

GLOUCESTER CITY COUNCIL CALENDAR OF BUSINESS

TUESDAY, June 11, 2019

7:00 P.M.

KYROUZ AUDITORIUM, CITY HALL

COUNCIL MEETING #2019-011

MEETINGS ARE RECORDED

**CITY CLERK
GLOUCESTER, MA**

2019 JUN -7 AM 9:00



FLAG SALUTE & MOMENT OF SILENCE

ORAL COMMUNICATIONS

PRESENTATIONS/COMMENDATIONS

CONFIRMATION OF NEW APPOINTMENTS

Clean City Commission

Demitra Lavrakas

TTE 2/14/20

CONSENT AGENDA

ACTION

• **CONFIRMATION OF REAPPOINTMENTS**

• **MAYOR'S REPORT**

1. *New Appointments:*

Council on Aging	(TTE 2/14/22)	Rosalie Nicastro	(Refer O&A)
Gloucester Cultural Council	(TTE 2/14/20)	Shayla Kaufmann Swigart	(Refer O&A)
Tourism Commission	(TTE 2/14/21)	Jennifer Goulart Amero	(Refer O&A)

2. Memorandum from Personnel Director re: request approval of FY18 wage adjustments and payment of 3 DPW Superintendents for work performed in FY18 (Refer B&F)

3. Memorandum, Grant Application and Checklist from the Director of Public Health re: request acceptance of a Community Compact Grant in the amount of \$84,557 to expand regional transportation for senior citizens on Cape Ann (Refer B&F)

4. Memorandum, Grant Application and Checklist from the Director of Public Health re: request acceptance of a Blue Cross Blue Shield of MA Foundation Catalyst Fund Grant in the amount of \$4,998 for the purchase of a digital Intraoral X-Ray sensor (Refer B&F)

5. Special Budgetary Transfer Request (#2019-SBT-12) from the DPW (Refer B&F)

6. Memorandum from the Planning Director re: application to the Coastal Resilience Grant Program to assess the feasibility of design alternatives to protect the Water Pollution Control Facility on Essex Avenue (Info Only)

7. Response from Mayor's Office to Oral Communications of the May 14, 2019 City Council Meeting (Info Only)

8. Community Outreach Meeting notice from Fresh Fields regarding the proposed Retail Marijuana Establishment anticipated to be located at 65-73 Essex Avenue (Info Only)

• **INFORMATION ONLY**

• **APPLICATIONS/PETITIONS**

1. Special Events Application: Request to hold the Fishtown Horribles Parade July 3, 2019 (Refer P&D)

2. Special Events Application: Request to hold the Cheer for the Pier Magnolia Pier Fundraiser on July 27, 2019 (Refer P&D)

3. Special Events Application: Request to hold the Sidewalk Bazaar on August 1, 2 and 3, 2019 (Refer P&D)

4. Special Events Application: Request to hold the Mother of Grace Fiesta on September 7, 2019 (Refer P&D)

5. PP2019-003: Request by Comcast to excavate and place a 3'x 3' manhole cover over existing conduit, and place one 4" PVC Conduit 50'+/- to Harbor Loop #2 (Refer P&D)

6. PP2019-004: Request by National Grid to install 3'+/- of 2"-3" concrete encased PVC conduit at a point approximately 300 feet northwest of the centerline of the intersection of Acacia Street and Grove Street (Refer P&D)

• **COUNCILLORS ORDERS**

1. CC#2019-023(LeBlanc): Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-270.1 "Resident sticker parking only" by ADDING Foley Road, York Road and Bertoni Road for their entire lengths (Refer O&A & TC)

2. CC#2019-024(O'Hara): request General Counsel draft a Home Rule Petition to cease the addition of sodium fluoride in the City's public water supply; and request the City of Gloucester's state legislators file the Home Rule petition on behalf of the City (Refer O&A & General Counsel)

• **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**

1. City Council Meeting: 5/28/2019 (Approve/File)

2. FY20 Budget Review Meetings: B&F 5/8/2019, 5/13/2019, 5/15/2019 (minutes can be viewed under PH2019-026) (Approve/File)

3. Standing Committee Meetings: B&F 6/6/2019 (under separate cover), O&A 6/3/2019, P&D 6/5/2019 (cancelled) (Approve/File)

STANDING COMMITTEE REPORTS

ACTION

B&F 6/6/2019, O&A 6/3/2019, P&D 6/5/2019 (cancelled)

Individual items from committee reports may be consolidated into a consent agenda

SCHEDULED PUBLIC HEARINGS

1. PH2019-026: Public Hearing on FY20 Proposed Budget (FY20 Mayor's Recommended Budget <http://gloucester-ma.gov/DocumentCenter/View/5664>)
2. PH2019-027: Loan Order 2019-005: Loan Authorization Request to pay for the redesign and retrofit of the Gloucester High School Flood Barrier in the amount of \$3,150,000
3. PH2019-028: Loan Authorization to amend Loan Order 2019-001, in the amount of \$900,000, by increasing it to \$1,150,000 for the demolition and reconstruction of the Magnolia Pier
4. PH2019-029: Amend GCO Ch. 20 "Shellfish, Seaworms and Eels," Sec. 20-26(a) "Permit to take eels generally; restrictions as to traps; Fyke nets prohibited" by DELETING the words "six inches" in the third sentence and ADDING the words, "nine inches" in their place
5. PH2019-025: SCP2019-004: Fuller Street #35, Map 168, Lot 14, GZO Secs. 1.9, 3.1.6, 3.2.2 and 1.7 for a special permit to exceed the maximum allowable building height, decrease the minimum lot area per dwelling unit and decrease the minimum open space per dwelling unit in the NB/R-20 district (Cont. from 5/28/19, To Be Withdrawn)
6. PH2019-030: Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-281 "Ten-minute parking" by DELETING "Angle Street, southerly side beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction"
7. PH2019-031: Amend GCO Ch. 22 "Traffic and Motor Vehicles," Art. II, Division 2, "Traffic Commission" by ADDING a new Sec. 22-38, "Commission authority to approve stop intersections"

FOR COUNCIL VOTE

UNFINISHED BUSINESS

INDIVIDUAL COUNCILLOR'S DISCUSSION INCLUDING REPORTS BY APPOINTED COUNCILLORS TO COMMITTEES:

Update of the Animal Advisory Committee by City Council Representative, Councillor Jen Holmgren

COUNCILLOR'S REQUESTS TO THE MAYOR

ROLL CALL – Councillor Paul Lundberg



City Clerk

Meeting dates are subject to change. Check with City Clerk's Office

NEXT REGULAR CITY COUNCIL MEETING, June 25, 2019

Minutes filed in City Clerk's Office of other Boards and Commissions May 24, 2019 thru June 6, 2019

Bd. of Assessors 5/22/19; Cemeteries Advisory Committee 1/8/19; Conservation Commission 2/6/19, 2/20/19, 3/6/19, 3/20/19, 4/3/19; Council on Aging 5/7/19; Retirement Bd. 3/5/19, 3/27/19; Traffic Commission 4/25/19; ZBA 1/31/19, 2/14/19, 3/28/19, 4/11/19, 4/25/19, 5/9/19

NOTE: The Council President may rearrange the Order of Business in the interest of public convenience.

The listing of matters is those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

2019 JUN -5 PM 3:58

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TO: City Council
FROM: Sefatia Romeo Theken, Mayor
DATE: June 5, 2019
RE: Mayor's Report for the June 11, 2019 City Council Meeting

Members of the City Council:

As you all know there is a lot happening in and around Gloucester. In this Mayor's Report you'll find updates on some timely items, three appointments as well as several financial matters for consideration.

Gloucester High School Resiliency Project – On Monday, June 3 nearly 20 people attended a discussion about the GHS Resiliency Project. Last spring, the City supported by the state's Municipal Vulnerability Preparedness (MVP) program, conducted a Community Building Resilience workshop to evaluate our societal, environmental and infrastructure vulnerabilities to climate change, and rank priorities. Among the highest priority infrastructure projects identified was the protection of the GHS campus from current and future flooding. This past year, the City was awarded a grant from Coastal Zone Management to conduct a feasibility analysis and design of a flood barrier to provide the maximum protection from predicted flooding scenarios.

Members of the City Council and several City staff also attended to listen and learn about the proposed design project from the City's design consultant, GZA GeoEnvironmental, Inc.

Beach Regulations & Info – With the unofficial start of summer having kicked off last weekend its important that we all remind residents and visitors about Gloucester's beach rules and regulations.

An important one is our Carry In/Carry Out policy at Good Harbor and Wingaersheek Beaches. Trash bags are available at each ticket booth and visitors should be prepared to carry out any trash when leaving the beach.

A full list of items prohibited from our beaches for the health, safety, or enjoyment of our vast number of beach goers are listed in the full beach regulations, which can be found online (*go to website - click on beach info - then click on beach regulations*). As you all know, this is the first

year that smoking and vaping is not allowed on any of our beaches. Please help me remind residents and visitors before entering any beach they should take a moment and review all signage to ensure that rules and regulations are not inadvertently violated.

Current daily parking rates for Good Harbor and Wingersheet Beaches are set at the following:

Vehicle Type	Weekday Rates	Weekends & Holiday Rates
Passenger Car, SW, mini-van, SUV 8:00 a.m. – 3:00 p.m.	\$30.00	\$35.00
Passenger Car, SW, mini-van, SUV 3:00 p.m. – 5:00 p.m.	\$20.00	\$25.00
Motorcycle	\$5.00	\$10.00
Van (8+ Seats)	\$35.00	\$40.00
Bus (13+ Seats)	\$40.00	\$50.00
Bus (26+ Seats)	\$45.00	\$55.00

Residents and visitors are encouraged to follow [@Gloubeaches](#) on Facebook for additional beach information including notification when beaches are at capacity.

Lifeguards are on duty daily from 9:00 a.m. to 5:00 p.m. through Labor Day weekend. Restrooms and showers are open from 9:00 a.m. to 6:00 p.m. each day. Please note that if the ticket booth closes early due to inclement weather the restrooms and showers may as well. Good Harbor and Wingersheet Beaches are handicapped accessible.

Traffic – As residents prepare for vacations and as summer guests start to arrive throughout Cape Ann please be aware of ongoing and soon to begin road work. Road work continues on Washington Street and is expected to begin in the near future on the following streets: Poplar Street, Reynard Street, Woodman Street, York Road, Bertoni Road and Foley Road.

With your help we have prepared for more road details to assist with general and beach traffic via additional funding in the proposed FY20 budget.

Although inconvenient, these projects are important and necessary. As always, drivers and pedestrians should exercise caution and patience navigating through Gloucester’s streets. I know I speak on behalf of everyone when I say we appreciate everyone’s patience and cooperation.

Trash Reminder – We are always looking for ways to keep our city clean and that starts with personal responsibility. Please help me remind all Gloucester residents about our trash rules to keep our city streets clean.

Trash/recycling receptacles shall not be put out for collection before 4:00 p.m. the day preceding the day of collection and shall be removed from curbside location and returned to their proper place on the same day of collection.

Official Gloucester PAYT (pay as you throw) bags, either in or out of a barrel shall be placed at the curb not later than 7:00 a.m. on the day of collection.

Any bag and/or barrel weighing more than 50 pounds will not be picked up by the contractor who holds a permit for the collection of trash from the board of health. Any owner of a building with five or more residential units, any business, nonprofit, and any private or charter school shall provide private trash collection. Homeowners and tenants will be required to clean up immediately all trash/recyclables spilled on the ground due to torn bags or overturned containers.

Pride Flag Raising – Please join me for the Pride Flag Raising at Gloucester City Hall on Monday, June 10 at 3:00 p.m. As you all know, June is Pride Month, which celebrates everyone in the lesbian, gay, bisexual, transgender and queer (LGBTQ) community. The rainbow flag, commonly known as the gay pride flag, is a symbol of LGBTQ pride.

Appointments – I submit for your consideration the appointments of Rosalie Nicastro to the Council on Aging, Shayla Kaufmann Swigart to the Gloucester Cultural Council and Jennifer Goulart Amero to the Tourism Commission. I hope you will confirm these appointments and agree that their experience will serve the City well. As always, I greatly appreciate all the volunteers for their dedication to public service and look forward to working with them in the coming years to help make Gloucester a better place for all of us.

Financial Matters – Enclosed matters included herein that are being referred to the Budget and Finance Standing Committee are as follows: request to approve FY18 wage adjustments of 3 DPW Superintendents who stepped up during managerial reorganization; request to accept a Community Compact Grant in the amount of \$84,557 to expand regional transportation for senior citizens living on Cape Ann to improve health outcomes through increased access to healthy food and physical activity; request to accept a Blue Cross Blue Shield of MA Foundation Catalyst Fund Grant in the amount of \$4,998 to fund the purchase of a digital Intraoral X-Ray sensor for diagnostic testing; and a Special Budgetary Transfer Request (2019 SBT-12) in the amount of \$15,783 for funds needed to pay a FY18 invoice for Tighe and Bond previously approved by City Council, as well as, payment of police detail invoice 19-216-DV.

Board, Committee & Commission Appointment

- Council on Aging
 - Rosalie Nicastro – three year term – expires 2/14/2022

- Gloucester Cultural Council
 - Shayla Kaufmann Swigart – one year team – expires 2/14/2020

- Tourism Commission
 - Jennifer Goulart Amero – two year term – expires 2/14/2021

Enclosure 1 contains the relevant information regarding the above mentioned appointment requests. ***Please refer these matters to the Ordinance and Administration Standing Committee for review and approval.***

Financial Matters

- **Enclosure 2** is a memo from Donna Leete, Human Resources Director, requesting approval of FY18 wage adjustments and payment to 3 DPW Superintendents for work performed from January 1 – June 30, 2018. ***Please refer this matter to the Budget and Finance Standing Committee for review and discussion.*** Donna Leete, Human Resources Director, or appropriate personnel, will be available to answer questions and provide further information.
- **Enclosure 3** is a memo and grant application and checklist from Karin Carroll, Director of Public Health, requesting to accept a Community Compact Grant in the amount of \$84,557 to expand regional transportation for senior citizens living on Cape Ann to improve health outcomes through increased access to healthy food and physical activity. ***Please refer this matter to the Budget and Finance Standing Committee for review and approval.*** Karin Carroll, Director of Public Health, or appropriate personnel, will be available to answer questions and provide further information.
- **Enclosure 4** is a memo and grant application and checklist from Karin Carroll, Director of Public Health, requesting to accept a Blue Cross Blue Shield of MA Foundation Catalyst Fund Grant in the amount of \$4,998 to fund the purchase of a digital Intraoral X-Ray sensor for diagnostic testing. ***Please refer this matter to the Budget and Finance Standing Committee for review and approval.*** Karin Carroll, Director of Public Health, or appropriate personnel, will be available to answer questions and provide further information.
- **Enclosure 5** is a Special Budgetary Transfer Request (2019 SBT-12) in the amount of \$15,783 for funds needed to pay a FY18 invoice for Tighe and Bond previously approved by City Council (Certificate of Vote 2019-082), as well as, payment of police detail invoice 19-216-DV. ***Please refer this matter to the Budget and Finance Standing Committee for review and approval.*** Mike Hale, Director of Public Works, or appropriate personnel, will be available to answer questions and provide further information.

Informational Items

- **Enclosure 6** is a memo and application for the Coastal Resilience Grant Program from Gregg Cademartori, Planning Director, to assess the feasibility of design alternatives to protect the Water Pollution Control Facility located on Essex Avenue across from the Blynman Canal from current and future flooding.
- **Enclosure 7** is a copy of the response to comments received during oral communications at the May 14, 2019 City Council Meeting.
- **Enclosure 8** is a Community Outreach Meeting notice from Fresh Fields regarding the proposed Retail Marijuana Establishment anticipated to be located at 65-73 Essex Avenue scheduled for Tuesday June 11, 2019 at 4:30 p.m.
- The following individuals have recently resigned from a City Board, Commission, or Committee:
 - Ainsley Smith – Clean City Commission
- A reminder to please join me and wear orange as we celebrate National Gun Violence Awareness Day on Friday, June 7 at 9:30 a.m in the Rotunda at Gloucester City Hall.

