

Budget & Finance Committee
Thursday, January 7, 2016 – 5:00 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Scott Memhard; Vice Chair, Councilor Joseph Orlando, Jr.; Councilor Joseph Ciolino

Absent: None.

Also Present: Councilor O’Hara; Kenny Costa; Jim Destino; John Dunn; Assistant Police Chief John McCarthy; Assistant Fire Chief Tom Aiello; Harbormaster Jim Caulkett; Tony Gross; Ralph Pino; Tom Lafleur

The meeting convened at 5:06 p.m. Councilor O’Hara sat in for Councilor Orlando until the arrival of Councilor Orlando at 5:07 p.m. Items were taken out of order.

1. Other Business (Cont’d from 12/10/15)

- A) Memorandum from Harbormaster & Supplementary Appropriations 2016-SA-12, 2016-SA-13, 2016-SA-14, 2016-SA-15, 2016-SA-16, 2016-SA-17

Ralph Pino, Waterways Board member, reviewed with the Committee 2016-SA-12, -13, -16 and -17, are all related to the National Grid Remediation Project currently on-going and will complete the funding for a float system which will include a shoreside waste pump-out station, a handicap facility access, docks and finger piers which will accommodate the Harbormaster’s Department boats, the Gloucester Launch, create four times the space than was available for dinghy dockage and new transient boat dock space. Funding for this project coming from National Grid is approximately \$580,000 for the rock-socketed pilings, and **Mr. Pino** noted that there was a state grant for \$675,000 which is also being used to fund this effort. The Supplemental Appropriations (SA) requests before the Committee are to fill in the balance of the build out. He reviewed the SA requests funds as:

- 2016-SA-12 (\$22,500) from the Waterways Enterprise Funds for the 25 percent match to the state grant for the pump-out facility;
- 2016-SA-13 (\$40,000) is for a purchase of components of the pump-out facility;
- 2016-SA-16 (\$15,000) is for finishing the funding for the pump-out facility.

Mr. Pino explained that 2016-SA-17 for \$90,000 is from a different funding source, the St. Peter’s Commercial Marina Stabilization Fund. He highlighted that about three years ago a significant amount of funds was placed in the St. Peter’s Commercial Marina Stabilization Fund from several different sources because at that time there was a question as to the condition of the marina. Since those transfers into the account, the Board had engineers dive to assess the condition of the marina’s pilings and docks and found that the condition was sound and only necessitated minor repair work which has subsequently been completed. According to the engineering study, the Board can expect the current marina dock system to last up to 30 years. With these funds the Board will be able to order the full float system which National Grid will put in next summer temporarily and then put in following summer permanently. This series of transfers will ensure the project moves forward with no delays and leave \$44,000 in the St. Peter’s Commercial Marina Stabilization account. He said with these funds the Board will then have the ability to purchase the entire float system which National Grid has agreed to put in temporarily for the summer of 2016, remove the system at the end of the season, continue and complete the remediation project and do a final installation of the dock system anticipated for the summer of 2017 with the rock-socketed pilings in place. He advised there is a significant lead time needed in order to ensure all necessary components are available to be put in place for the 2016 boating season.

He then reviewed that:

- 2016-SA-14 (\$1,380) is for the purpose of purchasing new float coats for Harbormaster Department personnel
- 2016-SA-15 (\$2,120) is for the purpose of purchasing a new Harbormaster’s Office refrigerator, personnel identification badges, a security camera monitor and the Chart Navigator Pro Computer Program.

Councilor Orlando confirmed with **Mr. Pino** that funds in the Waterways Enterprise Fund are received from dockage rental, transient dockage fees, launch ramp fees, boat excise taxes and mooring fees.

Councilor Ciolino observed that 2016-SA-12 through -16 are standard appropriations, but he highlighting 2016-SA-17 a \$90,000 appropriation was of concern to him, saying that by removing such a large sum it would

leave little funding for future repairs and maintenance at the St. Peter's Commercial Marina and asked for a further explanation.

Jay Gustafferro, 9 Starknaught Road, briefly reviewing the history of St. Peter's Commercial Marina noted that in his years spent on the city's waterfront this marina has been redone twice. He suggested that in 10 to 30 years it will need to be redone again, but that it is solid right now. He suggested that it may be more prudent to allow the funds in the St. Peter's Commercial Marina account to accrue to have money available to rebuild the commercial marina when necessary rather than using funds for a transient dockage project at Solomon Jacobs Pier.

