

**Budget & Finance Committee**  
November 13, 2014 – 5:00 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
-Minutes-

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Councilor William Fonvielle

**Absent:** Councilor McGeary

**Also Present:** Kenny Costa; John Dunn; Assistant Police Chief John McCarthy; Noreen Burke; Tom Daniel; Stephen Winslow

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

**1. Special Budgetary Requests: 2015-SBT-17, 2015-SBT-18, 2015-SBT-20 from Police Department**

**Assistant Police Chief John McCarthy** noted that the first two transfers, 2015-SBT-17 and -18 are to fund accounts that were under budgeted and prevent deficits. Animal Control had some lag money because of the hiring process for the second Animal Control officer, he noted. **Councilor Cox** said that the Council had fully funded this line item in the FY15 budget and asked why the salary/wage for the part-time parking attendant is now with a projected shortfall. **Assistant Chief McCarthy** responded that the Police-Parking, Salary/Wages was underfunded slightly which was due to a simple math error, and it was thought that there would be some savings in maintenance with the cutting back of the parking maintenance person, but that didn't work out. He also noted that the part-time parking attendant hours were increased.

The third transfer, he reported, 2015-SBT-20, is to fund an account necessary to pay for officer travel expenses.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 2 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2015-SBT-17 for \$152.92 from Account #101000.10.292.51100.0000.00.000.00.051, Animal Control, Salary/Wages-Permanent Position to Account #101000.10.218.51100.0000.00.000.00.051, Police-Parking, Salary/Wages-Permanent Position for the purpose of funding a projected deficit in the account for Fiscal Year 2015.**

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 2 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2015-SBT-18 for \$67.95 from Account #101000.10.292.51100.0000.00.000.00.051, Animal Control, Salary/Wages-Permanent Position to Account #101000.10.218.51250.0000.00.000.00.051, Police-Parking, Salary/Wages-Part-time Position for the purpose of funding a projected deficit in the account for Fiscal Year 2015.**

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle the Budget & Finance Committee voted 2 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2015-SBT-20 for \$500.00 from Account #101000.10.210.51500.0000.00.000.00.051, Police-Administration, Incentive Pay to Account #101000.10.210.57100.0000.00.000.00.057, Police Administration-In-State Travel for the purpose of providing funds to pay Police Officer travel expenses.**

**2. Memorandum, Grant Application and Checklist re: acceptance of a U.S. DEA Overtime Funding for FY15 in the amount of \$17,374.25**

**Assistant Chief McCarthy** noted that this is an annual reimbursement grant from the U.S. Drug Enforcement Administration (DEA) for a Gloucester police officer's overtime for FY15. This is a longstanding agreement between the Gloucester Police Department and the DEA, as well as with other communities that participate in the program. There is no match, he pointed out.

**Mr. Costa** noted this has been a free cash hit in the past, but that has been cleared up, in response to a query by **Councilor Cox**.

**MOTION: On a motion by Councilor Fonvielle, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend that the City Council accept under MGL c. 44, §53A a**

**grant from the United States Department of Justice Drug Enforcement Administration (DEA) FY15 Organized Crime Drug Enforcement Task Force for up to \$17,374.25, reimbursing the City Of Gloucester Police Department (GPD) for overtime by a GPD officer.**

**3. Memorandum from Public Health Director re: acceptance of MDPH Bureau of Community Health and Prevention, Mass in Motion Cape Ann Grant in the amount of \$110,000**

**Noreen Burke**, Public Health Director, asked the Committee to accept the Mass. Department of Public Health (MDPH), Bureau of Community Health and Prevention, Mass in Motion Cape Ann Grant in the amount of \$110,000 and gave the Committee some background information as follows: This grant funding represents a continuation of Get Fit Gloucester and the next five years of Mass in Motion, a statewide wellness effort. By creating the right conditions people will choose to walk, bicycle, etc., and that then healthy choices will be the default and the easy choice. This grant, like many others from MDPH is now regionalized. Because of that change the city reached out to Rockport, Manchester-by-the-Sea and Essex who joined in to obtain the grant. This is \$30,000 for FY15; \$40,000 in FY16 and \$40,000 in FY17, with first year funding that started on October 1. This grant spearheaded by Stephen Winslow, Senior Project Manager, funds a part of his salary.

