

**Budget & Finance Committee**  
Thursday, October 4, 2012 – 5:30 p.m.  
1<sup>st</sup> Fl. Council Committee Rm. – City Hall  
-Minutes

**Present: Chair, Councilor McGeary; Vice Chair, Councilor Joseph Ciolino; Councilor Melissa Cox**  
**Absent: None.**

**Also Present: Councilor Verga; Jeff Towne; Jim Duggan; Fire Chief Eric Smith; Leonard Campanello;**  
**Jonathan Pope; Mark Cole; Stacie Couture; J.J. Bell; Debbie Laurie**

The meeting was called to order at 5:31 p.m. Items were taken out of order.

**1. Memorandum from CFO requesting to pay invoices from the IT Department without a purchase order in place**

**Jeff Towne, CFO** explained that this was **IT Director John Blanchard's** first time with carrying over purchase orders into a new fiscal year. The Treasurer's office has trained the IT staff but didn't go over the carry over P.O. process with him. Doing it for the first time here is different. The Treasurer's staff is working with him now and doing the purchase orders out of their offices, providing administrative support as IT is a three-person office. They think they have a good situation moving. They got another one in and missed it for \$173.00 for a same vendor and it will be put through the Mayor's Report. **Mr. Towne** stated some are without a purchase order and some were a carry over issue. It is a mix of several things. **Councilor McGeary** noted some are self evident; but he noted the AT&T charge was larger. **Mr. Blanchard** stated the AT&T charge was for his entire department, not for an individual. **Councilor Cox** asked that in the future, instead of only putting the first page of the bills in the requests for payment, the entire bill is included, to make it less confusing to the Councilors. The Committee spoke about the particulars of each bill with Mr. Blanchard to be sure that the invoices were for valid expenses, and were satisfied that they were. Mr. Blanchard said he understands the process much more clearly and is working with Mr. Towne moving forward on this process.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to pay invoice #49484 dated 7/11/2012 by American Lazer Services, Inc., Beverly, Mass., for \$246.22 from the FY13 IT Department budget without a Purchase Order in place.**

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to pay invoice #49723 dated 7/24/2012 by American Lazer Services, Inc., Beverly, Mass., for \$155.59 from the FY13 IT Department budget without a Purchase Order in place.**

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to pay invoice #287248015067X08242012 bill cycle date of 8/09/12-08/16/12 by AT&T (Wireless), for \$1,968.26 from the FY13 IT Department budget without a Purchase Order in place.**

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to pay invoice #8773106100344632 billing date of 7/12/2012 by Comcast, Newark, NJ, for \$134.78 from the FY13 IT Department budget without a Purchase Order in place.**

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to pay invoice #49402330, dated 8/27/2012 by GovConnection, Inc. of Rockville, MD, for \$1,770.00 from the FY13 IT Department budget without a Purchase Order in place.**

**2. Memorandum & Supplemental Appropriation-Budgetary Request (#2013-SA-4) from CFO**

**Mr. Towne** stated that this appropriation request is to purchase office furniture and file cabinets for his office. This was from free cash that had been set aside for collecting credit card payments at the beach parking areas. An alternative solution using iPhones was adopted as a way to accept credit cards at the beaches that have daily fees. Accepting cards will include a transaction fee but will reduce the amount of cash the city takes in at the beaches. The system will generate reports and that can be plugged into beach revenues reports. He also had money left over from not purchasing fireproof file cabinets because they didn't work in certain areas in his office. The money will also be used to purchase a new desk for General Counsel and the new Personnel Director and a new four-drawer cabinet for his office as well as the two new desks. He described all the documentation that would be protected in this new documentation related to debt data. The original documentation would be difficult to replace. The rest of the money is for the ambulance they are funding this evening.

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to transfer (#2013-SA-4) for \$5,800.00 from Cap Proj Stab Fund-Transfer to GF, Unifund Account #850000.10.991.59600.0000.00.000.00.059 to Treasurer/Collector, Capital Equipment, Unifund Account #101000.10.145.58710.0000.00.000.00.058 to purchase file cabinets and office furniture for the Treasurer/Collector Department.**

3. *Memorandum from Fire Chief & Supplemental Appropriation-Budgetary Request (#2013-SA-5)*
8. *Memorandum from CAO & Special Budgetary Transfer Request (#2013-SBT-5)*

