

CITY COUNCIL STANDING COMMITTEE

Budget & Finance

Thursday, January 17, 2012 – 7:00 p.m.

1st Fl. Council Committee Rm. – City Hall**-Minutes-****Present: Chair, Councilor McGeary; Vice Chair, Councilor Joseph Ciolino; Councilor Melissa Cox****Absent: None.****Also Present: Councilor Jackie Hardy; Kenny Costa; Tony Gross; Jim Caulkett; Fire Chief Eric Smith; Police Chief Leonard Campanello; Stacie Couture****The meeting was called to order at 7:00 p.m. At the discretion of the Committee items were taken out of order.****1. Supplemental Appropriation-Special Budgetary Request #2013-SA-9 from Mayor's Department (Cont'd from 11/15/12)****Councilor McGeary** said that since the Council has yet to receive from the Mayor the full list of requests for distribution of General Fund free cash, this matter was continued by unanimous consent to February 7, 2013.**This matter is continued to: February 7, 2013.****2. Memorandum & Special Budgetary Transfer Request (2013-SBT-14) from Fire Chief****Fire Chief Eric Smith** informed the Committee that due to unforeseen significant and unbudgeted increase in expenditures in the department's "Additional EMS Equipment" account, he was before them requesting a transfer of \$6,400 to temporarily eliminate a deficit situation. The account as it stands now, he said, would not sustain the department's EMS supply needs through the balance of FY13. He said the free cash request for his department would replenish the account at that time should that appropriation move forward and be approved. The shortfall was due to three factors (described in on-file memo):

- Service contracts that were not budgeted for the department's Physio-Control equipment (AED's, LifePack 12 & LifePack 15 monitor defibrillators, and Lucas 2 cardiac compression devices). Warranties expired and the cost of the extended warranties was not accounted for in the FY13 budget. An additional \$9,000 was required to purchase the extended warranties. The Chief stated that without the warranties that it can be very costly to repair any one piece of equipment.
- Large amount of routine supplies were needed in order to outfit two new rescue units. This came to several thousand dollars.
- Cost of medical pharmacological supplies has gone up, and the department is forced to purchase instead of replace in-kind supplies used on ambulance runs that were previously replaced at the hospitals. The hospitals have tightened up their policies for exchanges for medications once the medication comes close to the expiration date. Medications are becoming a significant expense that was not foreseen or budgeted. The department is now adhering to hospital policies to be sure they do not face this situation again.

Chief Smith said that this account was level funded in this year's budget, so this transfer is to continue the ability to stock supplies and maintain equipment. The account is doing better than projected. He said he continues to work with the EMS Coordinator to refine the budgeting process.**Councilor Ciolino** asked how the fourth rescue unit has worked. **Chief Smith** said with the volume of special events coming to the City, it will pay dividends. The new trucks have had mechanical issues. The repairs were covered under warranty, but the department needs replacement vehicles while the front line ambulances are being serviced.**Councilor Cox** asked how ambulance reimbursements are going. **Chief Smith** said it goes through well and turn around very quickly. Details for standby have had some issues, and the department is working with the Treasurer to get that situation corrected.**Councilor McGeary** asked about the \$9,000 increase in service contracts. **Chief Smith** said there is still a positive balance in the account. But knowing the supplies that will be needed, the EMS Coordinator wanted to

supplement the account, based on what is normally spent per year. The budget for the equipment is holding up better than expected.

Councilor Cox said she knew there were transition issues with the FY13 budget. She asked if **Chief Smith** would make an effort moving forward to seek increases when level funding was not necessarily appropriate. **Chief Smith** agreed that the department has to pay better attention to some of these issues such as the maintenance contract. **Councilor Cox** noted part of the issue is not communicating what is needed for the budget. **Chief Smith** also agreed with Councilor Cox that the department needs to put these things in the budget and request for them9+.

Councilor McGeary asked what the terms for the extended warranties are. **Chief Smith** said he did not know. He hoped, he said, it was a two- to three-year contract.

