

**Budget & Finance Committee**  
Tuesday, August 8, 2013 – 6:00 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall  
**-Minutes-**

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

**Absent:** None

**Also Present:** Jim Duggan; Kenny Costa; Fire Chief Eric Smith; Dale Brown; Joan Whitney; Max Schenk, Jaimie Corliss

**The meeting was called to order at 6:03 p.m. Agenda items were taken out of order.**

**1. *Receipt of the Fiscal Year 2013 annual report from the city's Capital Improvement Advisory Board (CIAB).***

City Chief Administrative Officer, **Jim Duggan** said that this report from the Capital Improvements Advisory Board (CIAB) is part of an ongoing process, noting that the Board had already begun its work on its Annual Report for Fiscal Year 2014. He said he has asked department heads to submit their documentation to Gregg Cademartori, Planning Director by Sept. 6. Under the charter, the planning director heads up the capital projects review process. **Mr. Duggan** said all capital projects will be discussed by Mr. Cademartori, the CFO, himself and the department heads. Those projects will then be submitted to the CIAB, which will then meet with department heads. The report is a working document, not completed; he pointed out, and does not include capital improvements for water and sewer as the CIAB did not have those capital requests before it.

**Councilor McGeary** inquired if the CIAB would receive the water, sewer and School Department capital funding requests in the coming year. **Mr. Duggan** said the CIAB should have them in a year. **Councilor McGeary** asked Mr. Duggan to request the CIAB weigh in on what they do have even if it is an incomplete list, noting that it seemed that the Board had pulled back saying that they didn't have the full picture so the Board said they really couldn't recommend anything. He said it seemed to him the Board could set priorities with what they have before them. **Mr. Duggan** said those capital funding priorities may shift, and he said the Board doesn't feel comfortable in putting forward recommendations. He added that the CIAB felt in order to get the best picture and to be able to set what they would recommend to the Administration for spending priorities, they would have to understand the breadth of the City's capital projects, not just 75 percent of them, because it could easily change the funding priorities. **Councilor McGeary** suggested that instead of the CIAB continuing to look at a partial picture, the emphasis should be to give the Board a full picture of the city's capital needs. If it takes a year and a half, he said, he would rather it take the time needed for the process to be complete and full recommendations made.

**MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & finance Committee voted 3 in favor, 0 opposed to accept the Capital Improvement Advisory Board's Annual Report (CIAB) - FY13 and place it in the B&F Committee's files.**

**2. *Memorandum from CFO re: Loan Order Authorization for the FY13/FY14 capital projects that are being proposed to City Council for appropriation in the amount of \$2,475,000***

**Mr. Duggan** explained that this loan authorization was presented to the B&F Committee and had been continued. The Capital Improvements Advisory Board (CIAB) did review everything that is on this loan authorization with the exception of the DPW building addition. That has since been presented to the CIAB, and is something the Administration would like to move on as soon as possible, he said. He also described the financial software purchase and installation, which he said would require a herculean effort by of the City Auditor's and Treasurer's departments to make the transition from the City's current financial system. **Mr. Duggan** said before cold weather sets in, the City wants to schedule the boiler replacement for City Hall as well as the repairs to the fire stations. That work, along with the repair of Magnolia Fire Station, is scheduled to be done by a combination of private vendors and DPW staff to stretch funding to open Magnolia Fire Station by July 1, 2014.

On inquiry by **Councilor Ciolino**, **Chief Smith** said the funds include boilers both at the Bay View and Magnolia fire stations as well as some plumbing work for the boiler at Central Station. The bulk of the funds are to repair the Magnolia station. **Councilor Ciolino** asked the Chief to give the Committee a short list of where the \$135,000 will be used. **Chief Smith** said this process is through the Facilities Manager's office with the funds.

**Councilor McGeary** noted that the capital improvements were originally slated for the Fire Department at \$175,000 and are now listed at \$135,000. **Chief Smith** said the amount was reduced because the roof repair had already been done at the Magnolia Fire Station. The investment into a new roof at headquarters given that a new combined public safety building in the offing did not make sense, he pointed out. There are, he said, only a couple of spots that leak at Central Station and repairs had been made which should suffice.

**Mr. Duggan** also spoke to the request for a new salt shed and DPW building. He explained a bigger salt shed would permit road salt to be bought in bigger bulk purchases, which will require filling the salt shed only once or twice annually. The savings is two-fold – buying in one or two bulk shipments and in the transportation costs. **Mr. Duggan** noted that the DPW building addition is a prefabricated aluminum building, which will house and accommodate City DPW staff, materials, equipment and supplies that are presently located at the Fuller School building. This new building addition will be located at the DPW complex at Poplar Street.

