

Budget & Finance Committee
Thursday, January 5, 2017– 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Scott Memhard; Councilor Joseph Ciolino; Councilor Joseph Orlando

Absent: None.

Also Present: Councilor O’Hara (left meeting at 6:05 p.m.); Councilor Cox (entered at 5:51 p.m. & departed 6:20 p.m.); Jim Destino; Amit Chhayani; Interim Police Chief John McCarthy; Mike Hale; Debbie Laurie; Sarah Dunlap; Joanne M. Senos; Former City Clerk Linda T. Lowe; Donna Leete

The meeting convened at 5:30 p.m. There was a quorum of the City Council from 5:51 p.m. to 6:05 p.m. only. Matters were taken out of order.

1. *Special Budgetary Transfer 2017-SBT-10 from Police Dept.*

Interim Police Chief John McCarthy explained that the Police-Harbors, Overtime account is in deficit and fund are needed to run the Harbor Patrol Boat if called out.

COMMITTEE RECOMMENDATION: On 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 Special Budgetary Transfer 2017-SBT-10 in the amount of \$6,306.32 from Account #0121151-513000, Police Uniform, Overtime to Account #0121651-513000, Police Harbors, Overtime, for the purpose of funding a deficit in the account and to make funds available should the Police boat be called out.

2. *Grant Application for the American Legion Hall from Historical Commission*

Jim Destino, CAO, asked on behalf of the Administration that this matter will be withdrawn. He advised he met with the Historical Commission today noting that group has become more active in grant writing with an eye to help to preserve important city-owned landmarks, such as the “Legion” building at 8 Washington Street. The Commission, he reported, missed the first round of funding with the state, and was turned down for Community Preservation Act monies because there wasn’t a building assessment study on the Legion accompanying the application. In two weeks, he advised that the Commission would appear before the Community Preservation Committee to apply for off-cycle funding for a building assessment study that will give the Commission an idea as to the extent of exterior woodwork and painting the Legion needs for its preservation and its cost. He said then the Commission can then apply to the Mass. Historic Commission for grant funds, and then go back to the Community Preservation Committee for the grant match in the next CPA funding round. What had come forward to the Committee was the Phase 1 of the project but is no longer necessary because they will look to CPC funding for that. He said the Commission is a dynamic team, and Ms. Lepionka is doing a great job in writing the grants, adding that this is what the CPA Act funds are for -- to help take care of the city’s historic building.

With the assent of the B&F Committee, the matter of the Grant Application for the American Legion Hall from Historical Commission is withdrawn by the Administration.

3. *Memo from Fire Chief Eric Smith re: federal grant application to replace portable radios for Fire Dept.*

This Matter is for Information Only – No Council action (documentation placed on file).

4. *Letter from Co-Chair of Glou. Archives Committee re: acceptance of donation for Archives Vault Construction Capital Outlay Account*

Sarah Dunlap, Co-Chair of the Gloucester Archives Committee advised is in receipt of an unsolicited donation from Susan Herren, Rockport, for \$2,500 for the purpose of helping to fund the Archives Vault construction.

She reported that the city, since its incorporation has been pushing to improve the archives storage facilities, and that 12 years ago with donation funds the Archives Committee hired an architect to design a vault and archival center in the basement of City Hall, but the project didn’t have Council support at that time and the project didn’t

move forward, she said. She pointed out with the new Public Access Law it is very important the city do something about the storage and retrieval of records which are now in less than ideal conditions in various parts of the city -- there are many plans and ideas of what could be done, but the city has to commit to do something about it. She advised that this donation is a hint of the many people who are willing to give quite a bit of money if a real vault and archival center was on tap. She said when they were about to embark on this possible project, people stepped forward to donate about \$75,000, now ready to be used and if the city says yes, she conjectured more donations would be forthcoming. This \$2,500 donation would be deposited into the same fund. **Ms. Dunlap** pointed out that the Archives Committee is staffed by part-time volunteers such as herself.

Ms. Dunlap in response to **Councilor Memhard's** inquiry about the location of city records said the real archival city records are in City Hall vaults in the basement. The records that have time limits as to how long they need to be retained are kept in the basement storage rooms of the Post Office storage, records that need to be accessed more readily -- documents that need a good storage and record system with someone who is in charge and able to find the documents when needed which at this time is very difficult.

