

**Budget & Finance Committee**  
 Thursday, July 17, 2014 – 5:00 p.m.  
 1<sup>st</sup> Fl. Council Committee Rm. – City Hall  
 - Minutes-

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Councilor William Fonvielle; Councilor Paul McGeary  
**Absent:** None.

**Also Present:** Kenny Costa; John Dunn; Mark Cole; Police Chief Leonard Campanello; Fire Chief Eric Smith; Greg Cademartori; Debbie Laurie; J.J. Bell; Sandra Ronan; Noreen Burke; Greg Bach; Grant Harris; Joan Whitney; Carol McMahon, Assistant Fire Chief Tom Aiello

The meeting was called to order at 5:00 p.m. Matters were taken out of order.

**1. Memorandum from the Newell Building Committee re: acceptance of donations of materials & equipment from the Gloucester Fishermen Athletic Association to the New Balance Track & Field at Newell Stadium**

Mark Cole, Assistant Public Works Director, said that there were funds left over and the high school coaches and Athletic Director submitted a list, and now this gift of approximately \$10,300 in materials and equipment from the Gloucester Fishermen Athletic Association has helped to complete the stadium's concession stand, press box and ticket booths.

**MOTION:** On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A ½ a gift of approximately \$10,302.33 from the Gloucester Fishermen Athletic Association (GFAA) for an inventory of material and equipment donations to fit out the concession stand, press box and ticket booths at the New Balance Track & Field at Newell Stadium as follows:

<u>Donation Description</u>	<u>Approximate Value</u>	<u>Donor</u>
Turn-key Public Address System including: 4 speakers; power amplifier, channel mixer Wireless microphone, cables, transportation Case	\$ 7,500.00	Mark Thompson, Class of 1978 Installation donated by Spittle Electric
Accessible Wash Sink faucet: Moen	\$ 120.00	The Building Center
Electric Stove/oven: Frigidaire	\$ 449.00	The Building Center
Wood and materials for ticket booth	\$ 2,233.33	GFAA, fabrication and install By: GHS Carpentry and Electrical Shop

**2. Memorandum from Assistant Director of Pubic Works & updated draft of the New Balance Track and Field at Newell Stadium Rules & Regulations**

Mr. Cole reviewed with the Committee the changes to the Department of Public Works, New Balance Track and Field at Newell Stadium Rules and Regulations as follows:

The original version drafted and accepted by the Council in August 2013 was put together quickly from other communities to meet the deadline of the New Balance Track and Field at Newell Stadium's opening. Since that time, the Recreational Facilities Committee has reviewed the rules and regulations and has reorganized and consolidated them which the O&A Committee have approved.

Mr. Cole reviewed that fees have been updated to support the necessity of a facility manager at the stadium when it is open and for the facility's maintenance and upkeep. Originally fees were broken out into four or five tiers based on whether the users were a school group, percentage of Gloucester residents or non-resident groups renting the facility.

The fee structure now features:

- No charge for the Gloucester Public Schools or a city-sponsored event for the rental of the lights, the use of the scoreboard or the sound system.
- Local youth sports programs would be charged \$40 per hour for the stadium rental, \$25 per hour for the lights and \$25 per hour for the sound system and scoreboard.
- Adult groups would be charged \$60 per hour for the stadium rental, and the same price for the lights, sound system and scoreboard use.
- For-profit groups would be charged the same rate as the adult groups.

**Mr. Cole** reviewed the local youth sports teams who are making use of the facility and pointed out that the fee structure has been acceptable to all of them and is not inhibiting rental of the facility. He also noted that there is a revolving fund specific to the stadium facility which accepts these rental fees to help to pay for the site supervisors, maintenance and equipment. He said that for special events such as the Relay for Life, fees would be determined by the Recreational Facilities Committee on a per event basis.

**Councilor Cox** expressed her appreciation that the updated rules and regulations are less complicated and easier to read. **Mr. Cole** said that the committee is open to suggestions, and that this is a trial period. If the fees need to be changed that committee will consider and review them once again.