As always, we encourage the City Council to contact us for any questions or comments regarding this submission but we will continue to offer updates and insights across all these matters as they move forward.

###



Sefatia Romeo Theken, Mayor

ENCLOSURE 1

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

June 5, 2019

Ms. Rosalie Nicastro
8 Stanley Court
Gloucester, MA 01930

Dear Rosalie:

Thank you for your interest in serving on the **Council on Aging**. I am pleased to appoint you to a three year term to the Council. So that you may attend and vote at meetings until your appointment confirmation is finalized, I have issued a 90-day temporary appointment.

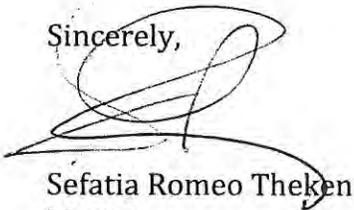
Your appointment will be sent to the City Council for their meeting of June 11, 2019, at which time it will be referred out to the Ordinance and Administration subcommittee. You will be notified by the Clerk of Committees as to the date on which your appointment will be reviewed by the O&A Committee.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council



Enza Taormina <etaormina@gloucester-ma.gov>

Fwd: Would like to be a COA Board Member

1 message

Sefatia Romeo Theken <sromeotheken@gloucester-ma.gov>

Wed, Jun 5, 2019 at 1:03 PM

To: Enza Taormina <etaormina@gloucester-ma.gov>, Jim Destino <jdestino@gloucester-ma.gov>

----- Forwarded message -----

From: **Rosalie Nicastro** <rnicaastro@gloucester-ma.gov>

Date: Wed, Jun 5, 2019 at 1:01 PM

Subject: Would like to be a COA Board Member

To: Sefatia Romeo Theken <sromeotheken@gloucester-ma.gov>

Good Afternoon Madame Mayor,

I would like to be a member of the Council on Aging Board.

I was a member when I worked for the Gloucester Health Department.

It was rewarding and satisfying to work on the COA Board. I am currently working with COA members to have a benefit event to help with the cost remodeling of the kitchen. I feel I have a lot to offer and would love to keep the Rose Baker Senior Center up and running for the good of our city and seniors.

Thank you!

**Rosalee Nicastro****Food Inspector****Gloucester Health Dept.**

rnicaastro@gloucester-ma.gov

978 325-5264

--

Sefatia Romeo Theken

*Mayor, City of Gloucester, MA**City Hall - 9 Dale Avenue**Gloucester, MA 01930**facebook.com/MayorSefatia*

— Sec. 2-440. - Established; composition; appointment and terms of members.

There is hereby established a council on aging governed by a board of directors of up to 11 members. The director of public works, the chairperson of the board of health or their respective representatives, shall serve as ex officio members of the board of directors. The board of directors are further governed by the council on aging bylaws created in November of 2004.

(Code 1970, § 2-343; Ord. of 2-22-1977, § 1; Ord. of 5-27-1986, § I; Ord. of 2-1-2005(01), § I(2-440))

State Law reference— Municipal authority to establish council for the aging, M.G.L. c. 40, § 8B.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

June 3, 2019

Ms. Shayla Kaufmann Swigart
307 Essex Avenue
Gloucester, MA 01930

Dear Shayla:

Thank you for your interest in serving on the **Gloucester Cultural Council**. I am pleased to appoint you to a one year term to the Council. So that you may attend and vote at meetings until your appointment confirmation is finalized, I have issued a 90-day temporary appointment.

Your appointment will be sent to the City Council for their meeting of June 11, 2019, at which time it will be referred out to the Ordinance and Administration subcommittee. You will be notified by the Clerk of Committees as to the date on which your appointment will be reviewed by the O&A Committee.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Sefatia Romeo Theken". The signature is stylized and somewhat cursive, with a large loop at the end.

Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council



Enza Taormina <etaormina@gloucester-ma.gov>

Gloucester Cultural Council

1 message

Shayla Swigart <shayart@gmail.com>

Sun, May 5, 2019 at 10:46 AM

To: etaormina@gloucester-ma.gov

Hello Enza:

My name is Shayla Kaufmann Swigart and I was pleased to be asked to be on the Cultural Council. I have attached my resume to this email.

All the best,

Shayla

--

Shayla Kaufmann Swigart

M.A. Art Ed.



Shayla Kaufmann Swigart 2018.docx

140K

Shayla Kaufmann Swigart

307 Essex Avenue, Gloucester, MA 01930 | Tel: 978.559.1528 | shayart@gmail.com

Summary of Qualifications

Art Teacher possessing strong leadership qualities and the capacity to manage challenging behavior calmly and effectively. Establish positive relationships with fellow professionals and parents. Committed to academic and social success of every student. Passionate about what a strong visual vocabulary can mean for all students as they prepare for college and beyond. Massachusetts Educator License: Visual Art Grades 5–12.

Professional Highlights

- Substitute Teacher, Gloucester Public Schools* 2016-Present
Teaching in all the schools most recently at Gloucester High School's STEP Program. Assisting Lead Teacher: Kristine Stellato in art programming targeting specific needs and abilities of special needs students including, producing a well received mural of Gloucester Harbor. In addition to teaching basic drawing skills, students recently began a self portrait painting project where they are learning about the work of master artists and basic painting techniques.
- Art Teacher, Express Yourself, Inc., Beverly, MA* Winter 2016
Teaching painting workshop, *Beyond the Selfie*, for students from Beverly High School. Students examined artists Frida Kahlo and Chuck Close for examples of self-portraits and symbolism from master painters. Students are inspired to examine symbolism in their lives and include them in their self-portraits, and will exhibit final pieces to the community.
- Art Teacher, Peabody Essex Museum, Salem, MA* Summer 2015
Ran summer workshop for elementary school students on beginning-drawing techniques. Also taught drawing class open to all who visited the museum on opening day of the Thomas Hart Benton exhibition. Taught workshop to docents on how to effectively introduce and engage first-time museum visitors.
- Art Teacher, Northshore Academy, Beverly, MA* 2011–2015
Taught Drawing, Painting, Photography, Ceramics, and Art History to students who had Individualized Lesson Programs (IEPs). Created partnership with Peabody Essex Museum, allowing monthly student visits at no cost. Acted as educational advocate for students—attended meetings with other professionals and parents to collaborate on student goals. Organized twice-yearly art exhibition, raising significant funds for students.
- Art Teacher, Express Yourself, Inc., Beverly, MA* 2009–2011
Taught Visual Art to underserved youth. Collaborated with students and artists to create set pieces for annual performance at Citi-Wang Theater in Boston. Assisted in creating exhibitions of student work at Endicott College. Assisted in teaching graduate students from Endicott methods for developing lessons that target students who have learning differences. Directed local mural project.

Education

- Master of Arts: Art Education*, Boston University, Boston, MA 2014
- Bachelor of Arts: Visual Art*, California State University, Sacramento, CA
- -



PART I ADMINISTRATION OF THE GOVERNMENT

TITLE II EXECUTIVE AND ADMINISTRATIVE OFFICERS OF THE COMMONWEALTH

CHAPTER 10 DEPARTMENT OF THE STATE TREASURER

Section 58 Local and regional cultural councils

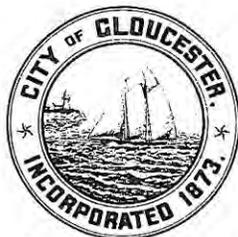
Section 58. Any city or town may establish a local cultural council and any consortium of cities and towns, with the approval of the council, may establish a regional cultural council. Local cultural councils shall consist of at least five and not more than twenty-two members to be appointed by the mayor of a city, the city manager in a city having a Plan D or E form of government, the board of selectmen of a town or the executive officer in a town having a town council form of government.

Regional cultural councils shall consist of an equal number of members to be appointed from each city or town within the consortium in the manner herein described. The regional cultural council may adopt, at its option, a proportional membership consistent with the population of each municipality; provided, however, that each municipality shall have at least one member; and provided, further, that the adoption of such option shall be by a two-thirds vote of the regional cultural council. Notwithstanding any provisions to the contrary, if the council deems it necessary or desirable in order to carry out the purposes of this section and sections fifty-six and fifty-seven, the council may certify for payment in accordance with the provisions of section fifty-six those applications for funds received from any local or regional cultural councils whose composition is determined by the council as not complying with the provisions of this section, provided that upon notice of such noncompliance, such local or regional cultural council, or its appointing authority, as the case may be, either cures such noncompliance or provides certification satisfactory to the council of how and by when such compliance will be achieved.

Members of the local and regional cultural council shall be appointed for staggered terms of three years and any such member shall not be appointed to more than two consecutive terms. Members shall have demonstrated scholarship or creativity in, or distinguished service to, the arts, humanities, or interpretive sciences.

Upon a vacancy, for any reason, the member's successor, if any, shall be appointed for a term of three years, and shall serve until the qualification of such member's successor. Members shall not be elected public officials. Members shall be considered to be special municipal employees for the purposes of chapter two hundred and sixty-eight A. For purposes of chapter two hundred and sixty-eight A, any local or regional cultural council member who is authorized thereby to make disclosure to such member's city or town clerk or

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

June 4, 2019

Ms. Jennifer Goulart Amero
3 Proctor Street, Unit 2
Gloucester, MA 01930

Dear Jennifer:

Thank you for your interest in serving on the **Tourism Commission**. I am pleased to appoint you to a two year term to the commission. So that you may attend and vote at meetings until your appointment confirmation is finalized, I have issued a 90-day temporary appointment.

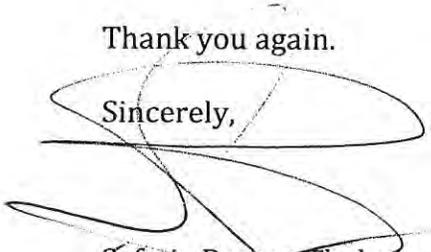
Your appointment will be sent to the City Council for their meeting of June 11, 2019, at which time it will be referred out to the Ordinance and Administration subcommittee. You will be notified by the Clerk of Committees as to the date on which your appointment will be reviewed by the O&A Committee.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council

Dear Mayor Theken,

I am submitting my intention for consideration in your search for a committee member on the Gloucester Tourism Board. As a resident of Ward 2, the most hospitality rich ward in Gloucester, and as a small business owner with decades of experience in hospitality marketing, I feel I have a skill set that will make me a true asset to this city board. It is an opportunity I approach with great anticipation.

I partnered with Discovery Gloucester in my days with Serenitee Restaurant Group to help promote our city as a tourist destination when the organization was still part of the city and, therefore, have great connections with the current members of the organization that I truly believe will help us to bridge these groups in a meaningful and powerful way.

As you personally know, I have always been deeply involved in community efforts and nonprofit initiatives, having served as chair of the Taste of Cape Ann, on the board of the Downtown Gloucester Block Party Committee and the Community Council of the Gloucester Education Foundation not to mention volunteering at innumerable events like Stepping Up for City Hall and the Open Door food drives. I am also a newly inducted member of the Cape Ann Chamber of Commerce. Community service is a huge part of who I am and this is a role I feel I can fill in a truly impactful way.

I hope that this letter of intent and my attached resume will serve to qualify my to join this board so that I can use my energy to help to make the relationship between Discover Gloucester and the Tourism Board that more dynamic in bringing this important revenue stream to our city year round.

Thank you for your consideration,

Jen

Jennifer Goulart Amero
3 Proctor Street, Unit 2
Gloucester, MA 01930

JENNIFER AMERO

3 Proctor Street, Gloucester, MA 01930 978-325-0606

jameromarketingsuite@gmail.com · [LinkedIn Profile](#) · [Portfolio](#)

Marketing manager with rich experience in print, radio and television advertising, digital and traditional media and project management seeking new opportunity in the hospitality, non-profit or consumer goods and services industries

EXPERIENCE

APRIL 2018- PRESENT

TRAVEL CONSULTANT, ADVENTURES BY JENNIFER, GLOUCESTER, MA

- Provide concierge level travel planning service to local clients
- Certified in over 40 different destinations and niche markets

AUGUST 2018- PRESENT

CORPORATE MARKETING SPECIALIST, PROJECT ADVENTURE, GLOUCESTER, MA

- Build corporate training business to underwrite Social and Emotional Learning programs in area schools.
- Partner with hotels, tour operators, destination management companies and meeting planners to develop collateral and initiatives to grow corporate meeting and conference business on the North Shore
- Represent PA in DMC and DMO arena to increase visibility for corporate team development arm of the organization

MAY 2012- PRESENT

MARKETING CONSULTANT, JAMERO MARKETING SUITE, GLOUCESTER, MA

- Provide freelance advertising and marketing strategy and support for small businesses including event management specialists, restaurants, fitness facilities, entertainment venues, retailers and consumer services providers

MAY 2016 – MAY 2017

MARKETING MANAGER, PETEDGE, BEVERLY, MA

- Developed branded sales decks and new product presentations
- Managed copy team through content creation for online, packaging, catalog
- Generated monthly retailer and groomer promotional programs calendars for ecommerce and dealer services channels
- Cultivated comprehensive B2B2C tools to support sell-through
- Scripted and managed product video and still photo shoots featuring celebrity spokesperson for online and packaging purposes
- Managed relationship and billing with PR and media booking agencies
- Developed monthly product training webinars with contracted subject experts
- Identified and resolved email deliverability issues and unacceptably high spam scores through A/B testing, increased segmentation and staggered send times

DECEMBER 2014 – MAY 2016

MARKETING COMMUNICATIONS MANAGER, MAXIMUM MEDIA, SAUGUS, MA

- Strategized campaigns and storyboards (assets, graphics, copy) for TV and radio spots, direct mail, POS, web, events and OOH
- Developed high value co-marketing partnerships to increase top-of-mind awareness for clients through sweepstakes, events, and shared advertising initiatives
- Created loyalty programs and onsite workshops for clients in target industries

JANUARY 2012 – MAY 2012

SALES AND MARKETING MANAGER, AMESBURY SPORTS PARK, AMESBURY, MA

- Contracted with partners in fitness, craft beer, music, nonprofit and retail to generate unique festivals and workshops to draw new traffic to the complex
- Sold, detailed and managed public and private events for sports, events and music facility with function space capable of holding 10,000 guests
- Created marketing materials for catering division

AUGUST 2009 – JANUARY 2012

DIRECTOR OF MARKETING, PR AND EVENTS, SERENITEE RESTAURANTS, GLOUCESTER, MA

- Built and managed Sales and Marketing calendar and budget for group of 8 individual concept restaurants
- Spearheaded lead generation efforts for new restaurant openings
- Managed new venue openings including pre and post marketing and events
- Created dynamic group loyalty program to increase brand awareness and increase sales in individual venue non-peak windows
- Acted as group ambassador at local and state tourism events
- Developed formalized catering division inclusive of media kit and individual concept pricing, banquet event forms and event management relationships

EDUCATION

MAY 1998

BACHELOR OF ARTS, ENGLISH, UNIVERSITY OF VERMONT

MAY 2005

CERTIFIED PERSONAL FITNESS TRAINER, AAFA

SKILLS

- MS Office
- Constant Contact
- Blogger
- Hootsuite
- Storyboarding
- IBM SilverPop
- CRM
- Partnership Development
- Donor Solicitation
- Event Management
- Webinars
- Collateral Creation
- Advertising
- Public Relations

Sec. 2-472. - Tenure; composition.

The tourism commission shall consist of not less than seven members and may be up to 11 members if deemed necessary by the tourism commission. All members shall be appointed by the mayor and confirmed by the city council for the following terms:

- (1) At least two members for one year;
- (2) At least three members for two years;
- (3) At least two members for three years; and

consideration shall be given so that members are chosen from persons with a vested interest in tourism who are distributed among the several tourism sectors of restaurants, accommodations, tourist attractions, retailers, arts and culture; and there shall be at least one at large member. One member shall be a city councillor who shall be ex-officio.

(Ord. No. 21-1991, 6-18-1991; Ord. No. 18-1996, § J, 6-25-1996; Ord. of 8-14-2012(01))

ENCLOSURE 2

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9742
FAX 978-282-3055
DLeete@gloucester-ma.gov

CITY OF GLOUCESTER
PERSONNEL DEPT.

