one of the things when they did the budget reviews they look for professional growth and have stripped that away from almost everybody. This is trying to get back into the practice when they can with employee training seminars and any travel associated with it is covered. In the spirit of what is said earlier, there are needs; and office cleaning needs to be done. **Councilor Hardy** felt the carpet needed replacement. **Mr. Costa** thought it would be less expensive also. **Mr. Towne** would look into it.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$7,500) Seven Thousand Five Hundred Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses for the Legal Department as follows:**

101000.10.151.53004.0000.00.000.00.052	Employee Training Seminars	\$3,000
101000.10.151.57200.0000.00.000.00.057	Out of State Travel	\$1,000
101000.10.151.54290.0000.00.000.00.054	Office Supplies	\$3,000
101000.10.151.52000.0000.00.000.00.052	Contract Services	\$500

**Linda T. Lowe**, City Clerk noted this is to replace desks and chairs which is second hand, old, and maybe unsafe for people to work at. This office is the public face of City Hall; she felt to serve the public better it would be appropriate to have a professional appearance. She looked at modestly priced furniture, five desks and six chairs. \$700 of that \$4,700 is for Adobe Acrobat for the City Council agenda packet creation. They only have it on one computer in their office. They felt this time they could use the one time money to help facilitate the work for the City Council and have a back up which should improve things greatly.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$4,700) Four Thousand Seven Hundred Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses for the City Clerk’s Department as follows:**

101000.10.161.52550.0000.00.000.00.052	Office Furnishings	\$4,000
101000.10.161.54290.0000.00.000.00.054	Misc Spec Office Supplies	\$700

**Donna Compton**, Purchasing Agent stated their printer is 10 years old and needs replacing.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$1,200) One Thousand Two Hundred Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses to purchase office supplies, account number 101000.10.138.54210.0000.00.000.00.054, for the Purchasing Department.**

**Lucy Sheehan**, Council on Aging Director explained a kiln vent is for the art room. The kiln is not vented at all. The window is left open in the winter which is not a good situation. She noted the office supplies are for chairs in the break room. They have folding chairs that are 15 years old, always breaking. They are unsafe. There are 40 padded chairs and 45 stacking chairs and a sound system for the great room. On the wall they have some speakers that don’t work. There are guidelines from the State they have to go by as to the kind of chairs they have to purchase.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$4,008) Four Thousand Eight Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses for the Council on Aging Department as follows:**

101000.10.541.54210.0000.00.000.00.054	Office Supplies	\$4,008
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**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$1,097) One Thousand Ninety Seven Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Capital Outlay Expenses for the Council on Aging Department as follows:**

101000.10.541.58425.0000.00.000.00.058	Building Improvements Kiln Vent	\$1,097
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**Mr. Duggan** noted the caseload has crept upward, now at 46. This is for fuel for eligible veterans. The caseload is stable for now. During the budget last year, they had around 38 cases. They’d like this available to Veteran’s Services. They get reimbursed 75% which takes a year to come in.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$20,000) Twenty Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses to pay for Veteran’s Benefits – Fuel, account number 101000.10.543.57740.0000.00.000.00.057, for the Veteran’s Department.**

Nancy Papows, Principal Assessor noted that the item for Assessors maps are transitioning to GIS generated maps. Councilor McGeary asked how this is different from the IT department maps on the website. Mr. Wells explained the annotations are not included for each line. Mylar maps are not accurately drawn to scale and are why they are heavily annotated. They need to go through those maps and transfer those annotations to the GIS maps so they will print out onto the Assessor’s GIS maps. These will be hand entered. It is a large manual task. Once they do that, the rest of the money is to create sets of maps out of the GIS system and will have to be sent out to be printed the first time around because of the volume. Going forward they will make the changes and issue them themselves. They will get a couple of large screen terminals for one in the Assessors office and Community Development for people to look at these maps to make it easier to view. Councilor Verga noted it would be on the internet also. Mr. Wells stated they’ll make up a grid, likely, and put them out as PDF’s that people can download. Councilor McGeary wondered if he went to the GIS maps if he would see these annotations. Mr. Wells stated it is another layer. Mr. Towne also noted there is a conversion of software. Mr. Wells commented that the main data center they have is in the CATA building. They’ve been going from one set of temporary and portable air conditioning to another. They need to buy a proper air conditioning for the data center. If the unit fails the room temperature will skyrocket with a bad result. The cost will be more in labor and installation than the equipment. He thought it would be cheaper to leave it behind should the City not renew the lease and leave the building. They budgeted \$3,500 to purchase and install. The software conversion component, they have a lot of approach data bases like marriage and birth records. The technology is old. It isn’t supported. They need to get them uploaded into a web base situation. They have to get a technician in and have to have it built. Everything gets backed up every night. Councilor Hardy asked if everyone in the Clerk’s office would have access to this which Mr. Wells stated they would. He noted there are still 40 CRT units on desks in the City and that they need to be replaced as they are inefficient and just old. There is a vendor who takes them away and there is a nominal expense on them, according to Mr. Hale.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$7,500) Seven Thousand Five Hundred Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Capital Outlay, Replacement of Equipment, account number 101000.10.155.58700.0000.00.000.00.058, for the MIS Department.**