Councilor Orlando asked how much of the storage system that has been proposed in the past is electronic, understanding that some documents are of historical significance. **Ms. Dunlap** said the original documents always have to be kept but the more documents are scanned and made available in that format on line the more the documents can be readily accessed. She noted that many of these documents are of national historical significance. Records prior to 1880 must be kept, but more recent documents can be discarded on a particular schedule through permission of the state, she advised. They need someone in charge to file the application with the state to allow the destruction of the records once they have met their state mandated record keeping time limit. She said the best case scenario would be a good big metal storage building with metal shelving to house those kinds of documents, and to have someone in charge there all the time to manage those records as the city doesn't have enough staff to take the time to do these kinds of archival activities.

Councilor Ciolino said what is at City Hall is the museum quality documentation and the post office has records that can be eventually discarded, but at some point the city must address the issue of archival space. He suggested when the city undertakes a building project, that adding archival space could help achieve this goal.

There was a brief discussion about whether there could be archival storage built into the new proposed library and what it would entail. **Ms. Dunlap** advised that every five years the Archives Committee has a study done of the condition of records in storage in City Hall which has shown that 15 years ago the records were anticipated to last 70 to 80 years and 10 years ago that number decreased to 50 years and five years ago it was 45 years.

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 a donation of \$2,500 from Susan Herren for the purpose of helping to fund the Gloucester Archives Vault Construction. Funds are to be deposited in the Archives Vault Construction Fund #3318.

5. Memo from CFO re: Loan Order to fund improvements to various municipal buildings

Breakdown as per Public Works Director's memoranda:

Police Department:

A portion of the Police Department's roof was not completed in the last Public Works request. The existing heating system has passed its life expectancy and can no longer be serviced. This will include 10 roof-top units.

Anticipated total cost: \$310,000.

GHS & Middle School Fire Alarm Systems:

Both systems are well past their useful life expectancy and neither the Facilities Division nor the manufacturer has the necessary parts to properly maintain the systems. The operability of these two systems has come under increased scrutiny during the preparation for opening school day 2015 and 2016, as the technology is obsolete and no longer serviceable.

Anticipated Total Cost (includes additional electrical wiring): GHS - \$600,000 O'Maley Innovation Middle School - \$400,000

Mike Hale, Public Works Director, explained that this loan is to fund a collection of capital projects to fund improvements to various municipal buildings in the amount of \$1,310,000.

POLICE DEPARTMENT BUILDING CAPITAL WORK:

He recounted that funds from the Building Maintenance Stabilization Fund were used to reroof portions of the Police Station roof last year that were badly leaking. The station, he noted, has multiple levels of roofs, so the department chose the ones that most needed repair, knowing they'd need to come back for more funding to complete the roofing work. This next roof work will cost about \$175,000 and at the same time rooftop air handlers that remain will be replaced since they have to be lifted up anyway to install new hubs and flashing. Ten air handlers have already been replaced on the roof, he advised. At the same time the building's boiler also needs replacement although done 12 years ago which has been problematic since it was installed--this boiler also heats the District Court rooms. He noted his past week on New Year's Day the boiler failed, and it got up and running Tuesday, Jan. 3 because parts weren't available until then. He described some of the mechanical issues with the boiler briefly. The total cost for these repairs and boiler replacement is pegged at \$310,000.

Mr. Hale confirmed for **Councilor Ciolino** that it is a gas boiler and that since it has already been converted to natural gas from oil heat there are no incentive funds for any boiler replacement through the utility. **Councilor Ciolino** asked if there was any maintenance monies forthcoming from the District Court to offset some of these costs. **Mr. Destino** said there is a small rental fee from the long-term lease for the court space, and that it was his understanding there are no funds for maintenance from the lessee. The lessor, the city, is responsible, he said. **Mr. Hale** said the court is sensitive to any disruptions, and confirmed the boiler is for the entire building as the building will be used for some years to come. There was a brief discussion as to why it is to the city's advantage to have the court remain on Cape Ann.

Mr. Destino suggested that there would be more renovations coming forward for the Police Department building. He advised these capital repairs are combined into one loan order because of the lifespan of the repairs rather than using the Building Maintenance Stabilization Fund.

Councilor Orlando asked about whether the court is staying in the city. **Mr. Destino** said at this time it is his understanding the District Court is remaining in Gloucester.

