

**Budget & Finance Committee**  
Thursday, October 18, 2018– 5:30 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:** John Dunn; Joanne M. Senos; Amit Chhayani

The meeting was called to order at 5:31 p.m.

1. *Memorandum from City Clerk: request to expend funds from the Receipts Reserved for Appropriation Fund to purchase as an additional city seal in the amount of \$518*

Joanne M. Senos, City Clerk, conveyed that this request for \$518 is to purchase an additional new city seal, made out of cast iron, for the City Clerk's office as the department only has one city seal out of three in working order. She mentioned that the CFO asked why she chose not to purchase an electric embosser with the city seal. She advised that the electric embosser the department has is old, makes a great deal of noise when in use, and that as it aged it became more difficult to find anyone to service it. In order to expend funds the money will come from the Receipts Reserved for Appropriation Fund which is a fund that receives money from the dog stipend, a fee that is part of the total licensing fee for dogs.

**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-7 in the amount of \$518.00 (Five Hundred Eighteen Dollars) from the City Clerk Dog License Receipts Reserved for Appropriation Fund, Transfers to the General Fund Account # 32145-596001, to City Clerk, Other Expense, Account #0116152-578000 for the purpose of funding the purchase of an additional city seal.**

2. *Memorandum from City Clerk: request to expend funds from the Receipts Reserved for Appropriation Fund to purchase a desktop inkjet printer in the amount of \$586*

Ms. Senos advised the Committee of her department's need for a new desktop inkjet printer, and that funds were available through the Receipts Reserved for Appropriation Fund. She explained that her office has a typewriter used for many forms. She pointed out that the state provides forms, particularly marriage licenses that her office isn't allowed to duplicate. The office printers don't line up with fillable PDF's. With the recommendation of the IT Department, the request is for an inkjet printer to be used for forms, she explained. She mentioned that in the next Mayor's Report, there is a request for a new color printer which she briefly touched on.

**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-8 in the amount of \$586.00 (Five Hundred Eighty Six Dollars) from the City Clerk Dog License Receipts Reserved for Appropriation Fund, Transfers to the General Fund Account # 32145-596001, to City Clerk, Other Expense, Account #0116152-578000 for the purpose of funding the purchase of a desktop inkjet printer.**

3. *Memorandum from Library Director re: acceptance of the Library Services & Technology Act grant in the amount of \$30,000*

John Dunn, CFO, reviewed for the Committee that the Sawyer Free Library is in receipt of a Library Services & Technology Act Grant for \$30,000 to conserve and digitize historical resources currently held in the city archives. The state is encouraging cities and towns to digitize their documents before they are lost. He pointed out there is no match.

Note: This project is specifically earmarked to conserve and digitize seven of the oldest bound volumes of city records. The Massachusetts Board of Library Commissioners manages this federal grant at the state level.

**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 federal grant from the Institute of Museum and Library Services passed through the Massachusetts Libraries Board of Library Commissioners FY19 LSTA Grant, Conserving & Digitizing Historical Resources for a total of \$30,000 for the purpose of conserving and digitizing seven of the city of Gloucester's oldest bound volumes of City records. The grant period is from October 1, 2018 to September 30, 2019. There is no local match requirement for the grant.

**4. *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 is continued to November 8, 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 5:39 p.m.**

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

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