The grant funding will be used to implement local policy, systems and environmental change strategies to prevent and reduce overweight/obesity, chronic disease and associated risk factors and to create healthier communities. Interventions will focus on healthy eating, active living, and promotion of healthy and safe physical environments.

**Councilor Fonvielle** asked what kind of assessment measures are there to assess the return on investment in the community. **Ms. Burke** said there is no real evaluation dollars with the grant. They rely on intermediate indicators such as body/mass indexes collected by school nurses on a regular basis in all public schools which measures obesity and risk for obesity. Already in place - Lahey Health implements a behavioral risk factor survey which consists of telephoning adults and asking them to self-report their healthy and unhealthy behaviors which also gives the Health Department another indicator of risk factors on Cape Ann. She pointed out that health related lifestyle changes can take a long time to see the changes, she noted. She pointed to the drop in pregnancy and smoking in the teenage population as examples of long-term change. Financial and staff resources are limited for her department to make such an assessment study, she noted.

**Councilor Cox** asked about timely reimbursements from the state for this grant in the past and currently. **Kenny Costa**, City Auditor, said the reimbursements have been timely related to Mass in Motion, but also for all of the Health Department grants. There is only a very small free cash hit under \$5,000, he said, and had no concerns as far as filing the department's grant paperwork on a timely basis.

**Councilor Fonvielle** said given that there is a sharing of resources with other Cape Ann communities on this grant; he asked how it would impact the level of programming in the city. **Ms. Burke** said as the host agency they have a lot of control over the dispensing of the grant funds. As to the physical paths and bike trails, what is good for Gloucester is good for Cape Ann, and interconnectedness is a piece of that. She admitted it was small dollars, but primarily this funding supports Mr. Winslow's salary.

**Mr. Winslow** said this grant comes at a time when he is wrapping up other projects, and part of the next six months will be reevaluating Gloucester and the other communities to see what the needs are in order to develop a work plan. He reported that the grant wants them to focus on the at-risk population, primarily low income, and Gloucester has the majority of that at-risk population; therefore more resources should go to the city's favor due to the larger at-risk population than the other communities involved. He said he is figuring out how much time he'll have to spend just keeping the coalition going and in the long run, to ramp up projects like Stage Fort Park and Magnolia Woods, and whether this can be a resource to get project management.

**Tom Daniel, Director of the Community Development Department** added that the key partners for the grant are the Cape Ann YMCA, the Open Door Food Pantry and Lahey Health, all of which are located in the city, although they serve Cape Ann.

**MOTION: On a motion by Councilor Fonvielle, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, Sec. 53A a pass-through grant from the Centers for Disease Control and Prevention Office to the Massachusetts Department of Public Health Bureau of Community Health and Prevention, Mass in Motion Municipal Wellness and Leadership Initiative Grant for \$110,000 (FY15: \$30,000; FY16: \$40,000; FY17: \$40,000) to support an environment on Cape Ann that supports physical activity and provides access to healthy foods. The Federal portion of the grant is \$55,000 and the State portion is \$55,000.**

**4. Special Budgetary Transfer 2015-SBT-19 from Community Development Department**

**Mr. Daniel** said that somehow in the FY15 budget process this step increase was missed, and the funding is coming from Community Development.

There was a brief discussion as to whether there was a possibility to consolidate departments in how the budget vote is taken in June by the Council to eliminate small transfers such as this procedurally between the Committee, **Mr. Costa** and **John Dunn**, CFO.

**MOTION: On a motion by Councilor Fonvielle, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2015-SBT-19 for \$237.96 from Account #101000.10.181.51100.0000.00.000.00.051, Community Development, Salary/Wages-Permanent Position to Account #101000.10.296.51250.0000.00.000.00.051, Shellfish Control, Salary/Wages-Part-time Position for the purpose of removing a projected deficit in an account due to a Fiscal Year 2015 step increase.**

**5. *Correspondence from Mass. Cultural Council re: transfer of FY15 local Cultural Council funds in the amount of \$6,940***

This matter is continued to December 11, 2014 in order to have a member of the Gloucester Cultural Council available to respond to Committee questions.

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

**Mr. Costa** discussed his reports with the Committee.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 5:37 p.m.**

**Respectfully submitted,**

**Dana C. Jorgensson**  
**Clerk of Committees**

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