

Budget & Finance Committee
Thursday, August 23, 2018 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard; Councilor Ken Hecht
Absent: None.

Also Present: Jim Destino; Amit Chhayani; John Dunn; Interim Police Chief John McCarthy; Fire Chief Eric Smith Mike Hale; Shellfish Warden Tamela Cominelli

The meeting was called to order at 5:32 p.m. Matters were taken out of order.

1. Memorandum, Grant Application & Checklist from Interim Police Chief re: acceptance of FY19 State 911 Support & Incentive Grant in the amount of \$86,795

Interim Police Chief John McCarthy reviewed that this is an annual grant received by the Gloucester Police Department (GPD) that has no match -- this year the grant total is \$86,795. The grant supports the department's E911 personnel costs and maintenance contract for the computer-aided dispatch. He noted the GPD has received this grant for about 14 years annually from the state. **Councilor Cox** thanked Interim Chief McCarthy for his efforts to obtain the annual grant.

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 Massachusetts Executive Office of Public Safety and Security, a FY19 State 911 Department Support & Incentive Grant in the amount of \$86,795. The grant period is from July 20, 2018 through June 30, 2019.

Mr. Destino pointed out to the Committee that about \$600,000 is being accepted this evening due in large part to the good work of the Administration and city staff.

2. Memorandum, Grant Application & Checklist from Interim Police Chief re: application for FY19 EMD & Training Grant in the amount of \$115,978.84

This grant application on file is for the Committee's information only as there is no match to this grant.

3. Memorandum, Grant Application & Checklist from Fire Chief re: Acceptance of FEMA Assistance to Firefighter Grant in the amount of \$321,819 for an ambulance with a 10% match from the city in the amount of \$32,181

Fire Chief Eric Smith advised that the city is in receipt of FEMA's (Federal Emergency Management Agency) Assistance to Firefighter Grant in the amount of \$321,819 that will be used to purchase a new ambulance, replacing a back-line ambulance circa 2005, the department's oldest ambulance now beyond its service life. There is a 10% match to the grant from the city in the amount of \$32,181 (see Agenda Item #4). He reported that since 2010 the department has garnered about \$1.34 million in federal grant monies which means a great deal of the department's capital equipment needs isn't completely funded out of the city's General Fund. He mentioned that Fire Department personnel commit a great deal of their time to write these successful grants noting that while the information gathering is an onerous process, they take it on gladly. He briefly touched on some of the aspects of grant writing for federal funding with the Committee.

Chief Smith pointed out for **Councilor Cox** that while it takes about a year to put the vehicle on line, the department is in a good place, and will have enough funds to stock the vehicle as well. **Councilor Cox** asked how many grants the department hadn't received with the firefighters working to obtain them. **Chief Smith** advised they are seeking all the grants that are available which has worked well for them.

Councilor Memhard noted the equipment is expected to go on line about one year from now. **Chief Smith** advised work has started on the new ambulance specifications and once completed goes out to bid, then awarded. He advised it can take six month to a year to build depending on how many orders the manufacturer has before it. The department will trade in the 2005 back-line ambulance.

The department has two front line and two reserve ambulances, **Chief Smith** noted for **Councilor Hecht**, and spoke to some of the instances of ambulance use for special events and other circumstances faced by the department.

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 Federal Emergency Management Agency (FEMA)/ Department of Homeland Security (DHS), a FY2017 Assistance to Firefighters Grant (AFG) in the amount of \$321,819. The purpose of this grant is to fund replacement of the oldest Fire Department ambulance with a 10 percent local match funded by the City of Gloucester.

4. Memorandum and Supplemental Appropriation Budgetary Request 2018-SA-35 from CFO

NOTE: The Supplemental Appropriation number is now corrected to: 2019-SA-1

John Dunn, CFO, pointed out that this Supplemental Appropriation from the city's Capital Project Stabilization Fund is for the purpose of the 10% grant match to the just accepted FEMA grant under Agenda Item #3. He added that the funds are appropriated within the Capital Project Stabilization Fund (CPSF), and an account within the CPSF is created for the sole purpose of sequestering the funds for the ambulance so that if not all of the money is spent it stays in the Fund.

