

Budget & Finance Committee
Thursday, February 7, 2013 – 6:00 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; Fire Chief Eric Smith; Noreen Burke; Nancy Papows; Lucy Sheehan; Mark Cole; Police Chief Leonard Campanello; Fire Chief Eric Smith; Sally Polzin; John Blanchard; Linda Lowe; Joan Whitney; Jay Jarosz; Stephen Winslow; Richard Barbato; Carol Gray; Tony Gross; Jonathan Pope; Dr. Richard Safier; Jim Caulkett; Dr. Richard Sagall

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

1. Memorandum, Grant Application & Checklist from Public Health Director re: Dept. of Public Health Mass. Opioid Abuse Prevention Collaborative Request for Response

Noreen Burke, Public Health Director explained to the Committee the Health Department seeks to move forward to apply for the Mass. Opioid Abuse Prevention Collaborative Request for Response (RFR) released by the Mass. Department of Public Health (MDPH). Three-year funding is available to address the issue of opioid misuse and abuse, unintentional deaths and non-fatal hospital events associated with opioid poisonings. She said the State framework for funding is changing towards a regional approach because there aren't enough resources to go around for every city and town. The criteria for the grant calls for a lead community that is already implemented opiate intervention strategies to mentor at least two other communities. **Ms. Burke** said it appears that the North Shore will have two clusters of communities. The Gloucester cluster will include Danvers and Beverly. She noted a criterion of the grant is that from 2008 -2010 there would have to be 30 opioid-related deaths or unintentional deaths or hospital fatal events. The City is just under those criteria, she said, thanks to the work of Joan Whitney, Healthy Gloucester Collaborative Director and her team has done over the past five years. Beverly she said has an average of 25 opioid-related deaths and Danvers about thirteen per year; and so combined the communities reach the criterion. She said this is a very competitive grant with funding for about 13 clusters statewide, and the application must be submitted by February 25. This is the first time, she said, that the Healthy Gloucester Collaborative would be mentoring two other communities to help them to understand their drug-related problems and identify strategies to remediate them. Gloucester, she said, has done "high quality work" in this field.

Councilor Ciolino asked where Gloucester ranks with opioid-related deaths per capita. **Ms. Whitney** said the per capita rate is down from a rate of 2.5 per capita in 2007 to about a rate of 2.0 per capita. She the implementation of the nasal Narcan program the Healthy Gloucester Collaborative initiated in conjunction with the Police and Fire Department has helped reduce drug-related deaths further. The per-capita rate has stayed now below 2.0.

Councilor Ciolino asked what the funds would be used for. **Ms. Burke** said they could pay for overtime for police and paramedics to take training. The only specifications laid out by the funder is that there would be a program director to coordinate activities; and that 15 percent of the budget can be used for administrative time. The grant would also allow for setting up data retrieval systems in other communities. She lauded the work of Ms. Whitney for her program implementation. **Councilor Ciolino** asked how much of this grant would go to salaries. **Ms. Burke** said about half for a .4 or .5 FTE (Full-Time Employee) equivalent position to support a director on a regional basis working out of Gloucester. She said \$100,000 is split 50/50 between personnel and contractual services. She asked to not be held to this budget until she has clarity upon learning to navigate the regional situation if the funds are awarded. There is no cash match, she said, on inquiry by **Councilor Hardy**; but there is an in-kind match in staff time.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to permit the Health Department to apply for a Massachusetts Opioid Abuse Prevention Collaborative Request for Response, which is passed through the federal agency, Substance Abuse Mental Health Administration (SAMHSA) for a grant award of up to \$100,000.

2. Communication from Council President to City Clerk and memorandum from City Clerk re: City Clerk's Office Reorganization Request (Cont'd from 12/06/12)

Councilor McGeary said that the Ordinances & Administration Committee has yet to hear the matter fully on the City Clerk's proposed reorganization plan. A City Council workshop is going to be arranged as well, he noted; and that it would be prudent to take this off the Committee's agenda until a recommendation is forthcoming from the O&A Committee.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to continue the matter of the Communication from Council President to City Clerk and memorandum from City Clerk re: City Clerk's Office Reorganization Request to March 21, 2013.

This matter is continued to March 21, 2013.

3. *Memorandum from Senior Project Manager & the Newell Building Committee re: Council acceptance of \$100,000 donation from the Telemachus & Irene Demoulas Family Foundation*

Stephen Winslow, Senior Project Manager with the Community Development Department thanked Mr. Duggan and the GFAA (Gloucester Fishermen's Athletic Association) for working with the DeMoulas Foundation to make this contribution, which will enhance the Newell Stadium renovation project to be enhanced. The money would go towards red bleacher risers, and to upgrade the stadium scoreboard.

Councilor Ciolino asked if the project wasn't still \$126,000 short of funding. **Mr. Winslow** said the Newell Stadium renovation project budget was set at \$3.5 million. He noted with this \$100,000 donation, the money raised for the project is \$3,604,043. More money has been raised, he said, than the Newell Stadium Building Committee has the authority to spend. **Councilor Ciolino** reiterated that in light of the next request to raise the budget to \$3.725 million, the overall the project would still need \$126,000 to raise the amount requested. **Mr. Winslow** said he asked for more budget authority than money currently raised. He gave the example of the foundation of the existing scoreboard can't support the weight of a new scoreboard. Money has to be spent by March to put in a new foundation. Since the project is coming to the end of construction, if problems are identified he said there is not time "to come back through the loop," for additional spending authority—even if the money is in hand. Noting the GFAA has been very good about raising money, he said he is asking for more spending authority. As items arise, the GFAA will go out and raise more money and the Building Committee would be able to spend it. **Jim Duggan**, Chief Administrative Officer, added what has been accomplished is what the City wanted with the base bid plus alternates. If the GFAA wants any further additions to the stadium project, it needs to raise more money. **Mr. Winslow**, he said, is asking for an increase to the ceiling of the budget so the Building Committee doesn't have to continue coming back to the Council. He reiterated what the City needed to accomplish has been "raised and secured."

Councilor McGeary asked Mr. Winslow to confirm that the money can't be spent until the money has been raised. **Mr. Winslow** said he wouldn't be allowed by the CFO and Auditor to spend the money unless it is in the bank. The GFAA, he said, told him there are donors waiting in the wings to put in more to be available to fund add-ins like a new sound system.

Mr. Towne said the Building Committee wants to raise the project budget to \$3.725 million, up from \$3.5 million. He said funding is in place for the \$3.5 million through the appropriations that the City Council authorized. The GFAA raised \$128,000 in pledges with about \$15,000 on hand with more pledges to come forward. A significant portion of those pledges were banks, mortgage companies, etc.; then the five-year \$1,000 pledges. Out of the \$128,000 in pledges, \$50,000 or more is from all of the smaller donations and larger "chunks" from other organizations. It is, he said, more like \$100,000 short of the \$3.75 million goal. He noted in Agenda Item No. 4 the Committee will be asked to authorize an increase to the budget limit for the stadium project.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed under MGL Chapter 44, §53A to accept the donation of \$100,000 from the Telemachus & Irene Demoulas Family Foundation for the purpose of increasing the Newell Stadium Renewal Project Budget from \$3,500,000 to a new total Project Budget of \$3,600,000.

4. Memorandum from Senior Project Manager & the Newell Building Committee re: request for authorization to increase the budget limit for the Newell Stadium Renewal Project

Kenny Costa, City Auditor said the Building Committee wants to increase the budget for the project to \$3,725,000. To spend the money, there is a need for a funding source. Donations that have been received to date have been used to reduce the bond authorization. New donations would be used to increase the project budget, without increasing the bond authorization. Mr. Costa said the city had the option of doing one or the other that is accept the donations and increase the budget or do another loan authorization amendment. The original loan authorization was \$1,500,000, later amended to \$1,654,000. There were also donations of \$347,000. That was the origin of the \$3,500,000. **Mr. Towne** noted the motion from Item No. 3 by accepting the \$100,000 donation increased the project budget limit to \$3.6 million. The motion under discussion would increase the project limit again. Donations are in hand, he said. If everything is added up of all the project monies there, the City still wants the GFAA to pay the City all the pledges, pay the \$15,000 they have on hand so when it is all done, between the \$1,500,000, the PARC Grant, the Newell Stadium naming fee and donations from GFAA, total resources for the project would amount to \$3,725,000. **Mr. Costa** agreed with Mr. Towne's assessment. **Councilor McGeary** said the \$125,000 is not in the City's coffers. Mr. Costa said the City already has the money, but it served a different purpose. It was to lower the loan authorization borrowing. Now the City has to borrow it. The \$125,000 would be used for cash to increase the project budget. **Mr. Towne** said the amount in excess of \$1,654,000 was intended to be gap financing. He said the City taxpayers were not going to technically be paying back any of that debt principal and interest. The City did that in anticipation of the PARC grant and naming fees coming in over a ten-year period. He said the City would borrow that money but the naming fees will pay back the City the principal portion of what was borrowed over time. The City will end up for borrowing for six years of naming rights long term. If the money for donations doesn't come in before he has to go for long-term debt, he will use the donations to pay for the debt over time. **Mr. Costa** added it comes down to cash flow.

Councilor Cox asked when it is enough money; if another \$100,000 donation comes in will there be another request to raise the budget limit. **Mr. Winslow** noted the roof on the bathroom needs to be improved, for instance. Someone may donate that money, he said. There may be some enhancements that can be done and a donor can be found to pay for them. He said this is about spending the money while they still have the contractor. **Councilor Cox** said people can keep coming in the door with donations and that money has to be used for a specific purpose. She asked when donation money is going to be used to pay off the loan. **Mr. Towne** said that the \$1,500,000 is the loan the City committed to. The \$1,654,000 is the loan to be paid down by donations. The interest will only be on the naming rights interest. The goal is that the taxpayers don't pay any principal towards the \$1,654,000 loan.