**Councilor McGeary** asked how the field held up in the spring. **Mr. Cole** said the facility held up well and is scheduled to be groomed late in the summer in preparation for the fall sports season. **Councilor McGeary** asked about athletic wheelchair use issue raised at the O&A Committee's review of the rules and regulations. **Mr. Cole** said that he has put out calls and is waiting for a response from the company that put the track down to see what their thoughts are on the effects of narrow-gauge rubber wheels on the track, and if it affects the warranty on it. He noted the track's surface is composed of crushed rubber with an asphalt base. He pointed out that most wheelchair athletes train on the open road and not on tracks. **Councilor McGeary** noted there is a wheelchair track and field competitor in the region who may compete in the nearby at the stadium and asked that Mr. Cole to follow up on the matter.

**MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that pursuant to the City Charter Sec. 7-16(b) that the City Council accept the amended Department of Public Works, New Balance Track and Field at Newell Stadium Rules and Regulations dated May 14, 2014.**

### **3. Memorandum from Assistant Director of Public Works re: proposed rate increases for Talbot Rink**

**Mr. Cole** then reviewed with the Committee the Public Works Department's request to raise fees for the Talbot Rink ice rentals. He spoke to the table (on file) that showed rental rates from 2011-2012 to present with the projected rental rate increases as well as to the rate chart (on file) outlining area ice rink rates. He observed that although the city would be increasing ice sheet rental time, the city's rates remain competitive with the area's ice rink rates. He noted this will be the fourth season that the Department of Public Works is operating the rink and has done nothing with the rates since taking over the rink. There are still some improvements needed for the rink, he said.

The fee structure would be implemented over a three year period which he reviewed with the Committee (proposed fee structure on file). All in-town youth programs would go from \$200 per sheet hour to \$210 in Year 1, Year 2 to \$215 and Year 3 to \$220. Anyone not an in-town program pays \$220 now and will go from \$230 in Year 1 to \$240 in Year 2 and \$250 in Year 3. Off peak ice sheet rental is used by the Rockport hockey team which now pays \$130 and will stay the same. **Mr. Cole** pointed out that team is a regional team that takes to the ice for a 5:30 a.m. practice. There are preseason camps using the ice by the high school, O'Maley Middle School, Rockport High Middle and High School and are all charged off peak rate and go to \$150, \$175 and up to \$200 when taking up ice during prime time. Anyone renting the ice besides those groups would pay \$220 and up. All the men's groups will go to the higher rate, and several are in-house. So far no groups have complained about the ice sheet rental rates, he pointed out.

**Mr. Cole** advised the Committee that the Talbot Rink has taken in \$322,000 this year, up \$5,000 from last year. He said that next year's rink revenue is projected at \$335,000 and anticipated to be \$350,000 by the end of the third year of the instituting of the new fee schedule. If by the third year the rate increases are not warranted, he said that they will hold the rates at the Year Two level. He observed that the rink revenues and ice rental bookings show that with the improvements made to the rink over the last three years, people are willing to travel to Gloucester to pay

for the ice time. He pointed out the various out-of-town middle and high schools that have used the Talbot Rink for games and practices as well as Endicott College.

On inquiry by **Councilor Cox, Mr. Cole** noted a concession is run by the hockey boosters. He and the Public Works Director are considering putting it out to bid to be open on weekends and at night when there are games, he said.

**Councilor Cox** asked if there is a city event what fees are charged. **Mr. Cole** said if for a fundraiser the ice is donated and if not they charge for covering the cost of staff. **Mr. Cole** said the season is from September 1 to the middle of June. It is a 50 minute sheet with a 10 minute segment to clean the ice.

**MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend pursuant to the City Charter Sec. 7-16(b) that the City Council accept the amended Department of Public Works, Dorothy Talbot Rink Ice and Facility Rates dated July 8, 2014 as follows:**

**2014-2015 Season**

Cape Ann Youth Programs	\$210 per 50 minute sheet
Other Programs	\$230 per 50 minute sheet
Off peak (5:30-630am)	\$130 per 50 minute sheet
Preseason camps	\$150 per 50 minute sheet

**2015-2016 Season**

Cape Ann Youth Programs	\$215 per 50 minute sheet
Other Programs	\$240 per 50 minute sheet
Off peak (5:30-630am)	\$130 per 50 minute sheet
Preseason camps	\$175 per 50 minute sheet

**2016-2017 Season**

Cape Ann Youth Programs	\$220 per 50 minute sheet
Other Programs	\$250 per 50 minute sheet
Off peak (5:30-630am)	\$130 per 50 minute sheet
Preseason camps	\$200 per 50 minute sheet

4. *Communication regarding a donation under MGL Chapter 44, §53A from Destination America and USA Today "Red, White and You" in the amount of \$4,000 to be applied to fireworks displays for July 3<sup>rd</sup> and Labor Day*

**Councilor Cox** noted the \$4,000 was sent to the City and would the City turn the funds over to the Gloucester Fund. **Mr. Dunn** said the city would need an invoice from the Gloucester Fund and would deal with the reimbursement.

**MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a contest award from Destination America and USA Today's "Red, White and You" Contest sponsored by Discovery Communications, LLC of \$4,000 for the purpose of subsidizing the City's annual firework displays on Independence and Labor Day.**

5. *Memorandum, Grant Application and Checklist from Police Chief re: request City Council approval to apply For FY15 PSAP Support and Incentive Grant issued by State 911 in the amount of \$62,000*

**Chief Campanello** that although the FY15 PSAP Support and Incentive Grant (on a reimbursement basis) from the Mass. State 911 department which is the same grant that came before the Committee last year. He noted the grant is actually \$61,765 not \$62,000. This covers some of the Police Department's overtime costs associated with dispatch. It also covers the same contract that the department agreed to last year with the computer and dispatch

support firm. The pointed out this is not the E911 grant but rather a small state support grant. He clarified that the E911 grant from the state covers more personnel related cost associated with quality assurance.

Related to the E911 Grant, Chief Campanello explained the state's 911 department is historically late in reimbursements which is a staffing issue on their part. **Councilor Cox** said that while this grant didn't need to come before the Committee as it is under the \$100,000 ordinance threshold, the Committee wanted to discuss the status of the E911 Grant. **Chief Campanello** said that when the current administration came in there were issues with timely reimbursement requests made to the state. He said strides have been made applying for reimbursements earlier in the fiscal year when the grants are received. The State 911 department is a granting "company" and distributes funds to 351 Mass. communities and every grant is different. That department doesn't have the staff in place to deal with the grants effectively. The police department, he pointed out, just received a large check for reimbursement costs from FY12.

**Mr. Costa** confirmed the city had not received any reimbursements for FY13 to date and none for FY14 either. **Councilor Cox** reviewed that for the E911 Support component of the grant for FY12 and FY13 is all reimbursed. For FY14 there is an outstanding remainder of \$8,066. Chief Campanello advised that the \$8,066 non-reimbursement was the result of a mislabeled invoice from the parent company of one of the contractors. It was taken care of and resubmitted and should be reimbursed very shortly.

**Councilor Cox** said that for the E911 Training component of the grant there is a deficit of \$12,361.58 for FY12, for FY13 the city has requested \$106,797.11 to be reimbursed with no funds yet received as of July 16. For FY14 the city has requested \$116,052.60 to be reimbursed which has not occurred to date. **Chief Campanello** referring to the FY12 deficit said it is likely that the city will be reimbursed; there are assurances that a check is coming. **Mr. Costa** said that if the city doesn't get the check by the end of FY15 that the deficit can be funded and when the state reimbursement finally comes through the funds can be put back into the General Fund. **Mr. Dunn** said if the check is in the mail in the next 11 months there is no sense in funding it. However, he said he agreed it should be funded. It was pointed out the continuing deficits affect the city's Free Cash. Mr. Costa said this situation is not unique to the city, it is endemic across the state. He asked the Department of Revenue last year if they could ameliorate this situation since it was a state caused issue but the DOR was not amenable even though the problem is precipitated by a State agency, Mr. Costa said.