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$35,000) Thirty Five Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses for the MIS Department as follows: 101000.10.155.52000.0000.00.000.00.052 Contractual Services for \$15,000 and 101000.10.155.53180.0000.00.000.00.052 Data Processing Services for \$20,000.**

Cheasea Robinson, Health Department stated in 2010 the Health Department received 53 doses of shingles vaccine through the State at no expense. They held a clinic for its distribution. Unfortunately they had a waiting list afterwards and it is growing, now at 100 people who want it. It costs \$154 per dose. They’ve been looking for ways to purchase the vaccine and can no longer get the vaccine free from the State. This money will purchase 100 doses and supplies that go along with it. Councilor Hardy asked if this would be just for Gloucester residents. Ms. Robinson stated in light of free cash this would be for Gloucester citizens first. Councilor Hardy asked about sharing of other communities vaccines. Ms. Robinson stated they do. Councilor Hardy thought they could set conditions as to how this is spent. Councilor McGeary thought they should honor the waiting list whether they are Gloucester citizens or not. There would be some who would be not Gloucester residents. Councilor Hardy would still like to give preference to Gloucester residents first. Councilor Curcuru agreed that whatever is left over after Gloucester residents would be served then it could be made available to those not residents.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$16,000) Sixteen Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary**

**Expenses to pay for Medical / Surgery Supplies, account number 101000.10.510.55000.0000.00.000.00.054, for the Health Department. The vaccines will be offered to Gloucester residents first.**

**Mr. Towne** reviewed the requests for his department noting his office has a number of decent file cabinets. The daily records are filed away now. The treasurer's side has a lot of permanent records. The cabinets they replace will go to other departments. There are no digital records. They need fireproof file cabinets. They need an automatic bill counter because they currently do it manually which takes up an enormous amount of time. This will help the treasurer's side too. They replaced two desks two years ago. They need some desks and need chairs. Two larger monitors are included. They need a high security shredder for the payroll department. They need a fax machine that is dedicated in their office so that it is not open to the public as the one is now in the main hall at City Hall. He also wants to come up with a better way to collect money at the beaches or come up with additional opportunities to create more secure ways to deposit the funds at the sites, such as a floor safe. This hasn't been fully worked out but would like funding available before that season begins.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$59,750) Fifty Nine Seven Hundred Fifty Dollars be appropriated from the General Fund Unreserved Fund Balance ("Free Cash") for Capital Outlay to purchase Capital Equipment, account number 101000.10.145.58710.0000.00.000.00.058, for the Treasurer/Collector's Department.**

**Councilor McGeary** commented that one of the things was to estimate revenues more aggressively. There is some experience now, if they could try and triangulate a little bit better in terms of budget estimates for FY13. **Mr. Duggan** felt this is a good exercise. **Councilor McGeary** thought that they are taking things out of the budget, and asked that they refine their numbers. **Councilor Curcuro** stated when they overestimated revenues and got into trouble. He would rather be fiscally responsible and have the money come at a later date. A bad summer (weather wise) and the beach revenue "goes out the window". **Mr. Towne** commented if the economy tanks, they could be hurt badly. **Councilor McGeary** stated they've come a long way in balancing the budget and being fiscally responsible. He asked they look at the history when they predict the revenues.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$7,500) Seven Thousand Five Hundred Dollars be appropriated from the General Fund Unreserved Fund Balance ("Free Cash") for Ordinary Expenses to pay for Miscellaneous Special Office Supplies, account number 101000.10.145.54290.0000.00.000.00.054, for the Treasurer/Collector's Department.**