**Fire Chief Eric Smith** explained to the Committee the department is faced with the loss of their fourth line rescue unit (second reserve). The vehicle plays a critical role for them when there are maintenance issues, even though there are new vehicles in the fleet. When newer vehicles are taken out of service for repair/maintenance, especially while they are under warranty, the department needs to rotate their third and fourth line vehicles into a front line response mode. Of primary concern is to have a fleet of rescue vehicles in good working order and being able to maintain them. He pointed out he is pushing a maintenance program within the department. A fourth rescue is needed critically to support that program. He pointed out that a fourth ambulance is needed in order to do stand-by details for events such as St. Peter's Fiesta, road races, the downtown block parties. Current recommendations by both the Fire Department assistant mechanics and a third-party private mechanic are to decommission the department's Ford P&L purchased several years ago due to cost of repairs which exceeds the value of investment in the vehicle which is not in the City's best interest. This particular used vehicle is a great opportunity found when purchasing the two new rescue units at the dealership for a new vehicle. The dealer had pointed this out to Sander Schultz, EMS Coordinator. It is \$10,000 for the vehicle. Getting the radios moved over, licensing, fees, and whatever equipment that they find in need for repair (which they expect to find very little) comprise the additional \$2,000 over the vehicle in order to make sure they cover any contingency that may arise. **Councilor McGeary** confirmed with the Chief that the equipment from the decommissioned ambulance is able to be transferred over and installed with the antennas, etc., into the new used vehicle. On inquiry by **Councilor Ciolino**, **Chief Smith** stated this new used ambulance is a 2000 Horton on a Ford chassis. Medway Fire Department traded it in. This vehicle came from a community with a best practices maintenance program in place. The oldest truck the department had is the 1993 Ford P&L which is out of service as far as the rescue units. There are two brand new rescue units which went into service in 2012; the next one is "Big Red" which was put in service in 2010. **Councilor Ciolino** asked for more specifications on the vehicle to be included with any future requests for equipment moving forward. **Councilor McGeary** asked where this unit fits into the department's regular replacement schedule. **Chief Smith** said it fit well. He is formulating the department's maintenance plan now. They should be able to get numerous years out of the new used vehicle. Front line units will run three years and then serve three year reserve status, giving them a regular rotation. They can put purchases off if they can keep the units in good repair, up to five years for a front line unit. He prefers to stagger purchases of vehicles to have a regular rotation. He expected one unit will outlast the other between the two newest units because one will be front line and put on more miles.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to transfer (#2013-SA-5) for \$12,000.00 from Capital Projects Stabilization Fund-Transfer Out, Unifund Account #850000.10.995.59600.0000.00.000.00.059 to Capital Project-Fire Department-Ambulance-Vehicles, Unifund Account #850002.10.220.58750.0000.00.000.00.058 to purchase a used Ambulance.**