TO: Mayor Sefatia Romeo Theken

CC: Jim Destino, Chief Administrative Officer, John Dunn, Chief Financial Officer, Mike Hale, DPW Director, Joe Biondo, President AFSCME Local 687, A Unit

FROM: Donna Leete, Human Resources Director

DATE: June 3, 2019

RE: Request for City Council Approval for 3 DPW Superintendents' Out-of-Grade Work Performed in FY'2018

Following the recently negotiated contract settlement concerning job classification for all AFSCME A employees, the City negotiated a Memorandum of Agreement with AFSCME A concerning out-of-grade work performed by 3 union employees during the ongoing job classification & compensation study. The work performed followed the departure of three former DPW managers last January, 2018. The City and the union were unable to agree on compensation due these individual employees until the entire classification & compensation project was completed for all members.

While no appropriation is required to fully fund this negotiated agreement, the City Auditor has found that City Council approval is required for any retroactive adjustment in wages for work performed from January 1, 2018 through June 30, 2018. Therefore, consistent with the terms of the negotiated MOA, I request that you process through the City Council a request to approve FY'18 wage adjustments for these 3 dedicated employees, who have stepped up and continue to meet vital DPW operational needs for professional services.

Ronald Garvey	Superintendent of Central Services	\$3,897.37
William Gillis	Superintendent of Public Utilities	\$4,165.16
Phillip Curcuru	Superintendent of Facilities	\$4,473.56

Thank you.

ENCLOSURE 3



**City of Gloucester
Grant Application and Check List**

Granting Authority: State X Federal Other

Name of Grant: Community Compact Efficiency & Regionalization Grant

Department Applying for Grant: HEALTH DEPARTMENT

Agency-Federal or State application is requested from: MA Executive Office for Administration & Finance

- Object of the application: The Gloucester Health Department has been awarded \$84,557 in funding to launch a regional senior transportation program to increase access to healthy food and physical activity. The grant funds the communities of Gloucester, Rockport, Essex, and Manchester to expand existing transportation systems to include trips to grocery stores, the Farmer's Market, and the food pantry, as well as to the Gloucester Boulevard and trails/recreation areas throughout Cape Ann.

Any match requirements: No cash or in-kind matching required.

Mayor's approval to proceed: _____
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Grant Budget by line item account: _____

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 · Fax: 978-281-9729
WEBSITE: www.gloucester-ma.gov



Public Health
Prevent. Promote. Protect

Memorandum

To: Mayor Sefatia Romeo Theken
From: Karin Carroll, Director of Public Health
Date: June 3, 2019
Re: Grant Award Acceptance for Community Compact Grant

Dear Mayor Romeo Theken,

The Gloucester Health Department seeks Mayoral and City Council approval to accept a grant in the amount of \$84,557 to expand regional transportation for senior citizens living on Cape Ann to improve health outcomes through increased access to healthy food and physical activity. This initiative stems from a need identified by the Cape Ann Mass in Motion (MiM) coalition, which works throughout Cape Ann to enact policy, systems, and environmental change to address food equity and active living concepts.

The funding was awarded to the City of Gloucester by the Community Compact Cabinet's Efficiency & Regionalization grant program, chaired by Lieutenant Governor, Karyn Polito. The time frame for expenditure of these funds is July 1, 2019 through December 31, 2020. There is no match required.

The 18 month project will improve efficiency across municipal borders to eliminate transportation barriers and the cost burden for low-income seniors age 65+ in the communities of Gloucester, Rockport, Essex, and Manchester by the Sea. The intention of our project is to create a unified schedule of fixed routes from each community's senior housing units to three areas of focus: 1) Farmer's markets, 2) Grocery stores and/or food pantries, and 3) Parks/facilities for physical activity. Funding will be split amongst the participating communities to support their specific transportation needs. Remaining funds will support a part-time Coordinator who will assess current structure, identify collaborative needs, and promote opportunities for seniors on Cape Ann to experience health equity.

Staff will be available to answer any questions City Council may have.

Thank you,

Karin Carroll
Director of Public Health
City of Gloucester

CC: Jennifer Donnelly, Mass in Motion Grant Coordinator



Executive Office for Administration & Finance
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 727-2040

CHARLES D. BAKER
GOVERNOR

MICHAEL J. HEFFERNAN
SECRETARY

KARYN E. POLITO
LIEUTENANT GOVERNOR

May 29, 2019

Dear Mayor Sefatia Romeo Theken:

It is with great pleasure that I inform you that you have been awarded a \$84557 grant through the Community Compact Cabinet's Efficiency and Regionalization grant program. This grant program for Fiscal Year 2019 was highly competitive. Your application was chosen because it clearly met the program's overarching goal of driving implementation of regionalization and other efficiency initiatives that allow for long-term sustainability.

Lieutenant Governor Polito, as Chair of the Community Compact Cabinet, and I want to congratulate you for participating in the Regionalization and Efficiency grant program and other Community Compact Cabinet programs focused on best practices and IT initiatives, all helping municipalities spur future success. We are pleased to see communities taking advantage of the benefits the Community Compact Cabinet program offers.

Attached are the grant documents that must be completed to ensure the funds are delivered to your community. This documentation should be sent to Dan Bertrand at the Division of Local Services as soon as possible, but no later than **June 19th**.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Heffernan".

Michael J. Heffernan, Secretary
Executive Office for Administration and Finance

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under [Guidance For Vendors - Forms](#) or www.mass.gov/osd under [OSD Forms](#).

CONTRACTOR LEGAL NAME: City of Gloucester (and d/b/a):	COMMONWEALTH DEPARTMENT NAME: Executive Office for Administration and Finance MMARS Department Code: ANF
Legal Address: (W-9, W-4,T&C) 9 Dale Ave., Gloucester, MA, 01930	Business Mailing Address:
Contract Manager: Karin Carroll, Director of Public Health	Billing Address (if different):
E-Mail: kcarroll@gloucester-ma.gov	Contract Manager: Sean Powers
Phone: 978-281-9700 Fax:	E-Mail: powersse@dor.state.ma.us
Contractor Vendor Code: VC6000192096	Phone: (617) 626-2345 Fax:
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for <u>EFT</u> payments.)	MMARS Doc ID(s):
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants <u>815 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$84557	
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through <u>EFT</u> 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (<u>G.L.c. 29, § 23A</u>); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Community Compact Efficiency and Regionalization Grant. This award is being made through the Community Compact Efficiency and Regionalization Grant Program, authorized by Chapter 154 of the Acts of 2018, Section 2, Item 1599-0026, to the City of Gloucester, for the cost associated with expanding regional transportation for senior citizens through proposed 1-year project across municipal borders to help eliminate transportation barriers and the cost burden for low-income seniors aged 65+ in the Cape Ann region.	
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and no obligations have been incurred prior to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the <u>Effective Date</u> below and no obligations have been incurred prior to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
CONTRACT END DATE: Contract performance shall terminate as of <u>December 31, 2020</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.03</u> incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sefatia Romeo Theken</u> Print Title: <u>Mayor, City of Gloucester</u>	AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sean Cronin</u> Print Title: <u>DOR Senior Deputy Commissioner for Local Services</u>

GRANT AGREEMENT

This Grant Agreement (“Agreement”) is made by and between the Commonwealth of Massachusetts, acting by and through the Department of Revenue Senior Deputy Commissioner for Local Services on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF) and the City of Gloucester [“Grantee”] acting through its Mayor.

PRELIMINARY STATEMENT

The Grantee desires to obtain funding from EOAF in the amount not to exceed \$84557 authorized by Chapter 154 of the Acts of 2018, Section 2, Item 1599-0026 [“Act”] for the cost associated with expanding regional transportation for senior citizens through proposed 1-year project across municipal borders to help eliminate transportation barriers and the cost burden for low-income seniors aged 65+ in the Cape Ann region [“Project”].

EOAF agrees to make the funds [“EOAF Grant”] available to the Grantee for the Project, subject to the terms and conditions set forth in this Agreement and in compliance with all applicable state laws and regulations governing the disbursement and expenditure of state funds.

The Grantee shall exercise complete management and oversight responsibility of the Project and agrees that the Commonwealth’s provision of state funding under this Agreement shall not in any way be construed as assuming responsibility or liability for the completed Project by the Commonwealth.

SECTION 1. PROJECT SCOPE

The scope of the Project to be funded under the EOAF Grant will include: Expand regional transportation for senior citizens to improve health outcomes through increased access to healthy food and physical activity while simultaneously reducing social isolation. The proposed 1-year project will improve efficiency across municipal borders to eliminate transportation barriers and the cost burden for low-income seniors aged 65+ in the Cape Ann region.

SECTION 2. DISBURSEMENT OF EOAF GRANT

2.1 Disbursement of the EOAF Grant under this Agreement shall be made pursuant to Chapter 154 of the Acts of 2018, Section 2, Item 1599-0026; and any other information EOAF may require.

The grant award of \$84557 will be disbursed to the Grantee within 45 days of execution of the grant contract.

2.2 It is understood and agreed that the grant provided under this Agreement shall be used solely to pay for expenses associated with the Project. Expenses relating to project administration and management shall be assumed by the Grantee, including without limitation: (i) salaries and wages of Grantee staff; (ii) legal fees; (iii) travel, meal and entertainment expenses; (iv) overhead and supplies; (v) project costs incurred prior to the execution and subsequent to termination of this Agreement; and (vi) costs of any other service or activity not related to the Project.

2.3 The Grantee shall keep detailed records of all activities associated with the Project, including without limitation all disbursements made pursuant to this Agreement. EOAF shall have the right to examine all records kept by the Grantee related to the Project.

2.4 The Grantee shall be responsible for any cost overruns that occur during implementation of the Project.

2.5 The grant funds must be spent by December 31, 2020. Grantee will forfeit any remaining award unused after December 31, 2020. The Executive Office for Administration and Finance shall give due consideration to any extenuating circumstances presented in writing by the applicant and may waive this restriction at its discretion.

SECTION 3. REPORTING

3.1 Once the Project is completed, the Grantee shall furnish to EOAF, in addition to a report certifying project completion, the following documentation: (i) copies of all permits and approvals issued in connection with the Project, unless this information was previously supplied; (ii) any outstanding vendors' invoices, certified payment vouchers, cancelled checks or other documentation verifying actual expenditures in connection with the Project; (iii) documentation evidencing commitment of funds to the Project from sources other than EOAF, including documentation associated with the issuance of bonds or notes to finance the cost of the Project; (iv) a certificate of occupancy of the Project or portions of the Project as applicable by law; and (v) a statement from the Grantee certifying to the best of his or her knowledge that the Project was undertaken in conformance with all applicable laws, rules and regulations.

SECTION 4. COMPLIANCE WITH ALL APPLICABLE LAWS/REGULATIONS

4.1 The Grantee and its consultants and contractors shall comply with any and all federal, state and local laws, rules and regulations, orders or requirements that apply to the Project, including but not limited to: (i) Executive Order 478 relating to nondiscrimination, diversity, equal opportunity and affirmative action in hiring and employment practices; (ii) the State Prevailing Wage Law (MGL. Ch.149, Sections 26 to 27H); Title VI of the Civil Rights Acts of 1964, as amended; (iii) Environmental Impact Requirements (MGL. Ch.30, Sections 61 to 62I); and (iv) Historic Preservation Requirements (MGL. Ch.9, Sections 26 to 28) and applicable regulations.

4.2 This Agreement shall in no way relieve the Grantee from the full force and application of any laws, rules, regulations and orders or requirements.

SECTION 5. INTEREST OF MEMBERS OR EMPLOYEES OF THE GRANTEE

5.1 No officer, servant, agent, or employee of the Grantee has participated or will participate in any decision relating to the development and implementation of the Project that affects directly or indirectly his/her personal interest or the interest of any corporation, partnership or proprietorship with which her/she is directly or indirectly affiliated. Furthermore, no officer, servant, agent or employee of the Grantee shall have any interest directly or indirectly in any contract in connection with the Project or shall in any way violate M.G.L. Chapter 268A.

SECTION 6. AMENDMENTS

6.1 No amendment to this Agreement or any significant modification of the scope of the Project funded under this Agreement shall be made by the Grantee without the prior written approval of EOAF.

SECTION 7. SEVERABILITY OF PROVISIONS

7.1 If any provision of this Agreement is held invalid by any court of competent jurisdiction, the remaining provisions shall not be affected thereby, and all other parts of the Agreement shall remain in full force and effect.

#####

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: City of Gloucester, Health Dept.

ACCOUNT NAME: Community Compact Efficiency & Regionalization Grant

FUND NUMBER AND NAME: (N/A FOR NEW FUND) N/A

CFDA # (Required for Federal Grants): _____

DATE PREPARED: 6/3/2019

OBJECT	ORIGINAL BUDGET	APPROVED		REVISED BUDGET
		AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	
REVENUE (4_____)				
454002	\$84,557.00			\$84,557.00
				\$0.00
				\$0.00
Total:	\$84,557.00	\$0.00	\$0.00	\$84,557.00
EXPENSE (5_____)				
511000	\$34,580.00			\$34,580.00
520000	\$46,977.00			\$46,977.00
540000	\$3,000.00			\$3,000.00
570000	\$0.00			\$0.00
571000	\$0.00			\$0.00
Total:	\$84,557.00	\$0.00	\$0.00	\$84,557.00

Richard M. Carroll

DEPARTMENT HEAD SIGNATURE _____

DATE ENTERED (AUDIT) _____

AUDITING DEPARTMENT INITIALS _____

FORM: AUDIT ACCOUNT BUDGET - V1

ENCLOSURE 4



**City of Gloucester
Grant Application and Check List**

Granting Authority: State Federal Other

Name of Grant: BCBS of MA Foundation: Catalyst Fund Grant

Department Applying for Grant: HEALTH DEPARTMENT

Agency-Federal or State application is requested from: Blue Cross Blue Shield of MA Foundation

- **Object of the application:** The Gloucester Children's Dental Center has been awarded \$4,998 to fund the purchase price of a digital X-Ray sensor for diagnostic testing.

Any match requirements: No cash or in-kind matching required.

Mayor's approval to proceed: _____

Signature	Date
------------------	-------------

City Council's referral to Budget & Finance Standing Committee: _____

Vote	Date
-------------	-------------

Budget & Finance Standing Committee: _____

Positive or Negative Recommendation	Date
--	-------------

City Council's Approval or Rejection: _____

Vote	Date
-------------	-------------

City Clerk's Certification of Vote to City Auditor: _____

Certification	Date
----------------------	-------------

City Auditor:
Assignment of account title and value of grant: _____

Title	Amount
--------------	---------------

Grant Budget by line item account: _____

Auditor's distribution to managing department: _____

Department	Date sent
-------------------	------------------

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-325-5260
WEBSITE: www.gloucester-ma.gov



Public Health
Prevent. Promote. Protect.

Memorandum

To: Mayor Sefatia Romeo Theken
From: Karin Carroll, Director of Public Health
Date: June 4, 2019
Re: Grant Award Acceptance of Blue Cross Blue Shield of MA Foundation
Catalyst Fund Grant

Dear Mayor Romeo Theken,

The Gloucester Health Department's Children's Dental Center seeks Mayoral and City Council approval to accept a capacity grant in the amount of \$4,998. The Catalyst Fund Grant is provided through the Blue Cross Blue Shield of Massachusetts Foundation. Founded in 2001, the mission of the BCBS of MA Foundation is to expand access to health care in Massachusetts through grant making and policy initiatives. The time frame for expenditure is June 1, 2019 – May 30, 2020. There is no match required.

The Gloucester Children's Dental Center was awarded \$4,998 to fund the purchase price of a digital Intraoral X-Ray sensor for diagnostic testing. Imaging quality at the Dental Center is no longer to industry standard, measuring 12mm per line while today's best practice calls for 20mm per line. The Catalyst Fund grant will allow the staff to purchase a DentiMax Intraoral digital X-Ray Sensor to deliver on the spot diagnostic imaging while the patient remains seated in the exam chair. The Dental Center is committed to its ongoing success and making necessary improvements to stay viable in a shifting culture of dentistry.

Staff will be available to answer any questions City Council may have.

Thank you.