MIDDLE & HIGH SCHOOL ALARM SYSTEM WORK:

Mr. Hale then reviewed that \$1 million of the loan order will be used for replacement of the fire alarming systems at Gloucester High School and the O'Maley Innovation Middle School (memos from Public Works Director pursuant to these items for funding under the loan order are on file). The O'Maley system is the original system, and the High School is a "collage" of different systems over the years, the newest from the 1990's, and difficult to keep operational and maintain. He pointed out that according to Building and Fire Codes these alarms are a must. It is multiple generations of alarm systems that are not communicating with each other and there aren't parts being made for these systems any more.

Councilor Ciolino confirmed that most of the old alarm systems will be removed with **Mr. Hale** who said that the expense is the wiring and the brains of the systems, but that working detectors will not be replaced. They also touched upon the fire doors with automatic closers in the schools which are always supported to be shut.

Councilor Memhard mentioned that the O'Maley School is not sprinkled. **Mr. Hale** pointed out that when the school was built the Building Code did not require it due to the type of building materials and construction and hasn't been upgraded since. The sprinkler system would cost almost \$2 million at O'Maley, **Mr. Destino** said. It was reiterated by **Councilor Memhard** that due to the type of construction that a sprinkler system is not needed. There was also a discussion of security for entry into the schools with **Mr. Hale**. **Councilor Memhard** commented that these are large complicated buildings and that this loan covers a lot of ground. **Councilor Orlando** noted that there are many students that will be protected with these needed changes.

John Dunn, CFO, said the term of the loan will be 20 years, and that the money would be first borrowed short-term until the project is completed and then he would move to take the loan to long term. He said the decision will be based on interest rate movement as to when he'd move the loan to long-term. In response to a question from **Councilor Ciolino**, **Mr. Dunn** said that five or six years out there will be a significant drop in city loan debt. **Mr. Destino** pointed out that this Administration has not come forward often for loan orders and will continue to be very careful as to what they put forward for loan funding.

Councilor Ciolino said this capital work must be done, and safety must be considered first and foremost.

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 authorize the following loan order:

Ordered: That the City of Gloucester appropriates One Million Three Hundred Ten Thousand Dollars (\$1,310,000) to pay costs of building roof replacement, mechanical and electrical systems and site improvements to various municipal buildings, 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 projects.

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

6. Memo from CFO re: settlement of GMAA contract for period of 07/01/16--06/30/19

Mr. Dunn reported that the city has settled with the Gloucester Municipal Administrator's Association (GMAA), a contract which is signed for the period of July 1, 2016 to July 30, 2019 which will result in salary adjustments which have been calculated. The Cost of Living Adjustments (COLA's) in the contract are 0% year 1; 1% year 2; and 1% year 3 ("0/1/1"). He advised the Committee they needed to look at what they did with the "grid." There are 12 steps for each of the Grades. They are dropping the bottom step and adding a new top step for GMAA. So that even though the COLA says 0/1/1, moving along the steps gives everybody in actuality 1.5%. The effect over time appears as a 2/2/2. He advised the reasoning was that there was a number of city staff, GMAA members, who have been literally stuck at the top step, Step 12, and couldn't move any further. He pointed out that the bottom of the steps for each grade would likely not have been used regardless because they were too low a beginning compensatory salary. He added that every few years the city needs to reassess the grid system to see if the COLA's are continuing to work.

Mr. Dunn advised they calculated the impact noting that the GMAA not only governs 43 current members but the 23 exempt members, whose compensation and benefits need to mirror something, and in general municipal clerical mid-management employees follow this type of bargaining unit. The General Fund budgeted GMAA employees' portion of salaries was calculated to \$57,160.51, he said. He pointed out that there are other changes that will affect the Enterprise Funds as well as some Grant Funds, and are not being undertaken at this time. It was noted that in the budget discussions for FY18 funds were put aside in the Personnel Department Health Insurance line in order to fund these contracts as they come through. He conveyed that this transfer covers the GMAA city employees, and that in the next Mayor's Report the Committee will see a similar action to fund AFSCME units A and B (clerical city side and DPW). He advised that there are still three public safety union contracts that are under negotiation; Fire, Police Patrolmen and Police Superiors.