It was noted that the support incentive grant historically gets paid more quickly than the E911 grants. Funding for these state grants comes from a cell phone surcharge on phone bills which go to the state to reimburse cities and towns for enhanced 911 services, for some staffing for the call center (E911), and quality assurance which is required by the state.

**No Council action necessary. The grant application is not in excess of \$100,000 as stated in GCO Sec. 16-1.**

**6. Memorandum from Fire Chief re: City Council acceptance of FY13-USDHS/FEMA SHSP CCP grant in the amount of \$1,525**

**Fire Chief Eric Smith** noted this is an annual grant which his department applies on behalf of the city's Citizen Emergency Response Team (CERT) and its volunteers for their training and administrative support. This is a fixed amount with no match based on population. He referred to the on-file budget for the distributions of funds. **Carol McMahon**, CERT Coordinator, said that it is hoped to use the Beverly CERT training facility which is set up very well for its purpose. She said there was training for shelter workers, training 50 people through Cape Ann both CERT and MRC and has run several exercises for the EOC and more when the EOC is complete.

**Councilor McGeary** asked about the amount of hours put in by CERT volunteers. **Ms. McMahon** explained that: initial training is 20 hours set by the Federal Emergency Management Agency (FEMA) and then CERT has meetings every other month lasting at least one hour. The volunteers also gain hours through deployments, such as Emergency Operations Center activities for the city which can be 24 hours at a time and is dependent when they are called out. Assistant Chief Aiello, she noted, will be the liaison and expressed the hope that more opportunities for use of the CERT team will come from community-wide events. The Cape Ann Challenge has asked for CERT assistance on the water through staffing their donated boat. Another event coming up is the US Sailing Mass Bay Junior Olympics Sailing Festival for the CERT volunteers to be mobilized. The state will train the CERT volunteers on woods rapid and wide area searches. They are just waiting for some equipment to come in order to schedule it. Another CERT training class could be offered this fall.

**Noreen Burke**, Public Health Director, expressed her appreciation for the partnership between the Public Health Department and CERT, for Ms. McMahon's assistance and the Chief.

**Councilor Cox** asked if O'Maley School has been certified as a shelter by the Red Cross. **Chief Smith** said it is still in process and there is a way to go with facilities matters before that happens.

**MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, Sec. 53A a FFY2013 US Department of Homeland Security State Homeland Security Program (SHSP) Citizens Corp Program (CERT) Grant through the Federal Emergency Management Agency (FEMA) and the Massachusetts Emergency Management Agency (MEMA) in the amount of \$1,525 for the purpose of recruiting, training, exercising and printing needs for the Citizen Emergency Response Team (CERT) volunteers.**

**7. Memorandum from Planning Director re: Local Acquisition for Natural Diversity (LAND) grant from the Executive Office of Energy and Environmental Affairs to purchase and conserve 27 acres in North Gloucester located at the end of Hutchins Court and Tufts Lane**

**Gregg Cademartori**, Planning Director and **David Santomenna**, Director of Land Conservation for the Essex County Greenbelt Association reviewed the Local Acquisition for Natural Diversity (LAND) grant and the financing through various sources, including city funding through a loan authorization in order to purchase and conserve approximately 27 acres in North Gloucester known as Annisquam Woods as follows:

Essex County Greenbelt Association (ECGA) has been working with the owners of the property known as Annisquam Woods for some time to purchase and preserve it for conservation purposes. The two entities have entered into a Purchase and Sale (P&S) Agreement. The ECGA has applied for Community Preservation Act (CPA) funding in Round 5 for \$50,000 for part of the purchase. The application is already filed for the LAND Grant by the Conservation Commission for funding for acquisitions for conservation land with the State of Massachusetts. The applicant for the LAND Grant is the city's Conservation Commission (ConCom). It was noted that only municipal entities can file with the state for a LAND Grant.