Councilor Cox noted there are a lot of outstanding donations still from pledges. **Mr. Towne** said the GFAA is "on the hook" for that. He added that the GFAA takes their role seriously and has delivered on everything they have committed to. Anything that has been raised goes to the defraying of the cost of the bond. Any new money could be earmarked for a roof for the restrooms and not to the borrowing. Nothing would be added to the project unless a donor would come forward and say they wanted to pay for it, he said. It should not affect the City's ability to pay off its debt. **Mr. Towne** said the City's original commitment is \$1.5 million; anything else is from donations. **Councilor Cox** said the community is asked for more and more money and it seems, she said that then the project gets added on to on a regular basis. **Mr. Winslow** said the stadium opens Sept. 6, but there is a window of time where the Building Committee, he said, would like to be able to offer enhancements for the stadium that previously were not within the Committee's reach, should a donor steps forward to pay for them. **Mr. Towne** said they have to fund the project budget before anything else is done. If someone comes in with \$30,000, and there is the gap to fund, that is where the money has to go to first. **Councilor Ciolino** noted the history of the building of the Rose Baker Senior Center and agreed that this could become a similar situation where donations may not come in.

MOTION: On a 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 Chapter 44, §53A to accept the donation of \$125,000 from the Gloucester Fisherman's Athletic Association (GFAA) for the purpose of increasing the Newell Stadium Renewal Project Budget from \$3,600,000 to a new total Project Budget of \$3,725,000.

5. Memorandum, Grant Application & Checklist from Fire Chief re: acceptance of a \$7,500 Emergency Management performance Grant

Fire Chief Eric Smith asked that the Committee recommend to the Council the acceptance of a \$7,500 grant from the Massachusetts Emergency Management Agency (MEMA). This grant is a pass-through grant from the Federal Emergency Management Agency (FEMA). He informed the Committee there is a \$10,000 match, which is met by the Emergency Director's stipend. The grant, he said, will pay for the connection of the Fuller School generator to the sub-panel that powers the EOC area of the building and several portable HVAC units. **Councilor Hardy** noted the EOC is shown as located at the Fuller School. **Chief Smith** said most of the equipment is portable should the EOC move to another location.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed under MGL Chapter 44, §53A to accept a \$7,500 Emergency Management Performance Grant from the Federal Emergency Management Agency passed through Massachusetts Emergency Management Agency to fund the City's Emergency Operations Center (EOC) for the following items: connection of an emergency panel for the EOC generator, portable air conditioning/heating units (5), portable air conditioning/heating window venting units (5) and shipping costs.

6. Supplemental Appropriations (#2013-SA-30 & #2013-SA-31) Waterways Board (Cont'd from 01/17/2013)

Councilor McGeary explained this matter was continued pending the submission of new Supplemental Appropriations forms to the Committee in advance of this meeting (on file). The forms now show the purposes for the funds listed and so the Committee is now able to proceed with a vote on these two transfers.

MOTION: On a 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-30 in the amount of \$ 8,072.00 (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, Contractual Services, Account #700000.10.49252000.0000.00.000.00.052 to fund spring lawn services at Dun Fudgin Public Boat Ramp; Solomon Jacobs Park; portable toilet services at Dun Fudgin; installation of "No Wake" And "No Anchoring" buoys, and inspectional diving services for mooring chains.

MOTION: On a 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-31 in the amount of \$2,834.00 (Dollars) from the Waterways Enterprise, Retained Earnings ("Free Cash"), Account #7000000.10.000.35900.0000.00.000.00.000 to Waterways Enterprise, Boat & Marine Services, Account #700000.10.492.52520.0000.00.000.00.052 to fund inspection and repairs to boat engines for spring launching.

7. Administration's proposed comprehensive plan for free cash

Mr. Duggan stated this is as promised during the FY13 budget process when the Administration asked for and the Council authorized the use of \$616,075 to balance the fiscal budget. The purpose of 2013-SA-37 is to replenish the City's Stabilization fund.

MOTION: On a 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-37 in the amount of \$616,075.00 (Six Hundred, Sixteen Thousand, Seventy-Five Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Stabilization Fund-Transfer In-General Fund, Account #840000.10.991.49700.0000.00.000.00.040. The purpose of this transfer is to increase the Stabilization Fund and to offset funds used to balance the FY13 budget.

Mr. Towne said SA-38 will quadruple the dollar amount now in the OPEB Trust Fund.

MOTION: On a 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-38 in the amount of \$80,000.00 (Eighty Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"),

Account #1010000.10.000.35900.0000.00.000.00.000 to OPEB Trust Fund-Transfer In-General Fund, Account #830000.10.991.49700.0000.00.000.00.040 for the purpose of increasing the OPEB Trust Fund to decrease the City's OPEB liability.

Police Chief Campanello said that SA-39 is for money to be combined with the Fire Department to purchase a RMS records management system. The Fire Department has no records management system at all. The Police Department has a UNIX Doss system that tracks public safety calls response and report writing. His department is currently hand-writing attendance, overtime, details in large ledger books. Attendance is done with pencils and shaded boxes in a ledger right now in the Police Department. Thousands of dollars might be being spent in overtime and vacation costs because they are not being recorded correctly currently, he said. He pointed out that his review of four months the department ledgers and identified at least 28 unaccounted for shifts.

The company chosen for the records management system is very well-known in New England which serves about 200 law enforcement and fire departments, TriTech IMC. The system allows for all record-keeping functions seamlessly integrating with any City payroll system it might adopt. Statistical data can be pulled from this system. The department can map crime for efficiency of manpower deployment. The system has each officer coded. A watch commander would enter a name into the system by double clicking on the individual. On the end of the pay period the payroll downloads to the coordinator who can remove the sick or vacation time according to what was worked. That, in addition to the ability to analyze crime data are the two biggest things that can be done for the police department, he said. The system can be used immediately and can easily be installed in a new building. The Police Department costs include the upgrades. He said this system changes the face of how the department operates in terms of efficiency and accountability.

Mr. Towne added that the system can bring up information on a location of a call and tell the officers of known weapons and combustible or flammables on a particular site for the Fire Department. **Chief Campanello** said this software will backfill all current information into the new system. An address or a person's name can be inputted to this new system and it will show any calls for service at that home, any cautions, any restraining orders, a gun permit issued, a propensity to violence, etc. As the department feeds the system more information, he said, that information will become more and more detailed. **Councilor Cox** noted that the system will do the same for the Fire Department. **Chief Campanello** said it is the same software and can combine the information but allows for security between the departments. The costs and support is combined. The Fire Department has a minimal amount of data to convert. There is a yearly maintenance fee which is higher, but it is built into the first year. After that there will be a proposal in the budget. He said it is similar to the support contract with Crime Tracker.

Mr. Towne said this system will help with payroll tracking. If the system has data entered directly there is less chance of human error. There will be proper tracking and accounting of balances for sick and vacation time, for instance. He said that the City's possible new finance system, MUNIS, told him that they actually recommended TriTech IMC and further, that it is a seamless integration.

Chief Campanello said that this system is the single-most transformational change that can be made for the administration of the Police and Fire Departments.

Councilor Cox asked if this dollar amount covered training. **Chief Campanello** said that this particular software has an easy learning curve on site and has telephone support. **Mr. Towne** added this is the first portion of the MUNIS software conversion. The \$500,000 level for the total project will be in the Capital Stabilization Fund. It is hoped, he said, it will cover the software purchase. It is going to that fund so that it is available at any time. The \$250,000 is one third of what it will cost for the full MUNIS conversion. This conversion is a phase-in process. He added it will be a slow, steady approach, and it is up to Mr. Costa as to the timing of the implementation because of the audit and the close of the end of the fiscal year.

Chief Campanello reconfirmed that the funding is for both departments. **Councilor Hardy** asked who would do the data entry for the conversion. **Chief Campanello** said the company will. An officer in his department will be assigned to the process as the IT liaison officer.

MOTION: On a 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-39 in the amount of \$432,000.00 (Four Hundred and Thirty-Two Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Capital Project Stabilization Fund-Transfer In, Account #850000.10.991.49700.0000.00.000.00.040 to increase the balance of the Capital Project Stabilization Fund. This funding purpose is for Financial and Records Management software conversion/purchase.

Dr. Safire reviewed for the Committee the “A” list requests by the School Department free cash request totaling \$529,518:

- Unanticipated Special Education expenses and tutoring involving out-of-district placements of students into the school district or who come into the district that require a more restricted environment for which there are costs associated with it. There are students who require instructional assistance as well. The \$248,418 is due to out-of-district placement and increased. These students also required a .5 English tutor which is \$12,000. There are anticipated state 9C cuts to Circuit Breaker FY13 budget of \$30,748.
- Cafeteria tables – many schools have antiquated “Murphy bed” type tables and benches embedded into the walls that are an “immediate” safety issue (Beeman and East Gloucester Elementary Schools especially) for \$39,100.
- The School Department is currently in negotiations with all their bargaining units. The School Department would like have the potential to move to multi-year contracts as would their unions after years of having only one-year contracts. This is to have some bargaining ability to move towards that goal.
- The computer lab at East Gloucester Elementary School is eight years old. The recommendation from the district’s technology department is that those computers be replaced (28 workstations).
- The Middle School lockers were noted as “awful” and have to be replaced. The lockers are located in the O’Maley innovation school.

