

Budget & Finance Committee
Thursday, February 4, 2016 – 5:30 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 (arrived at 6:03 p.m.); Kenny Costa; Jim Destino; Dr. Richard Safier; Jonathan Pope; Fire Chief Eric Smith; Assistant Police Chief John McCarthy; Kathy Clancy; Jim Hafey

The meeting convened at 5:30 p.m. Matters were taken out of order.

1. Communication from Superintendent of Schools re: requesting City Council vote on MSBA Statement of Interest-Accelerated Repair Program-Gloucester High School Roof

Dr. Richard Safier, Superintendent of Schools, explained the following:

For some years now Gloucester High School (GHS) has experienced significant issues due to a failing roof system which has inhibited the delivery of the district's educational program despite the ongoing efforts of the DPW to address leaks where and when possible. The roof is now 20 years old, and is beyond its functional life span, and because of this the city is now eligible to apply to the Massachusetts School Building Authority (MSBA) for assistance in the replacement and/or repair of the roof by reimbursement.

In January the MSBA announced they'd accept Statements of Interest (SOI's) for consideration in 2016. The SOI will be submitted electronically, he advised, with a due date to the MSBA of February 12. There are two required votes according to the MSBA process -- the School Committee voted to move forward with the SOI on Jan. 13, and the Council would vote on Feb. 9. The DPW will be formulating the SOI and is about ready.

He advised that: There are no funds involved with the SOI. The SOI process will take about six months before the MSBA begins its review of these applications. Dependent upon the number of applications overall submitted by districts statewide, selection and approval by the MSBA could take up to five years. The SOI puts the city in line to be considered. The reimbursement grant, should the MSBA approve the city's application, is expected to be somewhere between 48 to 59 percent of the overall roof replacement cost.

Jim Hafey, Facilities Manager for the DPW, informed the Committee that the high school has about 128,000 square feet of roof at GHS with a combination of roofing products. He said that in consultation with the architect that the city has worked with on past school roofing projects, PVC roofs are recommended which cost about \$18 to \$21 per square foot, which comes to between \$2.0 million to \$2.5 million for re-roofing the entire high school, including the gym which has only had small portions of its roof repaired several years ago.

Councilor Orlando asked if the roofing project is planned to go forward even if the MSBA doesn't approve the reimbursement grant. **Mr. Hafey** said, "No." **Dr. Safier** added that they had been waiting for the opportunity to go through the MSBA process first.

Councilor Ciolino inquired as to where the majority of the funds come from seeing that the MSBA funding would only cover, ostensibly 50 percent or so of the overall cost of the roof. **Mr. Destino** said the roofing project will require a loan order as is done for any of the schools' capital improvements that have matching funds from the MSBA. He pointed out that the Administration since last January hasn't put forward many loan orders, but this is an obvious need and use for a loan which he indicated that would trigger the field house track replacement which won't be started unless the roof is done first. This loan order will be put forward a year to five years from now upon receipt of the MSBA commitment.

Jonathan Pope, School Committee Chair, added that when the original project in the 1990's didn't include the re-roofing of the entire high school. In 1998 money was appropriated to do the rest of the high school's roof, but the metal standing seam roof on the field house is original and has been problematic since its installation. He recounted for the Committee that the field house contractor was sued as was the architectural firm, mainly regarding its floor. There was no settlement with the contractor but \$350,000 came from the architectural firm. **Mr. Destino** added that over the years different fixes have been attempted, but the design defects defeat most of the fixes. **Mr. Hafey** said they have corrected some of the field house issues but there are too many other issues to deal with that makes this roof replacement necessary.

Councilor Memhard confirmed with Dr. Safier and Mr. Pope that what is being proposed is a comprehensive fix to the high school roof.

Councilor Orlando added that as a former GHS student athlete who frequently used the field house, he said it was a bad situation -- it is dangerous for students running on the track and is an issue that needs to be addressed and has been for quite some time. He said it should be done right, and if they can obtain reimbursement funds from the MSBA, it's a good project made even better.

Dr. Safier briefly described the voting process for the Council and the documentation to accompany the SOI submission to the MSBA.