**Mr. Hale** explained that this is \$110,000 for heating system upgrades to various municipal buildings; the second is the Goose Cove causeway for \$45,000 and the replacement of snow blower equipment for the Bobcat. The heating systems in all the facilities have serious issues, especially in the schools. They just replaced the boiler in the Magnolia Fire Station. This is not enough but thought this would get them through this year to function through the heating season. They've invested a significant portion of their work order account to it, along with the focusing of staff on it. This is necessary. This is a bonus that the funding is available they can potentially use. **Councilor McGeary** asked how much the account was for FY12. **Mr. Hale** stated they're more than 50% through the account already. It was an odd year in that they combined two departments. Heating is taking up quite a bit of this account. They run into asbestos problems when they make these repairs, and that has to be remediated. **Councilor Curcuro** asked if they'll be short at the end of the year. **Mr. Hale** didn't know. **Councilor Curcuro** asked when they last replaced systems. **Mr. Hale** stated they did it five years ago. They're looking at submitting it like they did for roofs. **Mr. Hale**, in response to **Councilor Hardy**, stated they are looking at staying with fuel oil for Plum Cove. It is a double boiler system right now. He thought they'd probably stay with that and would be about \$100,000 to do it. Beeman is antiquated. They'd go to natural gas. There was a discussion of maintenance versus replacement and costs associated with both. They're moving towards a master plan for replacement of heating systems. East Gloucester was replaced and the new wing of Beeman. On inquiry by **Councilor Curcuro**, **Mr. Hale** stated if they get a blower for this Bobcat it would be another piece of equipment they could have potentially five pieces of equipment for snow blowing sidewalks.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$51,000) Fifty One Thousand**

**Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Capital Outlay for the Department of Public Works as follows:**

<b>101000.10.470.58415.0000.00.000.00.058</b>	<b>Pub Prop Maintenance Paving</b>	<b>\$45,000</b>
<b>101000.10.423.58700.0000.00.000.00.058</b>	<b>DPW S&amp;I Replace Equipment</b>	<b>\$6,000</b>

**Mr. Hale** stated they have to repair both sides of the Goose Cove abutment on the Wingsheek side of the walkway. They’ll use the pavers for now. Masonry work is expensive. They will sub it out.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$135,000) One Hundred and Thirty Five Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses for the Department of Public Works as follows:**

<b>101000.10.472.54510.0000.00.000.00.054</b>	<b>Custodial Supplies</b>	<b>\$110,000</b>
<b>101000.10.470.54000.0000.00.000.00.054</b>	<b>Pub Prop Maintenance Supplies</b>	<b>\$10,000</b>
<b>101000.10.499.54000.0000.00.000.00.054</b>	<b>DPW – Other – Supplies</b>	<b>\$15,000</b>

**Mr. Hale** explained they’re looking for a new office chair for the Engineering Clerk who had a hip replaced and is hard for her to sit in the office and do data entry for hours at a time. This is a chair that would suit her for what her work is. With the evolution of the GIS they have to continue their database building. They’re looking for a new digital camera so that it helps to have the coordinates to help input data for a larger GIS. When they do snow and ice, they have new route maps, 11” x 18”. They need to be able to laminate it and multiple copies. It makes sense for them to own the machine. They were looking for large screens to look at large scale GIS plans or split screens and to have them used for teleconferencing also rather than driving out of town with consultants, vendors, etc. right in the DPW. \$5,000 is for various computer equipment. They just got a bookkeeper on two screens. They are looking for phone equipment as well. The equipment they have is old. These are one time expenses, according to **Mr. Duggan**, and are why it is not coming out of the IT department. **Mr. Hale** stated that anything that is IT supported on their lists will be procured through them. The \$20,000 is the GPS itself. The one they have is 12 years old and doesn’t carry the accuracy they need. On inquiry by **Councilor McGeary**, **Mr. Hale** stated they’re looking at the watershed area management especially on the south side of West Gloucester to map for maintenance and access. This is to make passable for fire equipment for instance. They’re looking at sign inventory and asset management. They need accuracy. Hydrants are included in that. They let the Fire Department know when things are out and not functioning.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$19,300) Nineteen Thousand Three Hundred Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses to purchase DPW – Other Supplies, account number 101000.10.499.54000.0000.00.000.00.054, for the DPW Engineering Department.**

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$20,000) Twenty Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Capital Outlay to purchase Capital Outlay - GIS equipment, account number 101000.10.411.58710.0000.00.000.00.058, for the DPW Engineering Department.**