**Jim Duggan, CAO** explained that Fire Chief Smith had asked the administration to fund a review of the Fire Department's radio communication system, which is a continuing challenge. Given the history of radio communication problems, coupled with the current system issues the Chief has personally experienced, confidence with the City's current communications vendor (ALL-COM) is low. It is the Chief's recommendation that no further communication investments be made with ALL-COM until a complete evaluation of the department's existing communications system and ALL-COM's current proposal is completed by an impartial outside company. This transfer will fund payment to a third party radio engineering firm to assess the Fire Department's communications and to make recommendations for improvements. He requested that \$16,898 be transferred from the Special Reserve (SR) 900 account set up by the Council, and funds put in during the FY13 budget process into contractual services for the Fire Department. **Mr. Towne** noted that two years ago they borrowed for tower improvements, spending \$110,000 which was supposed to help improve the quality of communications by raising the towers and repeaters higher for better radio coverage, as well as money for all new portable radios in the department. The Chief, when he came on board, noted there were still radio communication problems. They have spent a great deal of money already on communications and didn't want to spend further funds without having an independent second look. **Chief Smith** added this was one of the first things he noticed, before even hearing anything from the firefighters. There are dead spots in the City; the quality of the audio on the primary channel (the repeater channel) is poor. When switching to the tactical channels (line-of-sight, non-repeater) the quality goes back to where it would be expected on VHF on small portable radios, so those channels are used at an incident scene. That is not the optimal way to do things. Having firefighters switching to tactical channels is the standard in large metropolitan areas, but is not the standard operating procedure for Gloucester or in his experience in Westland, Mich., or for similar smaller departments. They prefer to stay on their main frequency all the time. Mutual aid units from other communities coming in expect to find Gloucester Fire on its primary channel. He said the current system is not meeting what he felt was the level of safety and security they need and his deputies have echoed that. Unfortunately, the investment with ALL-COM has not netted the change they expected. The Chief stated it has made things worse and actually made it less safe. When firefighters go into a building they are on the repeater channel. The Police Chief couldn't hear him radioing even sitting next to him at a scene because the signal has to leave his radio, go to the tower, be repeated back out and then is transmitted to him; and this happens on two different frequencies. On inquiry by **Councilor McGeary**, **Chief Smith** informed him ALL-COM is a Motorola vendor. They are a good company for technical installation. He has a lack of confidence in them and has found they don't have the ability to build a system and don't have the expertise to do so. Patrolman Shawn Bouchie, who is extremely knowledgeable, at the Police Department, has expressed to him he feels likewise. If you know what you need him to do specifically and hold them to task they can do that. When it comes to engineering of feasible, overall communications, especially public safety systems, he said he was not confident that ALL-COM could do that. He said he contacted ALL-COM shortly after discovering the problem, and in response they gave him what he called "a parts list," not a scope of work, a plan of what they could do to remedy the situation. He spoke with the Purchasing Agent to view the contract, and found it doesn't have a scope of work in it. Federal Engineering of Fairfax, VA will evaluate the communication system by being on site, evaluating the equipment, talking to personnel for their take on the system; meet with the vendor, and get the overall picture of what the Fire Department has and what ALL-COM is doing and not doing, and then determine the best course of action. They will develop that scope of work and the end point, and manage that process for them; making sure they get what they pay for. He did not wish to spend more public dollars until qualified radio engineers, not associated with ALL-COM, evaluate the situation. **Councilor McGeary** stated he assumed the newly purchased radios would still be good; but rather the study would look at the structure that supports them. **Chief Smith** stated the system has one transmitter at Blackburn Industrial Park covering the entire City. They have numerous receivers around the City. By putting more receivers out, they will pick up the weak signal; transmit it back to the main tower, rebroadcasting the transmission enabling everyone on channel to hear the communication. In theory that should work; but with the granite and topography of Cape Ann it hasn't worked out. **Councilor McGeary** asked if, given those issues, was it solvable. **Chief Smith** responded that it was, but he would not buy a parts list; rather, he would buy an outcome. They need to talk to a third-party engineer to assure they are going down the right road. They are looking at \$200,000 to \$300,000 investment which is not to be taken lightly. **Councilor Ciolino** said he agreed with the Chief. **Chief Smith** added he spoke to the Cape Ann Emergency Planning Team just that day about regionalization program for communications. Massachusetts does have a statewide communications system which hasn't extended yet to Cape Ann. If that organization can make headway in those areas, it would be many years down the road, and may be part of the long-range planning; but right now they have to fix what they have to operate safely. **Councilor McGeary** asked where they are with the Police and Fire Departments being able to talk to each other over the radio systems. **Chief Smith** said both have a need for cross-band connection. He is seeking more grants to help remedy that

situation. He can do this here as he did in Westland. This is a dangerous enough situation that they can't wait for a grant or a regional system to jump into. Five years from today what they do could be obsolete; but this critical short-term need is dictating the process at this time. **Councilor McGeary** pointed out the long term solution to the communications system should be put into the Capital Improvement Plan. **Chief Smith** said he hoped that the proposed study may help them to move into a solution. **Councilor Cox** asked if they were "buying a recommendation." **Chief Smith** stated this was an entire evaluation of the communication system. Federal Engineering will do computer modeling to see where the radio system should work and where it doesn't work, and compare it to evidence collected. They will tell him how they can manage and tweak the system to improve it. On **Councilor Cox's** follow up, **Chief Smith** stated they will give him the best direction to move forward and help develop that plan. **Councilor Ciolino** asked that when the report is received it is shared with the Committee. **Councilor McGeary** stated this is coming out of the SR900 account which was to be funded from the intended parking receipts from I4-C2. **Mr. Duggan** stated that they will still be okay and could identify another source of funds if need be. **Mr. Towne** pointed this money came from cuts where there were lowered expectations as well as moving from one line item to another.