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 resolve the following:

Resolved: Having convened in an open meeting on February 9, 2016, prior to the closing date, the City Council of Gloucester, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority a Statement of Interest Form dated February 10, 2016 for the Gloucester High School, located at 32 Leslie O. Johnson Road, Gloucester, Massachusetts which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

MSBA Priority #5 from the list of eight priorities calls for, "Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility." Our specific concern is the replacement, renovation or modernization of Gloucester High School's roof. The roof is twenty (20) years old and is failing. The roof's deficiencies, over time, inhibited the delivery of the district's educational program. This includes, but is not limited to major leaks throughout many portions of the building, from the Field House, to classrooms, computer labs, and the auditorium.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of the grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City of Gloucester to filing an application for funding with the Massachusetts School Building Authority.

The Clerk of Committees advised that this matter will require Councilor Memhard to propose a "Motion to Reconsider" at the Feb. 9 Council Meeting so that the Council's Certificate of Vote can be submitted with the SOI in time for the MSBA's deadline of Feb. 12.

2. Memorandum from Fire Chief re: acceptance of two grants -- FY16 S.A.F.E. for \$4,837 and Senior Safe grant for \$2,917 from Dept. of Fire Services

Fire Chief Eric Smith reviewed the following: that the S.A.F.E. fire training program is in its third year from the Department of Fire Service which is very successful. The S.A.F.E. grants are self-sustaining now that all the training and equipment has been obtained. One grant program educates students on fire safety, and the other grant program is aimed at educating the city's senior population for fire prevention, general home safety and to be better prepared in the event of a fire. Fire Lieutenant Dominic Barbagallo instituted the original program with all the city's schools and now runs both programs, he said. It was Lt. Barbagallo who put in the budgets for both grants, and there is always a need for additional training, he added.

Councilor Ciolino asked if this program for seniors gives out smoke alarms. **Chief Smith** said that program is through the Red Cross that has no financial tie for the city but that his department through their Fire Prevention Bureau is in support of that program.

Councilor Orlando confirmed with the Chief that there is no match for either of the S.A.F.E. grants.

COMMITTEE RECOMMENDATION: On 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, a FY2016 School-based Student Awareness of Fire Education (S.A.F.E.) grant from

the Mass. Department of Fire Services in the amount of \$4,837 for the purpose of providing fire and life safety education to school-aged children.

COMMITTEE RECOMMENDATION: On 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, a FY2016 Senior Awareness of Fire Education (S.A.F.E.) grant from the Mass. Department of Fire Services in the amount of \$2,917 for the purpose of providing fire and life safety education to seniors.

3. Memorandum, Grant Application & Checklist from Fire Chief re: FEMA Assistance to Firefighters Grant for \$422,300

Chief Smith explained that the Fire Department has applied for a Federal Emergency Management Agency, (FEMA) Assistance to Firefighters Grant. This grant is requesting federal and city funding to replace the department's outdated yet essential firefighter Self Contained Breathing Apparatus (SCBA) which all will have reached end-of-service life in approximately two years, although the equipment is still working well. The age of the equipment puts the department in line to be able to apply for this FEMA grant. The unavoidable capital expense by FY18 is \$422,300 and with the city's share/match pegged at \$38,900, he said it is an incredible opportunity should the city obtain the grant funding. He noted that the new SCBA equipment will be well above the safety features currently on the department's equipment. The \$38,900 match funding hasn't been identified as of yet but they do have some money for maintenance of that equipment which could be utilized as part of the match. If they decline the grant should FEMA approve the department's application, he advised it will weigh negatively should the department apply for a second time. He briefly described the FEMA grant process to the Committee, saying that this grant could come through in FY16 or FY17. He extended his thanks to Captain Tom LoGrande who is the department's SCBA officer, whom he said put in many hours working on this grant. He added that this was a great example of the dedication and effort the Gloucester firefighters put into the department and the community.

Councilor Memhard asked if there could be a gradual purchase of the equipment. **Chief Smith** said the packs are generally purchased all at one time because it is hard to do it piecemeal which leaves the department with a mixed bag of equipment; and that creates a safety issue. **Councilor Memhard** asked how the old equipment is disposed. **Chief Smith** said the last SCBA equipment purchase was grant funded equipment, and so they have to go back to the grant funding authority to see what they are allowed to do to dispose of the old SCBA equipment. **Captain Tom LoGrande** added that once the equipment reaches the end of its useful life they are considered done in. He said the equipment was state of the art at the time the SCBA system was purchased and after 15 years the equipment has to come off the line as by then they are rendered unusable. He said the department hopes they'll receive this needed grant. **Chief Smith** added they have reached out to the City's legislative team on a state and federal level to seek out their assistance to shepherd this important grant application forward.