Councilor Orlando asked for further explanation of the former bottom step of the Grade grid and why that bottom step was too low. **Mr. Dunn** explained that in the past the bottom step wasn't too low of entry level pay but it is now. He added that the steps at some point come to a place where you can't hire anyone in a Grade at the bottom step, and there becomes a need to bring in a new hire at a higher entry level step. **Mr. Destino** confirmed that the lowest steps do become obsolete. **Donna Leete**, Human Resources Director, explained that the city strives to be competitive with the local labor market for municipal talent. She advised she looks at labor market minimums and maximums to see how the city compares. She said in her opinion this is a very healthy solution to help the city in its recruitment and retention efforts in keeping the city competitive. **Mr. Dunn** added that Gloucester is a nice location but it also makes it difficult to attract talented people that don't live on Cape Ann because the city's location is, "at the end of the line."

The Committee touched upon on-going negotiations with the remaining unions of the city that have yet to settle with Mr. Dunn, Mr. Destino and Ms. Leete. **Councilor Memhard** offered the B&F Committee's support of the Administration's efforts to settle the contracts in as fiscally responsible manner as possible.

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 the following Special Budgetary Transfer for the purpose of funding the salary increase to Gloucester Municipal Administrators Association SEIU Local 888 (GMAA) members and exempt administrators resulting from the settlement of the GMAA contract for a total amount of \$57,160.51:

2017-SBT-12

From: Account#0190151-517003 City Health Insurance To: Account#0112151-511000 City Mayor, Salaries \$1,917.65
 From: Account#0190151-517003 City Health Insurance To: Account#0113551-511000 City Auditor, Salaries \$3,371.06
 From: Account#0190151-517003 City Health Insurance To: Account#0113851-511000 Purchasing, Salaries \$2,118.62

From: Account#0190151-517003 City Health Insurance To: Account#0114151-511000 Assessors, Salaries \$4,412.10
 From: Account#0190151-517003 City Health Insurance To: Account#0114551-511000 Treasurer/Collector, Salaries \$5,388.88
 From: Account#0190151-517003 City Health Insurance To: Account#0115151-511000 Legal, Salaries \$2,338.56
 From: Account#0190151-517003 City Health Insurance To: Account#0115151-511300 Legal, Wages \$950.04
 From: Account#0190151-517003 City Health Insurance To: Account#0115251-511000 Personnel, Salaries \$1,900.08
 From: Account#0190151-517003 City Health Insurance To: Account#0115551-511000 IT, Salaries \$3,623.47
 From: Account#0190151-517003 City Health Insurance To: Account#0116151-511000 City Clerk, Salaries \$1,370.25
 From: Account#0190151-517003 City Health Insurance To: Account#0118151-511000 Community Development, Salaries \$805.63
 From: Account#0190151-517003 City Health Insurance To: Account#0118151-511000 Community Development, Salaries \$7,767.08
 From: Account#0190151-517003 City Health Insurance To: Account#0121051-511000 Police Admin., Salaries \$858.69
 From: Account#0190151-517003 City Health Insurance To: Account#0122051-511000 Fire Department, Salaries \$1,876.59
 From: Account#0190151-517003 City Health Insurance To: Account#0124151-511000 Inspectional Services, Salaries \$3,896.20
 From: Account#0190151-517003 City Health Insurance To: Account#0124151-511300 Inspectional Services, Wages \$432.22
 From: Account#0190151-517003 City Health Insurance To: Account#0141151-511000 DPW-Engineering, Salaries \$646.03
 From: Account#0190151-517003 City Health Insurance To: Account#0142151-511000 DPW Admin., Salaries \$1,515.68
 From: Account#0190151-517003 City Health Insurance To: Account#0147051-511000 DPW-Public Property, Salaries \$1,498.14
 From: Account#0190151-517003 City Health Insurance To: Account#0147251-511000 DPW-Facilities, Salaries \$2,612.61
 From: Account#0190151-517003 City Health Insurance To: Account#0151051-511000 BOH-Public Health, Salaries \$3,922.66
 From: Account#0190151-517003 City Health Insurance To: Account#0154151-511000 Council on Aging, Salaries \$950.04
 From: Account#0190151-517003 City Health Insurance To: Account#0154351-511000 Veterans Services, Salaries \$790.86
 From: Account#0190151-517003 City Health Insurance To: Account#0161051-511000 Library, Salaries \$2,197.37

Total - \$57,160.51

7. *CC2016-048 (Orlando) Amend GCO Sec. 4-16 (d) "Off-leash dog areas" subsection (b)(2) by adding a new subsection "(m) Dog Park "pooch pass" certificate for non-residents & amend Sec. 1-15 "Penalty for violation of certain specified section of code" (Cont'd from 12/08/16)*

The B&F Committee was advised that at the O&A Committee Meeting of Jan. 3 that Committee at Councilor Orlando's request withdrew Council Order 2016-048 for Council action. **Councilor Orlando** advised he would rework the Council Order and submit it with new language soon.