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to transfer (#2013-SBT-5) for \$16,898.00 from Special Reserve, Contractual Services, Unifund Account #101000.10.900.52000.0000.00.000.00.052 to Fire Department-Contractual Services, Unifund Account #101000.10.220.52000.0000.00.000.00.052 to pay for a third-party radio engineering firm assessment of the Fire Department communications system.**

4. *Special Budgetary Transfer Request (#2013-SBT-1) from Police Department*
5. *Special Budgetary Transfer Request (#2013-SBT-2) from Police Department*

**Police Chief Leonard Campanello** explained that this transfer is necessary to fund uniform and duty gear for newly hired police officer to attend the Police Academy and also to replace damaged uniforms. The account the funds are coming from is in surplus due to a replacement officer not starting until 08/20/2012. He also explained that his department's second transfer request is necessary to purchase of police equipment.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to transfer (#2013-SBT-1) for \$4,000.00 from Police-Uniform, Sal/Wage-Perm Pos, Unifund Account #101000.10.211.51100.0000.00.000.00.051 to Police-Uniform, Supplies, Reimb, Unifund Account #101000.10.211.55800.0000.00.000.00.054 for uniform and duty gear for a new hire in the Police Department.**

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to transfer (#2013-SBT-2) for \$1,000.00 from Police-Uniform, Sa/Wage-Perm Pos, Unifund Account #101000.10.211.51100.0000.00.000.00.051 to Police-Uniform, Safety Supp/Equip, Unifund Account #101000.10.211.55010.0000.00.000.00.054 to purchase miscellaneous supplies for police operations.**

6. *Special Budgetary Transfer Request (#2013-SA-6) from DPW*
7. *Special Budgetary Transfer Request (#2013-SBT-4) from DPW*

**Mark Cole**, Assistant DPW Director explained the first transfer is to fund various small paving projects throughout the City. He didn't know if Mr. Hale had identified the roadways to be paved yet. **Mr. Costa** noted this transfer was submitted on the incorrect form and that is, in fact, a Supplemental Appropriation. That paperwork will need to be submitted by the Mayor's Office to the Council for signature at Council. Councilors asked that a list of those streets being repaired under the small paving program be provided to the committee.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to transfer (#2013-SA-6) for \$32,000.00 from Highway Force Account #294015, to Public Services paving, Unifund Account #101000.10.470.58415.0000.00.000.00.058 for small paving projects.**

**For the record, 2013-SBT-3 is retired and rendered moot.**

**7. Special Budgetary Transfer Request (#2013-SBT-4) from DPW**

**Mr. Cole** stated this transfer is for the purpose of hiring new janitorial staff. The Department decided not to renew SJ Service's contract for cleaning of schools; and as a consequence additional janitors were needed at the O'Maley Middle School and Gloucester High School. The new janitors will pick up where SJ Services was covering those schools. They are hiring two full-time and part-time janitors. On questioning by **Councilor McGeary**, **Mr. Cole** stated that \$70,000 was for salary. **Mr. Towne** stated they put additional money into the personnel department budget for FY13 to cover benefits. **Mr. Cole** stated the first year the company's cleaning services provided were great, but the second year the quality slid. **Councilor McGeary** noted this issue first came up as a freshman Councilor and pointed out that perhaps privatization was not the panacea it was sometimes thought to be.

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to transfer (#2013-SBT-4) for \$140,000.00 from DPW Facilities Contract Services, Unifund Account #101000.10.472.52000.0000.00.000.00.052 to DPW Facilities Permanent Positions, Unifund Account #101000.10.472.51100.0000.00.000.00.051 to hire janitorial staff.**

**9. Memorandum, Grant Application & Checklist from Acting Community Development Director requesting acceptance of a grant award for \$195,109 (Essex Community Revitalization & Restoration Projects)**