**Mr. Hale** stated the plan they went to in May or June with outsourcing school custodians fell apart and they ended up retaining most City staff. There are some shortfalls in that restructuring and is a shortage of custodians City-wide; whether absent, sick, medical leave, etc. **Councilor Curcuro** stated that the School Custodians came back with a proposal that was supposed to be a wash. **Mr. Hale** commented there is a shortfall. This is to supplement staff with additional staff. They don’t have enough staff to fill the needs. **Mr. Towne** stated they put funds aside and then when it all came in, with a late proposal; and keeping the custodians on force; they’ve had some people who decided to retire, one left; one was going out on unemployment but came back. There are many changing variables. He believed they’re shy of \$60,000 by keeping all the people they did. He still needs to find this. **Mr. Hale** stated this number is lower than he’d like if they’re going to meet demand. The system was broken and remains so. They’re having trouble filling overtime slots. They’ve brought per diem people in. They’ve got long term comp issues. At some point, even if this was robust, they need to invest a lot to maintain buildings. **Mr.**

**Towne** still has to look at the unemployment piece also and may be where the deficit is. **Councilor Hardy** asked how quickly they need to fill these gaps. **Mr. Hale** stated since this past September. They didn't budget the part time elementary school custodians at all. They have a City position at Fuller that is filled with contract service. It appears that contract services are working out OK at Fuller. **Councilor Hardy** asked if any of this money include giving the janitorial staff their \$2 back. **Mr. Duggan** commented it could be part of the contract negotiations. **Councilor Hardy** asked if they gave him time could they come back with numbers as how to do this. **Mr. Hale** stated they have. They could have all contract services or half contract services. It is a revisit. They won't save money on custodians. Their capabilities with staff are grossly inadequate. Custodians are in AFSME and they are in contract negotiations. **Mr. Duggan** stated the most recent contract was voted down the previous evening. **Councilor Hardy** wondered if Mr. Hale needed more time to come back with a different figure and commented they do have until June with the free cash disbursements. **Mr. Duggan** would like to be able to provide Mr. Hale with the money at this point. They can try to do a plan and have \$100,000 invested in a plan. He didn't think the delay would be good. He'd rather they make the investment now. **Mr. Towne** stated they can always come back. **Councilor Hardy** encouraged Mr. Hale to do so. **Councilor McGeary** thought they should wait until negotiations were completed. **Mr. Towne** commented they have a projected deficit. **Mr. Hale** stated this would result in an immediate filled position of contract help. There was a discussion of pay scale. **Councilor Hardy** noted the shortfalls on the City Auditor's charts. **Mr. Hale**, in response to **Councilor McGeary** stated that events have been unable to go forward at the schools in the evening because of the custodial shortages. **Councilor Hardy** asked how they know that the contract substitutes are CORI checked. **Mr. Hale** stated the companies they hire contract workers from are required to have them CORI checked.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$100,000) One Hundred Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance ("Free Cash") for Personnel Expenses to pay Custodial – Salaries/Wages – Full time, account number 101000.10.472.51100.0000.00.000.00.051, for the Department of Public Works.**

**Mr. Towne** explained this is to fund the first portion of the Officer Lamberis payment to reinstate the amount they paid out of payroll.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$20,000) Twenty Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance ("Free Cash") for Personnel Expenses to pay for Police Uniform, Salaries/Wages – Perm Positions, account number 101000.10.211.51100.0000.00.000.00.051, for the Police Department.**

**Mr. Towne** stated the first item is to do a thorough cleaning of the entire Police building; the second line item is for two mobile data terminals for two cruisers; the third line item is for \$11,000 computer equipment and software, data tower for the watch command, evidence processing module for the detective division to monitor and track evidence processing which is very important which is \$4,000. The second item on the list encompasses a number of items. For the Detective Division some items are" a metal detector, shredder, bulletproof vest for high risk grades and the last piece is for first aid kits. The last \$2,000 is for parking meter maintenance. They're losing revenue by not having functional meters in place. He felt this would be recouped quickly by investing in fixing them and getting the meters functioning and back in place. The last piece is \$5,000 for destruction of criminal records and a new watch commander's desk which is broken. **Councilor Hardy** asked about the installation for the parking kiosks. **Mr. Towne** stated they've met with Bob Beaudette about where it would make the most sense to install them, how many, where to be placed. They'll meet with the DPW to make sure they're placed appropriately. They won't be installed until the spring. **Councilor McGeary** stated once a kiosk is installed they can take those meters and use them where others are damaged. **Ms. Fialho** commented that there have been eight broken meter heads in the last several weeks. **Mr. Towne** added there are poles without meters. If they put meters out they'll cover the cost. This subsidizes the general fund for a number of dollars. Their budget is less than the revenue they take in. They're less than they were last year because they have less meters functioning. **Councilor Hardy** asked about the cleaning. **Lt. Aiello** stated they're opened 365 days a year, 24 hours a day with custodial service 8 hours a day. The rugs should be washed on a regular basis. **Councilor Hardy** asked why there is no carpet cleaning done on a regular basis. **Lt. Aiello** stated a 24 hour building that falls 16 hours behind. It is in desperate need of a deep clean. **Mr. Towne** stated it is not fair to the employees to work in filthy conditions.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$38,000) Thirty Eight Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses for the Police Department as follows:**

