

**Special Budget & Finance Committee**  
Thursday, November 15, 2018 – 5:30 p.m.  
**1<sup>st</sup> Fl. Council Conference Room – City Hall**  
**-Minutes-**

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

**Absent:** None.

**Also Present:** Kenny Costa; Jim Destino; John Dunn; Interim Police Chief John McCarthy; Jaimie Corliss; Mark Cole; Catherine Schlichte

The meeting was called to order at 5:30 p.m

**1. Memorandum & Special Budgetary Transfer Request 2019-SBT-5 from the Police Department**

**Interim Police Chief John McCarthy** explained that there is a \$1,962.42 shortfall in the Detectives Educational Incentive account due to a contract settlement after the FY19 budget was submitted and passed. Funds are available in the Uniform salary line item, he noted. The reason for the shortfall was briefly discussed between Mr. Destino, Mr. Dunn, Interim Chief McCarthy with Councilor Cox were it was highlighted that some funds were set aside to supplement the pay raises before the budget was drawn up, and that this was an anticipated internal transfer.

**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-5 in the amount of \$1,962.42 from Police Uniform, Salaries, Account #0121151-511000 to Police Investigations, Career/Educational Incentive, Account #0121251-519002 for the purpose of funding the projected shortfall in the Career/Educational Incentive account.

**2. Memorandum from Interim Police Chief re: Acceptance of FY18 Bullet Proof Vest Grant in the amount of \$11,925**

**Interim Police Chief McCarthy** explained that his department is in receipt of a FY18 Bullet Proof Vest Grant, obtained annually in the amount of \$11,925 from the U.S. Dept. of Justice through the Mass. Executive Office of Public Safety & Security in order to provide ballistic vests for 15 police officers. He added that there is no match. He conveyed that all officers are issued a bullet proof vest all issued in different timeframes. The vests have an expiration date and the grant covers for every officer whose vest is reaching its expiration date. All vests have an expiration date necessitates their replacement due to material breakdown and once that happens the vests become a liability. The training division takes them back to be disposed of.

**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 U.S. Dept. of Justice FY18 Bullet Proof Vest Program Grant passed through the Massachusetts Executive Office of Public Safety & Security in the amount of \$11,925 with a grant expiration date of 08/31/2020 for the purpose of purchasing 15 ballistic vests for Gloucester Police Department officers.

**3. Memorandum from Assistant DPW Director re: request acceptance from the Gloucester Fund for the purchase of two benches and a picnic table for Burnham's Field in the amount of \$5,137**

**Mark Cole**, Assistant Public Works Director, explained that his department is in receipt of a donation of \$5,137 to purchase two benches and a picnic table for Burnham's Field from the Friends of Burnham's Field through the Gloucester Fund. Installation is expected shortly, he added. **Councilor Cox** noted a friend of a neighbor of Burnham's Field had a mother who passed away and made the donation her honor, but it was noted there is no memorial attachment to the donation at the donor's request.

**Councilor Memhard** asked about the durability of the materials of the benches and table. **Mr. Cole** noted they are of the same material as used for more recent benches which are very durable.

**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 cash donation of \$5,137 from the Gloucester Fund for the purpose of purchasing two benches and a picnic table to be located at Burnham's Field.**

**4. *Supplemental Appropriation 2019-SA-11 from the DPW Director***

**Mr. Cole** requested a Supplemental Appropriation from the Building Stabilization Fund for \$32,000 in order to make improvements to the O'Maley Innovation Middle School which are: the replacement of bathroom partitions in six school bathrooms due to normal wear and tear (replaced every 12 to 15 years) at a cost of \$22,000 and an upgrade to the existing school public address system which has gaps in coverage and two-way communication at a cost of \$10,000. Both these areas have been identified by the Principal and the School Administration as issues that need addressing now, 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-11 in the amount of \$32,000 (Thirty-Two Thousand Dollars) from the Building Stabilization Fund, Undesignated Fund Balance, Account #7700-359000 to O'Maley School Building Improvements, Account #770004-582003 for the purpose of replacing partitions in six O'Maley Innovation Middle School bathrooms and improvements to the school's Public Address System.**

**This matter at City Council under Committee Report will be voted for reconsideration.**

**5. *Memorandum from the Council on Aging Director re: FY19 State Formula Grant Budget Application in the amount of \$88,848 (FOR INFORMATION ONLY)***

**NOTE:** This grant application is under \$100,000 and has no match; therefore this matter is for information only. Documentation on file.

**6. *Supplemental Appropriation 2019-SA-10 from the CFO***

**John Dunn**, CFO, explained that in order to clean up the city's Snow & Ice Deficit solely from FY18, he was requesting to take funds from the city's Stabilization Fund in the amount of \$376,441.69 prior to the filing of the FY18 Tax Recap. In the past this deficit has been made whole with Free Cash but timing is the issue. They'll transfer in from the Stabilization Fund and with the redistribution of Free Cash from this year the Stabilization Fund will be replenished. He pointed out that in the next Mayor's Report there will be the Supplemental Appropriations to distribute the certified Free Cash to the city's Stabilization Funds per city policy. **Kenny Costa**, City Auditor, added that without taking care of this deficit the DOR won't approve the city's Tax Recap.

**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-10 in the amount of \$376,441.69 (Three Hundred Seventy Six Thousand Four Hundred Forty One Dollars & Sixty Nine Cents) from the Stabilization Fund, Transfer to General Fund, Account #75005-596001 to Fund Balance Designated for Snow & Ice Deficit, Account #0001-359201 for the purpose of funding the FY18 Snow & Ice account deficit.**

**This matter at City Council under Committee Report will be voted for reconsideration.**

**7. *Update on the Outside Auditor's Report (Cont'd from 11/08/18); Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report***

**Mr. Costa** asked that the Outside Auditor's Report be continued to January 3, 2018. He advised he had no report to give to the Committee at this time.