Councilor Hardy reminded the Chief that every time it comes before this Committee and the Council; they always ask if there is enough money to outfit vehicles. There have been problems in the past, she said. She told him to expect to hear from the Councilors asking if there is enough money to outfit and maintain a vehicle. **Councilor Hardy** also said the Fire Department should have the right equipment for the right vehicle and that the department should ask for what they need.

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 the appropriation of 2013-SBT-14 in the amount of \$6,400 (Six Thousand, Four Hundred Dollars) from the Fire Department, Additional EMS Equipment Account #101000.10.220.58570.0000.00.000.00.058 to Fire Department, Medical/Surgical Supplies, Account #101000.10.220.55000.0000.00.000.00.054 for the purpose of purchasing medical supplies to outfit the Rescue Squads.

3. Memorandum from Police Chief re: amendment to FY13 State E911 EMD Training Grant

Late in 2012 the Police Department had received \$92,186 in the FY13 State E911 EMD Training Grant to train all officers in Emergency Medical Dispatch, a State requirement for maintaining a public safety dispatch center, **Chief Campanello** said. State E911 has discontinued use of one of their approved vendors for training, Priority Dispatch, which will result in additional costs in training the department's personnel by a different vendor. The additional cost will amount to \$19,871.26. State E911 has agreed to amend the grant and cover the additional funds needed to train the department's personnel. He asked the Committee to allow the department to apply for this grant amendment. **Councilor McGeary** said because it is an amendment to an accepted grant there is not a need to go through the entire process as if applying for a new grant. **Kenny Costa**, City Auditor said he needs to know how this \$19,871.40 needs to be distributed. He asked Stacie Couture to submit the appropriate paperwork. **Chief Campanello** said the application should be identical to the original application. It is just a different amount. **Councilor Cox** asked if the Committee could vote to permit the application and that the paperwork be submitted to the Council in time for Tuesday's meeting. **Ms. Couture** that she could have the paperwork submitted the following day.

Councilor Cox noted she had reviewed the paperwork on the City's 2012 free cash, and that one of the "hits" (charges against the City's free cash) was for the E911 grant. She asked about the process of submitting paperwork to the State for reimbursement. **Chief Campanello** said he has been talking with Mr. Costa about this, and Ms. Couture has been working diligently to get paperwork submitted on a timely basis. **Councilor Cox** asked for an update in another month about this situation. **Chief Campanello** said the State E911 is consistently inconsistent process, but agreed that it always helps to submit the reimbursement requests on a regular basis. Submissions for reimbursement are made when sufficient money has been expended to make it worthwhile.

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 permit the Gloucester Police Department to apply for a \$19,871.40 FY2013 State E911 Emergency Medical Dispatch Training Grant Amendment from the State of Massachusetts 911 Department.

4. Memorandum from Police Chief re: Council acceptance of MIAA reimbursement for \$38,832 for cruiser totaled in accident

Chief Campanello informed the Committee his department is in receipt of monies totaling \$32,832.00 which reimburses the department for a cruiser that was previously totaled in a motor vehicle accident. Although the check has been deposited with the Treasurer's Office, the department requires City Council approval to accept the funds

for the purchase of a replacement cruiser. **Mr. Costa** said that any reimbursement over \$20,000 needs acceptance by the Council under Mass. General Law, Chapter 44, §53.

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, §53, acceptance of \$32,832.00 (Thirty-Two Thousand, Eight Hundred and Thirty Two Dollars) from insurance reimbursement proceeds to Special Revenue Account #294007 entitled Reserved for Appropriation, Insurance Reimbursements >\$20,000, Contracted Services, for the purpose of replacing a police cruiser from insurance reimbursement proceeds.

5. *Memorandum from Police Chief re: Request permission to pay invoice for services procured without a Purchase Order in place*

Chief Campanello explained he is asking for \$368.04 to be paid to United Parcel Service Freight (UPSF) for an invoice dated 7/20/12. The charge is a result of a large generator being returned that had been damaged in July 2012 during shipping, he said. Since July there had been contention between the department and three other entities as to who was responsible for the cost of shipping. An agreement was reached that the department was only responsible for one third of the shipping costs which totaled \$918.04.