Councilor Ciolino asked if the hoist at St. Peter's Marina, in Mr. Gustafferro's opinion, is viable and worth repairing. **Mr. Gustafferro** said that it is, and suggested that \$20,000 would fix the issue allowing for the installation of a winch, adding that while the hoist is awkwardly positioned he has found it useful when it was working as did not only the marina tenants but many other commercial fishermen. **Councilor Ciolino** said that the issue has come up about provision of fresh water at the marina and asked Mr. Gustafferro's opinion whether the city should invest in such a project, to which **Mr. Gustafferro** said, "Absolutely."

Councilor Orlando said he observed that the hoist was in a difficult position. **Mr. Gustafferro** said there is a way to hoist objects to an inside lower float as opposed to dragging items up a ramp. **Councilor Memhard** added the St. Peter's floats serve both the public as well as the commercial lobstermen and fishermen (Note: other water-based commercial enterprises in the city use St. Peter's Marina as a loading and drop-off spot).

Councilor Orlando said while understanding the viewpoint of the Board that the money in the Stabilization Fund for St. Peter's Marina should be reserved, he asked if there is any reason the hoist couldn't be fixed and an appropriation made to move the funds to do so and were plans in place to repair the hoist. **Mr. Pino** said there is money to do both but the Waterways Board is of the opinion that the hoist should not be fixed because it is in the wrong place. He reiterated that the money in the St. Peter's account wasn't put in there to have long-term funds to rebuild the marina, rather the funds were deposited about three years ago when the Board was dividing up of funds because the Board was uncertain of the current short-term condition of the marina and should major repairs been necessary, funds would have been readily available. That turned out not to be the case as it was found the marina is in good condition with an anticipated lifespan of 20 to 30 years, he said. He added that the funds are now needed elsewhere and reiterated that after this appropriation of \$90,000, \$44,000 would still be in the Stabilization Fund which would be more than adequate to repair the hoist and put in a fresh water source, should the Board determine it to be of value. He noted the latter two items have not come before the Board via fishermen/marina tenant requests, nor does the Board think either project is of value.

Mr. Gross added they have gotten complaints about some issues about the St. Peter's Marina, and about the poor positioning of the hoist which is over the public float, and with the advent of the Harbor Walk it puts the hoist in even a more difficult position and it has to be re-set. He advised that the Board has repaired the hoist at Harbor Cove because it is easily accessed. He reported that the Waterways Board has heard no "hue and cry" about the St. Peter's marina hoist, noting that most fishermen go to producers for their bait, loading and unloading from those wharfs for the most part. He said that removing traps can become more of an issue if a fisherman doesn't have access to a hoist, but they have dock storage at St. Peter's marina and he observed that most fishermen take the traps up at high tide and place them directly onto the dock. If the hoist was fixed, there is no great return on investment for the usage, he said, because it is in a bad spot; and that the Waterways Board has no plan to reconfigure the docks. He pointed out that Gloucester is heavily confined by public access and that the Board is charged with increasing public access to the city's waterfront, and that the Board has an account where they have funding available that the Board deliberated greatly about it, and said that the Board doesn't believe such an appropriation jeopardizes any condition at the St. Peter's marina. The Board commissioned a study on the St. Peter's Commercial Marina's status due to several pilings having snapped, and he confirmed Mr. Pino's statement that the study came back fine, the repairs were made, and pointed out as Mr. Gustafferro noted, the marina docks are in good condition for its age and use, and the Board is of the opinion that the needs of the city are met. He reiterated as this money came from a variety of sources, and when divided up it was placed into the account to safe-guarded this money. He reminded the Committee that the Waterways Board was charged with creating public access, in particular for transient boaters to have access to the city's downtown. He pointed out that Councilor Ciolino has been asking just for that for some time. The \$90,000 appropriation is to support that effort, to get this done now and assured that the Board would have time to rebuild the Stabilization Fund.

Mr. Gustafferro said that a lot of fishermen would use the hoist to bring traps up. Speaking to public access, he said tourists go down to the dock to watch fishermen move traps and unload their catch and that it can't be both ways. He reiterated his statement for financial prudence.

Harbormaster Caulkett said back in 1999 when the city pursued grant funds from the Seaport Advisory Council both the Council and the Waterways Board decided that the hoist was not necessary to be repaired. He

confirmed that no one has come forward to the Waterways Board with complaints saying they need the hoist.

Councilor Ciolino said the fishermen have expressed their concerns to him and that is why he brought these matters forward at this time. **Mr. Gross** said at this time before the Committee are appropriations recommended by the Waterways Board in support an on-going waterfront public access project which the Committee can choose to support or not support. **Councilor Ciolino** said he would not vote against the Waterways appropriations, but he asked for assurance that the Board would do their best to fix the hoist and look into the feasibility of the installation of a fresh water source.