Also included in the request and in the total are items from the School Department’s “B” list. They are:

- Computer tablet purchase. **Dr. Safier** noted a number of initiatives are tied into this technology. This is to promote technology to students for educational means involving critical thinking and other educational aspects for school learning environments which the district needs to plan for. The initial step is to start with the teachers learning to utilize the technology for instructional purposes. The district will start with their teachers and offer teachers at cost to purchase an iPad or laptop; and since the district would go through a lending company, GAC Capital (Apple Computer’s lending company) and would charge interest, this request is to offset the interest to provide incentive for teachers to purchase through the district. The teachers would be offered a three year lease-to-purchase program. The schools would provide the professional development for this initiative.
- The Tablet Special Education Program is to put tablets into the hands of students with disabilities, for instance those students who are autistic, at both the preschool and elementary schools. Research shows use of this technology helps students to express themselves more and go to the preschool and students throughout the district with disabilities.
- LCD projectors and ELMO Document cameras are needed to amplify instruction in the classroom. These two types of hardware which are the latest technology for classrooms.
- The library books request is for the Veterans Memorial Elementary School and the assessments are part of the literacy program to meet the budget figures last year which were cut out the purchase of the assessments. The consequence is that there is Xeroxing of the materials for five schools.

Councilor McGeary said none of this funding requested has to do with the affect of the Charter School closure which **Dr. Safier** confirmed. Councilor McGeary said that in discussions with the Administration he knew there is a meeting with the Department of Revenue on February 14th as to what the financial impact will be for the closure of the Charter School. He said he understood the district will use their reserves if they have to fund something because of the arrival of the Charter School students; then when the City knows what they will get back, that money will be appropriated at that time. This is closing the gaps that occurred over the course of the second half of the fiscal year.

Councilor Cox asked regarding the tablet purchasing by teachers, if the district is financing the tablets over a period of time how do teachers pay for it. **Dr. Safier** said it is the district’s hope to be able to do it by payroll direct deposit. **Councilor Cox** said if a teacher leaves, say, in the second year, could they either purchase the tablet or turn it back in to the district. She also asked when the lockers at the Middle School would be installed. **Dr. Safier** confirmed the teachers could either turn the tablets in or purchase them outright. He told her also that the lockers would be replaced over the summer. **Mr. Costa** noted all the money appropriated for the district has to be spent by June 30th or at least be in the works. The funds could be transferred into the Capital Projects Stabilization Fund if the district can’t utilize it before that time.

Councilor McGeary thanked the Administration for working with the School Department on the funding for the schools.

MOTION: On a 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-40 in the amount of

\$614,118.00 (Six Hundred Fourteen Thousand, One Hundred-Eighteen Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account # 1010000.10.000.35900.0000.00.000.00.000 to School Department, Account #101000.21.370.53800.2305.00.270.00.052 to fund unanticipated education expenses and tutoring; cafeteria tables and benches; computer lab for East Gloucester Elementary School; O’Maley School lockers; computer tablets; technology equipment; library books and assessments.

Mark Cole, Assistant DPW Director said this is for “Barney” bags which were cut from the FY13 budget. **Councilor Ciolino** asked if the bags could be increased to a 32 gallon size for a standard internal trash container which **Mr. Cole** said he would make an inquiry.

MOTION: On a 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-41 in the amount of \$10,000.00 (Ten Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW-Solid Waste Disposal Supplies, Account #101000.10.403.54000.0000.00.000.00.054 to purchase additional supplies for purple City trash bags.

Mr. Cole said SA-42 with all the good weather last year and ended up spending more money last year on seasonal help. The money left in the account will only cover costs through part of the spring. Normally he has \$90,000 in his budget at this time of year but only has \$57,000 at this time. He said he had asked for additional money in the FY13 budget, which did not get funded.

MOTION: On a 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-42 in the amount of \$50,000.00 (Fifty Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW-Public Property Maintenance-Salary/Wage-Temporary Positions, Account #101000.10.470.51200.0000.00.000.00.051 to increase fund for seasonal employment positions.

Mr. Cole said that SA-43 said the parking lot expansion came from a recommendation of the Traffic Commission; the two walls are on Lyndale Street and on Washington Street by the Bay View Fire Station. A third wall off of Bond Street in need but can wait until next year. **Councilor Hardy** asked the locations of the retaining walls be included.

MOTION: On a 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-43 in the amount of \$95,000.00 (Ninety-Five Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW-Public Property Maintenance-Contractual Services, Account #101000.10.470.52000.0000.00.000.00.052 to repair two City-owned retaining walls (Lyndale Street and Washington Street near the Bay View Fire Station) and for expansion of the East Gloucester Elementary School parking lot.

Mr. Cole noted SA-44 is for the purchase of three automatic external defibrillators (AED’s) to will be installed in three different locations in the DPW yard. These AED’s are sought due to an incident several months ago where a DPW worker collapsed and had CPR administered by another employee until paramedics arrived. The Fire Department will assist the DPW in training staff. **Mr. Cole** said his beach staff is trained on how to use AED’s and have them installed in various locations. As to the playground equipment, the DPW had a survey done, and will repair broken equipment and have replacement parts on hand. This also includes another load of wood chips, he said. He said by this time next year all the playgrounds in the City including the schools will be in much better shape. Burnham’s Field playground equipment will be covered by the new playground to be installed during the Field’s renovation. **Mr. Cole** noted the Department had originally asked for \$30,000.

Councilor McGearry noted this transfer is \$17,000 less than the original request. **Councilor Cox** asked why it was decreased. **Mr. Duggan** said there were reductions across the board for all departments to maintain and to be sure there is reinvestment in to the Stabilization Account through the direction of the Auditor. He noted the Police, Fire and DPW Departments had their requests cut as well.

MOTION: On a 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-44 in the amount of \$19,607.00 (Nineteen Thousand, Six Hundred, Seven Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 DPW-Public Property Maintenance Supplies, Account #101000.10.470.54000.0000.00.000.00.054 to purchase three AED units and supplies for the DPW and to replace playground equipment.

Mr. Cole said SA-45 will be put towards repair of the restrooms at Stage Fort Park. This all falls under beach parking operations which includes the restrooms.

MOTION: On a 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-45 in the amount of \$25,000.00 (Twenty-Five Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW-Public Property Maintenance-Site Improvements, Account #101000.10.470.58410.0000.00.000.00.058 for improvements for beach operations.

Mr. Cole noted that SA-46 the DPW fronted the cost of removal of contaminated soil at Newell Stadium. Mr. Towne said this is to put the money back in to make up a deficit that would be in the account so the money can be spent for its original intent. Mr. Cole also noted the Rose Baker Senior Center items are necessary repairs are included here. Councilor Hardy asked if these bathrooms are opened to the public with signs indicating as such. Mr. Cole confirmed these are public bathrooms and he would see that signage is placed indicating these are public bathrooms.

MOTION: On a 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-46 in the amount of \$57,300.00 (Fifty-Seven Thousand, Three Hundred Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW-Facilities-Contracted Services, Account #101000.10.472.52000.0000.00.000.00.052 for removal of contaminated soil at Newell Stadium and for various building improvements at the Rose Baker Senior Center (floor repairs, lighting upgrades, carpet replacement and HVAC repairs).

MOTION: On a 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-47 in the amount of \$9,500.00 (Nine Thousand, Five Hundred Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW Facilities-Supplies, Account #101000.10.472.54000.0000.00.000.00.054 to purchase supplies to paint and make wall repairs and to purchase bathroom partitions for the Rose Baker Senior Center.

Mr. Cole said SA-48 is for cleaning supplies for the High School and Middle School.

MOTION: On a 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-48 in the amount of \$20,000.00 (Twenty Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW-Facilities/Janitorial Supplies, Account #101000.10.472.45410.0000.00.000.00.054 to purchase cleaning supplies.

Mr. Cole said SA-49 is to allow the gasoline account to be funded to the end of the fiscal year.

MOTION: On a 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-49 in the amount of \$30,000.00 (Thirty Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW-Other-Gasoline, Account #101000.10.499.54110.0000.00.000.00.054 to purchase gasoline for City vehicles.

Mr. Cole said SA-50 is to purchase supplies for the mechanics' budget.

MOTION: On a 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-50 in the amount of \$10,000.00 (Ten Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to DPW-Other-Parts & Maintenance, Account #101000.10.499.545850.0000.00.000.00.054 to purchase additional parts and supplies which were cut due to budgetary restrictions.

Councilor Hardy said SA-51 is for a sound system for Kyrouz Auditorium. It will also allow for work in the Council Conference Room as well as replace the antiquated dais in the auditorium. It will also allow for the reconfiguration of the auditorium so that CATV could possibly be installed in an anteroom so the CATV equipment is locked away of the auditorium that is presently unused instead of being in the open on the auditorium’s balcony. She said the safe place to put this money is in the Capital Projects Stabilization Fund in case this reconfiguration cannot be accomplished before June 30th.

MOTION: On a 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-51 in the amount of \$30,000.00 (Thirty Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Capital Project Stabilization Fund-Transfer-General Fund, Account #850000.10.991.49700.0000.00.000.00.040 to provide the City Council with funds to purchase office equipment and furnishings.

Mr. Duggan said SA-52 is to fund the effort to bring positive attention to Gloucester for economic development. This was one of the contributing factors of the success of the second maritime summit today, he said. Articles have been written and featured in nationally recognized newspapers and magazines; television segments have been featured, which all showcased the City, noting the wind turbines, for instance. The Administration wishes to continue to send positive messages about the City out through various forms of the media. This transfer, he said, is for the services of a media consultant for public relations.

