

Budget & Finance Committee
Thursday, November 7, 2013 – 6:00 p.m.
1st Fl. Council Committee Room – City Hall
Minutes

Present: Chair, Councilor Paul McGeary; Vice Chair, Councilor Joseph Ciolino; Councilor Melissa Cox
Absent: None.

Also Present: Councilor Hardy; Kenny Costa; Jeff Towne; Tom Daniel; Fire Chief Eric Smith; Sarah Garcia; Tony Gross; Firefighter Dominic Barbagallo

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

1. Supplemental Appropriation-Budgetary Request (#2014-SA-2) from the Community Development Department for \$3,966

Tom Daniel, Community Development Director, informed the Committee this transfer is from application fees received by the Conservation Commission and is used to pay salary for the Conservation Agent. He noted the Conservation Agent works part time, and the Assistant Conservation Agent is on medical leave. As a result, the Conservation Agent has had to increase her hours from 18 per week to 22 hours per week which began on Sept. 16 and is ongoing.

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 approve Supplemental Appropriation 2014-SA-2 in the amount of \$3,966 from Reserve for Appropriation - Conservation Fees – Transfer Out to the General Fund, Account #295030.10.991.59600.0000.00.000.00.059 to Conservation Fees – Salary/Wage Permanent Position, Account #101000.10.181.51000.0000.00.000.00.051 for the purpose of a temporary increase of the Conservation Agent's hours.

2. Memorandum, Grant Application & Checklist from Fire Chief re: request to apply for Dept. of Fire Services Student Awareness of Fire Education (S.A.F.E.) grant in the amount of \$1,500

Fire Chief Eric Smith told the Committee that this grant is provided by the State's Department of Fire Services which will support the Fire Department's planning and preparing to provide the Student Awareness of Fire Education (S.A.F.E.) program in the City's schools. There is no requirement for matching funds. Firefighter Dominic Barbagallo has worked on his own time, he noted, to work on this program and grant. **Chief Smith** said this grant is for planning for future programs and will give Firefighter Barbagallo training in the S.A.F.E program to be able to bring the program into City classrooms teaching students about fire safety strategies. Additionally, he said, this will pave the way for future grant funding from the State for program expansion.

Councilor Cox pointed out there is two separate S.A.F.E. programs, one for seniors and one for students, on the grant paperwork. **Chief Smith** acknowledged there were two separate programs and said the department doesn't meet all the requirements for the seniors program yet. It is a goal, he said, to meet those qualifications in order to expand his department's community outreach for prevention education. The department last year started its outreach efforts to the schools and wishes to sustain that effort, he said. **Councilor Cox** and **Chief Smith** also discussed senior housing fire safety plans briefly.

Councilor McGeary said he attended an outreach program at Veterans Memorial School and was impressed with Firefighter Barbagallo's presentation. He pointed out the department's summer/warm weather program and asked if it encompassed water safety. **Chief Smith** and **Firefighter Barbagallo** said it was mostly about fire safety although the program touches upon swimming safety and "stranger danger;" and they said it is hoped to expand the department's programs to water safety 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 that the City Council grant the Fire Department permission to apply for a Massachusetts Department of Fire Services Student Awareness of Fire Education (S.A.F.E.) grant in the amount of \$1,500 for the purpose of student education outreach programming.

3. Memorandum from Harbormaster re: Waterways Board request to appropriate \$8,000 from St. Peter's

Commercial Marina Stabilization Account for underwater inspection of City commercial marinas at St. Peter's and Harbor Cove

Tony Gross, Waterways Board Chair, informed the Committee he was requesting \$8,000 to be appropriated from the St. Peter's Commercial Marina Stabilization Fund to conduct a thorough underwater inspection of pilings at the city-owned commercial marinas at St. Peter's Square and at Harbor Cove (I4-C2). He said it is past time to check the wooden pilings because of concern about sand scouring which can eventually saw the pilings off at the mud line. By doing the underwater examination the Board will be able to ascertain with accuracy both marinas' conditions of the existing guide piles and pier support piles (all wooden); and thereby be able to establish a baseline of existing conditions for use in future inspections and maintenance planning.

Councilor McGeary noted this inspection is a broad structural review. **Mr. Gross** said this could lead to pilings being replaced. There is no further review – if a piling is found to be rotted/unstable it will be replaced; but this, he assured, would not lead to design plans, rather it is more about preventative maintenance. He noted the pilings at St. Peter's Commercial Marina are about 15 years old and those at Harbor Cove would be of similar age.