The Committee voiced its agreement they would make a request through the Mayor that the Administration investigate the possible funding for the repair and repositioning of the hoist at St. Peter's Commercial Marina and the possible installation of a fresh water source.

COMMITTEE RECOMMENDATION: On a motion by Councilor Ciolino, seconded by Councilor Orlando, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2016-SA-12 in the amount of \$22,500 from Account #700000.10.492.35900.0000.00.000.00.000, Waterways Enterprise, Retained Earnings (Free Cash) to Account #710004.10.996.49700.0000.00.000.00.040, CIP Waterways, Solomon Jacobs Park-Transfer In-From Enterprise Fund for the purpose of funding a 25 percent match for the Clean Vessel Act (CVA) Grant for the CIP Solomon Jacobs Park Project.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2016-SA-13 in the amount of \$40,000 from Account #700000.10.492.35900.0000.00.000.00.000, Waterways Enterprise, Retained Earnings (Free Cash) to Account #710004.10.996.49700.0000.00.000.00.040, CIP Waterways, Solomon Jacobs Park-Transfer In-From Enterprise Fund for the purpose of completing the purchase of floats, bridge and engineering construction services for the Solomon Jacobs Park Landing Project.

COMMITTEE RECOMMENDATION: On a motion by Councilor Ciolino, seconded by Councilor Orlando, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2016-SA-14 in the amount of \$1,380 from Account #700000.10.492.35900.0000.00.000.00.000, Waterways Enterprise, Retained Earnings (Free Cash) to Account #700000.10.492.55810.0000.00.000.00.054, Waterways Enterprise, Work/Safety Clothes for the purpose of purchasing new float coats for Harbormaster Department personnel.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2016-SA-15 in the amount of \$2,120 from Account #700000.10.492.35900.0000.00.000.00.000, Waterways Enterprise, Retained Earnings (Free Cash) to Account #700000.10.492.57060.0000.00.000.00.057, Waterways Enterprise, Equipment for the purpose of purchasing a new Harbormaster's Office refrigerator, personnel identification badges, a security camera monitor and the Chart Navigator Pro Computer Program.

COMMITTEE RECOMMENDATION: On a motion by Councilor Ciolino, seconded by Councilor Orlando, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2016-SA-16 in the amount of \$15,000 from Account #720000.10.996.59600.0000.00.000.00.059, R/A Municipal Waterways Improvement & Maintenance, Transfer Out to Enterprise Fund to Account #710004.10.996.49700.0000.00.000.00.040, CIP Waterways, Solomon Jacobs Park-Transfer In-From Enterprise Fund for the purpose of completing the purchase of floats, bridge and engineering construction services for the CIP Solomon Jacobs Park Landing Project.

Councilor Ciolino said in light of the new City Council having five new Councilors he asked for an update on the Solomon Jacob Pier project. **Mr. Gross** said in light of recommendations made in the recent Management Study of the Harbormaster's Department/Waterways Board, he asked that the Committee make their request through the Administration. It was pointed out to the Committee by **James Destino**, CAO, **Mr. Gross** and the **Harbormaster** that updates had been made to the Council at several of its regularly scheduled meetings in the previous 12 months and that due to the acceptance of several important grant fundings for the public access waterfront project, that at the

time of those grant acceptances by the Council updates had been provided to the Budget & Finance Committee and are on record. He reassured it was the Board's intention that the St. Peter's Commercial Marina account will be built back up, and that \$44,000 will be remaining upon the approval of 2016-SA-17. He also indicated that there are many projects the Board can fund and take on but it is their intention moving forward to assure that those projects that are taken on in the coming months are done with proper process and are well thought out.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2016-SA-17 in the amount of \$90,000 from Account #740000.10.996.59600.0000.00.000.00.059, Stabilization Fund, St. Peter's Marina, Transfer Out to Enterprise Fund to Account #710004.10.996.49700.0000.00.000.00.040, CIP Waterways, Solomon Jacobs Park-Transfer In-From Enterprise Fund for the purpose of completing the purchase of floats, bridge and engineering construction services for the CIP Solomon Jacobs Park Landing Project.

- B) Memo, Grant Application & Checklist from the Harbormaster to Accept a Division of Marine Fisheries Public Access Grant in the amount of \$15,000

Harbormaster Caulkett said that this grant from the Division of Marine Fisheries is a Public Access Grant which will build a new float for the Magnolia Pier for \$15,000. The grant is small but the Waterways Board in conjunction with the Administration is trying to improve the access at the Magnolia pier. It was noted that the float will be built by the Gloucester High School Wood Shop. He noted there is no match, and the \$15,000 will cover all costs and be a great improvement for the community. This pier services two communities -- Gloucester and Manchester, he said.