**Stephen Winslow**, Senior Project Manager with the Community Development Department, informed the Committee the City is in receipt of an Essex County Community Revitalization and Restoration Projects Grant from the Mass. Department of Environmental Protection Natural Resource Damage Program for \$195,109 for the purpose of rehabilitation and improvement of Burnham's Field. The grant is from a special fund that was set up from a legal settlement. This would create a project budget of \$350,000 (including matching CDBG funds in the amount of \$150,000.) The funds should be sufficient to redo the playground equipment, paths, and a basic revamp of the field. The plan is to hire a designer to work with the community to meet their expressed needs. He showed a sketch of what was scoped in the grant from a landscape architect (not submitted for the record). He pointed out the areas where lighting would be added, improvements to the playground area with new equipment; some possible expansion of the community garden and landscaping. The sports fields would not be affected. The design contract would develop a master plan should there be a second phase of improvements. **Councilor McGeary** said he had read something about issues drainage of the fields. **Mr. Winslow** stated they could look at it; but wasn't something included in the budget. They will have about \$290,000 to do construction work by the spring. **Councilor McGeary** asked if the paths would be wide enough for a police cruiser to navigate. **Mr. Winslow** stated that would be a goal along with improved lighting. Until the survey is done and they find out what is practical they won't know for sure. The Committee discussed some of the landmarks of the plan with Mr. Winslow as well the basic concept. **Councilor Ciolino** asked what percentage of the grant they would spend on the design services. **Mr. Winslow** stated it is about \$50,000. It will be a fixed price to do it all the design work and master plan for that price. They need a survey done, and that will take up a large amount of the design budget. **Councilor Cox**, in whose ward Burnham's Field lies, noted Mr. Winslow had been communicating with her all along with this project. The neighborhood has expressed interest in being at some of the meetings. In the beginning she asked for a basic presentation to get ideas and feedback from the neighbors. **Mr. Winslow** said he would work closely with the Councilor. **Councilor McGeary** pointed out it is not just the neighborhood that uses that park; many Ward 1 residents use that park as well and asked to be apprised of the progress and meetings as well. **Mr. Winslow** noted that this grant has more flexibility in terms of spend down. They will go ahead with CDBG money to sign up the design firm. **Councilor McGeary** asked if the CDBG funds had been part of the budget, noting CDBG funding has been cut somewhat in recent years. **Mr. Winslow** stated this money had been set aside in anticipation of the grant to make sure they stretch the CDBG funds for this project all along. **Councilor Cox** noted that was part of the application that they would have those matching funds from CDBG. She asked if they would be going after CPA funds now that rules have changed. **Mr. Winslow** stated that is a possibility. **Councilor Cox** noted other matching funds from 2013 and 2014 in the grant application. **Mr. Winslow** stated that it refers to CDBG funds. **Councilor Cox** expressed her thanks to Mr. Winslow for his efforts. **Councilor McGeary** pointed out he didn't see a contract with the State included in the information submitted through the Mayor's Report. **Mr. Winslow** stated he didn't have it as it hasn't been sent along yet. **Mr. Costa** stated he was comfortable that the Committee could move forward to accept the grant with the submittal. He needs the contract in order to set up the grant account. He asked it

be submitted to this office as soon as it is received. **Councilor McGeary** asked if this is an environmental justice community. **Mr. Winslow** commented that it touches on it, which enabled an extension of it, which in turn assisted them in obtaining the grant.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept an Essex Community Revitalization & Restoration Projects grant for \$195,109 from the Mass. Department of Environmental Protection Natural Resource Damage Program for the purpose of the rehabilitation of Burnham's Field. There is a \$150,000 match to be funded from CDBG funds: \$50,000 in FY13 and \$100,000 in FY14.**

**10. Memorandum from CAO re: acceptance of a donation in the amount of \$246,000 from the Gloucester Fishermen Athletic Association**