Karin Carroll
Director of Public Health

CC: Diana Edgar Moloney, Children's Dental Center Administrator



FOUNDATION
MASSACHUSETTS

Audrey Shelto
President

May 31, 2019

Jenna Newbegin
Grants Manager
City of Gloucester
9 Dale Avenue
Gloucester, MA 01930

Grant Reference #19-08213

Dear Ms. Newbegin:

The Blue Cross Blue Shield of Massachusetts Foundation is pleased to inform you that City of Gloucester has been awarded a 2019 Catalyst Fund grant for \$4,998.00. The length of this grant is for one year, from June 1, 2019 to May 31, 2020.

The Blue Cross Blue Shield of Massachusetts Foundation's Grant Agreement will be sent electronically, to be signed by an authorized officer of your organization signifying agreement with the terms and conditions of the grant award. The Grant Agreement includes the grant objectives and other provisions for remaining in compliance with the Foundation's grant administration requirements and the Internal Revenue Code.

Please return an electronic copy of the signed Grant Agreement to evelyn.monteiro@bcbsma.com.

Also, please mail the hard copy grant agreement to the Blue Cross Blue Shield of Massachusetts Foundation, **Attn. Grants Administration**.

Upon receipt of the signed Grant Agreement, the Foundation will issue a check for the grant payment.

If you have any questions, please contact Jennifer Lee, Senior Program Officer at (617) 246-3509 or jennifer.lee@bcbsma.com. Thank you very much. We look forward to working with you.

Sincerely,

Audrey Shelto
President

BLUE CROSS BLUE SHIELD OF MASSACHUSETTS FOUNDATION GRANT AGREEMENT

This Grant Agreement (this "Grant Agreement" or "Agreement") is hereby made as of May 24, 2019 by and between Blue Cross Blue Shield of Massachusetts Foundation (the "Grantor" or the "Foundation") and City of Gloucester (the "Grantee"). The Grantee hereby accepts a grant (the "Grant") not to exceed \$4,998.00 Dollars from the Foundation and agrees to comply with the following terms and conditions of this Grant Agreement:

Purpose. This Grant shall be used solely to purchase digital sensor x-ray equipment for diagnostic testing (the "Project"). Any significant changes in the purposes for which Grant funds are spent must be approved in writing by the Foundation before implementation.

Requirements. In order to receive this Grant, the Grantee shall: (a) return a fully executed copy of this Grant Agreement to the Grantor; (b) attend meetings, workshops, or other types of convenings presented by the Foundation; and (c) otherwise comply with the terms of this Grant Agreement and Attachments I and II attached hereto and incorporated herein by reference.

Site Visit. Foundation staff will conduct a site visit between September 2019 and February 2020, if applicable.

Reports. In accordance with the reporting deadlines stipulated by the Grantor, Grantee shall provide Grantor with regular reports in a format and at a frequency as determined by Grantor. The reports shall contain a description of the progress and experience of the Grantee in achieving the purposes for which this Grant was made. Reports are available through the Grantee Portal.

Payment. Grant shall be paid in one lump sum payment upon receipt of this Agreement signed by a duly authorized representative of Grantee. Grantee shall repay to the Foundation, upon the completion date shown on the attached Grant Summary, any portion of the Grant funds not expended for the purpose of the Project described above.

In the event that the Foundation, in its sole discretion, determines that the Grantee has breached or failed to carry out any material provision of this Agreement, the Foundation may, in addition to any other remedies it may have at law or in equity, including the termination of this Agreement, demand in writing the return of all or part of the unexpended Grant funds to the Foundation. The amount of unexpended Grant funds to be repaid to the Foundation shall not include funds needed to meet obligations incurred by Grantee to third parties, in good faith, for the purposes of the fulfillment of the Project described above, prior to the Grantee's receipt of the Foundation's written demand for repayment. In addition to the rights reserved to the Foundation in the first sentence of this paragraph, the Foundation may also immediately terminate this Agreement and take the actions described above with respect to unexpended funds if it determines that circumstances relevant to the Grantee, including those respecting its organization or financial condition, are such that the Foundation has reason to conclude that satisfactory completion of the objectives contemplated by the Grant are in jeopardy.

Grantor Involvement. The Grantee shall respond promptly to all requests from the Grantor (or its agents) for reports on the manner in which the Grant has been expended and/or on the progress of the Project. Grantee further agrees to invite a representative of Grantor to appropriate meetings of the Grantee concerning the Project.

Recognition. Grantee agrees to acknowledge the support of Grantor in all publicity disseminated in connection with the Project. This Grant shall be recognized in a manner mutually agreeable to Grantor and Grantee, and in a fashion consistent with the way in which other grants to the Project of similar size will be acknowledged. See Attachment II for specific requirements for public acknowledgement of the Foundation in press releases, press kits, flyers, reports and other marketing communications or promotional materials. All written publicity concerning this Grant shall be subject to the prior written approval of the Grantor. Three copies of all external communications materials as described above, that reference the Foundation in relation to this Grant should be sent with the Grantee's scheduled progress reports to the BCBSMA Foundation: Grants Administration.

Any tangible or intangible property obtained or created by the Grantee as part of the activity funded by this Grant is and shall remain the property of the Grantee. However, the Grantee hereby grants a perpetual, non-exclusive, worldwide, royalty-free license to the Foundation to use, reprint, and distribute any such property for informational or promotional purposes which do not conflict with the Grantee's purposes.

The Foundation may issue a press release concerning the Grant, which may include information about the Grantee, and/or the activity funded by this Grant. The Foundation may also include information on the Grant in periodic public reports.

Web site. The Grantee agrees to allow the Grantor to place a link to the recipient agency's web site, where available, and/or to provide relevant contact information on its site so that the reader might contact the recipient to learn more about the funded Project. The Grantee also agrees to provide the Grantor with the appropriate URL or address. The Grantee is also encouraged to place a link on its own web site, directly to the Grantor's web site at www.bluecrossmafoundation.org.

Grantee may not use the Foundation name and/or logo on Grantee web sites or make any representation or any implication that such sites were created by, or using the Foundation funds without the Foundation's express permission. Grantee may not duplicate information (photos, reports, etc.) from the Foundation's web site for use on Grantee's web site.

Other Provisions

Independent Contractors. This Agreement is not intended and is not to be construed to create any relationship between the Grantor and Grantee other than that of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement. The Grantee at no time shall hold itself out as the Foundation's agent for any purpose, and shall have no authority to bind the Foundation to any obligation. Each party agrees to assume complete responsibility for itself and its own employees with regard to federal or state employer's liability, workers' compensation, social security, and unemployment insurance, occupational safety and health administration requirements and all other federal, state and local laws. In addition, each party agrees to be responsible for its own comprehensive public liability and property damage. The Grantee is solely responsible for the activity supported by the Grant funds, the content of any product of the activity, and the manner in which any such product may be disseminated.

Prohibited Use. The Grant funds are not to be used in any attempt to carry on propaganda or otherwise influence legislation within the meaning of Section 4945(d)(1) of the Internal Revenue Code of 1986, as amended (the "Internal Revenue Code"), or to engage in any other activity which, if conducted directly by the Foundation, would result in the imposition of any tax on the Foundation under Internal Revenue Code Chapter 42. If the Project involves public policy issues, the Foundation is relying upon the Grantee's representations, made in the Grantee's grant request and proposed budget, that this Project does not attempt to influence legislation within the meaning of Internal Revenue Code Section 4945(e).

Grantee shall not use any portion of the Grant to influence the outcome of any specific election of candidates to public office, to carry on any voter registration drive (within the meaning of Internal Revenue Code Section 4945(d)(2)) except as provided in Internal Revenue Code Section 4945(f), to induce or engage violations of law or public policy, to cause any private inurement or improper private benefit to occur, to take any other action inconsistent with maintaining Grantee's tax-exempt status or otherwise under Internal Revenue Code Section 501(c)(3), or in a way contrary with any law or regulation.

Foundation Marks and Logos. Grantee agrees that nothing herein grants the right to use the Foundation's name, or any service marks, logos, or emblems except as specifically set forth in this Agreement and Attachments. If acknowledgement in any medium is made of the Foundation, Grantee agrees that the Foundation shall be referred to as "Blue Cross Blue Shield of Massachusetts Foundation" with the logos displayed as the Foundation provides them to Grantee. Grantee acknowledges that the Foundation licenses its name, service marks and logos from the Blue Cross and Blue Shield Association and that it must require Grantee to comply with the graphics standard requirements of the Blue Cross and Blue Shield Association, and Grantee agrees to comply with these graphics standard requirements and any other service mark guidelines provided by the Association (as defined below) or by the Foundation.

Grantee hereby expressly acknowledges its understanding that this Agreement constitutes a contract between Grantee and the Foundation. Grantee further acknowledges that the Foundation is an independent non-profit corporation operating under a license from the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans (the "Association"), permitting the Foundation to use the Blue Cross and Blue Shield service marks, and that the Foundation is not contracting as the agent of the Association. Grantee agrees that it has not entered into this Agreement based upon representations by any person or entity other than the Foundation and that no other person, entity, or organization shall be accountable or liable to Grantee for any of the Foundation's obligations to Grantee created under this Agreement.

Compliance with USA Patriot Act and Related Laws. In compliance with the provisions of the USA Patriot Act of 2001, Pub. L. No. 107-56, 115 Stat. 272, as amended, and U.S. Executive Order 13224, Grantee represents that it will not promote or support terrorist activities and that it will not provide any Grant funds to any entity or individual that promotes or engages in such activities.

Agreement Modification. This Agreement shall supersede any prior oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter thereof. This Agreement may not be amended or modified, except in writing signed by both parties hereto.

Assignment. This Agreement may not be assigned by either party except with the prior written consent of the other party. Notwithstanding the above, the Foundation reserves the right to assign all of its rights and obligations under this Agreement to any affiliates, successors or wholly owned subsidiaries. Subject to the foregoing provision regarding assignment, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties, including without limitation any corporate successor by merger, asset sale or otherwise.

Waiver. A waiver of any breach of this Agreement shall not be construed to be a continuing waiver for a similar breach.

Notices. Notices given pursuant to this Agreement shall be delivered by first class mail, postage prepaid. Such notices shall be addressed for Grantee as set forth in Attachment I, and for the Foundation as set forth in Attachment II, or at such other address as may be designated in writing by a party to the other party.

Headings. The headings contained in this Agreement are for convenience of reading and are not intended to have any substantive significance in the interpretation of this Agreement.

Taxes. Grantee is responsible for payment of any taxes arising out of this Agreement.

Governing Law. This Agreement will be governed by and construed according to the laws of the Commonwealth of Massachusetts and any dispute shall be resolved in the state or federal courts located in Suffolk County, Massachusetts.

Certification. Each of Grantee and the undersigned officer of Grantee hereby certify that: (i) Grantee's board of directors or other governing body has approved the acceptance of this Grant on the terms stated in this Agreement; (ii) Grantee has been determined to be tax-exempt under Section 501(c)(3) of the Internal Revenue Code and such tax-exempt status remains in full force and effect as of the date hereof; (iii) Grantee is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code; and (iv) the undersigned officer is duly authorized by the Grantee to execute this Agreement.

GRANTEE City of Gloucester

By (Signature) _____

Name (Print) Sefotia Romeo Theken

Title Mayor Date June 3, 2019

GRANT AWARD SUMMARY

Attachment I

Name of Grantee: City of Gloucester

Date: May 31, 2019

Grant Reference # 19-08213

GRANTEE: Grantee certifies that it is either a tax exempt governmental unit or a tax exempt organization under Section 501(c)(3) and Section 170(b)(1)(A) of the Internal Revenue Code, and it is not a private foundation as defined by Internal Revenue Code Section 509(a). Under federal tax law, all of the Grant funds must be expended for charitable, educational, scientific or religious purposes. This Grant is made only for the purposes described in this Grant Award Summary and the Grant Agreement. The Grant funds and any interest earned on the funds may not be used for any other purpose without prior written approval from the Foundation.

AWARD AMOUNT: \$4,998.00

PROGRAM FOCUS AREA: Catalyst Fund

GRANTEE CONTACT:

Jenna Newbegin
Grants Manager
City of Gloucester
9 Dale Avenue
Gloucester, MA 01930
Phone: (978) 282-8011 Email: jnewbegin@gloucester-ma.gov

GRANT PERIOD: June 1, 2019 through May 31, 2020

FINAL NARRATIVE AND FINANCIAL REPORT DUE: June 30, 2020

GRANT COMMUNICATIONS REQUIREMENTS Attachment II

Any references in media materials or other external documents regarding the Foundation must use the following language, which cannot be altered, edited or expanded upon without the prior written approval from the Foundation.

If Grantee's Project is *solely funded* by the Foundation, use the following description:

"The (project/event) is funded by a grant from the Blue Cross Blue Shield of Massachusetts Foundation. Created in 2001, the mission of the Blue Cross Blue Shield of Massachusetts Foundation is to expand access to health care in Massachusetts through grantmaking and policy initiatives."

If Grantee's Project is *partially funded* by the Foundation, use the following description:

"The (project/event) is funded in part by a grant from the Blue Cross Blue Shield of Massachusetts Foundation. Created in 2001, the mission of the Blue Cross Blue Shield of Massachusetts Foundation is to expand access to health care in Massachusetts through grantmaking and policy initiatives."

For the purpose of distributing flyers, posters, or other such announcements, the following sentence should appear in the materials if the Project promoted is *solely funded* by the Foundation:

"Funded by a grant from the Blue Cross Blue Shield of Massachusetts Foundation."

If the Project promoted is *partially funded* by the Foundation, use the following description:

"Funded in part by a grant from the Blue Cross Blue Shield of Massachusetts Foundation."

Use of the Foundation's logo: The Foundation rarely provides authorization for the use of its logo in grantee-produced external communications. Grantee may not include the Foundation's logo in its written materials, web site, or video productions, unless prior written approval has been obtained from the Foundation. If permission for use of the logo is granted, it must always appear in PMS 3005 or a similar color blue.

Three copies of all external communications materials such as press releases, press kits, or flyers that reference the Foundation in relations to this Grant should be sent with any required scheduled progress reports (see Grant Agreement) to:

Blue Cross Blue Shield of Massachusetts Foundation
101 Huntington Avenue, Suite 1300
Boston, MA 02199-7611
Attn: Grants Administration



GRANTEE PORTAL

CATALYST FUND

Please review your work before submitting. Go back to 'Details' tab to edit if necessary.
Please note that no additional changes can be made after you submit the application.

ORGANIZATION PROFILE

Organization Name City of Gloucester

Organization Legal Name (if Different) Gloucester Dental Health Center

Organization Address 9 Dale Avenue, Gloucester, MA 01930

Organization Phone (978) 282-8000

Organization Website

Executive Director/CEO Name Diana Edgar Moloney

Proposal Type/Program Focus Area Catalyst Fund

TAX STATUS AND FINANCIAL PROFILE

IRS 501(c)(3) nonprofit status No

Organization Type Public Entity - Other (indicate in Other Organization Type)

Other Organization Type Municipal Dental Center

Fiscal Agent (if applicable)

Financials

Amount Requested \$ 4,998.00 **Project Budget** \$ 4,998.00

Organization Budget \$ 278,060.00

Project Period for this request

Start Date 7/1/2019 **End Date** 6/30/2020

Fiscal Year Dates

Fiscal Year Start Date 7/1/2019 **Fiscal Year End Date** 6/30/2020

PROJECT SUMMARY

Project/Initiative Title Bitewing X-Ray Sensor Upgrade for Children's Dental Center

Brief Summary of the Request

The Gloucester Dental Health Center seeks \$4,998.00 in capital support to make necessary technological improvements to the office to better accommodate its patient population through the purchase of an Intraoral Sensor to conduct diagnostic imaging in adult and geriatric patients. The mission of the Dental Center is to eliminate barriers to oral care for low-income populations while supporting a municipal public-health initiative to increase access for area residents. The Children's Dental Center, which is overseen by the Gloucester Health Department, is exclusively funded through insurance reimbursements and serves low-income and vulnerable youth ages 1-20 throughout the Cape Ann region of Essex County and has recently expanded services to provide necessary oral health care for uninsured, under-insured, or at-risk adults and seniors age 65+. For the coming year, and with technological improvements to better serve the adult and senior population, the Dental Center will continue its mission to broaden services to "smiles of all ages" and engage in more outreach to these populations.