Councilor Cox pointed out that the memo describing the agreement alluded to three entities but the invoice says four and asked for a clarification. **Chief Campanello** said it is the City, UPS, General Electric (GE) and a subsidiary of GE. There was a verbal agreement or discussion, before the Chief and Ms. Couture took up their positions, about who was to pay the shipping cost.

Councilor McGeary asked if the generator was damaged during shipping. **Ms. Couture** said that they don't know that the generator came to them damaged. **Councilor Ciolino** said it was his experience that it was unusual for the receiver to pay a portion of the shipping expense under these circumstances. This cost is for shipping the damaged generator back. **Ms. Couture** said that they do have a new generator now and that the department did not pay for the shipping. They do not agree with paying this portion of the bill, but this was the best they could do at the time. **Mr. Costa** asked if this was a verbal agreement as he said he was concerned that the other companies may come back for more money. **Ms. Couture** said a check had already been issued to the department for the difference. **Councilor McGeary** asked who issued the check to the department. **Ms. Couture** said it was the subsidiary of GE, Infrared.

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 Freight Bill #608394500 dated 7/20/12 to United Parcel Service Freight, Dallas, Texas in the amount of \$368.04 to be paid from the FY13 Police Department Operating General Fund Budget without a Purchase Order in place.

6. *Special; Budgetary Transfer Request (2013-SBT-15) from Police Department*

Chief Campanello asked that the Committee endorse the transfer of \$2,700 from the Police-Uniform, Contractual Services account to the Police-Administration, Telephone Service because the account is in deficit due to the department having added three air cards to provide internet connectivity for police cruiser internet connections for the tough books (laptops).

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 the appropriation of 2013-SBT-15 in the amount of \$2,700 (Two Thousand, Seven Hundred Dollars) from the Police-Uniform, Contractual Services Account #101000.10.211.52000.0000.00.000.00.052 to Police-Telephone Service, Account #101000.10.210.553410.0000.00.000.00.052 for the purchase of three Air Cards for Police Cruiser Tough Books.

7. *Memorandum from Acting Community Development Director re: Northeast Hospital Corp. Community Collaborative Grant for \$10,000*

Councilor McGeary noted that the request by Community Development to apply for a Northeast Hospital Corp. Community Collaborative Grant for \$10,000 has been withdrawn by Stephen Winslow, Senior Project Manager in an email dated January 10, 2013 (on file).

MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council allow the withdrawal of the request to apply for a \$10,000 Northeast Hospital Corp. Community Collaborative Grant.

8. *Request from Gloucester Public Schools Director of Finance to pay invoices for services procured without a Purchase Order in place*

Councilor McGeary said that Hans Baumhauer, Gloucester Public Schools (GPS) Director of Finance was unable to attend the meeting but had sent a memo to the Committee requesting permission to pay for services procured without a purchase order in place. This was, **Councilor McGeary** said, before Mr. Baumhauer's taking up his position with the School Department. **Mr. Costa** added that the P.O.'s were opened after the fact on these expenses. **Councilor McGeary** confirmed that there is a method to get a P.O. cut even if it is at the last minute. **Tony Gross**, in his School Committee role confirmed that the P.O. for Rich's Transportation is usually opened on an annual basis but was missed during the changeover of the Food Service Director.

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 #0265953 dated 09/27/2012 for \$346.72 and Invoice # 0268320 dated 10/26/2012 for \$297.99 by Rich's Transportation, Taunton, Mass., for a total of \$644.71 to be paid from the FY13 School Department Operating General Fund 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 #12ABC0601 dated 12/02/12 by Project Adventure, Beverly, MA in the amount of \$600 to be paid from the FY13 School Department Operating General Fund Budget without a Purchase Order in place.

