

**Budget & Finance Committee**  
Thursday, August 9, 2018 – 5:00 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall  
**-Minutes-**

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard (entered at 5:07 p.m.); Councilor Ken Hecht

**Absent:** None.

**Also Present:** Jim Destino; Karin Carroll; Interim Police Chief John McCarthy; Mike Hale; Mark Cole; Sal DiStefano; Amit Chhayani; Kathy Clancy

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

1. A. *Memorandum from Public Health Director re: request acceptance of a 2-year extension on the Mass. Opiate Abuse Prevention Collaborative (MOAPC) Grant in the amount of \$100,000 per year for two years (Cont'd from 07/19/18)*

**Karin Carroll**, Public Health Director reported that the city is in receipt of a two-year grant MOAPC extension, for a previously awarded Mass. Abuse Prevention Collaborative grant, for \$200,000, or \$100,000 per fiscal year over a two-year time period -- expenditure of these funds is from July 1, 2018 to June 30, 2020 (with a maximum obligation per year of \$100,000). The focus of the grant is in support of Gloucester's collaboration with the city of Beverly and the town of Danvers to address community norms favorable to drug use; ease of access; low perception of risk/harm and intergenerational use of opioids. There is no match, it was noted.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a state grant from the Mass. Department of Public Health, Bureau of Substance Abuse Services, a Mass. Opioid Abuse Prevention Collaborative Services Grant (MOAPC), for an amendment of \$200,000 with a maximum obligation of \$100,000 per fiscal year for two years effective July 1, 2018 through June 30, 2020 for a total grant contract for all years of \$700,000. The purpose of this grant is to address the opioid crisis through a strategic regional approach with the Town of Danvers and City of Beverly.

*B. Brief Update by Public Health Director on the use of accepted Legislative Funds (\$75,000) through the U.S. Department of Health & Human Services through the MDPH for the services to be provided through the city's High Risk Task Force (accepted 03/27/18 by the City Council)*

**Ms. Carroll** reviewed her memo (on file) and expanded on some of the points she had made as to how funds were spent within such a short timeframe as dictated by the grant extension:

- Funding was used to transport patients by Beauport Ambulance Service from Lahey Hospital emergency rooms directly to detoxification facilities for treatment shown as best practice but there was a delay in Lahey setting up their internal systems for that program. It was found that most patients did have insurance; therefore, some of the funds went to community agencies such as PAARI and Action, Inc. to enable them to fund direct ambulance transfers for their clients to detoxification services. This is a program they seek to continue and are looking for ways to do so.
- Our Place, a day recovery program, situated at St. John's Church was given funding support to assist in the expansion of their programming such as job training and to put in place a system for client progress and demographics data collection. The program runs three mornings a week. Our Place held a job fair and was able to do some job training with their clients. Our Place also realized that that when their program closes for the day, clients can linger, and having recognized the need they're looking to extend their hours. Our Place was reported to have outgrown their space and is looking for a new location that is accessible to public transportation. They've done a lot of outreach with the neighbors' concerns as has the Grace Center to address concerns and have a system in place at closing time for the Grace Center that staff walks out with the clients.

- Another identified need was to provide more 1:1 recovery coaches in the community. They have now trained 24 people and another 27 have completed the supervisory class through collaboration with North Shore Community College.

**Ms. Carroll** advised they did their best to spend the entire grant funding in support of the activities associated with the city's High Risk Task Force but had to return a small amount back to the grantor, due in part to the very short grant spending window, April 1 - June 30, 2108. **Councilor Hecht** advised the Grace Center has done a great job noting a drop off in constituent complaints.

This matter is closed.

**2. A. *Special Budgetary Transfer Request 2019-SBT-1 from the Police Dept.***

**Interim Police Chief John McCarthy** advised that this \$10,000 transfer is for funds needed to hire outside police department officers from Rockport, Ipswich and Manchester to staff the beaches until Labor Day to fill patrol staff gaps on weekends and to handle some of the traffic. **Councilor Cox** questioned why the city must hire police officers. **Chief McCarthy** advised police officers are the only authorized personnel to manage traffic, by collective bargaining agreements, in the city of Gloucester. He pointed out only police officers that have the power to make arrests which may be necessary under certain circumstances. **Mr. Destino** pointed out that there have been a lot of complaints about activities on city beaches, and that this is for beach patrols not just traffic issues.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the following Special Budgetary Transfer 2019-SBT-1 in the amount of \$10,000 from Account #0121151-513009, Police-Uniform, Overtime-Beach to Account #0121152-520000, Police-Uniform, Purchase of Services for the purpose of hiring police patrol personnel from surrounding towns' Police Departments up to and including Labor Day 2018.**

