

**Budget & Finance Committee**  
Thursday, May 9, 2013 – 5:30PM.  
1<sup>st</sup> Fl. Council Committee Rm. – City Hall  
**-Minutes-**

**Present: Chair, Councilor McGeary; Vice Chair, Councilor Joseph Ciolino; Councilor Melissa Cox**

**Absent: None.**

**Also Present: Jeff Towne; Police Chief Leonard Campanello; Christine Melillo; Mary Richardson; Tony Gross.**

**The meeting was called to order at 5:31 PM. Agenda items were taken out of order.**

The Committee recessed at 5:50 and reconvened at 5:54 PM.

**1. Memorandum from Harbormaster re: Amendment to GCO Chapter 10, Waterways Board, Sec. 10-51 (e) “Fees” re: fees for the use of the Gloucester Launch**

**Councilor McGeary** stated that Budget and Finance will discuss whether or not to support the fee, but the motion to change the ordinance will need to go before the Ordinances and Administration Standing Committee. **Tony Gross**, Chair, Waterways Board, stated that he is aware and is working on getting the issue back onto the O&A agenda. There was further discussion regarding the timing of getting this motion in front of O&A and the launch date. **Mr. Gross** stated the proposal for fee is \$3 (three dollars) per person per one-way trip with children under the age of 12 free. **Councilor Cox** asked how the figure for the fee was determined. **Mr. Gross** stated that the Waterways Board looked at the cost in surrounding areas, including Marblehead and Salem. He is pretty sure it is \$5 (five dollars) in those areas. **Councilor Cox** commented that this number will require more change than if the fee were \$5 (five dollars). **Mr. Gross** stated that this year’s budget was not built around revenues from the launch; the service is sort of a loss leader. It is amount getting the launch service started and known and motivating people to utilize the service. He expressed the hope that persons who have moorings will also use it. He also stated that the Waterways Board may be back to increase to the fee to \$5 (five dollars) in the future.

**Councilor Cox** asked if there will be an annual pass. **Mr. Gross** stated that until there is a backup to the launch they decided to forgo passes. **Councilor Ciolino** said this is a starting point and will need to be tweaked. **Councilor McGeary** asked if the boat has arrived. **Mr. Gross** confirmed that the boat is here. He asked if there is a way to expedite this and not have to wait the 30 days required by the charter before an ordinance can become law. **Councilor Cox** stated that she would not support an emergency order. There was further discussion about how to expedite the approval and implementation of this fee. **Councilor McGeary** asked if passengers could use credit cards. **Mr. Gross** said they could. **Councilor McGeary** asked if the shuttle service was only from a vessel to the Harbor and back. Could one, he asked, go from Rocky Neck to another location. **Mr. Gross** stated that the launch does not want to compete with the harbor shuttle service.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to AMEND GCO Chapter 10, Waterways Board, Sec. 10-51 (e) Fees to ADD fees for the use of the Gloucester Launch as follows:**

**“Fees for the use of the Gloucester Launch shall be Three Dollars (\$3.00) per person per trip, with children 12 years of age or younger free”.**

**2. Special Budgetary Transfer Request #2013-SBT-28 from Veterans Services  
Special Budgetary Transfer Request #2013-SBT-30 from Veterans Services**

**Mr. Towne** stated that he inadvertently submitted the same transfer request twice. SBT-30 was withdrawn. Number 28 (twenty eight) seeks to provide the Veterans Service Office, with almost \$40,000 (forty thousand dollars) to erase deficits in his accounts. **Mr. Towne** stated that he had a conversation with Mr. Barbato regarding a conversation with **Councilor Romeo-Theken** that focused on duplicate services; Mr. Barbato will continue to work with **Councilor Romeo-Theken** to ensure that services are not duplicated between the Veterans Service department and other agencies.

**Mr. Towne** continued that Mr. Barbato will be able to do ordinary transfers between his department’s accounts in the future.