MOTION: On a 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-52 in the amount of \$25,000.00 (Twenty-Five Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Mayor-Contractual Services, Account #101000.10.121.52000.0000.00.000.00.052 to support continued promotion for economic development in the marine science and technology sector.

Mr. Duggan said SA-53 is to replenishing a bit of the Mayor’s contingency funds.

MOTION: On a 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-53 in the amount of \$5,000.00 (Five Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Mayor-Contingency/Emergency, Account #101000.10.121.57800.0000.00.000.00.057 to provide additional funds to the Mayor’s office in case of emergency.

Mr. Duggan said SA-54 is a result of a mistake in formulating the budget and not addressing step and grade increase for the Licensing Board’s part-time clerk.

MOTION: On a 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-54 in the amount of \$1,103.00 (One Thousand, One Hundred, Three Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Licensing Board, Salary/Wage-Part time Position, Account #101000.10.165.51250.0000.00.000.00.051 to eliminate projected deficit in this line item.

Mr. Duggan explained that SA-55 is for the Licensing Board’s proactive work on a policy manual. This is for printing and copying of all the materials.

MOTION: On a 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-55 in the amount of \$1,097.00 (One Thousand, Ninety-Seven Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Licensing Board-Contract Services, Account #101000.10.165.52000.0000.00.000.00.052 to provide funds for contract services to support the Licensing Board.

Nancy Papows, Principal Assessor said that SA-56 is the funding for the FY14 Triennial Certification. She said she budgets the total money for the Triennial Certification in three installments; this is the third installment that was slated to be budgeted in FY14. However, the Auditor has requested that all funds be in place prior to signing the contracts. She noted this is how her department will budget for the Triennial Certification moving forward.

MOTION: On a 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-56 in the amount of \$40,000.00 (Forty Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Assessors-Revaluation Program, Account #101000.10.141.57840.0000.00.000.00.057 to fund the Triennial Certification.

Ms. Papows said that SA-57 relates to cyclical inspection program is mandated by the State on a nine-year cycle. FY14 is the end of the cycle, and it also falls on a recertification year. She said in her office the three assessors do the inspections and the assistant assessor. In order, she said, for her department to complete all the additional work for the Triennial Certification, it is necessary to farm out a small portion of the inspections so they are completed on a timely basis and are able to be certified. **Ms. Papows** pointed out it is difficult to plan over nine years. The last time this occurred the department hired outside temporary staff in 2005 which cost about \$18,600. Because the end of a cycle is always a Triennial Certification year, she said she has to plan for the inspections to be done early to complete the certification.

MOTION: On a 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-57 in the amount of \$15,000.00 (Fifteen Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Assessors-Salary/Wage-Temporary Positions, Account #101000.10.141.51200.0000.00.000.00.051 to hire temporary help for cyclical inspections.

Ms. Burke explained that SA-58 was related to a salary item due to a gap in the personnel services line item. Lauding the work of Chasse Robinson, the City’s public health nurse, she noted Ms. Robinson was given a small raise which was not properly budgeted for in FY13. **Mr. Towne** said the pay increase occurred during the time when the FY13 budget was being finalized and so was not captured in that particular line item. **Councilor Hardy** asked if this would be addressed in the FY14 budget, which **Mr. Towne** it would.

MOTION: On a 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-58 in the amount of \$2,478.00 (Two Thousand, Four Hundred, Seventy-Eight Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Public Health-Salary/Wage-Permanent Positions, Account #101000.10.510.51100.0000.00.000.00.051 to fund an employee’s pay that was increased after the budget was already submitted last spring; to eliminate the projected deficit in this line item.

As to SA-59, **Ms. Burke** said this money is to purchase Shingles vaccines for Gloucester residents. She noted older citizens are at risk for getting Shingles which is, she said, a debilitating disease. When the Mayor and City Council supported this initiative last year, the department was inundated with many citizens who wanted the vaccine, she said. The Public Health Department has a waiting list of 130 residents eligible to receive the vaccine which costs over \$200 per vaccine dose. Health insurance, she said, typically does not cover this vaccine. There will be a clinic for those on the waiting list; however they may be able to add people to the list if residents on the waiting list do not respond. There is some reimbursement involved and when that is gained the department could offer further vaccinations. She noted once given, this vaccine protects a person for a lifetime. **Councilor Ciolino**

asked if there had not been free cash what would the Public Health Department have done about the purchase of the vaccine. **Ms. Burke** said the department would look for grants but that grants for such things are scant. On inquiry by **Councilor Hardy**, **Ms. Burke** said only Gloucester residents are eligible receive this vaccine from the Gloucester Public Health Department; it is not a regional initiative.

MOTION: On a 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-59 in the amount of \$23,898.00 (Twenty-Three Thousand, Eight Hundred, Ninety-Eight Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Public Health-Medical/Surgical Supplies, Account #101000.10.510.55000.0000.00.000.00.054 to purchase Shingles Vaccine for Gloucester residents.

Mr. Duggan said SA-60 was for staff office chairs and for the purchase of weights for the Inspector of Weights and Measures.

MOTION: On a 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-60 in the amount of \$5,446.00 (Five Thousand, Four Hundred, Forty-Six Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Inspectional Services-Furniture and Fixtures, Account #101000.10.241.58504.0000.00.000.00.058 to purchase replacement weights and cases; also to purchase office chairs for the department.

Linda T. Lowe, City Clerk, said SA-61 is to fund a predicted shortage in the Wage/Salary Permanent Position line item due to step increases, and this transfer will eliminate a deficit in the account.

MOTION: On a 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-61 in the amount of \$1,200.00 (One Thousand, Two Hundred Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to City Clerk-Salary/Wage-Permanent Positions, Account #101000.10.161.51100.0000.00.000.00.051 to eliminate a projected deficit.

Ms. Lowe said SA-62 said that this is to purchase file cabinets, stools, shredder and chair and noted this is in follow up to her requests last year to year by year upgrade her office. The lateral cabinets to be ordered will increase the storage capability and better access for storage. She noted her department has to have physical records at hand which is why the laser fiche system is inappropriate for her department. The current shredder in the department is flimsy and needs to be more of a safe and heavy duty kind of shredder.

MOTION: On a 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-62 in the amount of \$7,429.00 (Seven Thousand, Four Hundred, Twenty-Nine Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to City Clerk-Additional Equipment, Account #101000.10.161.58500.0000.00.000.00.058 to purchase file cabinets, stools, shredder and a chair.

Ms. Lowe said SA-63 will provide funds for herself and the Assistant City Clerk to avail them of an unusual opportunity to attend the Conference of International Institute of Municipal Clerks. This year's conference happens to be in Atlantic City. She and the Assistant City Clerk will drive to the meeting. It is also an opportunity for professional advancement which is a valuable opportunity, she said. **Councilor Hardy** asked what would happen if this money isn't all used. She was informed by **Mr. Towne** the money falls to the bottom line.

MOTION: On a 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-63 in the amount of \$1,821.00 (One Thousand, Eight Hundred, Twenty-One Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to City Clerk-Out of State Travel, Account #101000.10.161.57200.0000.00.000.00.057 to provide funds to attend the May 2013 Annual Conference of the International Institute of Municipal Clerks for two employees.

Lucy Sheehan, Council on Aging (COA) Director stated when she when there was a grant under the Older American's Act through Senior Care which pays part of the salary for the COA's social worker. The grant came with an amendment that said if their federal funds are cut they will cut the amount given, and that did happen. SA-64 will fund the social worker who is also a SHINE councilor for the rest of FY13.

MOTION: On a 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-64 in the amount of \$1,700.00 (One Thousand, Seven Hundred Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Council On Aging-Salary/Wage-Part Time Positions, Account #101000.10.541.51250.0000.00.000.00.051 to fund deficit due to reduced grant funding.

Ms. Sheehan said SA-65 was to install storage shelving and counter space, three L-shaped desks and a shredder. The shredder is used for the seniors who come to the center as well as by the SHINE councilors and the social workers.

MOTION: On a 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-65 in the amount of \$14,050.00 (Fourteen Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Council On Aging-Capital Outlay, Account #101000.10.541.58425.0000.00.000.00.058 to purchase and install storage shelving and counter space; to purchase three L-shaped desks and a shredder.

Mr. Duggan said SA-66 is to make up for a shortfall because the administrative cap has been reached. The reorganization approved by the City Council eliminated two positions; one was the grants administrator and a project manager. Upon their separation there was a \$13,000 vacation/sick time buyback. The grants administrator's buyback was \$5,000. There is no money in the administrative cap because of HUD reductions every single year.

Mr. Costa asked this be transferred to a different account as this is a comingling of funds. If transferred as to the CDBG Personal Account as originally requested it could create a potential finding for the HUD grant by the outside auditors. It was agreed that the funds be transferred to Community Development-Salary/Wage-Permanent Positions.

MOTION: On a 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-66 in the amount of \$18,000.00 (Eighteen Thousand Dollars) from General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Community Development-Salary/Wage-Permanent Positions, Account #101000.10.181.51100.0000.00.000.00.051 to fund projected deficit due to reduced funding.

SA-67 is to assist the IT Department embarking on a technology replacement plan. **Mr. Towne** said Mr. Blanchard has done a good job on the City's computer infrastructure – servers, VM servers, fiber optic cables; to create loops for fiber optic links for the City with redundant loops so that if one piece of the fiber optic cable goes down the whole system doesn't go down with it. This is Mr. Blanchard's specialty, he said. **Mr. Towne** said that the Administration wants to support Mr. Blanchard to make sure that the infrastructure is done and supported, with several hundred thousand dollars already invested in the effort from the Comcast Cable TV fund to do the fiber optics and the VM servers.