On inquiry by **Councilor Ciolino**, **Mr. Gross** said there is \$150,000 in the St. Peter's Commercial Marina Stabilization Fund. He added that the wooden pilings procured locally and cost about \$1,200 each. Steel pilings filled with cement which National Grid is looking to use for the Solomon Jacobs pier project cost approximately \$15,000 each.

Councilor Cox said the proposal (on file) is noted to be valid for 30 days, and the memo was issued in July 30th which would make that quote invalid now. **Mr. Gross** assured her that the quote should not change. He added that weather permitting this review should go forward promptly and would take only two to three days. Any remaining transferred funds will fall back into the Stabilization Fund, **Kenny Costa**, City Auditor noted.

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 approve Supplemental Appropriation 2014-SA-3 in the amount of \$8,000 from St. Peter's Commercial Marina Stabilization Fund, Account #740000.10.996.59600.0000.00.000.00.059 to Contracted Services, Waterway Enterprise, Account #700000.10.492.52000.0000.00.000.00.052 for the purpose of an underwater inspection of pilings at City-owned commercial marinas.

4. Memorandum, Grant Application & Checklist from Harbor Planning Director re: request to apply for and accept a Groundfish Port Recovery & Revitalization Grant from State Division of Marine Fisheries (\$75,000)

Sarah Garcia, Harbor Planning Director, said that originally requested permission to apply for the Groundfish Port Recovery & Revitalization Grant for \$75,000 from the State Division of Marine Fisheries. In the meantime, funding has been awarded for a total of \$75,000. This grant is to be used to identify ways for the State to provide assistance to those affected by the closure of fisheries from last May and the previous year. Proposals are due to the state by Feb. 20, so Ms. Garcia asked that the acceptance of the grant be included in the matter before the committee. **Ms. Garcia** pointed out that the grant builds upon a workshop the Community Development Department held last spring where there were representatives of fishing vessels, processors, shore-side infrastructure and research and modeling. A workshop is planned to reconvene with the same groups and in the second week of December to get specific on recommendations made last spring. She spoke briefly with the Committee of some examples of what could be implemented. **Ms. Garcia** noted key participants are: Northeast Seafood Coalition, Gloucester Community Fishing Preservation fund (administered locally), the Gloucester Fishermen's Wives Association, Massachusetts Fisherman's Partnership and the Fisheries Commission.

Ms. Garcia said the city will retain Urban Harbors Institute's Jack Wiggin to assist in developing the plan. Mr. Wiggin, she noted, is a consultant who knows the City well, from having worked on the 2009 Gloucester Harbor Plan. This grant requires a draft plan to be presented to the State by Feb. 20, 2014. **Ms. Garcia** reviewed briefly some of the proactive activities with stakeholders to plan for the future of ground fish stocks and setting up a framework to be more effective and use state funds. She also acknowledged the support and help from State Sen. Bruce Tarr and Rep. Ann-Margaret Ferrante.

Councilor McGeary noted there were both long- and short-term problems besetting the fishing industry. He asked what would be the primary focus of the plan to be developed under the grant. **Ms. Garcia** said the primary focus is more short-term for immediate support. She suggested there might be a way to use state money to defer loan payments for fishermen with groundfish permits. **Councilor McGeary** asked what kind of money is available. **Ms. Garcia** said she saw a directive in the State budget to the Massachusetts Division of Marine Fisheries for

\$50,000 to address the fisheries crisis. There has been a large request to Congress for federal disaster relief. She stressed the ideas put forward so far were very “home grown” and reflected suggestions by those closest to the issue.

Councilor Cox asked if the \$75,000 is going to help all fishermen and not be used for staff salaries or to a consultant for new programs. **Ms. Garcia** said it is a planning grant; with \$5,000 going to underwrite the cost of meetings; most of the rest is to pay Urban Harbors Institute. **Councilor Cox** observed that the grant, then, is the building block to set the City up for more grant funding.

On inquiry by **Councilor McGeary**, **Ms. Garcia** clarified the plan is to identify the best use of state funding and not how to use the request for \$100 million in disaster aid that has been requested from the federal government.

Councilor Hardy asked about administrative fees built into the grant and was there any match required. **Ms. Garcia** reiterated the \$5,000 is for the administration of the grant and that there is no financial match required. Staff time is identified as an in-kind match.

It was noted that there was only a one-week window to submit the grant to the State from the time the call for applications was released, and that the timeline to accept and submit documentation to the State is very short.