**8. *Memorandum from Community Development Director re: recommendations from the Community Preservation Committee (CPC) for Round 9, FY18 funds: Applicant Review Part I***

**Cape Ann Museum****White Ellery House Stabilization & Preservation \$50,000**

**Councilor Memhard** declared under MGL c. 268A that although there may be a perception of a Conflict of Interest, there is no financial benefit to him or his family from any support of the Cape Ann Museum.

**Martha Oakes**, Curator of the Cape Ann Museum, explained that since 2007 the Museum has been working to restore the White-Ellery House built in 1710, just off Grant Circle. The barn was built c. 1740, and has been owned by the Museum for many years. The house has had substantial work done to it for its preservation, including work done with a CPA grant and other funders. Some structural repairs were done inside the barn but now the barn's envelope needs work to save it: a new roof; put on shutters, shore up the foundation; install a fire detection and burglar alarm system and create a way to redirect stormwater runoff away from the structure. The replacement of the cedar shingled roof has been started out of concern for oncoming winter snows; the roof is approximately half of the cost of the estimated project. \$50,000 in matching funds will come from the Museum. It was noted that the museum owns both the Ellery White House and the barn and is in the process of purchasing the yellow clapboard house on Grant Circle to preserve it and owns three acres of land behind the house. The Museum is dedicated to preserving the structures and the properties, "as the gateway to Cape Ann." Total estimated cost of the project is \$100,000.

**Councilor Cox** noted that the Ellery House has been open to the public which **Ms. Oakes** confirmed noting it is only open in the summer with free entry, citing it is due to no heating or plumbing systems in the building. She pointed out that the barn has four levels inside, and the doors will be opened when the House is opened, but as the barn is not handicap accessible it will be only able to be viewed from its entrance. Neither the house nor barn are furnished and are known as "study homes" to better understand the architecture of the period.

**Councilor Memhard** confirmed with Ms. Oakes the Museum is using local contractors with Ms. Oakes advising there were two estimates and the Museum picked a contractor that they typically use because when there is a problem at difficult hours, they will respond.

Site Visit: None scheduled but Councilors may view White Ellery House barn individually.

**Annisquam Village Church****Rehabilitation & preservation of Church****\$30,000**

It was explained by **Peter Bent**, representing the Annisquam Village Church, that CPA funds will be used to support the preservation and restoration of the two main floors of the Annisquam Village Church continuing the ongoing restoration work but in more of a long-term planning method. The church was founded in 1728. Historically, this is the Third Parish in the city. This work will include: refinishing the sanctuary floor, restoring selected pews; and removing and completely rebuilding all windows. Cove Room level work will include: replacing the existing dropped ceiling; new wood laminate floor; and rebuilding two existing bathrooms to ADA standards. The total cost of the project is estimated at \$575,000.

**Councilor Cox** asked if the intent was for the Church to apply again next year, with **Mr. Bent** indicating it was the Church's intent to apply for further CPA Grant funding. He also confirmed the preservation work has begun on the Church. He explained that if they finish the downstairs on time, they can continue to hold services downstairs while the main part of the church is worked on. He advised the project goes well beyond the scope of this grant, addressing major concerns for the Church structurally and ADA access which he briefly described. He also touched on prior use of a portion of the Church in the 1970's as a kindergarten at the Church but the Church facility couldn't adapt to the requirements for having small children there, due to traffic, play space, etc. The Cove Room is more of a community meeting center; and with frequent power outages in Annisquam, the downstairs will be set up with a generator, he advised, which is being piped for now, he added.

Site Visit: Monday, October 19 at 10:00 a.m.

**Sargent Murray Gilman Hough House Assoc. Preservation/Rehab & Restoration****\$800**

**Tom Manning**, Treasurer, of Sargent Murray Gilman Hough House Association explained that this project would preserve the Sargent House Museum's Middle Street façade located in the city's Historic District. He expressed thanks on behalf of the Museum for the \$61,000 in CPA funds that paid for the Museum's roof repairs. These requested CPA funds will pay for the Museum's bulkhead repair on the driveway side as recommended by the CPC. Note: The project also includes: excavating and resetting the brick driveway; replacing the west side fence;

rehabilitating; painting the north side exterior; painting the west side exterior; repairing wooden borders along Middle Street brick walk to staff entrance including adding clamshells to gravel border close to the house paralleling the staff entrance walkway. Total estimated cost of the entire project is \$24,430.

**Catherine Schlichte**, Co-Chair of the Community Preservation Committee recounted for **Councilor Cox** the previous three CPA Fund grants awarded to the Museum used to assist in the Museum's roof repair, and granite stairs on the Main Street side of the house. The first CPA Fund grant awarded was to replace a fence atop the stone wall directly on Main Street, but after the fence was torn down, given the better open view the property and the concern for on-going maintenance for a fence no new fence was erected. That grant funding was returned to the city. **Councilor Cox** expressed her appreciation for the availability of the Main Street lawn as a place for the public to enjoy.

Site Visit: None.

After very briefly describing the Community Preservation Committee's application process for **Councilor Hecht**, in closing there was a discussion between the Committee, **Ms. Corliss** and **Ms. Schlichte** about any possible pending Affordable Housing CPA Fund Grant applications moving forward and a brief review of those applicants for CPA grant funding that were deemed ineligible for this funding round.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:35 p.m.**

**Respectfully submitted,**

*Dana C. Jorgenson*

Clerk of Committees

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