John Blanchard, IT Director said this is phase one of a technology plan for end-user workstations. In the past workstations have been purchased on an as-needed basis. He said there is an expectation for the City's network to be high functioning and responsive; and it is heavily relied upon. There has to be a comprehensive replacement plan, he pointed out. The technology plan is a five-year plan to replace 20 percent of the workstations a year. It will be an average 60.3 machines per year. If there is not a system like this in place, the application won't work for innovative programs like TriTech IMC.

Mr. Blanchard said he is also looking into virtual workstations as well. He noted the city is moving to VM servers, which cost \$20,000 that can run 15 servers. One VM server does the work of 10 servers. When the second VM server is installed in City Hall, if a problem comes up at the Pond Road location, the City Hall server would see the problem, and take up the load of the server at Pond Road.

MOTION: On a 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-67 in the amount of \$58,000.00 (Fifty-Eight Thousand Dollars) from General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to MIS-Replace Equipment, Account #101000.10.155.58700.0000.00.000.00.058 to replace approximately 20 percent of the workstations and mobile workstations in the City, and also to replace UPS back up battery power units.

Mr. Duggan said SA-68 is to replenish the account for two settlements, one for a settlement with a HUD client and another for attorneys’ fees for Good Harbor Filet, over the past two grants administrators. Mr. Towne said this is to provide for more settlements that are coming forward during the remainder of the fiscal year.

MOTION: On a 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-68 in the amount of \$14,050.00 (Fourteen Thousand, Fifty Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Legal Department-Settlement Out of Court, Account #101000.10.151.57620.0000.00.000.00.057 to provide funds for a settlement in a claim against the City.

Mr. Duggan said SA-69 is to replenish the account due to legal fees for an attorney to help expedite the demolition on Columbia Street. These funds will also be needed for workers compensation settlements.

MOTION: On a 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-69 in the amount of \$33,210.00 (Thirty-Three Thousand, Two Hundred, Ten Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Legal Department-Legal Consultations, Account #101000.10.151.53140.0000.00.000.00.052 to pay for funds used for legal fees associated with demolition of building in the City and also to fund amount transferred to hire part-time attorney.

Mr. Duggan said SA-70 is for software used for filing forms for industrial accidents.

MOTION: On a 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-70 in the amount of \$364.00 (Three Hundred, Sixty-Four Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Legal Department-Office Supplies, Account #101000.10.151.54290.0000.00.000.00.054 to purchase Adobe software.

Mr. Duggan said SA-71 is to purchase one desk is for the department’s paralegal and another desk is for the part-time attorney who just started. This request also includes two desk and two guest chairs.

MOTION: On a 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-71 in the amount of \$5,000.00 (Five Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Legal Department-Capital Outlay, Account #101000.10.151.58500.0000.00.000.00.058 to purchase desk and chairs for offices.

Mr. Duggan said SA-72 is a request by General Counsel that has been put aside for several years. Ms. Egan said it is important for her to attend the IMLA conference. There is \$1,000 already in the account. This money will cover all her expenses to attend the conference.

MOTION: On a 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-72 in the amount of \$800.00 (Eight Hundred Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Legal Department-Out of State Travel, Account #101000.10.151.57200.0000.00.000.00.057 to add to existing budget funds to pay for IMLA Conference in Washington, DC.

Sally Polzin, Personnel Director noted SA-73 is a reimbursement for the moving expenses for the Fire Chief. **Mr. Towne** said this transfer will replenish the account to the end of FY13.

MOTION: On a 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-73 in the amount of \$10,000.00 (Ten Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Personnel-Contractual Services, Account #101000.10.152.52000.0000.00.000.00.052 for the purpose of replacing funds transferred from this account to pay for contractual expenses related to an employment contract. Funds are necessary to pay for contractual services for the remainder of FY13.

Ms. Polzin explained that SA-74 is for retirement buyback. **Mr. Towne** noted the account is in deficit by \$15,000 due to retirements this year. \$160,000 was originally budgeted to this line item. There are more retirements to go in the fiscal year, and this transfer will eliminate the deficit and also provide funding for the remainder of FY13. **Ms. Polzin** noted this money is also utilized for outstanding benefits to be paid in vacation time and sick time buybacks for people separated by layoffs and retirement.

MOTION: On a 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-74 in the amount of \$28,000.00 (Twenty-Eight Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Personnel-Contractual Buybacks, Account #101000.10.152.51970.0000.00.000.00.051 to provide additional funding for employment separation buyback expenses.

Ms. Polzin explained SA-75 is for the AFSCME sick incentive, and buyback. **Mr. Towne** said a deficit will also need to be “cleaned up” in this line item which is to come forward through the Mayor’s Report.

MOTION: On a 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-75 in the amount of \$10,170.00 (Ten Thousand, One Hundred, Seventy Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Personnel-AFSCME Sick Incentives, Account #101000.10.152.51940.0000.00.000.00.051 to provide funds for contractual obligations for incentives.

Ms. Polzin said SA-76 is the same as SA-75 but for the managers union.

MOTION: On a 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-76 in the amount of \$12,234.00 (Twelve Thousand, Two Hundred, Thirty-Four Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Personnel-GMAA Sick Incentive, Account #101000.10.152.51941.0000.00.000.00.051 to provide funds for contractual sick incentive payments.

Ms. Polzin said SA-77 is as noted to this line item is actually to provide for pre-employment physicals, psychological testing, drug and alcohol testing. A City has a number of upcoming hires in the Fire Department, she noted. The City just hired three firefighters and a paramedic and is looking to hire four more. There were two retirements, Firefighter Smith died, and with three lateral transfers out, and another retirement; and there are several more police officers that need to be added to the reserve list and all these new hires have to go through this physicals and drug testing before the City can make a conditional offer of employment. She added this is an expensive process.

MOTION: On a 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-77 in the amount of \$20,000.00 (Twenty Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”),

Account #1010000.10.000.35900.0000.00.000.00.000 to Personnel-Medical Service, Account #101000.10.152.51780.0000.00.000.00.51 to provide funds for medical/mental health evaluations.

Ms. Polzin said that SA-78 said there is a deficit in this account and there is still some training to do. A group of departments will be converting paper records to digitized records through laser fiche. She gave the example of the payroll department records, which are already being done, but the City would like to get more departments on this system. The conversion has to be done department by department. **Mr. Towne** said Cliff Cooke in the Payroll Department has scanned old records back many years. This new system shows everything searched by name. It pulls up all the payrolls and digitally sends them. **Mr. Towne** said it takes a lot of time to do the scanning but once done, it never has to be done again, and is a very useful and worthwhile system.

Councilor Cox lauded the utilization of the laser fiche system and agreed with Mr. Towne's assessment. **Councilor Hardy** asked about layoffs. **Ms. Polzin** said there were two layoffs in the grants office that had sick and vacation time they had to account for. **Mr. Duggan** said it was \$18,000. There is a free cash request because there was not enough money in the grant to pay for the two employees' separation.

MOTION: On a 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-78 in the amount of \$6,000.00 (Six Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Personnel-Tuition Training Management, Account #101000.10.152.51900.0000.00.000.00.051 to provide funding for additional training.

Police Chief Leonard Campanello said SA-79 relates to the patrol officer's union had a reopener clause in their contract which allowed the union to go back the officers to renegotiate with the City a 1 percent increase based on a previously negotiated contract with the superior officers. As a result of that not being budgeted, he said, at the beginning of the fiscal year, the estimated costs were \$83,265. The wage reopener grievance supplemental appropriations are all related to the same contract through SA-87. **Mr. Towne** noted these transfers also address the City Auditor's deficit lists to some degree.

MOTION: On a 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-79 in the amount of \$18,102.00 (Eighteen Thousand, One Hundred, Two Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Police-Uniform-Salary/Wage-Permanent Positions, Account #101000.10.211.51100.0000.00.000.00.051 for funds needed to pay for contract wage reopener grievance settlement.

MOTION: On a 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-80 in the amount of \$12,147.00 (Twelve Thousand, One Hundred, Forty-Seven Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Police Uniform-Career Incentive Pay, Account #101000.10.211.51950.0000.00.000.00.051 to pay for contract wage reopener grievance.

MOTION: On a 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-81 in the amount of \$29,061.00 (Twenty-Nine Thousand, Sixty-One Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Police Uniform-Night Differential, Account #101000.10.211.51430.0000.00.000.00.051 to pay for contract wage reopener grievance.

MOTION: On a 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-82 in the amount of \$4,790.00 (Four Thousand, Seven Hundred, Ninety Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Police Uniform-Holiday Pay, Account #101000.10.211.51450.0000.00.000.00.051 to pay for contract wage reopener grievance.

MOTION: On a 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-83 in the amount of

\$14,143.00 (Fourteen Thousand, One Hundred, Forty-Three Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Police Uniform-Overtime E911, Account #101000.10.211.51320.0000.00.000.00.051 to pay for contract wage reopener grievance.

MOTION: On a 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-84 in the amount of \$1,183.00 (One Thousand, One Hundred, Eighty-Three Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Police Investigation-Salary/Wage-Permanent Positions, Account #101000.10.212.51100.0000.00.000.00.051 to pay contract wage reopener grievance.

MOTION: On a 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-85 in the amount of \$1,124.00 (One Thousand, One Hundred, Twenty-Four Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Police Investigation-Career Incentive Pay, Account #101000.10.212.51950.0000.00.000.00.051 to pay for contract reopener grievance.