**Councilor Ciolino** said he understood that the City Hall boiler was being replaced with a gas heating system. He asked **Mr. Duggan** to inquire whether the new system would have separate heating zones, which he said would be better for the building.

**Councilor Ciolino** asked about the funds for a new street sweeper. **Mr. Duggan** said he believed the street sweeper was an addition to the DPW fleet, but the one the City has now is near the end of its useful service. There will be two sweepers, he noted, for a short period of time. **Mr. Duggan**, at **Councilor Ciolino’s** request, said he would confirm the age of the street sweeper to be replaced.

**Councilor Cox** asked whether the addition of a new street sweeper would allow for systemized notification to neighborhoods when their area will be swept, making cleaning the streets more efficient, as there is no City-wide schedule for sweeping. She noted that another City Councilor had asked for a notification system as well.

**Councilor McGeary** agreed although **Councilor Ciolino** said he recalled a City-wide schedule had been used some years ago that didn’t work out. **Mr. Duggan** said he thought it was defined in the Code of Ordinances and would confirm this with **Mr. Hale** and put forward the Councilors’ concerns and suggestions.

**Councilor McGeary** asked if the DPW building addition would be handicapped-accessible. **Mr. Duggan** said if it was multi-level, accommodations would be made; but it is anticipated that it would be one level. He said there would be no changes to the existing building on site at the Poplar Street DPW complex that now houses staff and vehicle bays.

**Councilor McGeary** said a \$1 million building popping up on an annual capital appropriation list is unusual and suggested it should have been on the Council’s radar. **Mr. Duggan** said the case was made by the DPW Director, who had pointed to the need for storage for vehicles and preventing damage to things being stored outside in winter conditions. The delay in bringing this request forward was due to his waiting for a larger loan authorization to be approved. **Mr. Duggan** noted the proposed building is pre-fabricated which is very cost efficient. **Councilor McGeary** asked **Mr. Duggan** to obtain the dimensions of the proposed new DPW building for the Council.

**MOTION: On a 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 adopt the following loan order:**

**Ordered: That up to \$2,475,000 is appropriated for the following purposes in the following amounts:**

<u>Amount</u>	<u>Purpose</u>
\$ 1,000,000	DPW Building Addition
\$ 500,000	Financial Software Purchase/Installation
\$ 350,000	Salt Shed
\$ 250,000	City Hall Boiler Replacement
\$ 240,000	Street Sweeper
\$ 135,000	Repairs to Fire Stations

**Including the payment of all costs incidental or related thereto; that to meet this appropriation, the Treasurer, with the approval of the mayor is authorized to borrow \$2,475,000 under Chapter 44 of the Massachusetts General Laws or any other enabling legislation; that the Mayor and any other appropriate City official is authorized to contract for and expend any federal, state or private aid available for the project; and that the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and**

**to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes; AND FURTHER TO ADVERTISE FOR PUBLIC HEARING.**

**3. a) *Memorandum, Grant Application & Checklist from Fire Chief re: US DHS/FEMA State Homeland Security Program (SHSP) Emergency Management Performance Grant (EMPG)***

**Fire Chief Eric Smith** said this \$6,030 grant is a non-competitive grant. There is a requirement for an in-kind match, which is met by the services provided by the contracted Emergency Management assistant. The funds would assist the department in deactivating the equipment in the Fuller School Emergency Operations Center (EOC) and relocating that equipment to the space set aside for the same purpose at the O'Maley Middle School, as well as to wire the communications equipment into place in the new EOC. This room will be right off the ice rink, considered the basement level of the O'Maley School. That area is currently used for storage and art classrooms only. There is a secondary gym in that vicinity, he said, that can be utilized as a shelter that will need to be certified by the Red Cross. **Chief Smith** noted there is a continuity of government plan that this new EOC and extended basement area will also assist with. He said Mr. Hafey's staff has cleaned out this area in the school. He noted that the schools do have robust generators, but those generators don't run all of the critical areas of the school. The EOC room will be tied in to the O'Maley generator, and he said it is a good shared space, and that other spaces are being looked at in the school as well. The phone bank, laptops, air conditioners, and the rest of the portable equipment for the shelter will be transported to the new EOC, he pointed out. He said he hoped that a lot of the work will be done by the DPW staff, and that by next week the wiring for the new EOC will begin.