9. *Memorandum from Harbormaster re: Appropriation of funds from Waterways Enterprise Fund Retained Earnings for \$217,517*

Harbormaster Caulkett said that this memo was simply an introduction to the following Supplemental Appropriations requests which would be addressed individually with the Tony Gross, Waterways Board Chair, and covers agenda items 10 through 19. He gave a brief overview of what the Waterways Board and his office were requesting from the Enterprise Funds retained earnings or "free cash." After these appropriations there would be \$75,000 left in retained earnings to fund repairs of the Waterways Board facilities.

10. *Supplemental Appropriation-Budgetary Request (2013-SA-25) from Harbormaster's Office*

Mr. Gross, Chair of the Waterways Board explained that this is an appropriation to purchase a "No Wake" sign. **Mr. Caulkett** said the City is obtaining a permit to put a sign on the catwalk that leads out to the lighthouse on the Annisquam River facing towards Ipswich Bay.

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 the appropriation 2013-SA-25 in the amount of \$765.00 (Seven Hundred, Sixty-Five Dollars) from the Waterways Enterprise, Retained Earnings ("Free Cash"), Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Contractual Services, Account #700000.10.492.52000.0000.00.000.00.052 to fund the purchase of a "No Wake" sign.

11. *Supplemental Appropriation-Budgetary Request (2013-SA-26) from Harbormaster's Office*

Councilor Cox asked if the items to be purchased are actual buoys. **Mr. Caulkett** said they are actual buoys that say "No Anchoring" which will be positioned in front of Wingersheek Beach. The largest part of the appropriation is to purchase a fast water buoy that will replace the float system by the Annisquam lighthouse to place it closer to the channel. Fast water buoys are made specifically the condition they are named for. This is replacing a swim area buoys. There is still some boat anchoring allowed in the area of Wingersheek Beach.

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 the appropriation 2013-SA-26 in the amount of \$4,700 (Four Thousand, Seven Hundred Dollars) from the Waterways Enterprise, Retained Earnings (“Free Cash”), Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Marine Hardware & Accessories, Account #700000.10.492.54860.0000.00.000.00.054 to fund the purchase of a “No Wake” “No Anchoring” buoys.

12. Supplemental Appropriation-Budgetary Request (2013-SA-27) from Harbormaster’s Office

Councilor Cox asked if these are pre-fabricated gangways. **Mr. Caulkett** stated these are pre-made heavy duty aluminum construction gangways. The connecting point will have to be customized. These are for Lane’s Cove and Magnolia Pier. **Councilor Hardy** asked if the gangway will be long enough for Lane’s Cove. **Mr. Gross** said this will go to the public landing float. **Councilor McGeary** noted that when the stabilization funds were set up there was mention of the “public access board.” **Mr. Gross** said that for Dun Fudgin Landing it is the only City public landing the State says the Board can charge an access fee for. \$25,000 is in the Dun Fudgin account. The Board is in communication with the State public access board to use this money for other City public access board landings. **Mr. Gross** said he would draft a letter to formally ask permission to spend this money on other public landings that are in need.

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 the appropriation 2013-SA-27 in the amount of \$11,400 (Eleven Thousand, Four Hundred Dollars) from the Waterways Enterprise, Retained Earnings (“Free Cash”), Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Public Landing Improvements, Account #700000.10.492.58760.0000.00.000.00.058 to fund the purchase of two (2) public landing gangways.

13. Supplemental Appropriation-Budgetary Request (2013-SA-28) from Harbormaster’s Office

Mr. Caulkett said this is additional money required for the total fee for the permitting, engineering and design for Solomon Jacobs Public Landing. National Grid will pay to replace the nine pilings it will remove during the remediation process. The Harbor Planning Director is putting in a request to the Seaport Council for the pier replacement. **Mr. Gross** added the Board is “piggybacking” with National Grid in the permitting process. The permitting process can be pricy, he said.

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 the appropriation 2013-SA-28 in the amount of \$32,800 (Thirty-Two Thousand, Eight Hundred Dollars) from the Waterways Enterprise, Retained Earnings (“Free Cash”), Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Public Landing Improvements, Account #710000.10.492.58760.0000.00.000.00.058 to complete engineering services for the Solomon Jacobs Public Landing.