MOTION: On a 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-86 in the amount of \$2,301.00 (Two Thousand, Three Hundred, One Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Police Uniform-Night Differential, Account #101000.10.211.51430.0000.00.000.00.051 to pay for contract wage reopener grievance.

MOTION: On a 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-87 in the amount of \$414.00 (Four Hundred, Fourteen Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Police Investigation-Holiday Pay, Account #101000.10.212.51450.0000.00.000.00.051 to pay for contract wage reopener grievance.

Chief Campanello said SA-88, SA-89, and SA-90 relate to another mid-fiscal year issue where there were vacancies in the department where they had to temporarily promote two officers to the rank of sergeant and lieutenant. The officers’ promotions were subsequently made permanent. The difference is the pay differential. Mr. Duggan added it was the intent that on April 1st the department would have filled those superior officer positions regardless. It was the Chief’s recommendation to make those temporary placements permanent.

MOTION: On a 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-88 in the amount of \$11,899.00 (Eleven Thousand, Eight Hundred, Ninety-Nine Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Police Uniform-Salary/Wage Permanent Positions, Account #101000.10.211.51100.0000.00.000.00.051 to pay for bumping up superiors during vacancy.

MOTION: On a 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-89 in the amount of \$2,619.00 (Two Thousand, Six Hundred, Nineteen Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Police Uniform-Career Incentive Pay, Account #101000.10.211.51950.0000.00.000.00.051 to pay for bumping up during vacancies.

MOTION: On a 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-90 in the amount of \$833.00 (Eight Hundred, Thirty-Three Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Police Uniform-Night Differential, Account #101000.10.211.51430.0000.00.000.00.051 to pay for bumping up during vacancies.

Chief Campanello said that SA-91 is for a cost-effective measure for the department. The department’s Glock .40-caliber handguns, he said, still retain some trade-in value but are about three years from complete replacement.

The cost for overhaul would be \$18,000. Glock has offered to buy back all of the department's .40-caliber guns, give them .45-calibers which is a better sidearm, he said. The new gun increases accuracy for less proficient shooters with less propensity to recoil. The cost is only \$10,000. The department took advantage of this one-time cost. He noted in three years the department would have had to spend \$80,000 to replace all the weapons.

Councilor Ciolino asked if the ammunition was the same. **Chief Campanello** said there is a separate trade in on the ammunition and can make some deals with other police departments by selling the remaining ammunition. The department, he noted, didn't have that much because they haven't bought that much this fiscal year.

Councilor Hardy asked if this purchase includes the holsters. **Chief Campanello** said the holsters they have now would hold the Glock 45.

MOTION: On a 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-91 in the amount of \$10,000.00 (Ten Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Police Uniform-Capital Expense, Account #101000.10.211.58720.0000.00.000.00.058 to replace the Police Department handguns.

Chief Campanello said SA-92 is all one-time costs for updating cruiser equipment such as prisoner caging and lighting. He explained that Ford has stopped making the Crown Victoria Police Interceptor. The department is moving to the Interceptor SUV an all-wheel drive vehicle based on the Ford Escape chassis. The equipment that fit in the Crown Victoria does not fit the new SUVs. The \$15,000 is to cover the \$3,000 cost of outfitting five SUV's. The department is replacing two damaged cruises and the chief said he plans to purchase two more vehicles in the budget for this year and two more vehicles from the federal forfeiture program account. That will replace the department's front line fleet, which is aging rapidly. The vehicles will all be under warranty. The State Police is moving their entire fleet to SUV's, he said, but not all of the local police department's vehicles will be SUV's.

Councilor Hardy asked if these vehicles will be able to take corners at high rates of speed. **Chief Campanello** said the City doesn't need the speed for pursuit type of situations, but rather control around corners and in all sorts of weather conditions.

MOTION: On a 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-92 in the amount of \$15,000.00 (Fifteen Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Police Uniform-Vehicle Maintenance, Account #101000.10.211.52470.0000.00.000.00.052 to update cruiser equipment such as prisoner caging and lighting.

Chief Campanello said SA-93 is for computer equipment for his office to be installed by the IT Department.

MOTION: On a 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-93 in the amount of \$2,025.00 (Two Thousand, Twenty-Five Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Police Uniform-Miscellaneous Special Office Supplies, Account #101000.10.211.54290.0000.00.000.00.054 to purchase computer equipment for the Police Department.

Fire Chief Eric Smith said that SA-94 is funding to continue training for his department since his arrival. There are significant training gaps, he said, and this funding will get cover costs through the end of FY13. He said training was critically important to the department. This, encompasses drivers training, pump operator, especially, he said, with the new firefighters coming in this training becomes even more important. **Councilor Ciolino** noted the free cash transfers total is \$132,000 for the Fire Department.

MOTION: On a 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-94 in the amount of \$30,000.00 (Thirty Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Fire Department-Overtime Training Expense, Account #101000.10.220.51315.0000.00.000.00.051 to provide additional funds for training.

Chief Smith said SA-95 will fund hiring to raise staffing to 18 firefighters across four shifts as well as to account for an early promotion; and this hiring will balance that out. With Firefighter Mountain retiring in February, there was an opportunity to bring in the next Fire Inspector and have some training time before Firefighter Mountain retires after 16 years on the job.

MOTION: On a 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-95 in the amount of \$37,000.00 (Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Fire Department-Salary/Wage Permanent Positions, Account #101000.10.220.51100.0000.00.000.00.051 to pay for remaining year for one additional firefighter position and for funds needed to train a new fire inspector.

Chief Smith explained SA-96 is for vehicle maintenance which is a major expense for the department. He said this is an area of his department’s budget that is underfunded. There are two problematic vehicles in the fleet since their arrivals that are expensive to fix. At this level of funding, he said, the department will be behind in the maintenance budget because of the amount of “insult” with those trucks was greater than even the mechanics estimated. This request went forward before getting all the estimates back from outside sources. Even the \$30,000 won’t be enough, he said.

Councilor McGeary asked if the new used ladder truck would assist in this situation. **Chief Smith** said the Pierce ladder truck the department just purchased as a reserve ladder truck won’t make a difference. The problematic vehicles are engines. The department is in the process of getting the contract back from Pierce any day for a new engine. It takes months to get it to the City and on the road. There are 3 engines, and Engine 4 is out of service. That leaves three front-line engines and running three fire stations nearly every day with practically no reserve apparatus. He said the department is routinely borrowing an engine from nearby communities almost every day, especially from Manchester who have been “very accommodating.”

Councilor Cox asked for the status of the new truck. **Chief Smith** said it is in the production cue. He said he hoped for shorter than six months to delivery given the circumstances, but six months is average from contract to delivery.

Councilor Hardy asked if there was a plan in place to replace these two problem vehicles. **Chief Smith** said there was. There is a complete apparatus replacement plan in place. He said he wants to purchase vehicles on a steady rotation.

On inquiry by **Councilor McGeary, Mr. Towne** said if a Capital Operating Budget is developed as he would like, which is to take a portion of money that that comes available next year from returning money from the Charter School and debt coming off line, he would pay a portion one vehicle in cash and borrow smaller amounts. He said the goal is to save up, buy one vehicle in cash. At CIAB, he and Chief Smith spoke extensively about just this which was the reason the department bought the used ladder truck to get the department to the point where they don’t have two brand new ladder trucks needed for \$1,000,000 each at the same time. In speaking to the CIAB about these two vehicles, he said, would have to come forward sooner than intended (originally scheduled for replacement at the end of the five-year plan). He said these are likely the last two pieces of apparatus the department will need to have almost all new apparatus in the rescue fleet. He and the Chief are rethinking the useful life of ambulances, he said, and the Chief will be revising the vehicle maintenance program as well. Both the Fire Chief and the Police Chief and the DPW Director are going to be doing more managing of these kinds of aspects. **Mr. Towne** said the CIAB was provided with a list of what has been invested in the last five years on capital equipment on behalf to the Fire Department. The Administration, he said, is committed to seeing the appropriate equipment is there for the firefighters.

MOTION: On a 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-96 in the amount of \$30,000.00 (Thirty Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Fire Department-Vehicle Maintenance, Account #101000.10.220.52470.0000.00.000.00.052 to provide additional funds for vehicle maintenance.

Chief Smith noted that SA-97 is part of the maintenance program moving forward. The department shop does not have a pneumatic system to lubricate the vehicles. Diagnostics tools to be purchased will allow the department mechanics to clear codes and to take care of the vehicles in house as opposed to taking them out of town. **Councilor Cox** noted that none of this money is for turnout gear, which the Chief confirmed.

MOTION: On a 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-97 in the amount of \$25,000.00 (Twenty-Five Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Fire Department-Replacement of Equipment, Account #101000.10.220.58700.0000.00.000.00.058 to purchase tools for apparatus maintenance, diagnostics and repairs.

Chief Smith noted that SA-98 is for an additional thermal imager camera. Some of the cameras are in need of repair and the cost of the repair work is more the investment in a camera. This is lifesaving equipment not only for the firefighters but also for the safety of citizens. He said he hoped to get a camera with a transmitter so the incident commander can see where the firefighters are located and what they are encountering, and know what the temperatures are around them to make a decision whether to pull them out or not. He noted this camera is an addition, not a replacement.

Councilor McGeary asked about the overtime stabilization account that was withdrawn and asked what the plan was now. **Chief Smith** said there is no plan and that he has no alternative. He noted the previously approved overtime funding to keep Bay View station open is working well at this juncture. But the fires this winter have used a great deal of that funding. It is an issue that without the additional appropriation he couldn't guarantee keeping Bay View open more than 10 to 12 days per pay period.