**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 permit the Fire Department's application for a U.S Department of Homeland Security/Federal Emergency Management Agency passed through the Massachusetts Emergency Management Agency (MEMA) for the Emergency Management Performance Grant (EMPG) in the amount of \$6,030 for the purpose of relocating and setup of the Gloucester Emergency Operations Center (EOC) to the O'Maley Middle School.**

**b) *Memorandum, Grant Application & Checklist from Fire Chief re: US DHS/FEMA State Homeland Security Program (SHSP) Citizen Corp Program (CCP) in the amount of \$5,000***

**Chief Smith** said that although some members of Gloucester's Community Emergency Response Team (CERT) have been trained as Mass Care Shelter managers and operators, there are not enough volunteers to staff a shelter operation. **Chief Smith** said CERT has joined with the North Shore/Cape Ann Emergency Preparedness Planning Team and its Medical Reserve Corps team leader to embark on a joint recruitment project targeting Cape Ann specifically to recruit shelter volunteers to assist in the response to disaster events that necessitate opening a shelter/area of refuge for temporarily displaced residents and pets.

He said that this grant would pay for what are known as "go kits" for 50 Medical Reserve Corps (MRC) volunteers, which Gloucester manages on a regional basis, and for the members of Gloucester's Community Emergency Response Team (CERT). The "go kits," are similar to the CERT backpacks, which contain items that shelter volunteers will need to open and manage a mass care shelter/area of refuge.

**Councilor Cox** declared she is an active member of the CERT team and the MRC, but her membership with both volunteer groups will not affect her vote.

**MOTION: On a 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 permit the Fire Department's application for a U.S Department of Homeland Security/Federal Emergency Management Agency passed through the Massachusetts Emergency Management Agency (MEMA) for a grant in the amount of \$5,000 to aid in the recruitment of volunteers to the Community Emergency Response Team and the Medical Reserve Corps and to help volunteers in setting up the opening of a shelter/area of refuge on Cape Ann.**

**4. *Memorandum from Treasurer of the Committee for the Arts re: City Council acceptance of a Grant for \$5,000 from the Bruce J. Anderson Foundation***

**Dale Brown**, Co-Chair of the Gloucester Committee for the Arts, said that the City is in receipt of a grant from the Bruce J. Anderson Foundation, a private foundation, to continue the next phase of work of restoration of the City

Hall murals. The first phase of the restoration has been completed. The next phase, she said, will include restoration of the mural in the Kyrouz Auditorium and the Champlain Founding Beauport mural opposite the City Clerk's office on the first floor as well as the mural in the City Solicitor's office. This phase will cost about \$55,000, **Ms. Brown** said. There is a pending application before the Community Preservation Committee for CPA funds, and the Committee for the Arts will develop some additional funding sources for this project. There is no grant match required, she said.

**Councilor McGeary** noted that many tourists come to City Hall just to see the murals. **Ms. Brown** said that there is a brochure in the works to describe all the murals in City Hall and their history.

**MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed that under MGL c. 44, §53A to recommend to the City Council to accept a \$5,000 grant from the Bruce J. Anderson Foundation for the purpose of continuing work on the restoration of the Works Progress Administration (WPA) Murals located in City Hall, Gloucester, Massachusetts.**

**5. *Memorandum from Director of Finance & Operation for Gloucester Public Schools re: Permission to pay an invoice for services/goods procured without a purchase order in place***

**Mr. Costa** said this was a rush situation for obtaining a plaque honoring Alphonse Swekla to be placed in the O'Maley School Auditorium. **Councilor McGeary** suggested that this be voted through to the Council but that a member of the finance staff for the School Department should be present to answer questions during the B&F Committee report at the August 13 meeting. It would not be on a consent agenda, he said, but be presented on its own, to which the Committee agreed.

