

**Budget & Finance Committee**  
Tuesday, August 22, 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:** Jeff Towne; Kenny Costa; J. J. Bell; Sandra Dahl-Ronan; Debbie Laurie; Fire Inspector Phil Bouchie; Police Chief Leonard Campanello; Noreen Burke; Tom Daniel

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

**1. Memorandum from Community Development Director re: recommendations from the Community Preservation Committee for Round 4, FY2013 funds**

**J.J. Bell**, Co-Chair of the Community Preservation Committee (CPC), recapped the committee's process by saying that this fourth round of Community Preservation Act funding, and that the amount to be dispersed is \$415,000. The CPA funding is normally done on the basis of one funding round per year, but it is possible to do off-cycle funding, which was done in FY13 for the first time. Also briefly reviewed was the application process for CPA grants, which starts in mid-February and concludes with the CPC's recommendations to the Council in early July. There were 20 eligible applications in Round 4, 17 of which received positive recommendations from the CPC.

**Sandra Dahl-Ronan**, Co-Chair of the CPC, said the committee's recommendations include nine requests for funding in the historic preservation category; seven requests for funding were in the newly updated recreation category and one request for funding in open space category. She said the CPC learns something with each round, mostly how to refine the process. She also noted it is an opportunity to encourage applicants to leverage other grants to develop resources. **Ms. Dahl-Ronan** noted that the CPC looks favorably on those applications that leverage other resources. She noted that the CPC works with the City Auditor who has been helpful to the CPC, and a good relationship has been developed with him. **Ms. Dahl-Ronan** said that there is about \$150,000 in reserve in the Community Preservation Act Fund overall, and the CPC will discuss how that might be put towards another project or two. There is also \$110,000 in the community housing reserve because in the last two rounds there have been no applications for housing projects, so the money reserved for housing projects accumulates, City Auditor **Kenny Costa** said.

**Councilor Ciolino** said in the last round the Sargent Murray Gilman Hough House (Sargent House) received money for a fence, tore down the old one but then decided not to replace it. **Ms. Laurie** said the unspent money was returned by the Sargent House. She said that Suzanne Egan, General Counsel, had determined that the Sargent House could not repurpose the funding to repair a stone wall as they had asked to do instead, and so the money was returned and put back into the Community Preservation Act fund. She noted as well that funded projects for the Little River, the Lanessville Fish Shack, and the North Woods project didn't need all the money they had been awarded, so that money was returned by all three entities to be reused by the CPC. **Councilor Ciolino** asked in the future how this money might be used for a successful application on behalf of the repair of Cressy's Beach and Stage Fort Park (an application to repair Cressy's Beach was one of three that was not moved forward to the Council). **Ms. Dahl-Ronan** said the Cressy's Beach project needed an engineering study first and that there was not enough information contained in the application to make an affirmative recommendation. **Mr. Bell** added that it was recommended the Cressy's Beach group should partner with the DPW. He, too, confirmed that there was serious analysis that needed to be done on that project first. Seed money for these studies would be a good proposal to move forward in the next round of CPA funding, he suggested. **Ms. Dahl-Ronan** and **Mr. Bell** confirmed an applicant can come back when they have reassessed their situation and reapply for funding when more information is obtained.

The Committee further discussed briefly with **Mr. Bell**, **Ms. Dahl-Ronan**, and **Ms. Laurie** the three applications that the CPC did not recommend for the reasons discussed earlier along with noting the guidelines that govern CPA funding.

**Ms. Dahl-Ronan** extended her thanks to the CPC commending their work. **Councilor McGeary** said that the diversity of views within the CPC makes it a very good group to assess these applications for funding. He thanked the CPC for their time and effort that benefits the entire community.

It was determined by Chair, **Councilor McGeary** that the applicants were to appear at the B&F Committee on the following dates noting that all meetings will start at 6 p.m. unless otherwise noted and that the first hour will be to take up regular City business that comes before the Committee:

**September 5<sup>th</sup>-7 p.m.** – Historic Preservation

Magnolia Historical Society (Blynman School Rehabilitation); Sargent Murray Gilman Hough House (Building Repairs); Cape Ann Museum (Fresnel lens restoration)

**September 5<sup>th</sup>-8 p.m.**-Historic Preservation

Ocean Alliance (Tarr & Wonson Paint Factory repairs); Magnolia Library (Renovation); Phyllis A. Marine Association (stem rebuild)

**September 19<sup>th</sup>-7 p.m.** – Recreation

Cape Ann Women's Softball League (Mattos Field); Department of Public Works (Skate Park)  
- Historic Preservation

City Hall Restoration Committee (windows)