**Mr. Towne** added that it is known that the Veterans Services were underfunded in this budget year because there was just not enough money to go around. The budget will be increased this year, but will still be short in Fiscal Year 2014, unless some miracle shows up. **Councilor Cox** stated that Mr. Barbato is touching a lot of different people in the City, and making a name for himself. It is important that we pay attention to his budget. **Mr. Towne** stated that the Administration is committed to using free cash for this item, and maybe one or two other things, as it gets certified next year. **Councilor Ciolino** asked if Mr. Barbato's success helping veterans would result in an increase in our state aid. **Mr. Towne** said the state reimburses 75 percent of city spending on veterans and he is making sure that the reimbursement is correct. There is a one year lag for reimbursements. **Councilor Cox** added that only what is submitted will be reimbursed, so if anything is not submitted the State is not going to come asking for it. **Mr. Towne** stated that all expenses are all submitted and they tie out to the penny.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the appropriation 2013-SBT-28 in the amount of \$11,700.00 (Eleven Thousand Seven Hundred Dollars) from Veterans Services, Salary/Wages Permanent Positions, Account #101000.10.543.51100.0000.00.000.00.051 to Veteran Services, Other Benefits, Account #101000.10.543.57710.0000.00.000.00.057 for additional funds needed to provide for other benefits to qualifying Veterans of the City of Gloucester.**

**3. *Special Budgetary Transfer Request #2013-SBT-29 from Police Department***

**Police Chief Leonard Campanello** stated the request is for a transfer out of Police-Uniform Wages to Police-Investigation due to the move of one officer from uniform to detectives. **Councilor McGeary** asked if the line position was filled. **Chief Campanello** said it had been. **Councilor McGeary** asked the chief whether the transfer might create a shortage in another account. **Chief Campanello** confirmed that there should be no shortages in other accounts due to this change.

**MOTION: On motion by Councilor Ciolino seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the appropriation 2013-SBT-29 in the amount of \$2,646.80 (Two Thousand Six Hundred Forty-Six Dollars and Eighty Cents) from Police-Uniform, Salary/Wage-Permanent Positions, Account #101000.10.211.51100.0000.00.000.00.051 to Police-Investigation, Salary/Wage-Permanent Positions, Account #101000.10.212.51100.0000.00.000.00.051 to remove deficit created by an Officer transferring within the Police Department from Uniform to Investigation.**

**4. *Memorandum, Grant Application & Checklist from Police Chief re: Request to apply for the FY13 Bulletproof Vest Program Grant***

**Chief Campanello** explained that this is a yearly request, and that the grant is funded by both the federal and state governments. The department uses the grant money to buy bulletproof vests. The department usually replaces 13 or 14 vests per year over a five-year cycle. There is no match required on the city's part. **Councilor Cox** asked what was done do with the old vests. **Chief Campanello** stated that they are useless, at least for Police use. They are either destroyed or recycled. **Councilor McGeary** asked if they wear out. **Chief Campanello** clarified that the Kevlar expands and loses its ability to stop a round. A life span was determined, it is usually between four and five years depending on the vests purchased. That is as long as they are guaranteed to be safe.

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to permit the Police Department to apply for the FY13 Bulletproof Vest Program grant, a pass through grant from the United States Department of Justice to the Executive Office of Public Safety & Security of the State of Massachusetts for a total of \$12,530.00 for the purpose of procuring bulletproof vests for officers. The Federal portion of the grant is \$6,275 and the State portion is \$6,265 of this grant.**

**5. *Special Budgetary Transfer Request #2013-SBT-31 from Treasurer's Department  
Special Budgetary Transfer Request #2013-SBT-32 from Treasurer's Department***

**Mr. Towne** stated that the transfers would be used to fund deficits in the Veterans Services department. SBT-31, for \$3,449, is from the Treasurer's budget and SBT-32 is from the Special Reserve from last year that has not yet

been applied to any other accounts. **Councilor McGeary** asked how much is left in the Treasurer's budget. **Mr. Towne** stated that there is about \$200,000 left, and it will be used to fund the snow and ice deficit. **Councilor Ciolino** stated that it seems all the transfers come from the Treasurer's office. **Mr. Towne** stated that it is kept in the Treasurer's accounts to keep it protected in case it is not spent on snow and ice. There was discussion regarding setting up a snow and ice stabilization fund for next year.