101000.10.211.52000.0000.00.000.00.052	Police, Uniform Contract Serv.	\$10,000
101000.10.211.54290.0000.00.000.00.054	Police, Uniform Misc Off Supplies	\$5,000
101000.10.212.54290.0000.00.000.00.054	Police, Investigation – Off Supplies	\$11,000
101000.10.218.52570.0000.00.000.00.052	Police, Parking Meter Maint	\$10,000
101000.10.210.54290.0000.00.000.00.054	Police, Admin, Office Supplies	\$2,000

**MOTION: On motion by Councilor McGeary seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$5,000) Five Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Capital Outlay to purchase Capital Equipment, account number 101000.10.212.58710.0000.00.000.00.058, for the Police Department.**

**Chief Dench** stated they’ll have some personnel expenses for overtime and backfilling. The other is to pay for books and CDs that go with it. **Mr. Duggan** explained that the Chief, Mayor, he and the Deputy Chiefs meet monthly. They want to make sure that investing in training for public safety individuals. They costed out a training schedule for Levels I and II. They had done that with HazMat. Newer people will have gone through the training in the fire academy, and this is for individuals who didn’t go through it at the academy. The \$8,000 is for what wasn’t budgeted for Stephanie Eaton. The OT is just for training coverage. **Councilor Curcuru** asked if this training will now satisfy the audit. **Chief Dench** stated that this was in the Lorraine After Action Report, and the Pleasant Street After Action Report, and the Audit. This Level I and Level II training was critical. It is a one time expense. There is an annual training budget for their refresher courses. Coverage of the trainees is done on overtime (backfill). Part of the \$86,008 is to pay for the instructors. They’ve been trying to get outside instructors but are not having not much luck. They have qualified and certified instructors in the department who teach at other agencies and at the Fire Academy and are eminently qualified. They are paid on an OT basis. They can only pay the inside instructors from this OT account. **Councilor Hardy** stated that if they get outside contractual instructors they’ll take the money and transfer it to the appropriate account. She also asked for a separate breakdown of overtime accounts. **Mr. Towne** would send them notes.

**Councilor Hardy** stated that she has a brother who is a Gloucester Firefighter and under MGL she will be able to participate in the vote.

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$7,076) Seven Thousand Seventy Six Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Ordinary Expenses to pay for training expenses for the Fire Dept, Public Safety Program, account number 101000.10.220.53060.0000.00.000.00.052.**

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary , the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$94,008) Ninety Four Thousand Eight Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Personnel Expenses for the Fire Department as follows:**

101000.10.220.51315.0000.00.000.00.051	Fire Dept, OT expense	\$86,008
101000.10.220.51110.0000.00.000.00.051	Fire Dept, Sal/Wage Perm Position	\$8,000

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$15,000) Fifteen Thousand Dollars be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for Capital Outlay to purchase Capital Outlay – Digital Computer Communications Recording System, account number 101000.10.220.58710.0000.00.000.00.058.**