**September 19<sup>th</sup>-8 p.m.** – Recreation

George Roarke and Susannah Wolfe (Stage Fort Park walking path)

Magnolia Bike Club (Bike Park Bicycle Track)

Friends of the Gloucester Dog Park (Improvements)

**October 3<sup>rd</sup>-7 p.m.** – Historic Preservation

Committee for the Arts (Mural Restoration); Rocky Neck Art Colony (Cultural Center Rehabilitation)  
- Recreation

Waterways Board (Hodgkins Cove landing); Waterways Board (Lobster Cove landing)

- Open Space

Essex County Greenbelt (Norcross Property Acquisition)

**This matter is continued to September 5, 2013.**

**2. *Essex National Heritage Commission (ENHC) grant in the amount of \$2,650 award to the City of Gloucester Visitors Welcome Center & request City Council acceptance of said grant***

**Jeff Towne**, CFO said this grant had many requirements by the Essex National Heritage Commission and piqued his concern. Among those requirements were making sure the ENHC name is on some products, compliance with accounting rules and making sure that there was insurance for vehicles, etc. When he informed the ENHC of his concerns he was informed that it is just a certificate of insurance if any of the ENHC items were damaged adding that the form appears to be more of a 'one size fits all' format. Since the purpose of this grant is for salary reimbursement, and maintaining hours at the Visitor's Welcome Center at Stage Fort Park, he said his concerns were allayed. **Councilor Ciolino** said this is an annual grant and is good to keep up the relationship. **Councilor Cox** added her assent.

**MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A an Essex National Heritage 2013 Visitor Center Grant through the National Park Service for a total of \$2,650 for the purpose of supporting the activities of the City's Visitor Welcome Center at Stage Fort Park. The grant period is from May 2013 through October 2013.**

**3. *Memorandum from Police Chief requesting City Council acceptance of an FY2014 State 911 Department Support & Incentive Grant in the amount of \$61,795***

**Police Chief Leonard Campanello** asked that the FY14 State 911 Department Public Safety Answering Points (PSAP) Salaries and Support Incentive Grant be accepted by the Council. He said that this grant, received each year, helps the department pay for the dispatchers, training and equipment. In addition to supporting personnel costs, **Chief Campanello** said the some of the money will be used to pay for an administration/maintenance agreement with Delphi Technology Solutions, Inc., to assist with integrating the computer aided dispatch (CAD) system into the department's new records management system (RMS), which he hopes to bring on line in December. The agreement was adjusted to provide specificity as to what services Delphi will be expected to perform and under what circumstances. On inquiry by **Councilor McGeary**, **Chief Campanello** said that \$35,795 of the grant is

earmarked strictly for overtime pay for dispatchers. He also noted that the City Legal Department reviewed the contract and made some suggestions, which were incorporated in the agreement.

**Councilor McGeary** asked if the grant would continue to be used to complete the integration of the records management system and the computer aided dispatch (CAD) system. The Chief said he anticipated maintaining the service agreement with Delphi for three years, adding it was his expectation that the grant from the State would remain stable. If the grant were to be discontinued, he said, he did not see that relationship continuing and would seek out other avenues for support systems. **Councilor McGeary** asked if this particular 911 grant was one that the City had had trouble getting timely reimbursements from the State. **Kenny Costa**, City Auditor and **Chief Campanello** confirmed it was a different grant, the E911 EMD (Emergency Medical Dispatch) grant, and reported there has had some resolution in updating the reimbursements to the City at the end of FY13. The activities funded by the grant before the Committee, **Chief Campanello** noted, should be completed well before the end of FY14 with the anticipation the City would have full reimbursement by the end of FY14 from the State.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a grant from the Massachusetts State 911 Department a Support and Incentive in the amount of \$61,795 to provide funding for Police Department E911 salaries, overtime and equipment.**

**4. Memorandum from Public Health Director requesting City Council acceptance of a Public Health Emergency Preparedness (PHEP) Grant 2013-2014 in the amount of \$170,644**

**Noreen Burke**, Public Health Director said that this grant will support the public health emergency preparedness (PHEP) and response activities throughout the North Shore and Cape Ann. Gloucester is the host community for the 15 communities in the coalition. This annual grant contract amends the standard contract for 2013-2014 (memo on file), **Ms. Burke** noted. The main function of the coalition in a public health emergency situation is the dispensing medical counter-measures and these funds help to support that effort. Additionally, the grant, combined with a grant from the National Association of County and City Health Officials (NACCHO), supports one full-time staff person who is the coordinator for the PHEP coalition, and also two part-time staffers. This is a new area of public health in the post-9/11 world, **Ms. Burke** pointed out, adding that this supports to the work of the Fire Chief in his role as the Emergency Management Director for the City as well. She said this program is primarily about planning, preparation and drills; all staff must have certain trainings and certifications in order to help in any type of disaster. This grant amount represents this year a 10 percent cut from last year's total, but will not reduce staffing or the planning piece, **Ms. Burke** said.