This matter is closed.

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

Amit Chhayani, Assistant City Auditor reviewed the City Auditor reports briefly with the Committee.

9. *Memorandum from Community Development Director & Senior Project Manager regarding recommendations from the Community Preservation Committee for Round 7, FY2017 Funds:*

A. Generous Gardeners, Inc. <i>Stacy Boulevard Gardens</i>	Recreational	\$20,400
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Susan Kelly, representing Generous Gardner's, Inc., a non-profit group, and explained that as a part of the capital seawall reconstruction project at Stacy Boulevard, Generous Gardner's is working with the DPW to add granite-edged flower beds along Stacy Boulevard. The new Stacy Boulevard Gardens will extend from the Blyman Bridge to the bocce courts with the structure of the beds similar to the Fishermen's Wives Monument plaza (16 new rectangular urns). Over 13,000 flowering perennials and annuals will bloom from early spring to late autumn. Generous Gardner's will plant and maintain the new gardens. She said Generous Gardeners has a contract at no money to maintain the gardens for three years and these perennials are a one-time cost. The DPW will supply the granite planting beds and in irrigation system which has been installed. She noted some of the extensive planting activities this past fall in the Stacy Boulevard area that will yield a vast expanse of spring tulips and daffodils and that a plan is underway for a Tulip Festival for the enjoyment of the community and to act as a fundraiser for Generous Gardner's in addition to their annual summer garden tour.

Councilor Ciolino mentioned the Downtown Development Commission gets involved with the planting at the Man at the Wheel and all the planters on Main Street, and asked if Ms. Kelly could assist in coordinating a color scheme with the DDC. **Ms. Kelly** described briefly the design for the flower beds in the area of the Fisherman's Statue. She advised since the downtown was physically not connected to the Boulevard it didn't necessarily have to

be color coordinated with the downtown area but would offer her assistance should the DDC need a consultation. She added her thanks to the DPW for their help. **Mr. Destino** expressed his appreciation to Ms. Kelly for Generous Gardener's dedicated work in beautifying many public spaces in the city.

Councilor Memhard said they all look forward to seeing the new plantings sprout.

Site Visit: None scheduled.

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| B. | City Clerk's Office/Archives Commission & Historical Commission
<i>City Clerk's/Archives Initial Storage Project, Phase I</i> | Historic Resource | \$11,030 |
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Joanne M. Senos, City Clerk, described the City Clerk's/Archives Initial Storage Project, Phase 1 to the Committee (co-sponsored by the City Clerk's Office/Archives Commission and Historical Commission) and showed photographs of the Post Office basement document storage.

Linda T. Lowe, former City Clerk, said the City Clerk's Office and the Archives & Historical Commissions are here to make the records at the Post Office more accessible to city employees to be able to meet requests for information more promptly by being able to retrieve documentation in less time, and the City Clerk's/Archives Initial Storage Project, Phase 1 funding will be a major step towards that. **Ms. Senos** then showed photographs of the Post Office records storage to the Committee (on file with CPC application) which **Ms. Lowe** noted were not exaggerated but quite accurate as to the current conditions, although the Post Office storage main room had been greatly cleaned up in the past year due to volunteer efforts. **Councilor Memhard** commented that the photographs were very telling which stresses the opportunity to make access better for these records.

Ms. Senos said the funding would purchase metal shelving and archival boxes as these records are currently stored in copying paper cardboard boxes. She pointed out that Ms. Lowe and former City Clerk Office Archivist, Judy Peterson, volunteered their time and organized stored Special City Council Permits, minutes that have to be retained. She recounted when this storage room was first utilized donated materials were made into wooden shelving units by the DPW, now are deteriorating as the conditions in the room are less than ideal. She noted that the boxes are so heavy they cause the wood shelving units to tilt and creates very narrow aisles. With the new metal racks and archival boxes, if the city loses the lease to the Post Office basement rooms, the shelving and boxes are portable and can be easily removed.