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the appropriation 2013-SBT-31 in the amount of \$20,000.00 (Twenty Thousand Dollars) from Treasurer/Collector, Debt Service, Long-term Interest, Account #101000.10.145.59150.0000.00.000.00.059 to Veteran Services, Other Benefits, Account #101000.10.543.57710.0000.00.000.00.057 for additional funds needed due to the increased case load to provide benefits to qualifying Veterans of the City of Gloucester.**

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the appropriation 2013-SBT-32 in the amount of \$3,449.00 (Three Thousand Four Hundred Forty-Nine Dollars) from Special Reserve, Contractual Services, Account #101000.10.900.52000.0000.00.000.00.052 to Veteran Services, Other Benefits, Account #101000.10.543.57710.0000.00.000.00.057 for additional funds needed due to the increased case load to provide benefits to qualifying Veterans of the City of Gloucester.**

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

**Ms. Richardson** reviewed with the Committee the submitted report from the Auditor's office. She stated that she has spoken with Mr. Towne regarding these deficits, as quite a few departments stated Mr. Towne would fix their deficits. One example is the Fire Fighters Union Sick Incentive. **Councilor McGeary** asked if when it is said Mr. Towne will cover the deficits, is it meant that the amounts will be taken from another fund. **Ms. Richardson** said that is what some people are saying. Another account is the Retirement Buyback that is not being covered by the Treasurer's office. She continued by saying the number of accounts in deficit has gone up, not down. Two of the deficits were satisfied by the transfers voted on for Veterans' Services today. Some transfers are in the works. **Councilor McGeary** stated that it seems Snow and Ice is the big one. **Ms. Richardson** stated that the E-911 grants to the Police Department that were previously a concern are still in deficit. **Councilor McGeary** asked about the Unemployment Insurance accounts and whether or not there is a plan as there are seven listed. **Ms. Richardson** said she believed the Administration was covering those deficits, but Mr. Towne said he had not agreed to do so. **Councilor McGeary** said he was sure the deficits will be dealt with one way or another. **Councilor Ciolino** asked Ms. Richardson to check if there is any money left in an account to purchase flags for the veterans. He also asked about funds appropriated from the free cash for furniture. **Ms. Richardson** agreed to look into both questions.

**7. *Discussion of schedule for balancing budget accounts at the end of the fiscal year.***

**Councilor McGeary** stated that because the end of the fiscal year is coming up and because of the special senate election, there is City Council meeting scheduled for late June, when there is normally a lot of special transfers and appropriations to fill end-of-year deficits. This means that all transfers will need to be ready for June 11. He noted that transfers could be made as late as July 15, but expressed concern for being able to complete all of these items by the end of the fiscal year. **Mr. Towne** said he still has to cover snow and ice, which will be a lot of work. **Mr. Towne** has plan to get deficit figure down to what should be covered by the State's reimbursement, but he has to change a couple things around since the last warrant some of the money has been spent. **Councilor McGeary** asked how much is left in the free cash account. **Mr. Towne** stated that there is about \$1,350,000 but would prefer to take the funds from accounts with a surplus. There will be a lot of transfers to do, so a consent agenda should be considered again. **Councilor McGeary** said that it should be remembered that a June 11<sup>th</sup> (eleventh) deadline will mean it needs to be before B&F the week before. **Mr. Towne** added that it would need to be in the Mayor's packet a week prior to the meeting. There was discussion regarding holding a special City Council meeting in June on a Wednesday.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:20PM.**

**Respectfully submitted,  
Jaimie Corliss  
Principal Clerk**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- Actual Amount Overdrawn Report, submitted by Mary Richardson, Assistant Auditor