The facility's aging technology has become unreliable and burdensome for the dental staff and their patients. The existing Bitewing Intraoral Sensors have been in use for over 15 years and are showing their age, with fraying cords and unreliable connections. Imaging quality at the Dental Center is no longer to current industry standard, measuring 12mm per line while today's best-practice calls for 20mm per line. A majority of the equipment the Dental Center purchased for its opening in 2002 was second-hand, given a lack of start-up funding at the time. The Dental Center is committed to the success of its enterprise and determined to make the necessary improvements to stay viable in a shifting culture of dentistry.

Essex (Northeast)

Geographic Area Served (Select all that apply)	
Population Served (Select all that apply)	Children; Low-income; Underserved; Elderly; Homeless; Immigrants/Refugees; Minorities; Non/Limited English Speaking; Uninsured
Total Number of People Served by Grant	1001-2500
Target Population	<p>Upon its inception in 2002, the Gloucester Dental Health Center began providing oral health services and dental hygiene education to underserved Cape Ann youth and young adults age 1-20. In early 2018, as a result of findings in an area hospital's Community Health Needs Assessment, the Dental Center expanded its services to include uninsured or under-insured adults and seniors age 65+. The Gloucester Public Health Nurse has also initiated outreach to community-serving agencies that work with at-risk adult populations, including the homeless, people in recovery, and those living below the poverty level. Overseen by the Gloucester Health Department, the Dental Center is focused on population health which is linked to a broad spectrum of social, economic, and environmental factors. The practice primarily works with economically disadvantaged individuals and families who are insured through Mass Health (Medicaid) or do not have insurance. For those who are uninsured, the Dental Center has developed payment plans calculated at 20% less than the Mass Health reimbursement rates.</p> <p>Community forums revealed that low-income, older adult, and foreign born populations face significant barriers to access, with 30.1% of those living below the poverty level not getting needed dental care due to cost. Oral health problems are compounded for populations lacking resources for oral health care, as many are left without resources to maintain their oral health after retirement. Gloucester's rate of un-insured residents remains slightly higher than the state average, with 8.1% of low-income residents lacking coverage. The City's population is comprised of 19.8% adults ages 65+, compared to a statewide average of 14.1%. Additionally, compared to the region, Gloucester has the highest proportion of low-income individuals (10.2% living in poverty, compared to 8.1% statewide) and 24.5% living in low-income households earning less than 200% of the federal poverty level.</p> <p>The mission of the Gloucester Dental Health Center is to increase access to quality dental care for vulnerable and underserved populations throughout the Cape Ann region of Essex County by providing oral health services and dental hygiene education. Core activities of the Dental Center span from emergency care to routine dental services such as examinations, cleanings, fluoride treatments, sealants, x-rays and fillings. A knowledgeable staff consisting of a practicing Dentist, a Dental Administrator, a Dental Hygienist, and a Dental Assistant take the time to work with patients to build a culture of proper oral hygiene and provide necessary educational resources. The Dental Center's ongoing success is deeply rooted in longstanding partnerships with referring agencies such as Gloucester Public Schools, Pathways for Children, the Gloucester Family Health Center, Action Inc., Bl Lahey Health, and Cape Ann Pediatrics.</p> <p>The American Dental Association found that 66% of adults age 65+ had no dental coverage. As Baby Boomers retire, they will lose employer supplied insurance and will need to pay out of pocket for care, or find alternative coverage through Medicare supplemental plans. Trends over the past decade indicate out of pocket costs for dentistry have remained constant, or dropped slightly. However, the adjusted per-patient dental expenditure has increased among adults, with the highest increase among the uninsured elderly.</p> <p>With funding for a size 2 Intraoral Sensor, the Dental Center will be able to help elderly residents receive affordable dental care to maintain their overall health and livelihood. Tooth loss and poor oral health are not inevitable in the aging process. Oral health can be maintained throughout one's lifetime with proper daily hygiene and periodic professional care. The Dental Center is committed to eliminating barriers and improving access to oral health services for the City's aging population, as oral health plays a critical role in general health.</p> <p>With \$4,998 in capital support to make necessary technological improvements to the office's X-Ray equipment, Dental Center staff will be better able to accommodate an aging patient population through the purchase of Intraoral Sensors to conduct diagnostic imaging in adult and geriatric patients. This technology allows an added benefit for elderly patients with limited mobility to safely remain in the examination chair for the duration of their visit, rather than transfer to a stool for a panoramic x-ray. Imaging sensors at the Dental Center are no longer to current industry imaging standard, and are unreliable with fraying cords and unreliable connectivity. Oral health is a necessary component of overall health; it affects quality of life and can have a positive impact on a variety of chronic health conditions and ultimately may contribute to reductions in total health care costs in the region.</p> <p>The entirety of grant funds will be used to purchase a DentiMax size 2 Intraoral Digital Sensor, priced at \$4,998.00. Installation will be provided in-kind by the City of Gloucester's Information Technology Department and ongoing maintenance costs related to this technology will be absorbed by the Dental Center's revolving account.</p>
1. Describe your organization's mission and core activities.	
2. How will your project address a health or health care issue affecting your client population?	
3. Describe how the grant funds will be used.	
4. If the project budget is more than \$5,000, how do you plan to secure the balance?	N/A
5. If request is to hire a consultant: Please provide the name and describe their qualifications.	N/A
If your request is to purchase technology:	
a. How does this new technology enhance the capacity of your organization beyond daily functions?	<p>With grant funding from the Blue Cross Blue Shield Foundation of MA's Catalyst Fund, the purchase of a size 2 DentiMax Intraoral Digital Sensor would allow Dental Center staff to deliver on the spot radiology in the examination chair and provide a more effective level of care to elderly or geriatric patients who may have limited mobility to transfer to a stool for panoramic imaging. Given that current bite-wing X-ray sensors capture diagnostic images at 12mm per line (below the industry standard), the purchase of a DentiMax Intraoral Digital Sensor will allow staff to capture images at 20mm per line, providing a more detailed and comprehensive view of the patient's dental caries. With this technological upgrade, the Dental Center would hope to strengthen its reputation among a broader spectrum of potential patients, including vulnerable adult and seniors age 65+ populations who are looking to receive care at a modernized facility.</p> <p>It is unlikely that the Gloucester Dental Health Center would be able to financially support the purchase of a DentiMax Intraoral Digital Sensor through its annual operating budget. The Dental Center has been self-sustaining for over 15 years, but a majority of the annual operating budget is reserved for staff salary and fringe benefits, along with the purchase of dental supplies and the lease on existing equipment. Large capital purchases are generally not feasible unless donations or grant awards are received.</p> <p>Working with outdated equipment and a limited budget, the Dental Center staff understands the importance of prioritizing purchases and ensuring they are getting the most from their capital investments. Significant considerations have been made by the Dental Center staff in terms of cost and functionality. At this time, the highest priority for the Dental Center is the replacement of outdated and faulty Bitewing X-Rays Sensors.</p>
b. Is your organization able to support this expense through its existing organizational budget?	
System Information	

Contact Role

Contact Name	Organization Name	Role	Is Primary	Action
Jenna Newbegin	City of Gloucester		<input checked="" type="checkbox"/>	

Attachments

[FP - PROJECT WORKSHEET Catalyst Fund.xlsx](#)

[FP - ORGANIZATIONAL BUDGET.pdf](#)

[FP - IRS TAX EXEMPT LETTER.pdf](#)

To return to our web page, please click [here](#). For further assistance, please send questions to grantinfo@bluecrossmafoundation.org.



101 Huntington Avenue, Suite 1300 | Boston, MA 02199-7611 | 617-246-3744
 An independent licensee of the Blue Cross and Blue Shield Association
 ©2012, BCBSMA Foundation. All rights reserved.

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: City of Gloucester, Health Dept. - Children's Dental Center

ACCOUNT NAME: BCBS 2019 Catalyst Fund

FUND NUMBER AND NAME: (N/A FOR NEW FUND) N/A

CFDA # (Required for Federal Grants): _____

DATE PREPARED: 6/4/2019

APPROVED
AMENDED BUDGET
(IF APPLICABLE)

OBJECT	ORIGINAL BUDGET	APPROVED AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)				
432000	\$4,998.00			\$4,998.00
				\$0.00
				\$0.00
Total:	\$4,998.00	\$0.00	\$0.00	\$4,998.00
EXPENSE (5_____)				
550000 (Medical and Dental Supplies)	\$4,998.00			\$4,998.00
Total:	\$4,998.00	\$0.00	\$0.00	\$4,998.00



DEPARTMENT HEAD SIGNATURE _____

DATE ENTERED (AUDIT) _____

AUDITING DEPARTMENT INITIALS _____

FORM: AUDIT ACCOUNT BUDGET - V1

ENCLOSURE 5

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2019**

_____ INTER-departmental requiring City Council Approval - 6 Votes Required
 _____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2019-SBT- 12 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ DPW _____

DATE: 6/3/2019 BALANCE IN ACCOUNT: \$20,786.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *MUNIS ORG - OBJECT*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *MUNIS ORG - OBJECT*
 _____ **0147252-520000**
 _____ **Facilities Purchase of Services**
 _____ *MUNIS ACCOUNT DESCRIPTION*

DETAILED EXPLANATION OF SURPLUS: Available Funds

(TO) PERSONAL SERVICES ACCOUNT # _____ *MUNIS ORG - OBJECT*
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *MUNIS ORG - OBJECT*
 _____ **0147052-520000**
 _____ **Pub. Svcs. Purchase of Services**
 _____ *MUNIS ACCOUNT DESCRIPTION*

DETAILED ANALYSIS OF NEED(S): Money needed to fund FY18 invoice payment for Tighe & Bond approved by council COV 2019-082 as well as payment of police detail invoice 19-216-DV

TOTAL TRANSFER AMOUNT: \$15,783.00
 FROM ACCOUNT: \$5,003.00
 TO ACCOUNT: \$16,555.73

APPROVALS: _____
 DEPT. HEAD: _____ DATE: 6/3/2019
 ADMINISTRATION: _____ DATE: 6/4/2019
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

ENCLOSURE 6

City Hall Annex
Three Pond Road
Gloucester, MA 01930



GREGG M. CADEMARTORI
Planning Director
tel 978-325-5242
gcademartori@gloucester-ma.gov

**CITY OF GLOUCESTER
Community Development Department
Planning Division**

Date: June 5, 2019
To: Mayor Sefatia Romeo Theken
From: Gregg Cademartori, Planning Director *gmc*
CC: Jill Cahill, Community Development Director
Michael Hale, Director of Public Works

**RE: Application to CZM FY 20 Coastal Resilience Grant Program
Water Pollution Control Facility (WPCF) – Coastal Flood Mitigation**

The City continues to advance the priorities identified in our 2015 Climate Change Vulnerability Assessment and Adaption Plan, and recent 2018 Municipal Vulnerability Preparedness Plan. Once such priority is the protection of municipal buildings and assets from present and future coastal flood, including our primary wastewater treatment plant.

In collaboration with the Department of Public Works, and supported by the engineering firm Environmental Partners Group, an application has been submitted to this round of the Coastal Resilience Grant Program to assess the feasibility of design alternatives to protect the WPCF located on Essex Avenue across from the Blynman Canal. The total cost of the project is estimated at \$94,200, 75% of which is requested from the grant program. Please forward the attached grant application and supporting materials to the City Council for information. If awarded staff will be prepared to appear before the City Council to answer and questions in the acceptance the grant.

City Hall Annex
Three Pond Road
Gloucester, MA 01930



GREGG M. CADEMARTORI
Planning Director
tel 978-325-5242
gcademartori@gloucester-ma.gov

CITY OF GLOUCESTER
Community Development Department
Planning Division

SENT
5/31/19

Patricia Bowie, Coastal Resiliency Specialist
Executive Office of Energy and Environmental Affairs
Massachusetts Office of Coastal Zone Management
251 Causeway Street, Suite 800
Boston, MA 02114

Re: Gloucester CZM Coastal Resilience Grant Program (ENV 20 CZM 02) Application
Water Pollution Control Facility – Coastal Flood Mitigation

Dear Ms. Bowie,

Enclosed is the City of Gloucester's application to the ENV 20 CZM 02 Request for Proposals for a Redesign Retrofit project to evaluate the needed measures to protect Gloucester's primary wastewater treatment plant from current and future coastal flooding. All of the required materials for submission are included: with one original application and five double-sided copies. A budget has also been included for an engineering design services contract, which has been summarized at a detail level of task. A digital copy of the application and full break-down by subtask and personnel will be provided by the Monday June 3rd deadline for submission.

We appreciate the continued partnership with Coastal Zone Management on our resilience efforts. Please do not hesitate to contact me with any questions, and we thank you in advance for your consideration.

Sincerely,

Gregg Cademartori
Planning Director

COASTAL RESILIENCE GRANT PROGRAM APPLICATION

RFR ENV 20 CZM 02

Applicant: City of Gloucester
Address: City Hall
9 Dale Avenue
Gloucester, MA 01930

Type of Resilience Project: REDESIGNS AND RETROFITS
Gloucester Water Pollution Control Facility Flood Mitigation

CONTACT PERSON:

Name: Gregg Cademartori, Planning Director *BML*
Department: Community Development Department – Planning Division
Address: City Hall Annex, 3 Pond Road, Gloucester, MA 01930
Phone: (978) 325-5242
Email: gcademartori@gloucester-ma.gov

Proposed Funding Total Project Cost: \$94,200
Grant Amount Requested: \$70,650
Municipal Match Amount: \$23,550 (25% cash match + project management)

Project Summary (brief description of the proposed project in one or two short paragraphs):

The City of Gloucester completed a Climate Change Vulnerability Assessment and Adaptation Plan (CCVAAP) in 2015. The CCVAAP evaluated the current and future risk to municipal assets (buildings, roads, infrastructure), and it provides a solid foundation and basis for considerations and actions to mitigate for current and predicted coastal flooding. The Gloucester Water Pollution Control Facility (WPCF) was determined to be a high priority for action based on predicted flooding scenarios. (See Figure 1). Flooding predictions as early as 2030 could begin to negatively impact operations if measures are not planned for and implemented in the near-term. While the WPCF building itself did not sustain any damage, four strong coastal storms the winter and spring of 2018 resulted in overtopping of the seawalls/revetments between the WPCF and the Blynman Canal and inundated the adjacent Essex Avenue and portions of the site. While the WPCF remained in service, personnel were not able to come and go from the site for hours, until floodwaters receded, not knowing if the building would be compromised. The City has been more recently evaluating space needs of various waste water treatment options and is now in a position to begin planning for the longer term protection of this facility.

Images of these flooding events were fresh in the minds of the participants in the City's Municipal Vulnerability Preparedness (MVP) Community Resilience Building (CRB) workshop held in the spring of 2018. The day-long workshop was rich with informed and varied perspectives from the assembled stakeholders. In the discussions of potential impacts to infrastructure, and environmental and societal assets; assets such as the Gloucester High School (GHS) campus and WPCF received significant attention and discussion, and were elevated to priorities. For this reason, the City of Gloucester moved forward with a flood mitigation project to evaluate, design and permit a flood barrier retrofit, to comprehensively protect the GHS campus. Not only will this project protect the fields and parking areas, but it will provide long-term protection and time for needed planning for the GHS campus and school district. With final designs in permitting, this project is moving closer to construction. The City of Gloucester is now shifting focus to the protection of the WPCF. This grant request

will provide support to the conduct a feasibility and alternatives analysis of engineering solutions to ensure the uninterrupted service of the WPCF and protection from current and future flooding.