**Mr. Duggan** explained that per a letter dated 9/12/11 from Mayor Kirk to Jonathan Pope, President of the Gloucester Fishermen Athletic Association (GFAA), the GFAA is scheduled to turn over all cash assets attributed to the Newell Stadium fundraising effort to the City. He reviewed the itemization of donation funds and Schedules 1 and 2, entitled "Renewal of Newell Stadium" (on file) with the Committee. **Councilor McGeary** thanked Jonathan Pope, GFAA President, for all the organization does. **Mr. Pope** stated they have an application in to the CPA for \$150,000. They will know about that in the upcoming funding round. They have major donors who have previously donated they can go back to this year. He related that Dick Wilson, President Emeritus of the GFAA is confident of reaching their fundraising goals. **Mr. Duggan** conversed with Mr. Wilson who told him he has checks in hand from supporters and has had conversations with existing donors that have pledged more money. He expressed that the Administration is confident. **Mr. Pope** added he had collected \$5,100 just that morning. Money is still coming in on a regular basis. **Roger Corbin**, GFAA member, expressed his opinion that now that people are seeing action it is precipitating more donations; he received three checks in six days. **Councilor McGeary** stated the Council has approved a bonding up to \$3.154 million (composed of two separate loan authorizations, one for \$1.5 million and a second for \$1.654 million) which should not be necessary now. He asked if they should be rescinding some of this at some point. **Mr. Costa** and **Mr. Towne** said they would work out something quarterly because in part, the PARC Grant comes in quarterly. The payments for the naming rights are spread over time as well. They will be used to pay down the debt of the bonding. At some point they will have to borrow the money, trying to time the borrowing over the next 18 months. The City has already received its first \$50,000 from New Balance for naming rights. The GFAA has to keep the fundraising effort out in front of the public; there is still fundraising needed. **Councilor McGeary** agreed that now that it will come in with smaller amounts it would be good to get a periodic report through the Mayor's Report so that they don't have to approve accepting small amounts. **Kenny Costa**, City Auditor, stated that they are setting up a donation fund for all the donations to keep it all separate to be tracked. Any future donations would go into that account. He said future expenditures could be charged directly to the donation account. **Councilor McGeary** asked if that was a problem. **Mr. Towne** stated they would have expenditures in two different places. **Mr. Costa** replied that it would only mean one purchase order with multiple lines. **Councilor McGeary** noted the City Council had authorized borrowing of up to \$3.154 million. Then they authorized \$100,000 when they gave a donation from last year and now they've authorized the \$246,000 this year (for a new total amount of \$346,000 to date in donations) which now brings the total stadium project to \$3.5 million. **Councilor McGeary** asked if they come up short, would they need further Council authorization. **Mr. Towne** stated they do not. The donations and naming rights will come in over 10 years. The actual bonding could be more than \$1.5 million because of the second loan authorization of \$1.654 million. The GFAA's goal is to raise the full \$1 million dollars (\$346,000 has been donated to date). **Councilor McGeary** was more concerned by cost overruns. **Mr. Towne** stated once they raise the \$1 million, they will be able to say that they can raise the project budget. They'll get there after they raise the \$1 million. **Mr. Costa** stated anything donated prior (\$100,000) and the current donation of \$246,000 and any future donations will go into a Newell Stadium donation account and recommends that be spent first. **Mr. Towne** stated they didn't want to bond anything they don't have to. **Mr. Pope** commented they have another mission besides Newell Stadium which is to reduce user fees for students. That is a separate committee that does the fundraising for Newell Stadium. They are doing fundraising now for user fees. As soon as they get through that they will restart the fundraising for Newell Stadium. **Councilor McGeary** thanked the GFAA. He made clear he asked for occasional reports on how they are doing; and **Mr. Towne** confirmed the Council would receive reports quarterly.

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept a donation of \$246,000 from the Gloucester Fishermen Athletic Association to be put towards the reconstruction of Newell Stadium.**

The Committee recessed at 7:06 p.m. and reconvened at 7:08 p.m.

**11. Memorandum from Acting Community Development Director and recommendations from the Community Preservation Committee for Round 3, FY12 Funds:**

**J.J. Bell**, Co-Chair stated this is a continuation of the presentation of the CPA Fund applicants before the B&F Committee. **Councilor McGeary** noted that there will be no votes taken tonight and that after site visits are completed, they will consider their votes.

**Historic Preservation:**

1. North Shore Art Association: Window Replacement \$15,000

**Kathy Moore**, Co-Vice President of the North Shore Art Association (NSAA) explained that they need to replace 22 failing original windows in the former Thomas E. Reed Building on Smith Cove at 11 Pirates Lane. This project is part of their long-term maintenance program. The building is a three-story wood frame, gable-roofed structure originally designed as a warehouse that faces the harbor. The remaining 22 operating windows admit light into various areas of the building where natural light is desirable and necessary for office work and for viewing paintings hung on the walls. Many windows appear to be original to the building and are well beyond their service life, leaking, have extensive rot and cannot be repaired. The NSAA has recently replaced its roof, which cost was self-funded. Because the building has no central heat or air conditioning, it is vital to the comfort of their staff, volunteers and visitors that the windows in the building be both airtight and functional. The old windows will be replaced with compatible windows that are double-paned for insulation and have attachable screens. The intention is that the exterior appearance of the new windows be consistent with the current historic appearance of the building and to extend their season. The Historic Commission approved this building as a historic building not in the historic district. They will be maintaining the original look of the building. She introduced Ken Knowles, their project manager, and George Martin, NSAA President. She noted the three estimates (on file) for the window replacements. One is from North Shore Builders for Anderson Windows. The second estimate is from Geoffrey Richon for Jel-Win windows. **Mr. Bell** stated CPA funds as used for grants for historic assets. Rehabilitation has to be done subject to the Dept. of the Interior design standards. He suggested to Ms. Moore and Mr. Knowles they look at those standards first before they engage a contractor for the window replacements. **Mr. Knowles** stated they believe they are in compliance with the standards by using a clad window on the outside, wood on the inside, for the 22 six-over-six double hung window. The windows are as high energy as they can get. They are not inexpensive replacement windows. **Councilor Cox** expressed appreciation the NSAA obtained bids from local contractors. **Councilor McGeary**, noting that the NSAA is in his ward, wished to see the preservation of the building as it is an asset to the community. **Mr. Knowles** commented this is part of long-term plans to do restoration of the building to have another life. The structure and bones of the building are very strong. This is the beginning of plans to put a lot of "love" into the building and preserve it. **Councilor Ciolino** commented he knows the building well. It is a beautiful building, and the NSAA has done a good job. This project will help assure its preservation. The Committee agreed they did not need to make a site visit. The total cost of the project is estimated at \$365,000