**B. Memorandum from Police Chief re: permission to pay FY18 invoice with FY19 funds**  
**i) In the amount of \$45.00**

St. Peter's Fiesta ran into the first of July which doesn't happen very often, **Chief McCarthy** pointed out, and so the cost of barricades used that day ran into FY19.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, 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 prior year invoice for fees for services rendered of regional NERAC Cache Equipment in June 2018, Invoice Number 1424 dated July 6, 2018 for barriers used during St. Peter's Fiesta in FY2018 to be paid with FY2019 General Fund – Police Department budgeted funds for a total of \$45.00.**

**ii) In the amount of \$34.05**

**Chief McCarthy** reported there were two domestic abuse cases on the last day of the fiscal year which required a translation service accounting for this invoice to be paid with FY19 funds.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, 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 invoice for services rendered by Language Line Services, Inc., an interpreter service, Invoice Number 4357211 dated June 30, 2018, in FY2018 to be paid with FY2019 General Fund – Police Department budgeted funds for a total of \$34.05.**

**3. *Memorandum from DPW Director re: permission to pay FY18 invoice in the amount of \$1,038.24 with FY19 funds***

**Mark Cole** Assistant Public Works Director explained that the city pays Veolia to recycle the city's florescent

bulbs, and then the city receives a rebate check from Wheelabrator Technologies. Past practice was to pay the bill out of a Revolving Account but this year the Auditing Department put a stop on the account as the process was questioned. By the time the stop was lifted, the fiscal year had turned over. They have the rebate check in hand but now need to pay Veolia for the work they did.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, 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 prior year invoice for Recycling Fluorescent lighting through Veolia ES Technical Solutions, LLC, Chicago, IL, Invoice Number EW1455252 dated April 24, 2018 for a total of \$1,038.24 in FY2018 to be paid with FY2019 DPW Solid Waste, Purchase of Services budgeted funds.**

**4. Memorandum from Economic Development Director re: acceptance of Essex National Heritage Commission Grant in the amount of \$2,500 for the Stage Fort Park Welcome Center**

**Sal DiStefano**, Economic Development Director explained that this is a grant the city applies for and receives annually to support the activities of the Stage Fort Park Welcome Center for \$2,500 from the Essex National Heritage Commission. There is no match, he noted. He mentioned the Center is staffed by 30 volunteers with the city's new Director Carol, Mondello. Over 5,000 visitors have already come through the Visitors Center this summer, he advised. He noted that this grant supports the printing of handouts to visitors about various points of interest in the city and Cape Ann. He highlighted that they've increased the use of technology to track visitors as to why they're visiting and track other data; iPads used for electronic guest books and to refer visitors to local businesses. **Councilor Cox** complimented the example of a handout about lighthouses **Mr. DiStefano** showed the Committee.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A a federal grant from the National Park Service passed through the Essex National Heritage Commission, a 2018 Essex Heritage Visitor Center Grant for a total of \$2,500 for the purpose of supporting the activities of the City's Visitor Welcome Center at Stage Fort Park. The grant period is from July 1, 2018 through June 30, 2019.**