Overall funding for this purchase depends on the potential funding sources that become available. The request to the state is \$280,000 which would match on a reimbursement rate of about 50 percent of \$500,000 that the city would be responsible for. With the awarding of funds of \$50,000, the balance of the funding is hoped to come from the state LAND Grant and a significant amount of private fundraising from the ECGA.

**Councilor Cox** summarized that: The P&S is \$800,000 with the total cost of the parcel is \$825,000 with the fees added in. The LAND Grant is \$280,000 if awarded, and the ECGA is or has \$325,000. **Mr. Santomenna** explained that: The purchase price is \$800,000 for ownership in the property. ECGA wanted to include the city and proposed through the Conservation Commission for a permanent conservation restriction would be \$500,000. The City money and the hoped for state grant would go toward the purchase of the conservation restriction which is what the LAND grant are for. The ECGA had indicated they would be able to raise \$300,000 of the \$800,000 leaving the city with the \$500,000 for the conservation restriction purchase price. But the ECGA has actually raised \$500,000 in signed pledge agreements leaving the city with \$300,000. **Councilor Cox** noted that if the CPA funds are awarded, the city must borrow funds to pay for the conservation restriction **Mr. Santomenna** further commented that the ECGA funding pledges are not multi-year pledges but are specific to this parcel's purchase.

**Councilor Cox** said in the end what happens with the CPA money if the Land Grant is not awarded. **Mr. Cademartori** said it may necessitate renegotiating the purchase price and raising money through other funding sources which would be a decision point. The loan authorization doesn't go forward unless there is a full funding scenario. The LAND Grant is typically awarded late October, early November, **Mr. Santomenna** and **Mr. Cademartori** confirmed.

**Councilor Cox** commended Mr. Santomenna and the ECGA for his fundraising efforts as it was more than expected. She noted that the permanent conservation restriction is only obtained if CPA funds are used. Mr. Santomenna said it would and that the parcel would be deeded to the city with the same structure used for the Norcross Property and Tompson Street Gateway Project done very recently.

**Councilor Fonvielle** said then once this process is complete the ECGA would have responsibility for the property's maintenance. **Mr. Santomenna** confirmed that would be the case and would have the responsibility to create a parking area, expanding trail networks and create parking. The lots usually are for six to eight cars.

**Councilor McGeary** said that the CPA funds are one time and not a bonding, but the LAND Grant does require that the city authorizes the bonding of funds or the application won't be considered. **Mr. Cademartori** said the state wants to see the willingness of the city to move forward on the transaction by their vote. **Councilor McGeary**

observed that if the LAND Grant falls through, in theory the city would have had the authorization to borrow up to \$500,000 and could still move forward if it wished to do so.

**Councilor Cox** pointed out there many residents seeking an alternative place for dogs to run freely. She asked if this would this be something this property could support especially in the summer when beaches are restricted to dogs and their owners. She said if city financial resources are used to purchase this property, she would look to ECGA to work with the city for such access. **Mr. Santomenna** said the ECGA policy is to allow dogs on their properties that do not have to be leashed but must be under voice command by their owner which is true for all their properties. He expressed the ECGA support of Councilor Cox's proposal as it is in keeping with the ECGA policy.

**Councilor Cox** discussed slight language adjustment to the second motion being considered by the Committee which is a proposal to authorize bonding of funds with **Mr. Costa** and **Mr. Cademartori**. **Mr. Cademartori** reiterated that there is approximately a this is a 50 percent reimbursement on the LAND Grant and briefly discussed with the Committee the grant permissions and acceptances where the timelines are short on the acceptance and implementation.

**MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to permit the Gloucester Community Development Department to apply for the Local Acquisitions for Natural Diversity (LAND) Grant through the Executive Office of Energy and Environmental Affairs, a reimbursement grant, in the amount of \$280,000 for the acquisition of 27.4 acres of property known as the Annisquam Woods, located off Hutchins Court and Tufts Lane.**

**MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate up to \$500,000.00 for the purpose of financing the acquisition of a Conservation Restriction by means of a negotiated purchase or by eminent domain on parcels of land totaling approximately 27.45 +/- acres known as the Annisquam Woods owned by owner as described on Assessors Maps 125, Lot 71 and Map 115, Lot 30, to be managed and controlled by the Conservation Commission of the City of Gloucester in accordance with Chapter 40, Sec. 8C for conservation, passive recreation and/or environmental education purposes, and further to meet said appropriation with funds transferred and/or borrowed in accordance with M.G.L. Chapter 293, the Community Preservation Act and to authorize the Treasurer, with the approval of the City Council, to issue bonds or notes that may be necessary for that purpose, as authorized by M.G.L. Chapter 44, or any other enabling authority, and further that the City Council or Mayor or both, as required be authorized to file on behalf of the City of Gloucester any and all applications deemed necessary under the Self-Help Act (M.G. L. Chapter 132A, Section 11) or any other applications for funds in any way connected with the scope of this acquisition, and further that the Mayor and the City Council and the Conservation Commission be authorized, as they deem appropriate, to enter into all agreements and execute any and all instruments including the conveyance or acceptance of a perpetual conservation restriction in accordance with M.G.L. Chapter 184, as required by Section 12(a) of Chapter 44B or Chapter 293, Section 10 of the Acts of 1998 as amended, as may be necessary on behalf of the City of Gloucester to affect said purchase. Said conservation restriction may be granted to any other organization qualified and willing to hold such a restriction.**

The loan order is to go to public hearing.

**8. *Memorandum from Community Development Director re: recommendations from the Community Preservation Committee for Round 5, FY14 funds***

The Committee discussed with Debbie Laurie, Senior Project Manager, Committee Development Department, J.J. Bell and Sandra Dahl-Ronan, Co-Chairs of the Community Preservation Committee (CPC), the way in which the B&F Committee would hear the 11 applicants for Community Preservation Act (CPA) Round 5, FY14 funding. The Committee determined their schedule for reviewing applications as follows:

Thursday, August 7:	Historic New England/Beaumont Museum Electrics	\$20,000
	Gloucester Writers Center-Exterior Reno. & Rehab.	\$10,000
	Rocky Neck Cultural Center at Rocky Neck Phase 2 Renovation	\$50,000
Thursday, August 21:	Magnolia Library Center, Inc. – Renovations	\$85,000

Cape Ann Museum, design & install vertical lift	\$15,000
Holy Family Parish building renovations	\$50,000
Oak Grove Cemetery Rehabilitation	\$24,000

Thursday, September 4:	Mattos Field Lights Installation	\$12,679
	Burnham's Field Ball field backstop replacement	\$50,000
	Burnham's Field Community Garden fence	\$ 5,000
	Preservation of Annisquam Woods Property by Essex County Greenbelt & Conservation Commission	\$50,000

**9. Memorandum from Public Health Director re: City Council acceptance of a second of a three year award of the Mass. Opioid Abuse Prevention Collaborative (MPOAPC) in the amount of \$100,000**

**Noreen Burke**, Public Health Director with Joan Whitney, Healthy Gloucester Collaborative Director reviewed that this grant award of the second of a three year Mass. Opioid Abuse Prevention Collaborative (MPOAPC) in the amount of \$100,000 with the Committee briefly noting that the city is the lead community and fiscal agent of this regional grant. This supports fiscally in part the administrative staff and in part Ms. Whitney's salary. **Ms. Burke** pointed out the work of the Healthy Gloucester Collaborative Director, Joan Whitney who led a regional assessment process among Gloucester, Danvers, Beverly stakeholders which resulted in a strategic plan being submitted and under review for funder approval. This supports fiscally the administrative staff and in part Ms. Whitney's salary.

**Councilor Cox** noted the grant budget on file and asked if the \$47,000 is for salary which **Mr. Costa** confirmed, that the first seven items which are all salary accounts. The bulk is going to salary for Gloucester staff but also for administering the programs.