Councilor Orlando confirmed with **Ms. Senos** that the city would retain ownership of the metal shelving units regardless of where the records are stored. She added that if vault storage is built into the new Sawyer Free Library basement, as had briefly been touched upon in a discussion with Ms. Dunlap earlier, the city would have to have someone dedicated to manage those records to keep custodial control, and the city would have to have someone in the Clerk's office that acts as a liaison if they moved the records storage to the library.

Ms. Senos then confirmed for **Councilor Ciolino** that the shelving company will set it up the shelving units and do the installation which is included in the cost of the shelving units. She advised as the project concludes they will have a complete catalog of what is stored at the Post Office. Asked about the conditions of the Post Office storage rooms, **Ms. Senos** advised that the basement is not dry. The city has the space at no cost but when the Post Office did some heating system piping, there was water on the boxes causing those records to be redistributed to other storage boxes. She said Ms. Lowe petitioned the state to destroy some of the records, and discussed that some records of the Treasurer/Collector's office and another department could be destroyed but those departments just don't have the staff to dedicate to take care of such a project.

Site Visit: Councilors will contact the City Clerk to visit vault and Post Office storage areas individually.

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| C. | Oak Grove Cemetery
<i>Continued Restoration of Oak Grove Cemetery (Phase II)</i> | Historic Resource | \$15,000 |
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Mary Rudolph Black, member of the Board of Trustees of the Oak Grove Cemetery Association, outlined that the Oak Grove Cemetery Board of Trustees advised that this is the Cemetery Association's second CPA Fund request, with the first request funding used to have the cemetery mapped digitally. She noted that the last mapping was done during the WPA era (1930's). She advised with this funding the goal is to replace the cast iron street post/signs that delineate the pathways throughout the cemetery; create a brochure for self-guided tours; install a kiosk for map and brochure distribution, and to begin work on a website. She noted all these improvements will contribute to preserving the cemetery but also create a more welcoming and educational experience for visitors. She highlighted in the application (on file) photographs showing the cemetery street signs. In keeping with the artistic

intent of the founders in creating those street signs, the Cemetery Association contacted Chris Williams, a local artist, to create a rendering consistent with the architectural and sculptural integrity of the cemetery.

Courtney Richards, a consultant for the Cemetery Association, showed the Committee an actual segment of the proposed street sign posts. **Ms. Black** said these signposts will be placed at strategic locations to locate grave sites. She noted that the estimate project funding is \$30,000. They are seeking \$15,000 from CPA grant funding; \$2,000 from an endowment; and the rest of the project funding from a fundraising campaign in order to educate people of the historical significance of the cemetery. She spoke to what activities that have been undertaken to show the cemetery in tours, and that the cemetery is the final resting place of such notables Gloucesterites as Samuel Sawyer, Fitz Henry Lane, and Captain Ben Pine.

Councilor Ciolino confirmed with both **Ms. Black** and **Ms. Richards** that a street nameplate will sit atop of the section of post that was displayed and will be a sculptural piece and not at all like a regular city street sign.

Councilor Memhard briefly discussed with **Ms. Black** and **Ms. Williams** as to when the actual original posts were installed. The restoration of the chapel was touched upon by **Ms. Black** who said there has been tremendous interest in the chapel, and the goal is to make the chapel more useful. She mentioned that they are hoping to dovetail their successful renovations with the 2023 400th anniversary of Gloucester.

The cemetery is considered closed but individuals and families who own lots are still able to bury their loved ones, **Ms. Black** advised **Councilor Ciolino**. **Councilor Orlando** discussed with **Ms. Black** about possibly opening space at the back of the cemetery for more burial plots and how much that might offset the cost of the anticipated projects. **Ms. Black** advised the Cemetery Association needs to assess the soil composition because underneath there may be large rock formations and then determine whether a possible new area can be used for cremains or for full burials. She also conveyed information about the structural evaluation of some of the larger mausoleum type structures in the cemetery. There is much that goes on in monitoring when inviting the public in to ensure that it is safe, she noted.

Site Visit: Councilors will contact Ms. Black for a site visit individually.