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 approve the following Supplemental Appropriation 2019-SA-1 for \$32,181 (Thirty Two Thousand One Hundred Eighty-One Dollars) from Account #7600-359000, Capital Projects Stabilization Fund, Undesignated Fund Balance to Account #760017-585001, Capital Projects Stabilization Fund Fire Department Ambulance, Vehicles, for the purpose of funding a 10 percent local match for the Federal Emergency Management Agency (FEMA)/Department of Homeland Security (DHS), FY2017 Assistance to Firefighters Grant (AFG) for the purpose of funding a Fire Department ambulance.

5. Memorandum from Shellfish Warden re: request acceptance of funding from the Mass. Division of Marine Fisheries Great Marsh Green Crab Trapping Program in the amount of \$10,000

Tamela Cominelli, Shellfish Warden advised the city is in receipt of the Great Marsh Green Crab Trapping Program Grant in the amount of \$10,000 from the Mass. Division of Marine Fisheries (MA DMF). This is an annual grant with no match, she added. She recounted the purpose of this program is to capture and remove the invasive European green crabs from coastal marine and estuarine waters within the Great Marsh ecosystem which attack the native softshell clams. She advised that there are two men this year that will be trapping for this invasive species, and she reviewed the process briefly how the "trappers" are paid. **Mr. Destino** noted that there wasn't much of a market for green crabs over the last several years but that market is developing.

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, from the Massachusetts Division of Marine Fisheries (MA DMF), a FY2018 Great Marsh Green Crab Trapping Program Grant in the amount of \$10,000 for the purpose of funding a program to capture and remove European green crabs from coastal marine and estuarine waters within the Great Marsh ecosystem to improve shellfish, eelgrass, and other fishery resources within the City's jurisdiction. The grant period is from July 1, 2017 through June 30, 2018.

6. Memorandum from Clean City Commission Chair re: Acceptance of a donation of 200 cloth grocery bags from Harbor Cove Dental with a value of \$100

Ainsley Smith, Chair of the Clean City Commission asked that the city accept a donation of 200 cloth grocery bags from Harbor Cove Dental with a value of \$100. These bags will be distributed to the city's seniors through the Rose Baker Senior Center and to low income residents at a September 25 flu shot clinic, she noted. **Councilor Cox** discussed with **Ms. Smith** the possibility of installing of a box to deposit cloth bags for seniors to take as needed. **Ms. Smith** and **Councilor Cox** spoke about a thank-you note to Harbor Cove Dental for their donation.

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 Chapter 44, §53A-½ the donation by Harbor Cove Dental of 200 cloth grocery bags with a monetary value of \$100.00 for the purpose of distribution to Gloucester senior citizens and low-income residents to aid in the transition from single-use plastic checkout bags, through the Clean City Commission.

7. Memorandum from Community Development Director re: Request to pay FY18 invoice 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 ReadyRefresh by Nestle, Louisville, KY, Invoice Number 08F0442310744 dated July 2, 2018, for services and goods rendered in FY2018 and paid with FY2019 General Fund – Community Development budgeted funds for a total of \$12.87.

8. Memorandum from IT Director re: Request to pay FY18 invoice with FY19 funds

Mr. Dunn, responding to an inquiry by Councilor Cox explained the documentation is a quote through SHI, a clearing house for computer hardware and software who have a state contract. The city has to go to the manufacturer for the specific product and get a quote from them, which in turn goes through SHI. In this case, there were a number of annual contracts which weren't lining up with the fiscal year -- this was one which was arranged to start July 1, but there was a remainder from FY18 to get it into the fiscal year cycle.

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 for services rendered by Quick Base, a software platform service provider, Quote Number 10958 dated July 20, 2018, for services provided from 03/27/2018 through 06/30/2018 and paid with FY2019 General Fund – Information Technologies Department budgeted funds for a total of \$3,156.16.