**Ms. Whitney** responding to an inquiry by **Councilor Cox** explained that the lead community wins the award based on population with high rates of overdose deaths, but has also demonstrated quality of program implementation which is a key criterion for the MassCall II grant which preceded this grant. With that grant the city put systems in place such as the Nasal Narcan program, development of the High Risk Task Force and the Addison Gilbert Hospital Intervention Program, sustained programs demonstrating why Gloucester can be the lead community. Danvers and Beverly are the other two community partners involved. Lahey Hospitals services all three communities, and the Fire Chiefs all know each other. It is about coordinating resources and using them well, having leadership on the same page to educate the communities to help prevent overdoses. The grant starts with prevention and covers the continuum through supporting families and individuals struggling with addiction in order to saving lives. She also touched on the assessment program and reviewed it briefly with the Committee. She said if the strategic plan is approved by the grantor, it will target intervening variables related to opioid consumption across the three communities. She also reviewed other strategies being put in place in the three communities involved in the regional grant.

**Councilor Fonvielle** asked if the program works with the courts. Through the Police Department and probation they target the key population which is identified as young adults ages 24 to 35 where in all three communities there is a disturbing trend of overdose. The High Risk Task Force is excellent in getting Section 35's to get people into court-ordered treatment. **Councilor McGeary** noted that the Healthy Gloucester Collaborative is working with the city's state legislative delegation to seek more funding for treatment. **Ms. Burke** pointed out some of the demands and barriers to those who finally seek out treatment. **Ms. Whitney** said that is why the ER intervention program to address people coming into the ER's in crisis aids staff in helping get the individuals in crisis into the treatment they need. This model is being adapted to the Action homeless shelter and the Grace Center as well, she pointed out. **Ms. Burke** said that the city is a leader in the forefront of overdose prevention to the point where the city's programs are being replicated elsewhere.

**Councilor McGeary** asked if there is an obligation for an in-kind match for this grant. **Ms. Burke** said they just have to come up with \$100,000 in services that the city provides. This grant will support community-based Nasal Narcan training and will train volunteers at service agencies, **Ms. Whitney** said, noting that pharmacies are now working with them on this program.

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

**10. Loan Order in the amount of \$400,000 for rental of swing space for West Parish School**

**Councilor Cox** noted that this loan order is necessary and that there is no choice in the matter.

**Councilor McGeary** said that when he was Acting Mayor, the choice was that the rental and renovation costs could be either taken out of the School budget, the DPW budget or to borrow the funds. He noted he went with the third option. **John Dunn**, CFO, said this loan order is the actual cost of the project. He said the Municipal School Building Authority (MSBA) won't reimburse for this expense and was why it is not included in the original loan order and why this is not being done as an amendment to it. This is the best method to fund the swing school space, he said, noting that the base lease goes to August 2016 with an option to lease the space for another year. The renovations to St. Ann's will be done in the next several days which gives the School Department the month of August to set up for the September start of school, he pointed out.

**Mr. Dunn** updated the Committee on the construction of the new West Parish School that it is expected the school will be finished in May 2016. He noted trees have been taken down in preparation for the demolition of the school, and that asbestos remediation is going on inside the old building right now.

On inquiry by **Councilor Fonvielle**, **Mr. Dunn** said that there was money appropriated into the DPW operations lines to cover the front end of the St. Ann renovations to ready the swing space for public school students in September. This loan order covers 25 months of rent at \$14,000 per month and \$50,000 for utilities.

**Councilor Cox** said in general she is opposed to authorize a loan for the rent but will vote in favor because it is a necessity.

**Councilor McGeary** said that this is a legitimate use for a loan order because the city is financing a school as part of the costs of the project and will vote in favor of it.

**MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to adopt the following loan order:**

**Ordered: That the City of Gloucester appropriates Four Hundred Thousand Dollars (\$400,000) to pay costs of additional costs of constructing and furnishing and equipping a new West Parish Elementary School, including paying the costs of engineering and architectural plans and specifications, acquisition or securing of space associated with housing students at a different, non-city owned location (including renovation costs as necessary to retrofit the space to suit its needs) and purchasing modularity for the transition, and including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G. L. Chapter 44, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the City are authorized to apply for and accept any and all grants or gifts that may be available to the City to pay costs of the project.**

**Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44 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 those purposes.**

This matter will go to public hearing.

**11. Addendum to Mayor's Report: Memorandum from Superintendent of Schools & Supplemental Appropriation Requests (2015-SA-01 & 2015-SA-02)**

**Councilor Cox** reviewed that the funds for these two transfers to purchase Chromebooks for the School Department's 1:1 digital environment project for the city's eighth and ninth grades were previously reserved by the Council in FY14 from the Free Cash distribution. By voting these transfers forward, the Council is now disbursing the funds for the purchase of the School Department laptops and to pay for some personnel salary support for the implementation of the program.

**Councilor McGeary** asked about the support contract and cost of \$25 per laptop in quotes submitted to the Committee (on file).

**Grant Harris**, Information Technology Operations Manager, said that this is a one-time fixed cost to register the laptops into the Chrome portal which allows for unlimited technical support and access to updating programming for the computers which is automatic. **Mr. Costa**, responding to a question by **Councilor Cox** said

the computers will be on the city's list of fixed assets with a five year depreciation schedule. It was noted that these laptops will be for Grades 8 and 9, by **Mr. Bach** with implementation for the eighth grade to begin in August and the ninth grade will be implemented gradually through the school year. It was noted that the transfers before the Committee cover the costs for both the eighth and ninth grade implementation.

**Councilor Cox** asked about loss and damage to the laptops as well as any insurance needed to cover such issues. **Mr. Bach** explained that: the school district will be using an insurance company which services most area school districts. The computers will be covered with full loss and replacement costs, which will cost parents \$24 per year per unit. There will be an insurance fee that will be paid by the parents on a sliding scale annually. It is the only cost associated with these laptops to parents. The student will use the laptop during the school day, but should the laptop leave the school premises and go home with the student insurance coverage will be mandatory.

**Councilor Cox** asked how teachers would know a laptop is going home with a student. **Mr. Bach** explained the process by which laptops will be tracked through the school district through a series of steps put in place in conjunction with Mr. Harris.

**Councilor McGeary** said that this is a good idea. He noted the three days of professional development for all 8<sup>th</sup> and 9<sup>th</sup> grade teachers, which **Mr. Bach** confirmed would take place. **Mr. Bach** added that computer training will be provided by outside personnel and in-house staff.

**MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-1 in the amount of \$197,350 (One Hundred Ninety Seven Thousand Three Hundred Fifty Dollars) from Account #8500000.10.995.59600.0000.00.000.00.059, Capital Project Stabilization Fund-Transfer Out to Trust & Agency Funds to Account #850005.10.995.49700.0000.00.000.00.040, School Technology Capital Project Stabilization Fund - Transfer In Trust & Agency Funds for the purpose of implementing the Gloucester School District's plan of a 1:1 digital environment for the 2014-2015 school year.**

**MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-2 in the amount of \$73,500 (Seventy Three Thousand Five Hundred Dollars) from Account #8500000.10.995.59600.0000.00.000.00.059, Capital Project Stabilization Fund-Transfer Out to Trust & Agency Funds to Account #101000.21.370.53800.2305.00.270.00.052, General Fund School Department, Main Office Contingency Account for the purpose of implementing the Gloucester School District's plan of a 1:1 digital environment for the 2014-2015 school year.**

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

**Mr. Costa** and **Mr. Dunn** discussed Mr. Costa's reports (on file) with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:04 p.m.

Respectfully submitted,

**Dana C. Jorgensson**  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- **Actual Amount Overdrawn Report FY2014 (19-June-14) and Projected Amount Overdrawn Report FY2014 (17-July-14)**