4. Magnolia Historical Society Archives Manager \$ 5,000

**James Cooke**, 622 Western Avenue, Curator of the Magnolia Historical Society (MHS), stated that the MHS manages the art, artifacts and information housed within the Fran Hines Historical Museum located in the Community Center known as the Magnolia Library Center. Last year they received a grant for a scanner printer device which they obtained. A few years ago that they realized their collection were growing fast. The museum holds a large collection of Magnolia's most precious historical items and information that cannot be found elsewhere or replaced. The value of the artifacts is in the information. They want to scan, document, catch up on cataloging and get everything digitized. In order to competently index, file and preserve and make readily available all of the information, the MHS would like to organize, digitize, promote and grant easy access to their collection of history while simultaneously protecting those

resources. In order to utilize it, they need to hire a qualified archives manager. The grant would pay the archives manager's salary. Part of the manager's function would be to teach MHS staff to use the program and equipment properly in order to preserve their collection. They have possibly two professional candidates for this position. As much fundraising as they have done, with the purchase of the Blynman School, they are at a "pinch point." The intention is to have a database that will be available to the public with controls. **Councilor Ciolino** commented they are hiring someone to help them build a foundation. **Mr. Cooke** added none of the collection is going into the Blynman School at this time as the roof leaks badly. The total cost of the project is approximately \$18,000. The Committee will not conduct a site visit.

5. *Maritime Gloucester* Restoration of Marine Railways & Mill Bldg. \$20,300

**Tom Balf**, Executive Director of Maritime Gloucester, gave the Committee a one page summary (placed on file) and stated that the railway at Maritime Gloucester is the oldest continuously operated working marine railway in the United States. It has been used since 1850 to haul and repair historic wooden vessels up to 350 tons. The machinery for running the railway is housed in the brick Mill Building. The site also houses an operational 46-inch saw mill, planer, and other traditional woodworking equipment and railway machinery from the 19<sup>th</sup> century. Maritime Gloucester wishes to restore and preserve the building, do some support work, replace bricks, and create an exhibit within the Mill Building on the first floor, showcasing the saw mill, large winch, engine, hauling chain and machinery. They want to clean the first floor up and make the equipment operational. They have reason to believe the equipment would still work. He noted that construction is from a different architectural time; the arched brick ceilings are historically interesting. This would shed light on the construction and architecture of this 19<sup>th</sup> century industrial building. Maritime Gloucester will put in \$2,000, proceeds from a raffle, plus a \$5,000 grant from the French Family Foundation in support of this project. **Councilor McGeary** commented how they would deal with visitors around the large equipment. **Mr. Balf** explained the exhibit would have the doors to the building opened daily and have signage in the garage-like area underneath the observation deck. You would not necessarily walk into that area with the exception of a guided tour when they had full control. **Councilor McGeary** commented this was a good use of the space. The Committee will conduct a site visit on Saturday, October 20<sup>th</sup> at 9 a.m. The Council will be apprised of this visit so that they may attend if they wish. Total cost of the project is approximately \$27,000.