9. Memorandum, Grant Application & Checklist from the Planning Director re: Acceptance of the FY19 Coastal Resilience Grant in the amount of \$63,345

Mike Hale, Public Works Director advised that the city has been awarded a Coastal Resilience Grant administered through the Mass. Office of Coastal Zone Management (CZM) with a grant window between now and the end of June 2019. He mentioned a conference call meeting with himself, the Planning Director, CZM and the Dept. of Environmental Protection officials on Monday, Aug. 20. He then explained the parameters of the grant as follows: This is a \$63,345 grant with a 25% match comprised of \$20,000 plus in-kind services. There is a proposal from GZA to start the design and permitting work for raising the seawall along the Annisquam River canal from Dun Fudgin Landing towards Western Avenue. There is a low point in the middle where the water breaches first, and once there is water incursion, the water can't flow back out easily as the field is at a lower level. The High School property won't flood in a 100 year event in scenarios the government has laid out. They can "armor" the High School is at an elevation that won't flood during a 100 year event until 2070 in a number of scenarios the federal government has put forward. They can "armor" the High School property and buy the city time until 2070; **Mr. Hale** indicated that this was, "money well spent."

He then briefly touched on the design saying that once the project is completed the area won't appear any differently -- the treatment is the same; there will be a 'walk' on it; benches will be replaced and trees replanted. This will protect the High School property from flooding which is the goal.

Councilor Cox inquired if the area to be affected is from the Blyman Bridge Tender's House to Dun Fudgin Ramp. **Mr. Hale** explained that it was the study area. He noted that Stacy Boulevard is a fixed height area. There will be an area within the study area that will be worked on. Responding to further questions from the Councilor, **Mr. Hale** advised this grant gets the city to a biddable document. There are mitigation grants available, he advised. They're very competitive given what shoreline communities' experienced last winter, but with the bid documents will get the city in the mitigation grant line at a higher level having a "shovel ready" project in hand. He pointed out that this isn't that a big of a project, although sounding bigger, but has great benefits for the city. As to when the work would be done, **Mr. Hale** noted this project will have a small footprint where the work will be undertaken. The

project can't be done during bad weather or cold weather especially where concrete is involved, he pointed out. He reiterated that with biddable plans it will make the city more desirable to grantors for mitigation grant funding for the project. **Mr. Destino** reminded the Committee of the process that led to this grant which he indicated will in turn lead to a construction grant. This isn't a huge project, he agreed, saying that it will keep the water off of the High School campus.

Councilor Memhard asked when building something of this nature is a sluice gate or outlet pipe added as a water "exit" so that there isn't pooling behind the structure. **Mr. Hale** advised there is an outlet pipe already in place, a release near the softball diamonds with a basin that empties into the Annisquam River. He advised they'll look to see if the outlet is sized appropriately. This project will be built to an elevation that will prohibit water coming over the seawall for the next 50 years, he pointed out.

Councilor Cox asked if they prevent the flooding going towards the High School where would the water go. **Mr. Hale** explained that the seawall won't change the elevation of the ocean, but the wall will move the water away from the inland resource. The area least affected is the neighborhoods, and they're not endangering neighborhood properties by this project, **Mr. Destino** pointed out.

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 Executive Office of Energy and Environmental Affairs, Office of Coastal Zone Management, a Coastal Resilience Grant of \$63,345 for the purpose of better addressing and protecting the Gloucester High School campus from future flooding risk and hazards. The grant match is 25% of the total project cost on a reimbursement basis. The grant period is through June 30, 2019.

The B&F Committee voted unanimously to allow the matter of 2019-SA-4 to be taken up although not having been referred through the Mayor's Report on August 14, 2018 for the purpose of a 20% match to the FY19 Coastal Resilience Grant.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2019-SA-4 in the amount of \$20,000 (Twenty Thousand Dollars) from Account #7600-359000, Capital Project Stabilization Fund-Undesignated Fund Balance to Account #760018-584000, Capital Project Stabilization Fund-FY2019 Coastal Reliance Grant, for the purpose of funding a 25% local grant match by the City of Gloucester.

Mr. Destino highlighted that like the FEMA Firefighters Assistance Grant match, this Grant match is from the same Stabilization Fund which was one of the main purposes for structuring the stabilization funds.

10. Memorandum from CFO: Request to pay FY18 invoices 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 for the City of Gloucester's Unemployment Insurance by the Commonwealth of Massachusetts Executive Office of Labor and Workforce Development, Department of Unemployment Assistance, Boston, MA, a software platform service provider, EAN Number 78303680 dated June 12, 2018 and July 10, 2018, for unemployment claims of May and June of 2018 to be paid with monies from the FY2019 General Fund Budget for a total of \$10,811.