Figure 1 – 2070 Predicted 100-year Floodplain and Water Depth

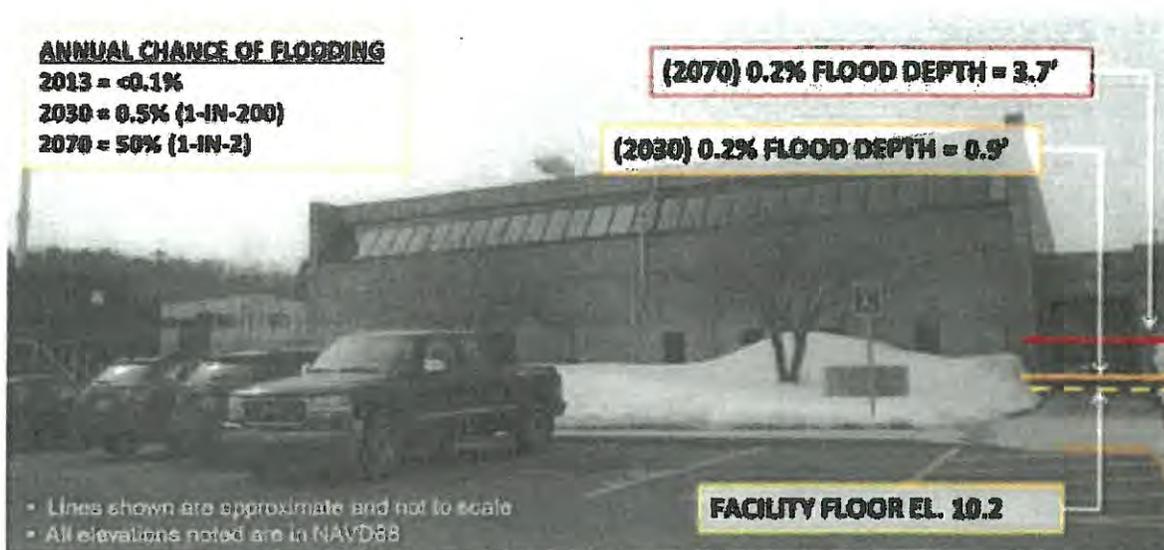


Figure 26 - Water Pollution Control Facility Elevation and Flood Risk

Problem and Climate Change Adaptation

The City of Gloucester has been having discussions at the community and local government level concerning potential climate change impacts and how to prepare for them for more than a decade. Given Gloucester's exposure to the combined effects of sea level rise and storm surge from extreme storm events, the City of Gloucester applied for and was awarded a Coastal Community Resilience grant from the Massachusetts Coastal Zone Management Agency (CZM), under CZM's Pilot Grants Program for Fiscal Year 2014. This grant funded the City's Climate Change Vulnerability Assessment and Adaptation Plan that had the following goals:

- Identify areas of the city that are vulnerable to the combined effects of sea level rise and storm surge from extreme storm events.
- Assess the vulnerability of municipally-owned public infrastructure and natural resources.
- Identify adaptation strategies that will help to mitigate the long-term effects of sea level rise and storm surge.
- Educate the public, city officials and state legislators about those potential impacts.

With its strong recommendations and robust set of implementation strategies, it has provided a solid foundation for decisions and action, including advancing proactive long-term solutions to mitigate and adapt to future scenarios. Fortunately, the results of the CCVAAP predict that the risk of flooding of City's public buildings many not be directly impacted by coastal flooding until the modeled 2070 time horizon. However, other infrastructure including sewer and water systems and the local transportation network need more immediate in depth evaluation.

As a direct result of the findings for the CCVAAP the City has undertaken several mitigation actions including design and retrofit projects associated with five of our most vulnerable sewer pumping stations. Designing this infrastructure to withstand 2070 flooding scenarios will ensure continued operation when the system may be

of most need when populations may be asked to shelter in place due to area storm damage. The City looks to the CCVAAP as any capital project advances and as opportunities arise to partner on infrastructure improvement or funding.

Building on the CCVAAP the City of Gloucester was pleased to participate in the first round of MVP planning grants in the Spring of 2018. With the consultant support of the Metropolitan Area Planning Council, the City conducted a day-long CRB Workshop with some 60 plus participants. It is likely the storm events of the Winter/Spring of 2018 that garnered so much interest in the MVP process, and the attention on next steps. Through the prioritization process, coastal flooding and its potential impact remain the focus of mitigation and adaptation. However, the impacts of other stressors such as increased average temperature and changes to precipitation patterns were also elevated in the MVP work. The City is currently working on a comprehensive Watershed and Water Supply Vulnerability Assessment funded by the first round of MVP Action Grants. Concurrently the City applied for and received a Coastal Resilience Grant from Coastal Zone Management to complete the feasibility, design and permitting of a flood barrier at the Gloucester High School (one of the City's most valued physical assets). This project has entered the permitting process and is also the subject of the second round of MVP Action grants in a capital request.

This City continues to work through the recommendations and priorities of these plans, now shifting focus to the protection of our WPCF. In addition to the planning and construction projects outlined, the City will also be undertaking evaluation of floodplain management policy. As the City continues to address the needs of the community in the context of the open space, housing and economic development, there is an equal need to ensure that we plan for and mitigate for these known risks.

The entire community will be impacted by climate change whether directly by the effects of increased heat, storm intensity and frequency, flooding or through the collective decision-making and funding of measures to minimize or prevent the same. The City of Gloucester appreciates the continued funding, technical support, and partnership with Commonwealth on the implementation of climate adaptation strategies.

A. Need for Assistance

The City of Gloucester is challenged by providing public infrastructure over a large geographic extent (26 square miles, 62 miles of coastline) with significant areas of lower density residential land use, and relative small commercial/industrial tax base. The cost per individual household for water and sewer service is high when compared to communities with similar populations. As a coastal community, the risk of flood and storm damage due to coastal storms places an additional burden on the community's infrastructure and capacity to fund needed mitigation and adaptation. The regular maintenance, repair and upgrading of coastal protection structures is constant, but the additional consideration of adapting to climate change is a new reality that the city is doing its best to proactively account for in all project designs. The WPCF was specifically highlighted as a priority in the MVP process. This grant will provide the necessary funding support for the flood mitigation design that will protect the WPCF well beyond typical engineering risk tolerance and help protect and plan for Gloucester's WPCF for the longer term. It is believed the engineering analysis and design approach may become a model for communities in the region with similar settings and coastal flooding challenges.

B. Project Description, Rationale, and Public Benefit

The City's CCVAAP and MVP Plan inventoried the City's critical assets, assessed their vulnerability and quantified risk tolerance in the context of the extent (both geographic and temporal) that the loss of an asset's function would have on the community. It is no surprise that schools and municipal facilities such as the WPCF received the highest priority. The City of Gloucester is pleased to request partnering on funding the feasibility and flood mitigation design project that will help advance examples of proactive mitigation strategies that will protect the WPCF from future flooding well beyond current engineering risk tolerance. Environmental Partners Group (EPG), whose engineering staff has assisted in the development of the scope, and cost estimate for this project, has provided much of the narrative of this section.

There have been several recent significant coastal storm events that have impacted Cape Ann in a manner that have been unmatched in recent history. The winter storm on January 4, 2018 caused extensive coastal flooding to Gloucester's shoreline area due to the storm's coincidence with the astronomically high tides for the month. The highest water level recorded in Boston Harbor occurred on this day because of the storm event, surpassing the previous record held since the Blizzard of 1978.

The area around Western Avenue was flooded due to rising water that came over the wall structures/river bank along Stacy Boulevard and from the Annisquam River/Blynman Canal. With coastal floodwater overtopping the shoreline structures along both the northern and southern sides of the Annisquam River/Blynman Canal, the water flooded the adjacent Gloucester High School parking lots and athletic fields and large portions of Essex Avenue proximate to the WPCF. Many Gloucester residents typically park their vehicles in the Gloucester High School's parking lots, due to the City's parking ban that is implemented during snowstorm events. Unfortunately, many of the vehicles parked in the lots were impacted by the coastal flood event, with many cars partially submerged in the rising water. Many of the vehicles were destroyed because of the extensive water damage.

In addition, the recent March 2018 Nor'easter storm events brought storm surge and coastal flooding to the flood prone areas again that occurred over multiple days on March 2-3, March 8, and March 13, 2018 causing extensive shoreline and flooding damage throughout Cape Ann. The WPCF is narrowly separated from the Annisquam River/Blynman Canal by Essex Avenue and a low stone revetment that backs the roadway. The revetment and road are only approximately 4 feet above mean high water elevation, and in the 100 year floodplain (See Figure 2).

Figure 2: 100 Year Floodplain in the Vicinity of the Water Pollution Control Facility



Given these threats to the WPCF, the City proposes to work with EPG to design a berm, or alternative barrier, to the maximum height feasible to reduce the likelihood of coastal flooding of the WPCF from the Blynman Canal/Annisquam River, while considering the potential need of operational changes at the plant. Perimeter flood protection design considerations included: flood barrier type (including changes to site grading; a flood levee; and/or a flood wall); flood protection level (e.g., levee or wall height) based on flood risk, benefits and costs; the presence of deleterious subsurface materials, including compressible organic deposits, urban fill, and possible landfill materials resulting in the potential for: settlement of wall or levee; and stability failure of wall or levee.

EPG Project Understanding:

The City has been undertaking resiliency-planning efforts over the past few years including completing a coastal climate change vulnerability assessment in 2015, becoming a Municipal Vulnerability Program (MVP) community in 2018, and soliciting state grant funding for several resiliency planning and design projects at the High School and several wastewater pump stations. Based upon the City's available flood inundation mapping for hurricane storm surge and under the 2030 and 2070 100-year flood elevations, the WPCF parcel is highly vulnerable to flooding from coastal storm events and that vulnerability is expected to increase due to sea level rise. Therefore, the City has prioritized resiliency improvements for the WPCF for mitigation of risks to the current facility and future facility upgrades. The City is interested in evaluating several flood barrier concepts as a redesign/retrofit project under the CZM Coastal Resilience Grant program. The objectives of the flood barrier evaluation shall be to identify the applicable design criteria, siting considerations, permitting requirements, planning level construction costs, and suitability for use at the WPCF site. The City would like to consider the use of natural systems such as earthen berms to retrofit the WPCF site where appropriate.

Proposed Scope of Work WPCF Flood Barrier Evaluation: This project will be focused on the evaluation and conceptual design of alternative flood barrier systems for the WPCF site. The project is broken down into two core tasks: basis of design; and alternatives analysis.

Task 1 Basis of Design

Environmental Partners will complete the following to establish the basis of design for the WPCF flood barrier evaluation:

1. Prepare and submit a Request For Information (RFI) to the City for facility records, plans, and information to support the field-work and evaluation task.
2. Review City's records for climate resiliency planning to establish critical flood elevations as well as any planning documents for future capital improvements at the WPCF.
3. Coordinate a kick-off meeting and site visit with City staff and WPCF operations staff to discuss existing conditions, historical flooding events, and future facility site improvements.
4. Complete an updated delineation of wetland resource areas along the extents of the WPCF perimeter fenceline (Refer to **Figure 3 – Locus**). This shall include vegetated wetlands, surface water bodies, coastal bank, and relevant buffer areas. Wetland boundaries will be flagged by a wetland scientist and a site visit report will be prepared.

Figure 3 - WPCF Locus - Parcel Boundary (Yellow), Approx. Fenceline (Orange)



5. Complete a limited topographic survey along the WPCF's existing perimeter fenceline (approx. 0.4 miles long) to verify surface topography, surface features (e.g. fencing, trees, utilities, wetlands boundaries, etc.) within 30 feet of the existing fence alignment. The surveyor will rely upon existing City WPCF record plans and topographic data for features outside of the survey limits.

6. Complete a limited geotechnical investigation to evaluate subsurface conditions along the perimeter fenceline of the WPCF. Two days of geotechnical drilling will be provided utilizing a direct-push drill rig and a hollow-stem auger rig. Soil borings will be advanced to a depth of 20 to 30 feet below ground surface, or refusal if shallower. Continuous samples will be collected from the direct-push rig, and standard penetration tests and split-spoon samples every five feet will be obtained using the augers. A scientist will observe the borings, characterize the soils, and prepare geotechnical boring logs. Samples will be classified using the Standard Practice for Description and Identification of Soils (ASTM D2488). It is assumed that no local wetlands protection approvals from the City's Conservation Commission will be necessary for the drilling work.

Task 2 Alternatives Analysis

Environmental Partners will complete the following to evaluate alternative flood barrier concepts for the WPCF site:

1. Identify and define three alternative flood barrier concepts with considerations for earthen berms, concrete structures, and temporary flood protection systems at site access points.
2. Prepare conceptual site layout plans and typical cross-sections for each of the three concepts.
3. Research commercially available temporary flood protection barriers for use at the site access points and prepare conceptual layouts of the temporary barriers.
4. Prepare a technical memorandum summarizing the geotechnical design considerations for the flood barrier concepts based upon the field-work completed in Task 1.
5. Prepare a technical memorandum summarizing the permitting requirements associated with design and construction of the flood barrier concepts at the WPCF site. Applicable local, state, and federal regulations will be identified.
6. Develop an opinion of probable cost for construction of the flood barrier concepts. The estimate will be prepared by a professional construction cost estimator.
7. Coordinate a conceptual design workshop to discuss the findings of Task 1 and Task 2.
8. Prepare a conceptual design technical memorandum that summarizes the flood barrier concepts, key flood elevation design criteria, constructability and siting concerns, construction costs, permitting requirements, geotechnical requirements, and recommended flood barrier alternative. A draft technical memorandum will be presented to the City for review and comment prior to the design workshop. A final technical memorandum will be provided to the City that addresses feedback provided by the City.
9. Provide project management and administration during the course of the project including weekly correspondence with the City's project manager and submittal of monthly invoices and project progress reports.

C. Feasibility and Transferability

The proposed project will apply innovative engineering techniques that have significant transferability to coastal communities with the need to protect assets from coastal flooding associated with climate change. The design risk tolerance and analysis of critical elevation is of a primary nature, and may provide the engineering basis for similar settings. While the construction will utilize conventional construction materials and techniques, the feasibility and design analysis may accelerate similar projects. In this way, the City anticipates that this project will contribute to advancing the resiliency knowledge base and practice in the Commonwealth.

The City of Gloucester Planning Division has presented the City's resiliency efforts at The Great Marsh Symposium, a Cape Ann Innovators Collaborative forum, and most recently at the state's announcement of

the MVP Action, Coastal Pollution Remediation, and Coastal Resilience Grant programs kickoff at Salem State University. As a result, project scopes and designs, and the City's Climate Change Vulnerability Assessment and Adaptation Plan have been requested and shared with a number of communities in the area (both cities and towns) along with requests to share information and insights and make additional presentations. The City will continue to share its work and likely collaborate on regional solutions in the future.

D. Community Engagement and Outreach

The City has highlighted this project need as a priority through its MVP CBR workshop, its MVP Plan listening session, and through public meeting project updates. This project will send a clear message to coastal communities that the time to prepare and act is now. The Planning Division has made several class presentations on resilience efforts at the high school, and will conduct several outreach meeting at key milestones in the project.

Beyond the scope of this project, the City of Gloucester is committed to sharing the study framework, findings, and lessons learned with other communities in the Commonwealth and beyond. As an example the City is also currently working on an MVP Action grant funded project on Watershed and Water Supply Vulnerability Assessment that was presented at the 2019 National Watershed and Stormwater Conference in Charleston, SC (See Abstract in **Appendix A**). It is venues like these that will help elevate the work of the City and the Commonwealth and advance the needed support and focus on resilience planning.

E. Incorporation of Nature-based Solutions and Strategies

Nature-based strategies to better prepare for climate-induced risks are included as part of feasibility and design this project. The first design alternative will be to incorporate natural materials in a vegetated berm. This may minimize future maintenance and would greatly reduce the overall project cost as the City may have an opportunity to adaptively reuse compatible stockpiled materials. As a part of the design work EPG will perform a subsurface exploration program, including test borings, to evaluate the the suitability of subsurface materials for design alternatives. Based on space limitations, cost and long term performance, earthen flood berms or levees are feasible they will be preferred perimeter flood protection alternatives for this project. While the construction will include a landscape design element of native salt tolerant vegetation, it will not likely play a structural roll in the flood mitigation design.

F. Timeline & Budget

The City of Gloucester works with several engineering firms to help manage its infrastructure including its drinking water and wastewater systems and coastal-engineered structures. The City has worked well with EPG on past projects and is partnering with them on this effort. EPG has assisted in the development of the project scope and cost estimate. We are confident that this assessment and design work can be completed within the timeframes outlined in the grant.

Climate change adaptation projects and themes are in the process of being incorporated in other planning efforts in Gloucester including a scheduled Open Space and Recreation Plan update and in a proposed MVP Action grant that will examine the climate change vulnerability of Gloucester's public water supply system and watersheds. There will be no shortage of venues to continue to share the results of these efforts. This City will also model past similar efforts with a core working group monitoring key milestones using Planning Board, City Council, Clean Energy Commission meeting venues, or stand-alone venues as needed to keep projects on task.