6. *Phyllis A. Marine Assoc., Inc.* Restoration of Stanchions, Planking & Cap Rail \$25,415

**Doug Parsons**, President of the Phyllis A. Marine Association stated their first CPA funding went well. They have to now replace some frames and topside planking, stanchions which come up through the deck and caps which stiffen up the stanchions and cover the end grain and keeps people aboard. Once that is done they raise the rails with pipes and have a rope rail at the 42 inch height which the Coast Guard requires for an "attraction vessel." The total for this project is \$35,000. Several weeks ago they received a donation of two-inch red oak. The donations are coming. This will help to pass Coast Guard inspection. They can move the vessel and are insured to move it in the harbor but can't carry paying passengers. However, they can have tours for which the public would buy tickets for while the vessel is docked. They are docked at the Rocky Neck Marine Railways. They are still the oldest former fishing vessel in the harbor. He also discussed with the Committee some of the events that have taken place at the railways and the public relations they do combined with the other historic vessels adjacent to them. The Committee will conduct a site visit on Saturday, October 20<sup>th</sup> at 10 a.m. **Councilor Cox** disclosed that her husband is a member of the board for the Phyllis A. Marine Association. She will check with General Counsel whether she has to recuse herself from the vote because of that fact.

Open Space:

2. *Community Development Department* N. Gloucester Woods Appraiser & Surveyors \$15,000

**Mr. Winslow** explained that this area is north of Dogtown Road. He noted the publicly owned watershed land to protect the Goose Cove reservoir. Essentially it is an area that was the quarries. It is a mix of private land, Essex County Greenbelt land, and wood lots, a transition zone where there are thin parcels that people got to go in to chop wood and heat homes. They are not developable and are tax titled to the City. There is a 75-acre parcel along the Rockport border the ownership of which is unknown. **Noel Mann**, member of the Open Space and Recreation Committee, noted she was a former member of the Dogtown Study Committee who developed a lot of suggestions for the area of Dogtown. There are a lot of open space and trail systems. The community has an interest that the access be preserved. They came up with an area of 1,000 acres. **Mr. Winslow** explained that there were three meetings with the community to find what their interest was and learned the neighbors are concerned by the City being involved because once the City owns the

trails it is fully publicly accessible. Residents of the area said they didn't mind their neighbors walking on their property but didn't want the general public traversing their property. They realized that there are a couple hundred acres the City already owns. One of the recommendations of the study is that the City-owned land be designated as parkland and adding those parcels to the North Gloucester Woods Reservation. A draft ordinance has been written that the committee is waiting to send to the Council. Another aspect is they wanted to encourage private landowners amongst themselves to preserve their land. The City would not take all the responsibility. There is some land on which no real estate taxes are being paid, which is a large parcel and the City can take action. The City, by acquiring a few small parcels would own 300 acres along the Rockport border that could be the "spine," that the private landowners and Greenbelt can add to. There are four parcels identified that are essential to maintain access to the trails. One is up towards the north, the Bianchini parcel. There is a right of way between Rockport and Gloucester is popular to walk and is on private property. That is a key recreational location in the neighborhood and was identified for a priority for acquisition through negotiation. Another parcel is in the middle on the Rockport line (in the center of North Gloucester Woods). This has the historic road from Annisquam to Rockport and connects to the Dogtown path, a key junction. They have identified the owners who have expressed some interest in selling. There are a couple of smaller parcels which are wood lots in private hands. The estimated value of the four parcels is \$100,000. It is granite with no access. They have listened to the community and are trying to achieve the goals they asked for. This came out of the Open Space plan. **Ms. Mann** pointed most of the land is designated wildlife habitat also. Another advantage is that it would make this area distinct from Dogtown. It was noted by **Mr. Winslow** that in the submitted documentation they show the CPA funds will allow for the department to hire certified appraisers and surveyors to determine the fair market value of privately-owned properties or easements deemed critical to the preservation of continuous trail system and open space area in Gloucester's North Woods area, prior to the acquisition as required by law. He has a quote from appraisal companies that they will meet those standards; and that the high quality appraisals will be able to be used in other grant opportunities as well. Once accomplished, they could approach the owners to find out the interest to begin negotiations. The total cost of the appraisals is \$20,000. The Committee will conduct a site visit on Friday, October 19<sup>th</sup> at 2:00 p.m. They will at the Lanesville Community Center.

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

**Mr. Costa** reviewed his documentation with the Committee.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 8:17 p.m.**

**Respectfully submitted,  
Dana C. Jorgenson  
Clerk of Committees**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- **One page of Information from Maritime Gloucester on their application for CPA funding submitted by Tom Balf, Executive Director**