Councilor Hardy asked about the adequate number of portable two-way radios for firefighters. **Chief Smith** said every firefighter has a radio. There is a study ongoing for the radio coverage in the City. **Councilor Hardy** asked if the firefighters in a building at a working fire were they able to communicate and hear what is happening on the street. **Chief Smith** said the department has implemented switching from a repeater channel to a direct line of sight tactical channel. In doing, he said, so there have been fewer complaints about a lack of communication. There is a bit of additional risk of having someone not on a correct channel, which is why the department is moving forward with the radio coverage study.

MOTION: On a 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-98 in the amount of \$10,000.00 (Ten Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Fire Department-Replace Equipment, Account #101000.10.220.58780.0000.00.000.00.058 to purchase a thermal imager camera.

Mr. Towne said SA-99 is to cover a deficit in this account.

MOTION: On a 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-99 in the amount of \$200.00 (Two Hundred Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Purchasing-Salary/Wage-Longevity, Account #101000.10.138.51400.0000.00.000.00.051 to eliminate deficit balance in account.

Mr. Towne said SA-100 is to fund advertising by the Purchasing Agent through the end of the fiscal year. Every effort is made to use the Beacon which is less expensive than the Gloucester Times. SA-101 is for furnishings for the Purchasing Agent's department.

MOTION: On a 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-100 in the amount of \$5,000.00 (Five Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Purchasing-Advertising, Account #101000.10.138.53480.0000.00.000.00.052 to provide funds for additional advertising through FY13.

MOTION: On a 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-101 in the amount of \$2,900.00 (Two Thousand, Nine Hundred Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #1010000.10.000.35900.0000.00.000.00.000 to Purchasing-Office Supplies, Account #101000.10.138.54210.0000.00.000.00.054 to purchase new desk and window shades for offices.

Mr. Towne said SA-102 this is for contractual services if they bring the former IT director, Mike Wells, is brought back for to consult on the Unifund municipal accounting system.

MOTION: On a 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-102 in the amount of \$5,000.00 (Five Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Treasurer/Collector-Contractual Services, Account #101000.10.145.52000.0000.00.000.00.052 for additional contractual services to cover expenditures through the remainder of FY13.

Mr. Towne said SA-103 is to purchase a new copier as the lease on the one in his office is expiring and the machine is past its useful life. It was noted his office does not charge for copies but will be starting that on March 15th.

MOTION: On a 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-103 in the amount of \$6,500.00 (Six Thousand, Five Hundred Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Treasurer/Collector-Capital Equipment, Account #101000.10.145.58710.0000.00.000.00.058 to purchase a new copier for the Treasurer/Collector’s office.

Mr. Towne said SA-104 is out of his department having spent a significant amount of money on toner. He needs the funds back in order to do his offices’ supplies for fireproof cabinets and envelopes.

MOTION: On a 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-104 in the amount of \$3,900.00 (Three Thousand, Nine Hundred Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Treasurer/Collector-Miscellaneous Office Supplies, Account #101000.10.145.54290.0000.00.000.00.054 to restore funds needed in this line item for office supplies. Funds were spent out of this budget on behalf of the IT Department for needed supplies.

Mr. Duggan said SA-105 is to complete the funding for the Visitor Center coordinator.

MOTION: On a 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-105 in the amount of \$1,275.00 (One Thousand, Two Hundred, Seventy-Five Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Tourism Commission-Salary/Wage Temporary Positions, Account #101000.10.563.51200.0000.00.000.00.051 to eliminate deficit in budget.

Mr. Duggan said SA-106 is for a 30-second TV commercial to be distributed through Time Warner in the New York State region. Anticipating the success of that, he said, they would like to do another commercial or do something with contractual services. This was an effort with the help of former Tourism Commission members. Councilor McGeary asked the commercial be shown to the whole Council at an upcoming meeting.

MOTION: On a 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-106 in the amount of \$25,000.00 (Twenty-Five Thousand Dollars) from the General Fund, Unreserved Fund Balance (“Free Cash”), Account #101000.10.000.35900.0000.00.000.00.000 to Tourism Commission-Purchased Services, Account #101000.10.563.53500.0000.00.000.00.052 to support tourism initiatives in FY13.

Richard Barbato, Veterans Services Director said that SA-107 is specifically for medical assistance to veterans; and that the State reimburses the City 75 percent of the City’s outlay of funds on their behalf. **Mr. Towne** said typically the City knows the caseload is starting to increase. Each year the budget is added to; but it is well known that each year the budget will have to be increased for this line item if the caseload stays static or increases.

Veterans are being helped and provided for, he said. He and Mr. Barbato have met with the State and the reimbursement process has been going smoothly. **Mr. Barbato** said the department is gaining cases as he does outreach. He has 47 active cases now, he noted. When he came to the position the caseload was in the single digits.

Councilor Cox pointed out that this funding is going towards assist veterans directly and doesn't fund any sort of budget for ceremonies or memorial upkeep. She asked if Mr. Barbato would be asking for that funding for FY14. **Mr. Barbato** said he was studying the various memorials and assessing the situation. **Councilor Cox** thanked Mr. Barbato for his good work with the City's veterans.

MOTION: On a 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-107 in the amount of \$40,000.00 (Forty Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Veterans Services-Medical, Account #101000.10.543.57720.0000.00.000.00.057 to provide additional funding for the Veteran Services Department for the support of all line items in budget that are paid out on behalf of Gloucester Veterans.

Jonathan Pope, School Committee Chair said SA-108 would fund would reduce athletic user fees and be expanded to include transportation fees not just for high school athletes but for the elementary and middle school students. This amount would allow the district to reduce all the fees, and the cap on athletic fees and transportation fees by about 40 percent, he said. When it would be implemented, he said, has yet to be determined. Spring sports start in March and there is a question, he said, whether the district would give refunds to those who had participated or just carry it forward to the fall of next year.

Councilor McGeary pointed out that the Committee has before them a specific motion to encompass the reduction of athletic user fees only. **Mr. Pope** said the discussion with the School Committee was to expand the appropriation to include transportation. **Mr. Costa** noted there is a revolving fund for transportation and asked if this action affects that fund. He informed Mr. Pope that the funds can't be put into the intended fund and include transportation. He asked what the Schools are going to spend it on because the funds have to be expended for a purpose, not for reimbursements. **Mr. Pope** added it was just discussed. **Councilor McGeary** said this motion does not allow the School Department to do reimbursements. **Mr. Costa** said it is also not typical to transfer into a revolving fund. Mr. Costa reiterated that transportation costs should go into the transportation fund, not into the intended fund being indicated by SA-108. **Mr. Pope** also said that the only fair way to apportion the funds to reduce athletic user fees would be to do it for a full year. He said if it could go into the revolving fund, his understanding was that the district could carry it over to the next year. **Mr. Costa** said that is true, but with free cash, that money is supposed to be spent by June 30th, not carried over into another fiscal year. It is not usual to transfer free cash into a revolving fund unless it is a prior year deficit.

Councilor Cox said she understood athletics were important in Gloucester and asked whether fees were being reduced for participation in drama, arts, and music for instance. **Mr. Pope** said the fee is \$30 to participate in the drama club. **Councilor Cox** pointed out there is a lot of things parents pay for in order for their students to participate in drama and asked how many people didn't put their children into athletics because the parents couldn't afford the fees. She said she would like to see more funding for the arts, drama, and music. She said she felt those programs had been cut over the past years. **Mr. Pope** noted a director is hired for each of the three productions a year. He noted the production brings in money which offsets some of the drama club's costs. The fee to pay tennis, he said, is \$380. If the district reduces it, he said, by 40 percent it is \$220 for transportation and athletics.

Councilor Cox noted the cost of music equipment is on par with athletic fees. She asked why the district is not offsetting the fees of other extra-curricular activities. **Dr. Safier** said this was presented to the School Committee and the district is that this was a way to reduce the athletic fees and the transportation fees. In the School Committee discussion it was questioned why only reduce athletic fees when transportation affects so many students and perhaps those fees could be also lowered by 40 percent. He said this discussion would not have come up unless the City had not come up with this suggestion. **Councilor Cox** said it appeared to be an imbalance and that it is not all about athletics; it is the principle of the idea. **Councilor Ciolino** said a fair way is to do reductions across the board.

Mr. Costa also suggested it would be more appropriate to have this money transferred into the General Fund, and reminded the Committee, Mr. Pope and Dr. Safier, once the funds are transferred to a specific account it has to be spent for the specific purpose and urged it be left in a broad account such as the School Department General Account which would give the district a more general way to channel the funds.

Mr. Duggan said it is the intention to reduce the athletic fees and not include transportation fees. **Councilor McGeary** said that part of what Mr. Pope is saying that the cost of transportation is part of the cost of participating in athletics. If the money is locked in to the athletic revolving fund they can only use it to reduce the cost of

transportation, he noted. **Mr. Duggan** said there were no conversations that he was aware of to use the funds for transportation. **Mr. Pope** and **Dr. Safier** said the Mayor is aware of this plan and supported it when it was brought up as a discussion they participated in. **Mr. Towne** said if there is no urgency, he suggested they could work on this situation. He said the Mayor was trying to say she wanted to reduce the athletic fees and leave it to the School Committee to move forward with that. **Councilor Cox** reiterated her objection to the distribution of funds.

Councilor McGeary suggested this free cash appropriation be continued to the next regularly scheduled meeting of the Committee in order to give the Administration and the School Committee the time to work out the mechanics at issue.