14. Supplemental Appropriation-Budgetary Request (2013-SA-29) from Harbormaster’s Office

Mr. Caulkett said this was the remainder of the funds needed to cover all the costs and installation of the City-owned Sailing School floats off of the end of the State Fish Pier. It is, technically, the match a grant of \$50,000 from a \$250,000 Seaport Council grant. The YMCA took over the City sailing program some time ago. Both the City and the High School Sailing Programs are headquartered at this float. There was hope, he said, that the high school vocational school would construct the floats for this project, but they got a couple of housing projects and so could not perform this work. **Mr. Gross** said this will be an excellent facility for both sailing programs which are a benefit to the youth of the City. **Mr. Caulkett** added that the floats are permitted to the City. There has been, he said, talk by the Board of moving the float system to Ten Pound Island on the side facing Rocky Neck to get them out of the federal channel.

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 the appropriation 2013-SA-29 in the amount of \$25,000 (Twenty-Five Thousand Dollars) from the Waterways Enterprise, Retained Earnings (“Free Cash”)

Account #7000000.10.000.35900.0000.00.000.00.000 to Capital Projects-Waterways-Sailing School Floats, Account #710001.10.492.58760.0000.00.000.00.058 to purchase sailing school floats.

15. *Supplemental Appropriation-Budgetary Request (2013-SA-30) from Harbormaster's Office*

Mr. Caulkett said these funds are for a new ramp at Lobster Cove. This is also for piling replacements at St. Peter's Marina. This appropriation is to replace funds depleted in this account. **Mr. Costa** said that this money has to be appropriated for a specific purpose. There needs to be a list of what the funds are going to be spent on. The Committee determined the matter would be continued pending receipt of the appropriate list.

MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to continue the matter of the appropriation 2013-SA-30 in the amount of \$8,072 (Eight Thousand, Seventy-Two Dollars) from the Waterways Enterprise, Retained Earnings ("Free Cash"), Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Contract Services, Account #700000.10.492.52000.0000.00.000.00.052 to February 7, 2013.

16. *Supplemental Appropriation-Budgetary Request (2013-SA-31) from Harbormaster's Office*

Mr. Caulkett and **Mr. Gross** requested this matter also be continued as it was the same situation as #2013-SA-30.

MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to continue the appropriation 2013-SA-31 in the amount of \$2,834 (Two Thousand, Eight Hundred, Thirty-Four Dollars) from the Waterways Enterprise ("Free Cash"), Retained Earnings, Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Boat & Marine Maintenance, Account #700000.10.492.52520.0000.00.000.00.052 to February 7, 2013

17. *Supplemental Appropriation-Budgetary Request (2013-SA-32) from Harbormaster's Office*

Mr. Gross said this is to fund the hiring of an engineering firm for a mooring survey for the purpose of the harbor re-gridding in order to add more transient moorings and/or the floating marina and also to determine the appropriate length of chain for moorings.

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 the appropriation 2013-SA-32 in the amount of \$2,000 (Two Thousand Dollars) from the Waterways Enterprise, Retained Earnings ("Free Cash"), Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Engineering/Architectural Professional Services Account #700000.10.492.53100.0000.00.000.00.052 to fund engineering services.

18. *Supplemental Appropriation-Budgetary Request (2013-SA-33) from Harbormaster's Office*

Mr. Gross said this appropriation is for surveying Lane's and Lobster Coves. There is a large public landing at Lobster Cove near the Annisquam Village Church. One of the residents near the Lobster Cove landing would like to run a water access line through that area, and the Board wants to ascertain the extent of the landing parcel. This area is off of Lane's Road. The road is not part of the public landing and is unpaved. Access to the landing is past the church; on the left there is a road down to the marsh and is where the water line would be run. **Councilor Hardy** said this isn't for surveying all public landings and suggested the two landings be named in the motion.

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 the appropriation 2013-SA-33 in the amount of \$5,000 (Five Thousand Dollars) from the Waterways Enterprise, Retained Earnings ("Free Cash"), Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Engineering/Architectural Professional Services Account #700000.10.492.53100.0000.00.000.00.052 to fund surveying services for Lane's Cove and Head of Lobster Cove public landings.