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 grant permission to the Harbor Planning Director on behalf of the City of Gloucester to apply for a Groundfish Port Recovery and Revitalization Grant from the State Division of Marine Fisheries in the amount of \$75,000 for the purpose of assisting the City’s groundfish industry.

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 under MGL c. 44, §53A accept from the State Division of Marine Fisheries a Groundfish Port Recovery and Revitalization Grant in the amount of \$75,000 for the purpose of assisting the City’s groundfish industry.

5. Memorandum, Grant Application & Checklist from Harbor Planning Director re: request to apply for a Community-based Aquaculture Development Grant from the Department of Commerce (\$274,098)

Ms. Garcia also reviewed with the Committee the Community Based Aquaculture Development Grant being offered through the U.S. Department of Commerce. This grant also had a short turnaround time—60 days--from application to funding. This effort started last spring when she began hosting an aquaculture interest group meeting. She said representatives of the Mass. Division of Marine Fisheries attended. The City’s Shellfish Warden, Dave Sargent, was a prime mover on this initiative. Also participating were David Roche, Chair of the City’s Shellfish Commission, along with Harbormaster Jim Caulkett, Waterways Board Chair Tony Gross, a representative from the National Oceanic and Atmospheric Administration (NOAA) and Mark Ring of the City’s Fisheries Commission. She pointed out that aquaculture has always been a topic of conversation and exploration but the City has previously been ambivalent about the subject as fish aquaculture has well-known downsides. The Fisheries Commission was copied on a proposal to the Army Corps of Engineers by a Salem State University Aquaculture Lab partnering a captain in Rockport for a long-line mussel farming test site in Federal waters. NOAA brought the matter forward for discussion.

Ms. Garcia then explained the following: that many communities, especially on the South Shore that pre-permit from the Division of Marine Fisheries a 100-acre site. The division does a complete survey of the affected area, which removes the necessity for a site survey when a proposed use is put forward. A group went to the Fisheries Commission and asked the Fisheries Commission to explore the issue, with a view toward permitting on a trial basis the growing and harvesting of surf clams in lobster pots in 30 feet of water. The \$274,098 grant would pay the costs for four fishermen collaborating with the Salem State Aquaculture Lab to conduct the trial in an area in Ipswich Bay. Another area off Bass Rocks is also under consideration. The initiative will be reviewed by groups representing lobstermen the area of the sites as well as the Shellfish Warden. Since the program is under a university permit, the local program doesn’t have to go through municipal permitting.

She said the grant has no match requirement. **Ms. Garcia** added that the city was joined in this grant application by the Northeastern Massachusetts Aquaculture Center at Salem State University and Maritime Gloucester.

Councilor Cox asked if any City funds were going into the grant, and in particular she noted \$106,000 in Section C of the grant application and was unsure what generated this number. **Ms. Garcia** said that number represents the in-kind match in total of Salem State (\$29,000) and the City (\$77,000); and she assured there are no City funds being expended.

Councilor McGeary said there was a proposal to grow shellfish on lines and in lobster pots and asked if this was under the same program. **Ms. Garcia** said this grant would be to support an experimental program of growing shellfish in lobster pots in State waters and an identification of a possible area permit in municipal waters. The project to grown shellfish in federal waters was separate, she said.

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 grant permission to the Harbor Planning Director on behalf of the City of Gloucester to apply for a grant under the U.S. Department of Commerce Fisheries Development and Utilization Research and Development Grants and Cooperative Agreements Program in the amount of \$274,098 for the purpose of developing sustainable aquaculture in subtidal waters in the City of Gloucester, Mass.

The Committee had a brief discussion with Ms. Garcia about the awarding of \$5.6 million in funding from the Seaport Advisory Council earlier in the day for the rebuilding of the Stacy Boulevard seawall with public restrooms also to be included.

6. Memorandum from Principal Assessor re: Tax Classification (Cont'd from 10/17/13) TBC – 11/21/13

Jeff Towne, CFO updated the Committee that the Triennial Recertification of the City's property values was submitted in September on time to the Department of Revenue (DOR). The City's report has gone through the first evaluation stage and is now in the second stage of the DOR review. The City's Principal Assessor, Nancy Papows spoke to the DOR Director to get an update on the City's recertification status which has been delayed due to short staffing at the DOR. The State gave the City authorization to advertise the City's values ahead of the preliminary certification of the City's valuations which **Mr. Towne** said it means the DOR has enough confidence in the City's values to allow for the advertising. The City still needs the preliminary certification and the final certification before the Tax Classification can be moved forward. He said that in speaking with the Council President he noted that the certification will not be completed before the Nov. 26, 2013, City Council meeting and that the matter will probably have to be taken up at a Special City Council meeting in early December, which **Councilor Hardy**, as City Council President, confirmed.