By a unanimous vote of the Committee 2013-SA-108 is continued to February 21, 2013.

Mr. Duggan noted for SA-109 that the Committee for the Arts does not have a budget; rather they have a line item in the Tourism budget. This will add funds to the Committee for their effort to restore City Hall's murals.

MOTION: On a 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-109 in the amount of \$2,000.00 (Two Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Tourism-Purchase Services, Account #101000.10.563.53500.0000.00.000.00.052 to provide an additional \$2,000 for the Committee for the Arts to restore murals in City Hall.

Councilor Ciolino announced that his wife is a member of the Board of Directors of the Library but it will not affect his votes on any motions related to it.

Councilor Cox said that she is an Incorporator of the Library and it will not affect her vote on any of the motions related to the Library.

Carol Gray, Library Director said SA-110 will allow the Library to open the Children's Room on Tuesday evenings and Thursday evenings so that now the Children's and Adult libraries will be able to be opened until 8 p.m. This will also enable summer reading programs, she said. **Councilor McGeary** said these transfers are part of the \$50,000 needed for the Library to retain its certification.

MOTION: On a 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-110 in the amount of \$2,200.00 (Two Thousand, Two Hundred Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Library-Salary/Wages Part Time Positions, Account #101000.10.610.51250.0000.00.000.00.051 to allow for opening of the Children's Room on Tuesday evenings.

Ms. Gray said SA-111 is for the phased replacement of staff computers. The Children's Room computers are eight years old and also need to be replaced, and there is a need for a printer there as well. **Ms. Gray** the Library gets a better deal on computers for their needs through the library consortium rather than going through the City's IT department.

Councilor Cox asked about the certification waiver and the \$50,000 needed for it. **Ms. Gray** said all these transfers for free cash bring the Library to the \$50,000. She noted the waiver hasn't arrived yet for FY13. **Mr. Duggan** said this is something Councilor Ciolino and Councilor Hardy have advocated for the Administration to make up the fiscal gap. The Administration, he said, will maintain this level of funding going forward.

MOTION: On a 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-111 in the amount of \$16,800.00 (Sixteen Thousand, Eight Hundred Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Library-DP Supplies-Computer, Account #101000.10.610.54240.0000.00.000.00.054 to purchase computers, printer, Microsoft Licensing, access points and Photoshop elements.

Ms. Gray said SA-112 is for the Library's consultant to get all the new computers set up. The library will need \$3,000 for a web consultant to set up a new website to do the migration. About \$1,000 is earmarked for staff training.

MOTION: On a 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-112 in the amount of \$7,000.00 (Seven Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Library-Contractual Services, Account #101000.10.610.52000.0000.00.000.00.052 to pay for a web consultant, technical support and staff training.

MOTION: On a 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-113 in the amount of \$2,000.00 (Two Thousand Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Library-Furniture and Fixtures, Account #101000.10.610.58504.0000.00.000.00.058 to purchase rug, bulletin boards, magazine rack.

Ms. Gray said their materials costs are \$47,000. This is to help the library to meet their accreditation goals. The Library use State aid money and annual fund drive donations to also meet that goal.

MOTION: On a 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-114 in the amount of \$22,371.00 (Twenty-Two Thousand, Three Hundred, Seventy-One Dollars) from the General Fund, Unreserved Fund Balance ("Free Cash"), Account #1010000.10.000.35900.0000.00.000.00.000 to Library-Books and Materials, Account #101000.10.610.57320.0000.00.000.00.057 to purchase additional books.

Councilors McGeary and Councilor Ciolino thanked the Administration for funding the Library.

8. Administration's memorandum regarding financing plan for Commercial Street/Fort Square Infrastructure

Mr. Towne said the information forwarded to the Council was for their information on how the City plans on funding the Commercial Street/Fort Square Infrastructure project.

The Administration's memorandum was placed on file.

9. Memorandum from Chief Financial Officer re: Title V Betterment Loan Authorization Request

Mr. Towne explained this is the 0 percent loan program for people whose private septic systems have failed. The Public Health Department has either condemned the systems or are on the on the list to be failed. The City provides 0 percent, 15-year payback loans funded by the State's Septic Loan Program (Title V). He noted the information on file. The City has borrowed \$7.7 million since the start of this program and is down to less than \$100,000 funds available. He said the Public Health Department has done a good job in promoting the process. There are about 20 projects per year range from \$20,000 to \$60,000. This loan order will continue to give the City the authorization to continue to help residents to fix their failed systems and come into compliance with Title V with a 0 percent loan with a reasonable payback timeframe.

Councilor Cox asked about the description of the program as to the project and financing costs (on file), and asked why the financing costs are being repaid by the property owners if it is a 0 percent loan. **Mr. Towne** said there is a fee of \$750 for the administration of the loan program on top of the loan. It is not an incurred interest on debt cost.

MOTION: On a 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 approve the following loan order:

ORDERED: That up to \$2,000,000 (Two Million Dollars) is appropriated for the purpose of financing the following water pollution abatement projects: reconstruction, repair or upgrade of individual sewage and septage treatment and disposal facilities, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the

Mayor is authorized to borrow up to \$2,000,000 and issue bonds or notes therefore under Chapter 111, Sec. 127B 1/2, and/or Chapter 29C of the General Laws, that project and financing costs shall be repaid by the property owners, in accordance with those agreements, but such bonds or notes shall be general obligations of the City, that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of the Environmental Protection with respect to such loan and/or any federal or state aid available for the projects or for the financing thereof, that the Mayor or the Treasurer is authorized to enter into a project regulatory agreement with the Department of Environmental Protection; and that the Mayor is authorized to expend all funds available for the projects and to take, with the approval of the City Council, any other action necessary to carry out the projects; AND FURTHER TO ADVERTISE FOR PUBLIC HEARING.

10. Memorandum from DPW Director re: amendment to the DPW fee schedule

Jay Jarosz, Operations Manager, Water and Sewer Department said this is a new fee of \$850 should be charged for the installation of pressure sewer taps by the DPW utilities division. The fee would cover the cost for all parts necessary to connect the pressure sewer to the service connection, he said. It does not, he pointed out, include excavation, traffic management or road construction. That would be at the property owner's expense. The fee covers the cost of the tap, pressure sewer pipe, fittings, non-drip brass stop, and the riser box and cover. The utilities division will perform the tap and the trench back-fill inspection, he said. New residents come in with septic systems that are converted to pressure sewer. Typically this is contracted out to put in the hot top. The department ends up overseeing the contractor. This is for step, grinder and any pressure system. The parts are unique. The City has ended up losing money. This is the same for water taps and for the physical connection of the water. The department wants to be sure the proper fittings are used. This is to the City's benefit, he said.

Councilor Ciolino asked what the charge is for a gravity fee. **Mr. Jarosz** said it is a \$100 permit for the homeowner. The only better is when there is a step or grinder system. It is a road opening permit for \$500. Councilor Ciolino asked how this is justified. **Mr. Jarosz** said the homeowner to make a physical connection has to have a contractor to do the procedure. **Councilor Ciolino** asked if the DPW makes the connection or the DPW. **Mr. Jarosz** said the contractor makes the connection. He said the pressure systems are unique. There is nothing taken away from the department. It is an additional thing the department is involved. E.J. Prescott, a well-known contractor, charges \$1,200 for the connection. He said parts and manpower cost the department about \$850.

Councilor Ciolino asked Mr. Jarosz what surrounding communities charge for this connection. **Mr. Jarosz** said that step systems are unique to the City. There are a few residential homes that will put in a grinder system and maintain them by themselves. Beverly, for instance, does not have a pressure system like Gloucester. **Councilor Ciolino** asked what the costs are involved to put in a system. **Mr. Jarosz** said the DPW makes the physical connection to the stop in the roadway. The department is always involved in the process when the contractor does an installation but hasn't charged for that involvement. The \$850 the City would charge is generally less than a private contractor charges for making the same hot tap connection, which he estimated at about \$1,200. The City, he reiterated is always there on site overseeing the operation. It is the City's responsibility after the installation regardless.

Councilor Hardy said she won't be supporting this new fee at City Council until she receives more information. She noted Mr. Jarosz said the City would make money on this. **Mr. Jarosz** clarified this fee is for new connections. Many contractors don't do the type of connections the City makes. The City is responsible for the connection, and he said it is in the City's best interest to be involved with it. **Councilor Hardy** asked for invoices from private individuals for the \$1,200. She asked to be shown how there will be a savings to homeowners for this service. **Mr. Jarosz** confirmed for the Councilor this fee will affect only new construction. There is no charge for a homeowner who has a system where a tap fails. This fee, he reiterated is for a new connection to a pressure line.

MOTION: On a 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 amend the Department of Public Works Sewer Department Fee Schedule by adding a new fee for the installation of new pressure sewer taps of \$850.00. This fee covers the department cost for all parts necessary to connect a pressure sewer to the service connection. This fee does not include excavation, traffic management or road construction.

11. *Update on Status of GHS Boiler funded November 2012 (Re: 11/15/12 agenda item No. 7, Memorandum from CFO re: appropriation request in the amount of \$500,000 for replacement of boiler At Gloucester High School*

Mr. Cole said the old boiler unit is has been removed and delivery of the new boiler is expected on March 14. It will take a week to connect it. So far the system has run on two boilers, he said, and has not had an issue to date.

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

Mr. Costa briefly reviewed with the Committee his submitted reports.

A motion was made, seconded and voted unanimously to adjourn the meeting at 11:20 p.m.

**Respectfully submitted,
Dana C. Jorgensson
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 February 7, 2013**