

**Budget & Finance Committee**  
Thursday, October 4, 2018– 6:00 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall  
**-Minutes-**

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard; Councilor Ken Hecht

**Absent:** None.

**Also Present:** Kenny Costa; Jim Destino; Joanne M. Senos

The meeting was called to order at 6:02 p.m.

1. *Memorandum, Grant Application & Checklist from the Police Chief re: request acceptance of the FY19 State 911 EMD and Training Grant in the amount of \$115,978.84*

**Jim Destino**, CAO, explained that this is an annual state grant which funds the department's Emergency Dispatch continuing education as well as quality assurance improvements. There is no match, he 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 M.G.L. c. 44, §53A a Massachusetts Executive Office of Public Safety and Security, a FY19 State 911 Department Training Grant and Emergency Medical Dispatch/Regulatory Compliance Grant for \$115,978.84. There is no local match for this grant. The grant period is through June 30, 2019.

2. *Supplemental Appropriation Budgetary Request 2019-SA-6 from the DPW*

**Mr. Destino** advised this Supplemental Appropriation will fund miscellaneous road paving projects and repair crosswalk painting equipment. This funding comes from the Highway Force account which is funded by fees from road opening permits. The DPW's crosswalk machine broke down, he noted, and \$15,000 of this funding will be used to purchase a new machine. The new machine will have the capability to do long line painting between the travel lanes which will save the city money by not having to contract out that service, he added.

**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-6 in the amount of \$30,000.00 (Thirty Thousand Dollars) from the Highway Force Account, Transfers to the General Fund, Account #32085-596001, to DPW, Public Services-Repairs & Maintenance Paving, Account #0147052-524014 for the purpose of funding miscellaneous road paving projects and the repair of crosswalk painting equipment.

3. *Memorandum from the Mayor re: request to pay an invoice from UrbanCare, LLC in the amount of \$180 without a P.O. in place*

**Mr. Destino** recounted for the Committee that a line item in the Mayor's FY19 budget was set up to be used to fund small projects for the Boards, Committees and Commissions. He explained that a committee chair bought a sidewalk buttler through the DPW without a purchase order in place. This was the first time the account was accessed, and assured that the appropriate process will be followed moving forward.

**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 to permit payment of a FY 2019 Invoice #1155 Urban Care LLC-Home of the Side Walk Buttler, Scarborough ME, dated 09/09/2018, for #7 Buttlers: Custom Labels in the amount of \$180. There was not a purchase order in place before the goods were received.

4. *Memorandum from Human Resources Director re: request to pay a prior year invoice in the amount of \$960 with FY19 funds*

**Mr. Destino** explained that there was a training workshop initiated by the Personnel-Human Resources Department which took place in June 2018. At year end that department was shorthanded, and at that time neglected to encumber funds to pay the invoice for the program which came in after the start of the new fiscal year.

**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 to approve payment for services rendered by Morgan, Brown & Joy, LLP, Attorneys at Law, Boston, MA, Invoice # 279972, dated 06/26/2018, for conducting a Harassment Prevention Training course for the City of Gloucester in FY2018 to be paid with FY2019 General Fund – Human Resources Department budgeted funds for a total of \$960.00.**

**5. *Special Budgetary Transfer Request 2019-SBT-3 & -4 from the City Clerk***

**Joanne M. Senos**, City Clerk, explained that the state mandates cities and towns to offer Early Voting for 10 days before the state election. During that time the City Clerk's office has to set up voting as if registered voters were at their polling place. This requires 12 people each day in addition to the City Clerk's staff to run Early Voting. Voting will be available during City Hall's regular business hours in Kyrouz Auditorium. It is hoped to extend hours on Tuesdays and Thursdays from 4:00 p.m. to 7:00 p.m. which will be staffed by her department employees, she advised. On those evenings, the City Clerk's staff will move Early Voting downstairs to the City Clerk's office as Kyrouz Auditorium hosts evening meetings on those days. She reminded the Committee in the FY19 budget she was budgeted \$1,500 in order to hire a 10-week temporary staff person which was advertised but failed to attract any candidates. She advised that she'd like to offer a \$20 incentive payment to those people who have stepped forward to volunteer their time to assist the City Clerk's office to run Early Voting. She recounted that when Early Voting was offered for the first time two years ago, and her office processed over 4,200 ballots with about 350 volunteer hours. She pointed out that other communities pay their Early Voting poll workers, feed them, or offer them a nominal incentive payment. She added that the account from she's asking to transfer funds is an election-related account.

There was a discussion between **Councilor Cox** and **Ms. Senos** as to whether a \$20 incentive to Early Voting volunteers should be an actual payment or if providing food and drink may be a viable alternative for use of the funds. **Ms. Senos** highlighted that while \$20 isn't a lot of money, it could be helpful to and welcomed by many of the volunteers. She pointed out that there are two six hour shifts -- morning and afternoon.

**Councilor Cox** asked if they used labor money for food would it be an issue. **Kenny Costa**, City Auditor, noted that the funds are being transferred to an Ordinary Maintenance-Purchase of Services account, and then the money could be transferred into the supplies account. **Councilor Cox** pointed out it is the City Clerk's money which the Council agreed was to be used at her discretion. She advised she was fine with whatever the City Clerk chooses to do with the funds. **Ms. Senos** conveyed that while \$20 isn't a lot of money but for many of the volunteers it can be meaningful and suggested there may be some volunteers who won't want to be paid at all. She noted that while Early Voting goes on, the City Clerk's office must conduct its regular business functions.

**Councilor Hecht** touched on a discussion that took place at the time the City Clerk was before the Committee during the FY19 budget review as to funding of a temporary staff position versus the use of interns in the City Clerk's office. **Councilor Cox** and **Ms. Senos** confirmed that was a separate issue.

**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 Special Budgetary Transfer 2019-SBT-3 in the amount of \$1,500 from Account #0116151-511300, City Clerk, Personal Services, Wages-Hourly Permanent to Account #0116352-520000, Registration Ordinary Maintenance-Purchase of Services, for the purpose of paying poll workers per diem for Early Voting for the November 6, 2018 Election.**

**Ms. Senos** advised that these funds by making this second transfer would cover all of their Early Voting shifts for about 132 people at \$20 it is \$2,640. The \$1,600 transferred by vote of the Council in addition to funds now in the Purchase of Services account would cover all the Early Voting shifts.

**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 Special Budgetary Transfer 2019-SBT-4 in the amount of \$100 from Account #0116151-512000, City Clerk,**

**Personal Services, Salaries & Wages - Temporary to Account #0116352-520000, Registration, Ordinary Maintenance - Purchase of Services, for the purpose of paying poll workers a per diem for Early Voting for the November 6, 2018 Election.**

**6. *Update on the Outside Auditor's Report (Cont'd from 09/20/18); Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report***

The Update on the Outside Auditor's Report was continued to October 18, 2018. No other reports were presented to the B&F Committee under this heading.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:26 p.m.**

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

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