This matter is continued to November 21, 2013.

7. Community Preservation Committee Recommendations re: Votes to Recommend Applicant Funding to the City Council for Community Preservation Funding, Round 4, FY13 TBC – 11/21/13

This matter is continued to November 21, 2013.

8. Capital Improvement Plan FY2013-2017 (Cont'd from 10/03/13)

Mr. Towne said that FY14 capital plan will still come to the Committee and that Tuesday the staff committee will meet to look at FY15 through FY19 capital planning and affordability. **Councilor McGeary** said he would like to see the capital spending plan for FY15 when the Council reviews the City's FY15 budget.

Councilor Cox noted the capital projects descriptions identify a source of funding, and that for the proposed public safety building the wind turbine revenue is not listed as a source of funding. **Mr. Towne** said the plan was written May 2012 and was before the turbines were fully operational but that the next plan would reflect the use of the revenue from the wind turbine project to fund the center. Councilor Cox noted the plan called for a public restroom facility in the downtown area. **Mr. Towne** said the project would probably be funded by the grant for repairs to the Stacy Boulevard seawall. He said he would make an inquiry of the DPW Director. **Councilor Cox** said that in her view the boulevard restrooms would not be a replacement for a downtown facility and did not want to see that deleted. **Mr. Towne** said this is a high priority in FY16 and a location would have to be determined.

Councilor Cox discussed with Mr. Towne the City's plan to install more parking fee kiosks, which **Mr. Towne** said that will be extended one more year to identify more areas to be switched from parking meters to kiosks. He noted that the Community Development Department is doing a detailed parking study and is analyzing data gleaned from the City's first year of using kiosks. **Councilor Cox** and **Mr. Towne** also discussed the parking lot at 65 Rogers St. (I4-C2). It was noted there will be a budget for maintenance of the kiosks that will come

forward in the FY15 City budget, as the one year warranty on the kiosks has expired. The Committee also discussed with Mr. Towne the meter repair and replacement schedule.

Councilor McGeary asked if the long-term school debt was net of the Massachusetts School Building Authority (MSBA) reimbursement found on page 11 of the report. **Mr. Towne** said that is gross debt. **Councilor McGeary** said the report refers to the public safety facility as being at the Fuller School site but noted the site has not been definitively identified as the location of a combined public safety facility. He observed that to some extent the report is somewhat out of date. **Mr. Towne** said this report is a fluid planning tool and that things will change. Some projects may be added, due to improvement plans, for instance, and as more data becomes available. **Councilor McGeary** asked all those items that were under the FY13 plan were funded. **Mr. Towne** said matters related to the schools – O'Maley School improvements, asbestos issues and electrical upgrades are on hold awaiting the results of a study of school facilities. Also on hold is the Magnolia landfill closure and recreational field improvements are on hold pending a source of funding being identified (page 14 of report).

MOTION: On a motion by Councilor Cox, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed that the City Council accepts for its files the City of Gloucester Capital Improvement Plan FY2013-2017.

9. Memorandum from Police Chief requesting City Council permission to accept a FY14 State 911 Training EMD Grant (\$128,617.62)

Stacie Couture, Police Department Financial Coordinator explained this grant acceptance is for the annual Emergency Medical Dispatch (EMD) training and continuing education combined from the Mass. State 911 Department. The training and continuing education is mandated by the State.

Ms. Couture noted, on inquiry by **Councilor McGeary** regarding previous grants' reimbursement, that the FY12 grant reimbursement has been mostly received by the City. The FY13 grant reimbursement is in process with the State having completed its initial review. The FY14 support grant, which pays for overtime for staffing of the EMD center, has already been expended and the reimbursement documentation has been sent into the State, she said. As to the FY14 EMD training grant, she said she requested that training classes be scheduled to end before June 2014 which should allow for paperwork to be forwarded to the State in a more timely fashion and allow for faster reimbursement. **Ms. Couture** added that there is no match required, and that this grant funding comes from a telephone bill surcharge.

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 MGL c. 44, §53A to accept from the Massachusetts Executive Office of Public Safety & Security, State 911 Department FY14 Training Grant and Emergency Medical Dispatch/Regulatory Compliance Grant for \$128,617.62.

10. Memorandum from City Auditor regarding accounts having expenditures that exceed their authorization And Auditor's Report

Mr. Costa reviewed his documentation with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:25 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.