The proposed schedule and budget is shown below.

Schedule and Budget: Environmental Partners proposes to perform the indicated Scope of Services for all tasks previously described for the lump sum price of Ninety-Four Thousand Two Hundred Dollars (\$94,200). Invoices will be issued to the City on a monthly basis and will be based upon percentage complete per task. A status report documenting the work performed each month will be provided with each invoice. Environmental Partners proposes to complete the project within 3 months from receiving notice to proceed. A breakdown of the fee and schedule by tasks as well as the potential grant and City match sub-totals are presented below. Deliverables in the form of technical memoranda will be provided after each phase of the project. Subtasks have been outlined on pages 5 and 6, and EPG’s full proposal has been attached as **Appendix B**.

Task	Budget	Duration
Task 1: Basis of Design	\$36,700	4-6 Weeks
Task 2: Alternatives Analysis	\$57,500	6-8 Weeks
Total Project Budget	\$94,200	3 Months
75% CZM Coastal Resilience Grant Funding	\$70,650	
25% City of Gloucester Match Requirement	\$23,550	

A Budget and letter committing the City’s match has been provided (**Appendix C**). Project management and coordination will require time of the city’s Director of Public Works, Planning Director, and Engineering Division staff, which will be in addition to the committed 25% cash match.

G. Project Management and Partners

Gregg Cademartori the City’s Planning Director, will be the local project contact. Mr. Cademartori has successfully implemented five prior grants from the Office of Coastal Zone Management and MVP grant programs including: the City’s CZM grant supported CCVAAP, a CZM green infrastructure project: The Litter River Floodplain and Habitat restoration, a Coastal Resilience Grant for sewer infrastructure retrofit design project, a Coastal Resilience Grant for the flood mitigation design of a flood mitigation barrier at the Gloucester High School, the MVP planning grant, and MVP Action Grant funded Watershed and Water Supply Vulnerability Assessment. His project management has resulted in timely results within or below original project budgets estimates.

As the WPCF is management by the Department of Public Works, Michael Hale, the Director of Public Works, would directly involve as the contract manager. The City Purchasing Agent Donna Compton will manage consultant contracting and all invoicing processed by staff of the Department of Public Works. The strength of these partnerships has already been demonstrated through prior work. Resumes of key staff are included in **Appendix D**. It is predicted at this point that EPG would be caring out the consulting engineering services scope and therefore a brief of their services is also included in Appendix E.

The project has significant local support. The City of Gloucester is grateful for the assistance from the Executive Office of Energy and Environmental Affairs, the Office of Coastal Zone Management, and Municipal Vulnerability Preparedness program, and the continued partnership in addressing climate change on the local and regional level.

Appendix A

How to Make a City's Water Supply System Resilient – City of Gloucester

Authors: Kirk Westphal, PE¹; Gregg Cademartori²

¹Senior Principal Planner, Kleinfelder Inc., Boston, MA

¹Email: KWestphal@kleinfelder.com

¹Phone number: 617-498-4609

²Planning Director, City of Gloucester, Gloucester, MA

²Email: gcademartori@gloucester-ma.gov

²Phone number: (978) 325-5242

Abstract

The City of Gloucester's water supply and reservoir system faces potentially significant multi-hazard risks from climate change that, at present, have not been evaluated in depth. The City is coastal community on a peninsula, which results in very small watersheds that may be susceptible to small shifts in climate patterns. Changes in temperature and precipitation patterns are likely to alter the relatively stable historic conditions that the system's current management practices, infrastructure designs, and operational protocols are based upon.

Kleinfelder is assisting the City of Gloucester to develop an in-depth climate change risk assessment and management strategy for the City's water supply and reservoir system, including its watersheds. This presentation will focus on potential impacts of long-term climate change on the system, including from drought, increased temperature, extreme precipitation, wildfire, and combinations of these hazards. Relative impacts, likelihood, and imminence of different climate hazard scenarios to inform the identification and prioritization of locally-relevant watershed and water supply system management strategies will be assessed.

This presentation will identify and evaluate the effectiveness of different management, operational, and infrastructural strategies to mitigate identified climate risks to water supply reliability. In addition, proactive efforts to build the long-term resiliency of Gloucester's water supplies could benefit neighboring communities in the future as water scarcity issues likely become a greater regional challenge. Enabling the City to anticipate potential climate impacts to this system and identify effective and feasible resiliency strategies will enhance the entire region's capacity to adapt to climate change.

Option 1 Conference theme/topic: Watershed and Stormwater Research and Its Applications/Managing for the Extreme Events and Local Water Improvement

Option 2 Conference theme/topic: Watershed and Stream Health/Resource Conservation and Protection

Abstract Preferred Format: Presentation with Q&A

Appendix B

May 30, 2019

Mr. Gregg Cademartori
Planning Director
City of Gloucester
City Hall Annex – CATA Building
3 Pond Road, 2nd Floor
Gloucester, MA 01930

**RE: Water Pollution Control Facility – Flood Barrier Evaluation
FY2020 Coastal Resilience Grant**

Dear Mr. Cademartori:

Environmental Partners Group, Inc. (Environmental Partners) has prepared the following proposal for engineering services in support of the City of Gloucester's Fiscal Year 2020 Coastal Resilience Grant application to the Massachusetts Office of Coastal Zone Management (CZM). The City's Wastewater Pollution Control Facility (WPCF) located on Essex Avenue is vulnerable to coastal storm flooding and recent vulnerability assessments have recommended that the City evaluate alternatives for improving the WPCF's resiliency. Environmental Partners has developed the proposed scope of services based upon our discussions with you and our familiarity with the WPCF site.

Project Understanding

The City has been undertaking resiliency-planning efforts over the past few years including completing a coastal climate change vulnerability assessment in 2015, becoming a Municipal Vulnerability Program (MVP) community in 2018, and soliciting state grant funding for several resiliency planning and design projects at the High School and several wastewater pump stations. Based upon the City's available flood inundation mapping for hurricane storm surge and under the 2030 and 2070 100-year flood elevations, the WPCF parcel is highly vulnerable to flooding from coastal storm events and that vulnerability is expected to increase due to sea level rise. Therefore, the City has prioritized resiliency improvements for the WPCF for mitigation of risks to the current facility and future facility upgrades. The City is interested in evaluating several flood barrier concepts as a redesign/retrofit project under the CZM Coastal Resilience Grant program. The objectives of the flood barrier evaluation shall be to identify the applicable design criteria, siting considerations, permitting requirements, planning level construction costs, and suitability for use at the WPCF site. The City would like to consider use of natural systems such as earthen berms to retrofit the WPCF site where appropriate.

Proposed Scope of Work

WPCF Flood Barrier Evaluation

This project will be focused on the evaluation and conceptual design of alternative flood barrier systems for the WPCF site. The project is broken down into two core tasks: basis of design; and alternatives analysis.

Task 1 Basis of Design

Environmental Partners will complete the following to establish the basis of design for the WPCF flood barrier evaluation:

1. Prepare and submit a Request For Information (RFI) to the City for facility records, plans, and information to support the field-work and evaluation task.
2. Review City's records for climate resiliency planning to establish critical flood elevations as well as any planning documents for future capital improvements at the WPCF.
3. Coordinate a kick-off meeting and site visit with City staff and WPCF operations staff to discuss existing conditions, historical flooding events, and future facility site improvements.
4. Complete an updated delineation of wetland resource areas along the extents of the WPCF perimeter fenceline (Refer to Figure 1 – Locus). This shall include vegetated wetlands, surface water bodies, coastal bank, and relevant buffer areas. Wetland boundaries will be flagged by a wetland scientist and a site visit report will be prepared.



Figure 1 - WPCF Locus - Parcel Boundary (Yellow), Approx. Fenceline (Orange)

5. Complete a limited topographic survey along the WPCF's existing perimeter fenceline (approx. 0.4 miles long) to verify surface topography, surface features (e.g. fencing, trees, utilities, wetlands boundaries, etc.) within 30 feet of the existing fence alignment. The surveyor will rely upon existing City WPCF record plans and topographic data for features outside of the survey limits.
6. Complete a limited geotechnical investigation to evaluate subsurface conditions along the perimeter fenceline of the WPCF. Two days of geotechnical drilling will be provided utilizing a direct-push drill rig and a hollow-stem auger rig. Soil borings will be advanced to a depth of 20 to 30 feet below ground surface, or refusal if shallower. Continuous samples will be collected from the direct-push rig, and standard penetration tests and split-spoon samples

every five feet will be obtained using the augers. A scientist will observe the borings, characterize the soils, and prepare geotechnical boring logs. Samples will be classified using the Standard Practice for Description and Identification of Soils (ASTM D2488). It is assumed that no local wetlands protection approvals from the City's Conservation Commission will be necessary for the drilling work.

Task 2 Alternatives Analysis

Environmental Partners will complete the following to evaluate alternative flood barrier concepts for the WPCF site:

1. Identify and define three alternative flood barrier concepts with considerations for earthen berms, concrete structures, and temporary flood protection systems at site access points.
2. Prepare conceptual site layout plans and typical cross-sections for each of the three concepts.
3. Research commercially available temporary flood protection barriers for use at the site access points and prepare conceptual layouts of the temporary barriers.
4. Prepare a technical memorandum summarizing the geotechnical design considerations for the flood barrier concepts based upon the field-work completed in Task 1.
5. Prepare a technical memorandum summarizing the permitting requirements associated with design and construction of the flood barrier concepts at the WPCF site. Applicable local, state, and federal regulations will be identified.
6. Develop an opinion of probable cost for construction of the flood barrier concepts. The estimate will be prepared by a professional construction cost estimator.
7. Coordinate a conceptual design workshop to discuss the findings of Task 1 and Task 2.
8. Prepare a conceptual design technical memorandum that summarizes the flood barrier concepts, key flood elevation design criteria, constructability and siting concerns, construction costs, permitting requirements, geotechnical requirements, and recommended flood barrier alternative. A draft technical memorandum will be presented to the City for review and comment prior to the design workshop. A final technical memorandum will be provided to the City that addresses feedback provided by the City.
9. Provide project management and administration during the course of the project including weekly correspondence with the City's project manager and submittal of monthly invoices and project progress reports.

Assumptions

Environmental Partners has developed the proposed scope of services based upon the following assumptions:

- The proposal has been developed to support the City's application for the Fiscal Year 2020 Coastal Resilience Program.

- The City will provide available facility drawings (construction and/or record plans), resiliency planning documentation, and arrange access to the facility for site visits and discussions with facility staff.
- Environmental Partners will pre-mark the proposed subsurface boring locations and the City will coordinate mark-out of public utilities. Subsurface utility location services are not included within this scope of work.
- No wetlands permitting is included within this scope of work.
- Opinions of Probable Costs will be based on available information and will include appropriate contingencies.
- The conceptual designs will not be suitable for construction purposes. Development of construction documents and permit applications would be the subject of separate scopes of services for design development.

Project Team

The project will be led by Ziad Kary, P.E., and Eric Kelley, P.E. Ziad is a principal at Environmental Partners with over 20 years' experience in public infrastructure engineering and construction. Ziad leads our geotechnical engineering and construction management practices. Eric is a senior project manager and has over 16 years' experience in public infrastructure engineering and permitting. Eric is also LEED Green Associate and a trained MVP facilitator. Ziad and Eric worked together recently on the design of a flood barrier system for the Town of Plymouth's Water Street Pump Station that is currently undergoing extensive rehabilitation for which Environmental Partners prepared the Town's CZM Coastal Resilience Grant application. Ziad is also currently the principal engineer conducting an alternatives analysis for flood protection of the Town of Oak Bluffs public water supply wells, which are vulnerable to coast storm flooding and salt water intrusion.

Schedule and Budget

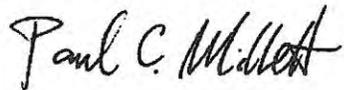
Environmental Partners proposes to perform the indicated Scope of Services for all tasks previously described for the lump sum price of Ninety-Four Thousand Two Hundred Dollars (\$94,200). Invoices will be issued to the City on a monthly basis and will be based upon percentage complete per task. A status report documenting the work performed each month will be provided with each invoice. Environmental Partners proposes to complete the project within 3 months from receiving notice to proceed. A breakdown of the fee and schedule by tasks as well as the potential grant and City match sub-totals are presented below.

Task	Budget	Duration
Task 1: Basis of Design	\$36,700	4-6 Weeks
Task 2: Alternatives Analysis	\$57,500	6-8 Weeks
Total Project Budget	\$94,200	3 Months
75% CZM Coastal Resilience Grant Funding	\$70,650	
25% City of Gloucester Match Requirement	\$23,550	

Summary

Environmental Partners looks forward to supporting you and your colleagues on this important coastal resiliency project for the City of Gloucester. Please feel free to contact Paul Millett (617.657.0276) or Eric Kelley (617.657.0282) with any questions or concerns.

Sincerely,



Environmental Partners Group, Inc.

Paul C. Millett, P.E.

Principal

P: 617.657.0276

E: pcm@envpartners.com

Eric A. Kelley, P.E.

Senior Project Manager

P: 617.657.0282

E: eak@envpartners.com

Cc: Michael Hale, AICP, Director of Public Works
Larry Durkin, P.E., Water Compliance Office
Ziad Kary, P.E.

Appendix C

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

Patricia Bowie, Coastal Resiliency Specialist
Massachusetts Office of Coastal Zone Management
251 Causeway Street, Suite 800
Boston, MA 02114

May 30, 2019

Re: RFR ENV 20 CZM 02

Gloucester Water Pollution Control Facility - Coastal Flood Mitigation

Dear Ms. Bowie,

As the Mayor of a coastal community, I have witnessed first-hand how vulnerable we are to the impacts of coastal flooding which is only being intensified by climate change. With the support of the Commonwealth, the City has assessed our vulnerabilities and prioritized needed actions through our Climate Change Vulnerability Assessment and Adaption Plan (CCVAAP) and our most recent Municipal Vulnerability Preparedness Plan.

Our vulnerabilities were dramatically exposed in the winter and early spring of 2018. Although the operations of our Water Pollution Control Facility (WPCF) were not interrupted, the access and grounds of the site were cut off by coastal floodwaters. Our CCVAAP and MVP planning processes prioritized the need to develop flood mitigation strategies to protect our most vulnerable assets including our WPCF. The City applied for and received a Coastal Resilience feasibility and design grant to do just that for our high school campus, and we are now permitting a flood mitigation barrier to protect it. The City is moving methodically through the set priorities and looks to conduct an equally unique analysis to develop a flood mitigation strategy for our WWTP, that will protect the site from current and future flooding, while providing needed flexibility for future wastewater treatment options. I strongly support this flood mitigation feasibility and design proposal and this grant application developed and prepared by the Gloucester Community Development Department and the Department of Public Works. The City commits to support this project with greater than a 25% local cash match and continued staff project management of this effort.

As a coastal community, we understand the need to continue to be an integral part of research efforts surrounding climate change. The techniques and design of the proposed project and its visibility will send a clear message of the steps that need to be taken other in the regions of the Commonwealth. The City of Gloucester and coastal communities have much to gain though the implementation of coastal resilience planning and projects and we thank you for your consideration in supporting this important effort.