**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 permission to reimburse \$780.00 to Jonathan Pope for the purchase of a 24-inch by 8-inch cast bronze memorial plaque from The Plaxx Companies, Inc. invoice # 10479, dated 5/24/2013, with no purchase order in place.**

**6. a) *Memorandum, Grant Application & Checklist from Public Health Director re: City Council acceptance of one year extension funding for \$80,000 from Bureau of Substance Abuse Services, Underage Drinking Prevention Grant***

**Max Schenk**, Health Department Sanitarian and **Joan Whitney**, Healthy Gloucester Collaborative, together presented the following information: This is a one-year grant extension funding in the amount of \$80,000 from the Massachusetts Dept. of Public Health's Bureau of Substance Abuse Services. In partnership with the Gloucester Police Department and the Liquor Licensing Board, the Healthy Gloucester Collaborative (HGC) implements strategies to increase visible consistent enforcement in order to assist in the prevention of underage drinking. This is the end of the cycle for this grant and will allow the great work continued around primary prevention of alcohol abuse. **Ms. Whitney** and **Mr. Schenk** discussed some of the intervention and prevention strategies that this grant helps to fund. **Mr. Schenk** said that there is no cash match requirement for this grant. Required match is met by in-kind of staff services and materials. This grant supports part of the salary of one full-time staff member.

**Councilor McGeary** said he has worked with the HGC and that it is a good program which he supports.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that under MGL Chapter 44, §53A the City Council accept a grant from the Massachusetts Department of Public Health, Bureau of Substance Abuse Services for a one-year extension funding of the Underage Drinking Prevention Grant totaling \$80,000. The purpose of this grant is to prevent underage drinking among Gloucester youth.**

**b) *Memorandum, Grant Application & Checklist from Public Health Director re: City Council Acceptance of Mass. Dept. of Public Health, Bureau of Substance Abuse Services, Mass. Opioid Abuse Prevention Regional Collaborative Award for \$100,000***

**Mr. Schenk** asked that the Committee recommend that the Council accept the Mass. Dept. of Public Health, Bureau of Substance Abuse Services, Mass. Opioid Abuse Prevention Regional Collaborative Award of \$100,000. He said that subject to success of the regional partnership and grant deliverables, the grant is expected to renew at

\$100,000 for each fiscal year through June 30, 2020. The total maximum obligation of the grant is \$700,000. **Ms. Whitney** said that the parameters for a community being able to receive this funding was having had 30 incidents of opioid-related fatalities or hospitalizations in a year. Because the City's programs are succeeding so the City didn't qualify under that parameter; however the City qualified under a parameter awarding grants for successful sustainable initiatives, of which Gloucester is a top community in the State. The City, through its Public Health Department, is the lead community and fiscal agent for the grant, she said. The partnership region consists of Beverly and Danvers and Gloucester. The HGC will implement local policy, practice, systems and environmental change to prevent the use/abuse of opioids, and prevent/reduce unintentional deaths and non-fatal hospital events associated with opioid poisonings. Funding will provide financial support for this group of municipalities to enter into a formal, long-term agreement to share resources and coordinate activities to address the same issues. She noted that the success of the original Gloucester Opioid Abuse Prevention project led to the creation and sustainability of a Health Promotion Advocate position located at the Addison Gilbert Hospital, whose role she explained briefly to the Committee. Additionally, the original project also included a successful collaboration between the Gloucester Police, Fire and EMS responders in implementing overdose intervention strategies such as Nasal Narcan, **Ms. Whitney** said.

**Councilor McGearry** said that naming Gloucester as the lead community is an indication of the stature of Gloucester's program. **Ms. Whitney** added this grant addresses the misuse of opiates. By joining police departments and first responders there is a way to look at the problem in a systemic way. This will be now done in a data-driven environment, and the grant budget allows the hiring of an evaluator, she noted. **Mr. Schenk** added a model program will be developed from this process.

**Jaimie Corliss**, Heath Department Principal Clerk, said there is salary support through this grant for two full-time employees. **Mr. Schenk** confirmed the grant match is in-kind of staff time and materials amounting to 50 percent. **Ms. Whitney** added there will be a core stakeholder group from the three communities. The group will consist of first responders, representatives from the recovery communities and some clinicians and will look at the data and come to consensus, she said. She noted that each community will retain its ability to do tailor programs to what is unique to their community.

**Councilor Cox** speaking to staffing for both this grant and the one previously accepted asked how many program function managers there were, noting that under Purchase of Service Fiscal Year Program Budget Sheet for the \$80,000 grant it says program function manager is funded at seven-tenths of full-time-equivalent at \$45,200; and the \$100,000 grant application lists a program function manager seven-tenths full-time-equivalent at \$44,550.02. **Ms. Corliss** said those figures were from the applications and at that time they were not sure whether the grants would come in. She confirmed it is the same person and that the figures will be updated and addressed, she said. Typically this function is done through the Auditor's office when a budget is set up, she said.