D. Historic New England, Beauport Museum	Historic Resource	\$ 8,250
<i>Wood shingle roof replacement for outer buildings</i>		

Jodi Black, Senior Preservation Manager-North Shore, representing the Beauport Museum, outlined the project proposed for CPA funding by reviewing that: The four outbuildings to Beauport, the Sleeper-McCann House, were last reroofed in the early 1980's and are now showing signs of advanced deterioration. The wood shingles are cupping and splitting; and two of the buildings (tool shed—now used as a visitor restroom) and gate house) leak during heavy rains (other buildings slated for reroofing -- the gatehouse and the caretaker's cottage). The roofs are at the end of their lifespan (done last in the 1980's), and need replacement before moisture infiltration causes severe damage. This project has been identified as one of the most pressing needs at this site, critical to protecting the historic fabric from further deterioration and allowing for continued public use and enjoyment of the facility. The work is scheduled to take place from April to September 2017, and the roofing material will be shingles as is on the roofs now in keeping with the historic nature of the buildings. She briefly reviewed past restorations to the property as well.

Councilor Ciolino confirmed that Gloucester residents can visit the museum when it is open seasonally for free.

Site Visit: Individual Councilors will arrange their own tours of the museum should they wish to view it.

E. Sargent Museum	Historic Resource	\$ 3,200
<i>Preservation of museum porch, granite steps, retaining wall & sign</i>		

Jo-ann Michalak, representing the Sargent Museum, reviewed that the project proposed for funding consists of repairing the Main Street entrance porch (\$1,200 estimate), and granite steps but that the entire project will encompass also retaining wall repairs and sign by replacing the deck of the wooden porch; sanding, caulking and repainting the column bases; removing iron pins and iron oxide from five (5) flights of granite steps and the retaining wall (\$2,000); repointing the granite stairs and retaining wall wherever the granite is splitting, the mortar is falling and/or the iron pins have produced iron oxide which threatens damage and replacing the Sargent House Museum sign on Main Street. The total project is anticipated to cost \$18,873.00. She reviewed the history of the Sargent House, Judith Sargent and her family's national historic significance briefly. She noted the museum

received a CPA grant to redo the fence on the Main Street side of the museum property, and with the removal of the fence it was determined that it was more appropriate for the community and the funds were returned to the city. This CPA funding will assure the property remains open and available to the project and be safe for public use, and provide an opportunity for more community access to the museum, she advised.

Councilor Ciolino declared that his wife is a former director of the Sargent House. **Councilor Memhard** noted his wife was the former Executive Director for 15 years of the Sargent House museum.

Site Visit: None at this time.

Mr. Destino said that that the quality of the applications that are before the Committee are due to the incredible work of Bill Dugan, Community Preservation Committee Chair and his committee members and of Debbie Laurie, Senior Project Manager with the Community Development Department.

Motions for Previously Reviewed CPC Round 7, FY2017 Applicants by the B&F Committee:

Project #2 – Cape Ann Amateur Radio Association (CAARA), Preservation of Wheeler School & GFD Riverdale Hose #6 @ 6 Stanwood Street- \$26,174

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to appropriate up to \$26,174 (Twenty Six Thousand One Hundred Seventy Four Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, for the Cape Ann Amateur Radio Association, for the purpose of the restoration and preservation of the façade of the historic former Wheeler School and former Gloucester Fire Department Riverdale Hose #6 at 6 Stanwood Street in order to restore an historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #4725.

Project #3 – Mt. Pleasant Cemetery Association, Mt. Pleasant Civil War Monument- \$2,000

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to appropriate up to \$2,000 (Two Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to the Mt. Pleasant Cemetery Association, for the purpose of the restoration and preservation of the Mount Pleasant Cemetery's Civil War Monument in order to restore an historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #4726.

Project #5 – Stage Fort Park Advisory Committee, Welcome Center Restoration- \$16,000

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to appropriate up to \$16,000 (Sixteen Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to the Stage Fort Park Advisory Committee, for the purpose of the restoration and preservation of the Stage Fort Park Welcome Center in order to restore an historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #5803.

Project #6 – Community Development Department, Stage Fort Park Beautification Project- \$75,000 and bonding for \$175,000

TBC – Matter will be taken up at a future Budget & Finance meeting.

Project #9 – Gloucester Committee for the Arts (GCFTA) Refined Scope to Preserve & Restore Schedules of Work- \$35,000

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to appropriate up to \$35,000 (Thirty Five Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to the Gloucester Committee for the Arts, for the purpose to refine the scope to preserve and restore schedules of work related to the WPA murals in the City's collection in order to restore an historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #5804.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:05 p.m.

Respectfully submitted,
Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.