Councilor Orlando said that he understood from Magnolia residents there were concerns about the ladders installed by private individuals to access the pier. **Mr. Gross** said that is why the new float will be larger in order to move dinghies further away from the pier, positioned on appropriate out hauls creating a safer situation. The ladders were privately owned and all of them will be removed with one OSHA safety ladder to be installed. He said he met with Councilors O'Hara and Nolan and are all in agreement for the project's parameters. A study was done on the pier and is available for view on the Board's website, he pointed out.

Councilor Memhard highlighted the community involvement in having the High School Wood Shop students construct the new float.

Responding to questions by **Councilor Ciolino**, **Harbormaster Caulkett** said that the timber will be locally sourced and the decking and nails, and a local contractor will be used to install the float. The brackets for the float will be custom made outside the city. He said the project doesn't have to go out to bid which City Auditor, **Kenny Costa** confirmed who added that in this case three quotes are needed and that there is no requirement for a Request for Proposal.

COMMITTEE RECOMMENDATION: On a motion by Councilor Ciolino, seconded by Councilor Orlando, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, from the Massachusetts Division of Marine Fisheries, a Public Access Grant in the amount of \$15,000 for the purpose of rebuilding the Magnolia Pier float.

- C) Memo, Grant Application & from Police Chief and Grant Application Check List to Accept a FY16 State 911 Support & Incentive Grant in the amount of \$61,795

Assistant Chief John McCarthy highlighted that this is an annual grant received by the Gloucester Police Department (GPD) that has no match. The grant supports the department's E911 salaries, overtime and equipment, he said and that this year's funding is \$61,795. He noted the GPD has received this grant for about 12 years annually from the state.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, 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, from the Massachusetts Executive Office of Public Safety and Security, a FY16 State 911 Department Support & Incentive Grant in the amount of \$61,795.

2. *Grant Application & Checklist from the Fire Department re: Application for FY15 EMPG Emergency Management Performance Grant for \$6,460 (100 percent match required)*

Assistant Fire Chief Tom Aiello explained that this is a grant applied for and received over the last two years for emergency management which sees most of the funds go to the Emergency Operations Center at the O'Maley Innovation Middle School and to support any needed shelter operations. The grant's match comes from the Fire Department's Civil Defense administrative budget.

Councilor Ciolino confirmed with the Assistant Fire Chief that the city's Community Emergency Response Team (CERT) was a separate entity. The match is already taken care of within the confines of the grant budget, **Assistant Chief Aiello** said in response to an inquiry by **Councilor Orlando**.

COMMITTEE RECOMMENDATION: On a motion by Councilor Ciolino, seconded by Councilor Orlando, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council to accept under MGL c. 44, 53A a U.S. Department of Homeland Security/Federal Emergency Management Agency passed through the Massachusetts Emergency Management Agency (MEMA) Emergency Management Performance Grant (EMPG) in the amount of \$6,450.00. Funds are to be used for the purpose of supporting the City of Gloucester's Emergency Operations Center housed at the O'Maley Innovation Middle School and for Civil Defense training. The grant period for the FFY2015 grant portion is from December 2, 2015 through June 30, 2016.

3. *Memorandum from GPS Director of Finance & Operations re: Special Budgetary Transfer Request 2016-SBT-4*

Tom Lafleur, Director of Finance & Operations for the Gloucester Public Schools, explained that this Special Budgetary Transfer for \$55,000 is to reimburse the Police Department for the services of the School Resource Officer at Gloucester High School for FY16.

Councilor Ciolino asked how the program had been received at the High School. **Assistant Chief McCarthy** said over the last several years there has been a full-time police officer assigned to the high school and in the GPD's and High School administration's view this program that worked out very well. **Mr. Gross**, responding in his capacity as a member of the School Committee, added that this is a very successful and cooperative program, and that comments from student councilors have been positive.

COMMITTEE RECOMMENDATION: On a motion by Councilor Ciolino seconded by Councilor Orlando, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-4 in the amount of \$55,000 from Account #101000.29.371.51101.2210.00.171.00.051, Salary-Principal/Assistant Principal, to Account #101000.10.211.51100.0000.00.000.00.051 Police-Uniform, Salary/Wage-Permanent Position, for the purpose of funding the Gloucester High School Resource Officer for Fiscal Year 2016.

4. *Letter from Executive Director of PERAC re: Appropriation for Fiscal Year 2017 -- For Information Only (This matter will be taken up during the B&F Committee meetings pursuant to FY17 city budget)*

This documentation was placed on file by the Committee for its FY17 city budget review.

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

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

The Committee determined they would begin their meetings moving forward at 5:30 p.m.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:10 p.m.

Respectfully submitted,

Dana C. Jorgenson

Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.