**Councilor Cox** asked why Beverly and Danvers were core members of the group as they are farther away than, say, Essex or Manchester-by-the-Sea. **Ms. Whitney** said part of the criteria was looking at the 30 average unintentional opioid deaths or hospitalizations and other surrounding communities didn't have that number of incidents. She pointed out this group already works with smaller Cape Ann communities to some degree and this grant should continue to assist these communities.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that under MGL Chapter 44, §53A the City Council accept an Opioid Abuse Prevention Regional Collaborative services grant from the Massachusetts Department of Public Health, Bureau of Substance Abuse Services in the amount of \$100,000.**

**7. Memorandum, Grant Application & Checklist from CAO re: Essex Heritage Visitors Center Grant For \$2,600**

**Jim Duggan**, CAO said that this grant application is submitted by the Administration to the National Park Service. The Essex National Heritage Visitor Center Grant is in the amount of \$2,600. The purpose of this grant is to print promotional material that can be distributed through the City's Visitor Center at Stage Fort Park. This is now an annual application with the Welcoming Center Coordinator who assists in preparing the grant. The intent of the grant is for the redesign and printing of a brochure, which is described in a memo (on file). There is a minimal match met with the City budget for tourism.

**MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 to permit the Office of the Mayor to apply for an Essex National Heritage 2013 Visitor Center Grant through the National Park Service for a total of \$2,600.**

- 8. *CC2013-022 (Cox/McGeary) Whether there shall be a parking lot and amend GCO Sec. 22-291, Sec. 22-288, Sec. 22-210, Sec. 22-212 and Sec. 22-216 re: 65 Rogers Street (14-C2)*

Councilor McGeary said that this would be recognition of the P&D Committee’s work the previous evening; however he said no action is required on this Committee’s part.

The matter is considered closed.

- 9. *Memorandum and pertinent information from CFO re: appropriation funding request for Lanes Cove Breakwater*

Mr. Duggan explained to the Committee that the City Auditor informed him there may be a discrepancy in the money remaining in the Good Harbor Footbridge which would be utilized for the Lanes Cove Breakwater. The Administration had declared that there was \$70,536.95 left.

Mr. Costa said there are some purchase orders still open of approximately \$2,000; although he is unclear if the project is complete or not, he said it appears that \$61,000 is available. Councilor McGeary added that while the P.O.’s are open, it could be a matter of their just needing to be closed, that nothing may be charged against them. It could, he said, be as much as \$63,000. Mr. Costa expressed concern that when looking at the ledger it doesn’t look as if the project is complete. He said it appears that \$61,000 is available, and if Mr. Duggan says the project is done, he would believe that to be the case. There could be another \$2,000 if the purchase orders are closed, he said.

Councilor McGeary said that he would suggest the Committee go with the \$61,000 figure, and that the figure could be amended at Council if need be. Mr. Duggan said he would confirm what the final amount of available funding is with the CFO.

By way of further explanation, Mr. Duggan said the Lanes Cove breakwater had significant damage during this year’s February snowstorms. He said at a meeting with the DPW Director with Ward 4 Councilor Jackie Hardy, the repair of the Lanes Cove breakwater was important to Lanesville residents. The previously identified funding sources for the Good Harbor Footbridge, because the DPW did much of the work, money was saved, and so there is this remainder. The soil sample analysis fund was from 2005 City borrowing, he noted.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council that in accordance with Chapter 44, Section 20 of the General Laws, the unexpended balances of funds borrowed to pay costs of the projects set forth below, which amounts are no longer needed to complete the projects for which they were initially borrowed, are hereby appropriated by the Gloucester City Council to pay costs associated with the Lanes Cove Breakwater Repair Project, Fund #300089, including the payment of any and all costs incidental and related thereto:**

<u>Project Description</u>	<u>Unexpended Balances</u>
CIP 05 DPW – Soil Sample/Analysis (Fund #300021)	\$17,722.40
CIP 13 – Good Harbor Footbridge (Fund #300086)	<u>\$61,000.00</u>
<b>TOTAL</b>	<b>\$78,722.40</b>

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

Mr. Costa reviewed his reports submitted at the meeting with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:23 p.m.

Respectfully submitted,

Dana C. Jorgensson

**Clerk of Committees**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- **Auditor's Office Actual Amount Overdrawn Report FY 2014 and Projected Amount Overdrawn Report FY2014, both dated August 8, 2013 by Kenny Costa.**