**5. Memorandum from CFO re: Loan Authorization in the amount of \$1.15 million for repairs to Newell Stadium**

**Mike Hale**, Public Works gave the following recounting of the issues leading to this loan authorization:

- After reconstruction of Newell Stadium, within a month water was puddling on the track in front of the bleachers and over time there was differential settling at the base of the bleachers. By way of background, the area under the bleachers was excavated down to a depth of about five feet; processed material was brought in; and the bleachers were set. The two previously existing light bases were cut off five feet below grade, and those were the hard points that the surface settled over because those light bases extended down to the peat.
- The Newell Stadium Building Committee chose the slab design as an alternative to piles with the understanding that it may not be the best design, but believed it would work; and the engineer thought it would work but couldn't guarantee it would. Setting the bleachers on slab saved \$800,000 at the time by choosing that design.
- To remediate the issue, the plan is for the pile-based system to mount the bleachers on. The bleachers have already been removed for work to begin with the bleacher vendor, a nationally-known business, was able to be contracted at this time which is why work has commenced.
- The stadium's restroom facility is set on piles and hasn't moved. Mimicking that design, cranes with pile drivers are on site and will be pouring a cast-in-place grade beam over the piles to support the re-siting of the bleachers so they won't settle. It was noted that there are many successful pile-supported structures in the city, including water mains that have been in place for some time.
- The track straight away in front of the bleachers will be amended by resurfacing the entire track next spring. Track surfaces of this composition are generally on a nine-year replacement cycle; the entire track

is five years old. Since matching the color is difficult given use and fading, the entire track will be resurfaced in the spring of 2019 to create a seamless match.

- The stadium is well maintained with a full time Public Works employee in season and outside of traditional hours the stadium as needed.

**Mr. Destino** added that there is money in place now; there was \$200,000 in donations set aside for remediation and a former Community Development Project Manager was in charge of the overall project. He advised there were three different loan authorizations that the Council approved for the project, all having some appropriations left over. He explained that CFO, John Dunn, was having issues differentiating between the funds as they appeared to be comingled -- there were donations and CPA Fund grant monies involved -- all of this transpired during the previous Administration. Bond Counsel recommended it would be more appropriate for the city to issue a bond, and then move forward to resolve the other accounting issues after the Council puts through this loan authorization. Overall the total funds available are about \$800,000, he indicated. Once the loan authorization is in place they'll dissolve the other appropriations.

**Councilor Cox** and **Mr. Hale** engaged in a discussion regarding general liability should the new remediation fail with **Mr. Destino** participating who added that the Council will see a grant coming forward in the next Mayor's Report on coastal vulnerability to fund the raising up the Annisquam River seawall which should lessen flooding to the field. Both he and **Mr. Hale** confirmed that the bleacher issues and the track disruption directly in front of the bleachers weren't due to the previous winter flooding of the field.

**Councilor Hecht** briefly engaged in a discussion with **Mr. Destino**, **Mr. Hale** and the Committee whether it was fiscally prudent to pursue those parties who may have been involved for the bleacher design and engineering issues in the past outside of the loan authorization discussion. It was noted that the Stadium Building Committee were part of the decision-making process as to the end design and installation of the bleachers, and that the city was also part of the decision-making process. The engineering firm that is donating their design services for this remediation project was previously involved and does a great deal of good work for the city both **Mr. Hale** and **Mr. Destino** confirmed.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, 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 One Hundred Fifty Thousand Dollars (\$1,150,000) to pay costs of making various improvements to Newell Stadium, including among other things, track and field facilities, multi-purpose athletic field, spectator seating, irrigation and building improvements and for the payment of all other 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, Section 7, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**

**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. *Memorandum from City Auditor re: request acceptance of a \$1,800 donation for the purchase of timers for the "Light Up Main Street" project (Cont'd from 07/19/18)*

**Councilor Hecht** explained that at the 11<sup>th</sup> hour to the kick-off of the Light Up Main Street project, he received a call from Michael Deneen representing the Gloucester Astronomy Club saying the club didn't want the lights strung in the Main Street trees at all due to night sky disruption. He recounted that after a good discussion, later on the kick-off day, Mr. Deneen wrote a check for \$1,800 to fund the purchase of timers as the Astronomy Club wants the lights to cut off at 11:00 p.m. **Councilor Hecht** mentioned there are two types of timers, one less expensive than

the other, and was unsure whether this amount will pay for all the timers they'll need. **Mr. Destino** advised the timer purchases will be handled by appropriate city purchasing process through the DPW which **Amit, Chhayani**, Assistant City Auditor, confirmed. **Councilor Cox** asked that the Committee receive information as to where the funding for the project came from and its total cost upon the project's completion.

**COMMITTEE RECOMMENDATION: On motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a cash donation of \$1,800 to the City of Gloucester from Michael Deneen for the purchase of light timers as a part of the "Light Up Main Street" Project.**

*7. Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business*

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

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:51 p.m.

Respectfully submitted,  
*Dana C. Jorgensson*  
Clerk of Committees

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