**Councilor Cox** declared she is a Medical Reserve Corps volunteer and a Community Emergency Response Team volunteer but those affiliations would not affect her vote.

**MOTION: On a motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a federal grant from the U.S. Department of Health and Human Services passed through the Massachusetts Department of Public Health Emergency Preparedness Bureau in the amount of \$170,644 for the purpose of supporting the public health emergency preparedness and response activities throughout the North Shore and Cape Ann.**

**5. Memorandum from Senior Project Manager of the Grants Office requesting City Council vote taken on May 28, 2013 to approve and accept anticipated HOME funds in the amount of \$59,559 be amended to accept an additional amount of \$2,419 for a total of \$61,978**

**Debbie Laurie**, Senior Project Manager, said that the Council voted to approve \$59,559 in anticipated HOME grant funds on May 28, but the final amount of the grant included an additional \$2,419. She was asking that the Council amend their vote of May 28 to include this additional funding for a new total of \$61,978. **Ms. Laurie** said that HOME grant funds provide down payment and/or closing cost assistance to approximately six low- and moderate-income first-time homebuyers. The increase in funding is due to the formula, **Ms. Laurie** noted.

**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 that a vote taken by the City Council on May 28, 2013, to approve and accept anticipated HOME funds in the amount of \$59,559 be AMENDED to accept**

**an additional amount of HOME funds of \$2,419 for a total of \$61,978 for the purpose of supporting the City of Gloucester's First Time Homebuyer program.**

**6. *Memorandum, Grant Application & Checklist from Harbormaster re: Clean Vessel Act Pumpout Boat Grant Program***

**Jim Caulkett**, Harbormaster, said that the grant acceptance before the Committee is an annual federal grant passed through the Mass. Division of Marine Fisheries for the Clean Vessel Act to support the maintenance of the City's pump out boat. He asked the Committee to recommend acceptance of the funds. There is no match required.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council accept under MGL c. 44, §53A a Massachusetts Clean Vessel Act Pumpout Federal Grant for \$9,500 from the U.S. Department of the Interior passed through Massachusetts Division of Marine Fisheries for the purpose of servicing resident and transient boaters of the City for the disposal of sewage from vessel holding tanks and portable toilets.**

**7. *Letter from Susan Kelly re: first Gloucester Garden Tour & request City Council acceptance of Donated \$2,502 proceeds of tour to support maintenance of the HarborWalk butterfly gardens***

**Councilor Ciolino** asked how this donated money is expended to maintain the Butterfly Garden. **Mr. Costa** said it will go into a donation account designated for the Butterfly Garden maintenance and a staff member of the Community Development Department would be designated to manage the distribution of the funds. The Councilor pointed out that the money for the maintenance of the Harborwalk gardens had funds leftover. **Councilor Ciolino** said the process should be finalized and a line item created in future fiscal budgets, about \$5,000, he estimated, and added that to the Downtown Development Commission (DDC) budget so that they are responsible for the planting and maintenance. He spoke about the DDC becoming responsible for the garden maintenance moving forward.

**Tom Daniel**, Community Development Director said designating someone in his department to manage such funds made sense and would look to take on that responsibility.

**MOTION: On motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council accept under MGL c. 44, §53A a donation of \$2,502 from Generous Gardeners.com for the purpose of supporting the maintenance of the City's HarborWalk Butterfly Garden.**

**8. *Memorandum from Fire Chief requesting permission to pay FY13 training reimbursement with FY14 funds in the amount of \$498.07***

**Fire Inspector Phil Bouchie** said this request is to pay a training reimbursement for Fire Inspector Bouchie that was incurred in FY13 but submitted in FY14. Firefighter Bouchie attended a Fire Prevention training seminar in mid-June, he said. **Mr. Costa** said there was no carry over P.O.'s in place; the purchase order was done in 2014.

**MOTION: On motion by Councilor Ciolino, seconded by Councilor Cox, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoice for training reimbursement to the City's Fire Inspector for a total of \$498.07 for the cost of taking a training course located in Falmouth, Massachusetts, from June 11 to June 14, 2013. The training reimbursement will be paid from the current FY2014 Fire Department Operating Budget.**

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

**Mr. Costa** reviewed his reports (on file) with the Committee.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 7:05 p.m.**

**Respectfully submitted,**

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

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**