**Councilor Verga** left the meeting at 9:20 p.m.

**The Committee recessed at 9:20 p.m. and reconvened at 9:25 p.m.**

**Dr. Safier** explained the five items that are included in the \$684,439 appropriation: \$60,000 for elementary school curriculum materials for the literacy program district wide; \$127,772 to cover net unanticipated required expenses including Special Education; \$75,000 to replenish contingency fund; \$249,667 for contract settlements; and \$172,000 to lift the spending freeze. The accrual from the freeze is this total. This is part of their operating budget. The request here would allow them to return this money back into the operating budget for education related resources. There is a wish list there also. Those three items will have to be a part of their budget situation. In particular there is a capital investment in Food Service equipment. The Food Service Director put it that it is in dire need. The other potential is for a West Parish feasibility study. The MSBA has a recertification of statements of interest for the proposal brought forward in FY09. They were taking it out of the 'pipeline'. They would give them a nine month extension to get a new letter of intent in to renew the initiative for West Parish; the condition of the school is very poor. **Councilor Curcuru** asked about the wish list items. **Mr. Duggan** stated they are following the policy of going through the CIAB; the West Parish feasibility study would have to be borrowed. They have to address the West Parish situation. **Ms. Gilman** stated if they were to be MSBA approved they'd get 47% back of that cost, but only if they move forward with the school building. **Councilor Curcuru** asked about the cafeteria equipment and how dire the need was and how long has the CIAB had this list. **Mr. Towne** stated they haven't presented the list to them yet. They'll put it forward as soon as they can in January and February to finalize it. **Mr. Markham** stated they are in dire shape. Most of the items are on the capital needs request submitted to the Mayor's office last winter and a couple of months ago. At O'Maley some of the equipment is in disrepair and non-functioning. They've had to alter menus, and it is affecting breakfast and lunch service and jeopardizing their agreement with Pathways. **Councilor Curcuru** thought there are some of these things were immediate needs. **Mr. Towne** stated the food service fund is supposed to be self supporting. **Councilor Curcuru** didn't think this was a lot of money for this. **Councilor McGeary** thought it was about \$25,000. **Mr. Markham** stated it was about \$35,000. The priority items totaled \$62,000 in round numbers. They do have a \$10,000 item for turnover of equipment in the Food Service Account. It is not enough to get any of the schools to where they need to go. That is for emergencies. He reiterated the disrepair and inadequacies of the equipment. **Ms. Clancy** asked they fund this. **Ms. Gilman** stated the costs are back on track in food services. **Mr. Costa** noted it is in the black but not by much. They've developed a good system now with reconciliation. It is in the red but the money is coming. He feels confident each time he signs the warrant. **Ms. Teixeira** stated foremost is that they're altering meals which was concerning to her. **Councilor McGeary** asked if this was part of their request that went to the Mayor. **Mr. Markham** stated some of these items would go out to bid. They could bundle them. Some of the items fall below the requirement of capital equipment. **Dr. Safier, Mr. Markham** and **Councilor McGeary** discussed the unanticipated expenses contained in the \$127,000 from the School Department's memo. It is their recommendation to make whole the building principals for the budget items which at present are frozen. The circuit breaker came in higher than anticipated. **Mr. Costa** asked if there were any grants available for the food service equipment. **Mr. Markham** stated the district received the first year of ARRA for kitchen equipment and spent that. But there are no stimulus funds available. They are researching grants. **Mr. Duggan** stated the recommendation from the Administration is as presented is for \$684,439. **Councilor Hardy** stated this substantiates the Mayor's recommendations. **Councilor McGeary** thought the need was justified.

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that (\$684,439) Six Hundred Eighty-Four Thousand Four Hundred Thirty Nine Dollars be appropriated from the General Fund Unreserved Fund Balance ("Free Cash") for the School Department for curriculum materials, special education expenses, contingency, personnel expenses and ordinary expenses, account number 101000.21.370.53800.2305.00.270.00.052.**

**MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that \$640,000.00 (Six Hundred and Forty Thousand Dollars) be appropriated from the General Fund Unreserved Fund Balance ("Free Cash") for the purpose to transfer to the City's Stabilization Fund, Fund #840000.**

**MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that \$50,000.00 (Fifty Thousand**

Dollars) be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for the purpose to transfer to the Capital Projects Stabilization Fund, Fund #850000.

**MOTION:** On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that \$10,000.00 (Ten Thousand Dollars) be appropriated from the General Fund Unreserved Fund Balance (“Free Cash”) for the purpose to transfer to the Other Post-Employment Benefits Liability Trust Fund, Fund #830000.

**17. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization  
And Auditor’s Report***

Mr. Costa reviewed his documentation with the Committee which was on file prior to the meeting.

A motion was made, seconded and voted unanimously at 10:40 p.m. to continue this meeting to 9:00 a.m. Monday, December 12, 2011.

Respectfully submitted,

Dana C. Jorgensson  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- Free cash history documentation by Kenny Costa, City Auditor
- Get Fit Gloucester BPHC Mentoring Grant Budget 10/2011 thru 9/2012 by Stephen Winslow, Project Manager, Community Development
- Gloucester Public Schools – Immediate Needs List for School Food Service Equipment from Tom Markham, CFO – School Department