19. *Supplemental Appropriation-Budgetary Request (2013-SA-34) from Harbormaster's Office*

This appropriation is for the cost of a new launch. **Mr. Caulkett** said there are stringent Coast Guard regulations which govern launch boats. It is difficult to find a used launch because of the recent changes to the Coast Guard regulations, including raising the assumed average weight per passenger from 150 lbs. to 185 lbs. The Board, he said, will make a decision whether to put out a Request for Proposal for a used or new launch but it cannot do both in a single RFP according to the City's purchasing agent. This boat could be purchased by the spring. There is no leeway on specifications, again, due to Coast Guard regulations, **Mr. Caulkett** said. The vessel will be a diesel open launch which holds 20 people. The rating is estimated at 185 pounds per person capacity.

Councilor Hardy asked where the launch would be moored. **Mr. Caulkett** said the launch will be on a mooring in the harbor overnight. It could be at any of the town landings during the day. **Mr. Caulkett** said to get a Coast Guard certificate of inspection, the launch has to be built to their specifications.

Councilor Ciolino noted that it is hoped some revenue will come from this launch. **Mr. Gross** said that has yet to be determined. The Board would perhaps like to give the permitted dinghy slips and City moorings users a discount when utilizing the new City launch. **Councilor Ciolino** has suggested a seasonal pass but acknowledged the Board will have to pick out what system works best for Gloucester. **Mr. Gross** said the first year will not be the most cost effective. **Councilor Ciolino** said this launch service will add value to attracting transient boaters to the City.

Councilor McGeary asked what it will cost to maintain the launch. **Mr. Gross** said the diesel engine is very simple. The steering is by cable. **Mr. Caulkett** said he would send the management plan to the Committee.

Councilor Ciolino noted also that the launch will be under warranty for the first two years.

Councilor McGeary asked if the Board intends to make enough money to staff the launch. **Mr. Gross** said it is not anticipated in the first year. **Mr. Gross** said he anticipated the first year as a "service." The Board's research has indicated that it may be difficult to make a profit on the launch service. **Councilor Hardy** inquired if the Board has an advertising account. **Mr. Caulkett** said that they do. **Mr. Gross** said if the purchase moves forward they will get the word out through sailing and cruising boat magazines and utilize the City's website and by other means.

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 the appropriation 2013-SA-34 in the amount of \$125,000 (One Hundred Twenty-Five Thousand Dollars) from the Waterways Enterprise, Retained Earnings ("Free Cash"), Account #7000000.10.000.35900.0000.00.000.00.000 to Capital Projects-Waterways, Launch Boat Account #710002.10.492.58755.0000.00.000.00.058 to fund the purchase of a launch boat.

The Committee with **Councilor Hardy** discussed with **Mr. Gross** and **Mr. Caulkett** the hours of coverage and number of part-time Assistant Harbormasters currently and the anticipated additional hiring of part-time Assistant Harbormasters bringing the total number for this summer to 10, as well as staffing and enforcement issues during the summer season for Harbormaster's Department. **Councilor McGeary** asked for a spread sheet to be prepared showing the coverage by the Assistant Harbormasters and total man hours for the previous summer, as well as number of violations written.

20. Supplemental Appropriation-Budgetary Request (2013-SA-34) from Harbormaster's Office (REDUNDANT)

21. Memorandum from City Auditor re: City's FY2011 OPEB Actuarial Valuation Report

Mr. Costa asked that this matter be continued to a later date in order for a representative from The Segal Company to speak to the Committee on the FY2011 OPEB Actuarial Valuation Report, likely at the second meeting of the B&F Committee in February.

This matter is continued to: February 21, 2013.

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

Mr. Costa reviewed with the Committee his submitted reports.

A motion was made, seconded and voted unanimously to adjourn the meeting at 9:07 p.m.

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

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- **Auditor's Office Actual Amount Overdrawn Report FY2013 and Projected Amount Overdrawn Report from the City Auditor, Kenny Costa dated January 17, 2013**