11. Memorandum and Supplemental Appropriation Budgetary Request 2019-SA-36 from CFO

NOTE: The Supplemental Appropriation number is now corrected to: 2019-SA-2

Mr. Destino advised this Supplemental Appropriation is to release funds in order to hire the assessment center to review and make recommendations for a new Police Chief. There are already many people who've indicated their interest in this position, he noted. He mentioned there were two companies that bid on the assessment center and touched on them briefly. He expressed confidence in the company that was chosen, saying that there would be highly qualified candidates for the city to consider. A search committee has been formed whose members include the two Chiefs, himself, the Human Resources Director and a member of the public, Jim Marr, Jr., a former Gloucester police officer and now with the ATF, he advised. He noted they'll start the assessment process as soon

as the funds are released and a contract is signed, likely in September. **Councilor Memhard** pointed out that there will be an in-depth screening process and a public process as well which was confirmed by **Mr. Destino**. He also confirmed for the Committee that it is Interim Chief McCarthy's intention to retire at the end of the calendar year. **Councilor Cox** asked if there is any consideration to reinstate the position of Assistant Police Chief to which **Mr. Destino** advised they'd work with the new Chief on that matter -- it wasn't funded in the FY19 budget. **Councilor Cox** asked if they would expect much more in costs in the search. **Mr. Destino** advised he expected that the money should be adequate, and if not all spent will fall to the bottom line. **Mr. Dunn** noted that they expect to expend all of the Supplemental Appropriation which is why this money isn't going to remain within the Capital Project Stabilization Fund.

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 approve Supplemental Appropriation 2019-SA-2 in the amount of \$23,780.00 (Twenty Three Thousand Seven Hundred Eighty Dollars) from the Stabilization Fund-Transfer to General Fund, Account #75005-596001, to Executive – Mayor's Office, Purchase of Services, Account #0112152-520000 for the purpose of funding the Assessment Center to review and make recommendations for a new Police Chief.

12. Memorandum and Supplemental Appropriation Budgetary Request 2019-SA-37 from CFO

NOTE: The Supplemental Appropriation number is now corrected to: 2019-SA-3

Mr. Destino described that the process to rebuild the Magnolia Pier has started. This funding of about \$92,000 is for the engineering work, permitting and a small amount of demolition to make what remains of the pier safe for the winter months. In the spring they'll look to secure funds to rebuild it. They need to leave the pilings in until they see what is necessary to rebuild the pier. Initial estimates are between \$660,000 and \$820,000 to rebuild. There is a goal from the Magnolia Pier Committee to raise half of that amount.

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 approve 2019-SA-3 for \$91,930.00 (Ninety One Thousand Nine Hundred Thirty Dollars) from Account #7600-359000, Capital Projects Stabilization Fund, Undesignated Fund Balance to Account #760018-58400, Capital Projects Stabilization Fund-Magnolia Pier Reconstruction Project – Site Improvements for the purpose of funding a contract for survey, geotechnical investigation, design, engineering and permitting services for the reconstruction of the Magnolia Pier.

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

Mr. Chhayani submitted his reports (on file) with the Committee. **Councilor Cox** and the Committee discussed with **Mr. Chhayani**, **Mr. Dunn** and **Mr. Destino** whether there was a need to continue to receive the City Auditor's Report on a bi-weekly basis. Some of the positive aspects of the report were highlighted by **Mr. Chhayani**, noting that when the Munis payroll conversion was underway, this report helped to point out issues that would have been missed and could therefore be rectified. There was no legislative obligation for the Committee to review the report regularly, it was noted. **Councilor Memhard** mentioned that if there is something out of the ordinary the Auditor could bring it to the Committee's attention. **Councilor Hecht** noted the work is done internally regardless and expressed appreciation if the Committee process could be streamlined.

Councilor Cox advised she would discuss this matter with the City Auditor suggesting this is reporting on a monthly basis could start mid-fiscal year. She pointed out that the agenda item could be carried week to week in case there was something that she and the City Auditor agreed needed to be taken up by the Committee for discussion.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:32 p.m.

Respectfully submitted,
Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.