Councilor Ciolino inquired about a funding source for the city's grant match. **Mr. Destino** confirmed that the city, should it be fortunate enough to receive this grant that would fund by 90 percent the purchase of the Fire Department's new SCBA equipment that the Administration would make sure to find a funding source so as not to pass up such a phenomenal opportunity.

Councilor Orlando said a close firefighter friend died ultimately because of a fire that lay so long the SCBA equipment ran out of air and there was no back up equipment to replace the depleted SCBA tank. This equipment saves lives and is too important not to ensure it is state-of-the art and in excellent condition, he said.

Councilor Ciolino extended his thanks to Captain LoGrande and Chief Smith for identifying this grant as a possible funding source for Fire Department vital firefighting equipment.

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 permit after the fact the Fire Department's application for a U.S. Homeland Security grant through the Federal Emergency Management Agency for an Assistance to Firefighters Grant (AFG) of \$383,910 for the purpose of replacing the Fire Department's outdated Self-Contained Breathing Apparatus (SCBA) equipment. The city share of this grant if awarded would be a cash match of 10 percent of the equipment cost of \$38,390.

4. Memorandum from Police Chief re: requesting approval to pay two grievances from previous fiscal years with FY16 funds

Assistant Police Chief John McCarthy explained that the Police Department is requesting to pay Jamie Eastman and Dianne Corliss, both Animal Control Officers, for Article 9 premium pay for night shifts and weekends under AFSCME A with FY16 funds. Mr. Eastman's payment dates back 14 years and is owed \$4,584. Ms. Corliss' payment dates back one year and is owed \$330. He said the department is asking to pay these officers due to grievance determination by the city's Personnel Department.

Councilor Ciolino confirmed with **Assistant Chief McCarthy** that a funding source is in place to make the payments to the two officers and that there was a mechanism in place so this situation doesn't reoccur. **Mr. Destino** added that the contracts are language heavy resulting in the discrepancy being found some years later in the night differential. He confirmed the payroll situation is resolved.

MOTION: 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 in accordance with MGL c. 44, §64 approve payment of a prior year(s) salary/wages to two Gloucester Police Department employees in previous fiscal years to be paid with FY16 funds as follows from the current FY2016 Police Department accounts for a total of \$4,914.00 as follows:

Animal Control Officer Jamie Eastman:	\$4,584.00
Animal Control Officer Diane Corliss	<u>\$ 330.00</u>
Total:	\$4,914.00

5. Memorandum from Personnel Dept. re: permission to pay for goods procured in FY15 with FY16 funds

Mr. Destino noted that the Personnel Department is requesting to pay an invoice from the former W.B. Mason, now New England Office Supply incurred in FY15 to be paid with FY16 funds. A purchase order was requested and issued as required but was closed at the end of FY15 in error, and the department was unaware the invoice was overlooked for payment.

MOTION: 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 in accordance with MGL c. 44, §64 approve payment of a FY15 invoice from New England Office Supply which is now part of W.B. Mason, Invoice #IN-0281026 dated 9/26/2014 for office furniture for the Personnel Department to be paid with FY16 funds from the current FY2016 Personnel Department accounts for a total of \$763.16.

6. 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. He then described a communication received from the DPW this week that they'd be ordering a supply road salt. He distributed two documents regarding the city's Snow & Ice accounts* (placed on file), and said with two anticipated snow storms in the next few days, and to be fiscally proactive, it would be appropriate to raise the cap of the Snow & Ice budget deficit. This proposed action by the Council is just to increase the spending limit for the Snow & Ice account, and the Council is only granting its permission to do so. He added that this is his recommendation. **Mr. Destino** said this is a prudent precautionary measure as proposed by the City Auditor.

* Note: A Snow & Ice account is the only municipal account allowed to be in deficit by the Massachusetts Department of Revenue.

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 the provisions of MGL c. 44, §31D Snow and Ice Removal, Emergency Expenditures not to exceed \$1,000,000. The increase of emergency expenditure authority is \$233,400 added to the current FY2016 DPW Snow and Ice Removal appropriation budget of \$766,600.

It was noted by the Clerk of Committees that Councilor Memhard will have to call for a vote of the Council to suspend its Rules of Procedure in order to take this matter up and vote on it because it didn't come through the Council's Consent Agenda for referral.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:17 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- **By City Auditor, Kenny Costa: 5 yr. comparison report on Snow & Ice and an accounting of DPW accounts related to same for FY16**