Sincerely,


Mayor Sefatia Romeo Theken
City of Gloucester

FY20 Coastal Resilience Grant Scope Template

Project Task Description	Deliverables	Deliverable Due Date	Invoice Due Date	Grant	Match	Total
Task 1: Basis of Design						
Sub-task 1.1 Project Management	No deliverables under this sub-task (Mgmt of subconsultants)					
Sub-task 1.2 Revised Kick-Off Meeting and Develop RFI	RFI to City to support field-work and evaluation task	10/31/2019	10/31/2019	\$1,800	\$600	\$2,400
Sub-task 1.3 Site Visit / Kick-Off	Kick-off meeting and visit with City to discuss evaluation and scope	10/22/2019	10/31/2019	\$1,350	\$450	\$1,800
Sub-task 1.4 Wetlands Flagging Along Fenceline	Site visit report prepared by wetland scientist	10/27/2019	10/31/2019	\$2,325	\$775	\$3,100
Sub-task 1.5 Limited Ground Survey	Limited topographical survey along WPCF's perimeter fence/line	10/29/2019	10/31/2019	\$1,725	\$575	\$2,300
Sub-task 1.6 Review Existing Plans / Reports	No deliverables under this sub-task (related to other work items)			\$7,350	\$2,450	\$9,800
Sub-task 1.7 EP Geotechnical Drilling	Geotechnical report with boring logs summarizing findings	11/19/2019	11/30/2019	\$3,450	\$1,150	\$4,600
Total Task 1 Cost				\$9,525	\$3,175	\$12,700
Task 2: Alternatives Analysis						
Sub-task 2.1 Conceptual Design #1 - Earthen Berm	Conceptual layout plan and typical section view	12/1/2019	12/31/2019	\$3,675	\$1,225	\$4,900
Sub-task 2.2 Conceptual Design #2 - Earthen Berm / Concrete Cut-Off Wall	Conceptual layout plan and typical section view	12/1/2019	12/31/2019	\$3,675	\$1,225	\$4,900
Sub-task 2.3 Conceptual Design #3 - Partial Concrete / Masonry Wall with Earthen Berms	Conceptual layout plan, typical section view, and elevation view	12/1/2019	12/31/2019	\$4,425	\$1,475	\$5,900
Sub-task 2.4 Temporary Flood Barrier at Entrances	Conceptual layout plan and elevation view	12/1/2019	12/31/2019	\$2,850	\$950	\$3,800
Sub-task 2.5 Geotechnical Technical Memorandum	Geotechnical memo summarizing findings	12/10/2019	12/31/2019	\$3,600	\$1,200	\$4,800
Sub-task 2.6 Permitting Technical Memorandum	Permitting requirements memo summarizing findings	12/17/2019	12/31/2019	\$2,475	\$825	\$3,300
Sub-task 2.7 Option of Probable Cost	Opinion of probable cost for concepts by professional construction cost estimator	12/31/2019	12/31/2019	\$9,375	\$3,125	\$12,500
Sub-task 2.8 Conceptual Design Technical Memorandum	Conceptual design draft memo (draft and final)	12/31/2019	12/31/2019	\$5,100	\$1,700	\$6,800
Sub-task 2.9 Design Workshop	Workshop with City to discuss findings and recommendations	1/12/2020	1/31/2020 (final)	\$2,175	\$725	\$2,900
Sub-task 2.10 QA / QC	No deliverables under this sub-task (internal review of deliverables)			\$2,700	\$900	\$3,600
Sub-task 2.11 Project Management	No deliverables under this sub-task (1 hr conf call with client per week)			\$3,075	\$1,025	\$4,100
Total Task 2 Cost				\$43,125	\$14,375	\$57,500

(Add lines as necessary)

TOTAL PROJECT COST

\$70,650 \$23,550 \$94,200

Appendix D

Gregg M. Cademartori
4 Jenness Street, Beverly, MA 01915
978.879.7688 | gmcademartori@gmail.com

PROFILE

Municipal planning professional with extensive experience in project management, planning and community development, and operations in complex social and civic environments. Specific expertise in zoning and regulation development, open space and conservation planning, neighborhood development, economic development, grant writing, grants management, public improvement projects, sustainability and resiliency planning.

EXPERIENCE

CITY OF GLOUCESTER *Gloucester, MA* 2005 - Present

Planning Director

- Provide staff support to numerous boards in their roles as permit granting authorities or implementing administration or Community Development initiatives, including the Planning Board, City Council, Zoning Board of Appeals, Clean Energy Commission, Open Space and Recreation Committee, Interdepartmental Technical Advisory Group, Capital Improvement Advisory Board, School Building Committee, and others as needed.
- Coordinate technical reviews of all development projects and advise applicants on the permitting procedures for zoning and development, including state statutes and regulations, city ordinances, and regional policies
- Supervise planning, conservation and support staff in the Community Development Department
- Create zoning initiatives to promote downtown mixed use, walkability, and sustainability. Promote compact residential development, open space preservation, resource protection, and commercial/industrial development and expansion.
- Manage all planning projects, such as open space and recreation planning, harbor planning, a transit-oriented development (TOD) study, coastal vulnerability assessments and housing production plan
- Direct the City's clean energy initiatives, including management of the City's Green Community designation
- Facilitate open communication between public officials, local committees, groups, and organizations
- Manage public meetings and community outreach initiatives, including City Hall meetings, open-house workshops, design charrettes, and focus groups
- Assist in the Mayor's initiatives surrounding economic development, housing and climate change preparedness
- Coordinate with the regional planning association (MAPC) and various state agencies, including CZM, EEA, MassDEP, and MassDOT on grant funded projects
- Prepare, develop and write grants for several planning initiatives and special projects
- Negotiate union contracts and employee grievances as member of the Gloucester Municipal Administrators Association negotiation and executive team

WEICHERT REALTORS *Lexington, MA* 2004-2005

Sales Associate

- \$15M in gross sales, worked with commercial and residential developers and residential clients
- Assisted in the development and implementation of internet lead generation network.

CITY OF GLOUCESTER *Gloucester, MA* 2002-2004

Environmental Planner

- Responsible for implementing environmental programs for the City of Gloucester
- Provided staff support to the Conservation Commission
- Project manager for Brownfields Revolving Loan funded projects
- Responsible for assuring compliance with National Flood Insurance Program polices and implementing floodplain management strategies
- Project manager for habitat restoration projects
- Worked with non-profit organizations on open space preservation and habitat enhancement projects

THE BIOENGINEERING GROUP *Salem, MA* 2000-2002

Project Manager

- Project manager on New Bedford Harbor Habitat Restoration associated with EPA Superfund Cleanup
- Performed restoration feasibility assessments and technical review
- Developed design of first phase of post cleanup mitigation and restoration activities

EDUCATION

STONY BROOK UNIVERSITY *Stony Brook, NY* 1998 - 2000
Master of Science – Marine Environmental Science

UNIVERSITY OF VERMONT *Burlington, VT* 1990-1994
Bachelor of Arts – Biology Minor Botany & Ecology

ORGANIZATIONS

- American Planning Association
- APA – Massachusetts Chapter
- MAPC North Shore Task Force – Co-Chair 2017-Present
- Gloucester Municipal Administrators Association – Executive and Negotiating Team
- Conservation Commissioner, Beverly, MA – 2004-2011
- Trustees for Reservations, Member
- Essex County Greenbelt Association, Member
- Massachusetts Audubon, Member

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint; Google Sketch Up, ArcGIS
- The ability to problem solve and embrace challenging projects and the public process and build consensus

INTERESTS

- Cycling, running, hiking, alpine and nordic skiing, paddle surfing, brewing, wine making, coaching

Michael B. Hale, AICP - Public Works Director

Michael Hale is the Director of Public Works In Gloucester. He has been employed by the City of Gloucester since 1999. Prior to his appointment as Director in 2008, Hale served as the Assistant City Engineer. Mr. Hale oversees all operations related to water, wastewater, stormwater, solid waste and recycling, facilities, beaches, roads, motor fleet, engineering and snow and ice.

Under his direction, the Department of Public Works has developed and implemented nearly \$100 million in complex capital projects since 2008. He has a Master's degree from the University of Massachusetts, and serves as a board member of the Essex County Highway Association and is currently the President elect.

Hale, a longtime resident of Gloucester where he currently lives with his wife and three children.

Title

Director of Public Works

Date Hired

July 1999

Education

Bachelor's degree, Eckerd College

Master's degree, University of Massachusetts

Affiliations

American Planning Association

American Public Works Association

American Institute of Certified Planners

Essex County Highway Association, Past President

American Society of Civil Engineers

Contact

mhale@gloucester-ma.gov

978.281.9785

Eric A. Kelley, P.E., CHMM

Project Manager

Background

Eric has over 15 years of experience in the areas of water quality assessment and analysis, drinking water treatment, wastewater collection system, storm drainage system evaluation, pilot and bench testing, local and state environmental permitting, environmental compliance, hazardous waste, public construction procurement, State Revolving Fund funding, construction administration, resident inspection, and project management.

Education

- M.C.E., Civil Engineering, North Carolina State University, 2010
- B.E., Environmental Engineering, Thayer School of Engineering, Dartmouth College, 2002
- B.A., Engineering Sciences, Dartmouth College, 2001

Certifications

- Professional Engineer: MA (#48090), ME (#12897), NH (#14382)
- LEED Green Associate
- 40-hour OSHA Hazardous Waste Operations Health and Safety Training
- Certified Hazardous Materials Manager (CHMM), Institute of Hazardous Materials Management
- 10-hour OSHA Construction Safety and Health

Professional Affiliations

- NEWWA
Co-Chair of Water Treatment Residuals Committee
- NEWEA
Stormwater Committee
- AWWA and WEF
- Dartmouth Society of Engineers

Select Relevant Project Experience

Edmands Road/Beebe Tanks Water Main Relocation Study Framingham, MA

Project Manager responsible for evaluate the alternatives for consolidating the access road, water main; and electrical service easements that connect the Beebe Water Storage Tanks with the Town's water distribution system on Edmands Road. Alternatives analysis evaluated five alternative utility alignments based upon their need for modifications to easements, permitting, neighborhood impacts, constructability, operation and maintenance, and construction cost. Responsibilities include management of surveying subcontractor, review of base plans, preparation of technical report, and presentation of findings to the Town.

Water Treatment Wells 3 and 4 Medfield, MA

Project Manager and Senior Engineer responsible for the preliminary design evaluation for a groundwater treatment facility for the removal of iron and manganese. Work includes preparation of the preliminary design report identifying the water treatment system alternatives, well rehabilitation, water treatment design criteria, permitting requirements, preliminary construction cost estimate, and considerations for water supply management and exploration.

Odor Control Improvements Contract 2 Newburyport, MA

Project Manager and Senior Engineer responsible for final design of a 20,000 cfm biofilter odor control system for Newburyport's Water Pollution Control Facility. Work includes preparation of the final design documents for the odor control improvements, bidding support, day to day administration of the \$4.2M construction contract, review of construction submittals, coordination of design subconsultants, supervision of resident inspector, and technical support for City.

Lower Central Interceptor Sewer Replacement Weymouth, MA

Senior Engineer responsible for the design and permitting for the replacement of an existing 30-inch reinforced concrete pipe gravity sewer with a 42-inch PVC gravity sewer. Duties included project alternatives analysis; design of replacement gravity sewer; preparation of federal, state, and local wetlands and waterways permit applications; presentation of project to federal, state, and local regulatory authorities; and preparation of construction specifications and drawings.

Storm Drainage Study and Flood Assessment * Newport, RI

Project manager on storm drainage study and flood assessment of a residential area negatively affected by a series of severe summer thunderstorms. Responsibilities included developing limits of study area, evaluation of existing storm drain infrastructure, review of hydrologic/hydraulic modeling results, development of mitigation alternatives, preparation of a technical memorandum, presentation of results to the Client, and management of project scope, schedule, and budget. Work performed for prior employer.

Eric A. Kelley, P.E., CHMM

Project Manager

Lynn Water and Sewer Commission General Engineering Services* Lynn, Massachusetts

Project Manager responsible for overall management of general engineering contract including: development of supplemental CSO Facilities Plan update recommending sewer separation, collection system improvements, and private inflow removal; design and construction of new floating cover system for 20MG finished water reservoir and temporary interconnection with MWRA; design, permitting and construction of sanitary sewer incinerator upgrades for SSI MACT compliance; and Phase I inspections of water supply reservoir dams. Responsibilities include development of scopes of work, administration of subcontract agreements, invoicing, and management of scope, schedule, and budgets. Work includes review of design drawings and specifications, review of permit applications, preparation and review technical memoranda, regulatory support, bidding support, construction administration, and day-to-day project management.

Boston Water and Sewer Commission Wastewater and Storm Drain Facilities Plan* Boston, MA

Project Manager responsible for: administration of the eight subcontractors providing inspection, engineering support, and consulting services; task management of the Central Square and Audubon Circle green infrastructure stormwater design projects; contributed technical writing to the Stormwater BMP Recommendations report; and task management of the financial analysis/stormwater user fee evaluation task. Responsibilities include development of scopes of work, administration of subcontract agreements, invoicing, design reviews, technical writing of memoranda and reports, and management of scope, schedule, and budgets.

City of Newport CSO Program Management* Newport, RI

Project Manager during Phase 3 and Phase 4 of program. Responsible for task management of Storm Drainage Study and Flood Assessment task, Sewer System Evaluation Survey (SSES) field inspection program task, and sanitary and storm drain GIS system improvements task. Responsibilities included management of field-inspection and junior staff, development of project workflows, identification and implementation of GIS system improvements, development of technical memoranda, presentation of results to the Client, and management of project scope, schedule, subcontractors and budget.

*Project experience from tenure as project manager for CH2M Hill, Inc. (2012-2016)

Ziad F. Kary, P.E.

Construction Management

Background

Ziad has over 24 years of engineering experience, including design and construction management of large earthwork projects and vertical construction of large infrastructure projects for public and private utilities. His design and construction engineering experience includes substantial work on roadway construction, water and wastewater treatment facilities, pressure and gravity sewers, drainage, traffic signals, pump stations, commercial buildings, landfills and hazardous waste remediation projects. Over the years, Ziad has been responsible for ensuring that construction activities are completed in accordance with project documents, approved submittals and applicable regulations. He has established quality control procedures, monitored the work of contractors and construction activities, tracked quantities and served as the client representative during payment approval processes.

Education

- B. S., Civil Engineering, University of Massachusetts, Dartmouth, MA
- Mechanical Engineering Technology, University of Aquila, Aquila, Italy

Certifications

- Professional Engineer- MA (Civil 49479); NH (Civil 13446)
- Occupational Safety and Health Administration (OSHA) 10-hour Construction Health and Safety Training and Certification
- Soil compaction testing certification (Troloxer nuclear density gage).
- American Concrete Institute Certification
- OSHA 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification
- Extensive experience in laboratory analysis of soils, permeability studies, asphalt testing, moisture-density relations

Select Relevant Project Experience

Concord Street/School Street Sewer Improvements Framingham, MA
Ziad was the Construction Manager for the construction of approximately 1000 feet of new 24" PVC sewer pipe and associated manhole structures along the river in Weymouth, Massachusetts. Work also includes pipe jacking of approximately 100 feet under an Army Corp flood control structure and crossing of the Sudbury River. Responsibilities included overseeing construction activities and construction conformance to the design document. Other responsibilities included preparation of pay requisitions, monitoring and reviewing of the geotechnical instrumentation program, review of shop drawings, and public relations meetings and coordination with the client, and abutters along the limit of work.

A Street, Hemingway, New York Ave, and Fenwick PS Improvements Framingham, MA

Ziad is the project manager for the upgrades of 4 pump stations including a compressed air mixing system to help control fats, oils, and grease (FOG) accumulation at the wet well surface. Process piping modifications to the wastewater inlet and coating system assessment and repairs of the 2 wet wells at the A Street pump station facility.

Water St Pumping Station Upgrades Plymouth, MA

Ziad is the project manager for the upgrades of a 9MGD sewer pumping station for the Town of Plymouth, MA. The work includes structural, architectural modifications, upgrades to the existing wetwell, new pumps replacement, odor control, grit removal units, and a new HVAC system. The project is currently designed and anticipated to go to construction in the summer of 2018. The approximate costs for the upgrades are around \$10M.

Emergency Wastewater Forcemain Plymouth, MA

Ziad is the project manager for the design and construction of a 4.5 mile 24-inch sewer force main in Plymouth, MA. The project includes installation of a bypass system for the entire forcemain alignment, screening and assessing the existing pipeline and air release valves, and sliplining portions of the pipe with a 24-inch HDPE pipe. The project is currently under construction and a new 24-inch redundant pipe design is underway. The total value of this project is \$48.2M.

16-inch Emergency Wastewater Forcemain Nantucket, MA

Ziad is the project manager for the assessment and repairs of a 3.5 mile 16-inch sewer force main in Nantucket, MA. The project includes full assessment of the current pipeline conditions, and design and implementation of repairs of several pipeline failures along the pipeline alignment. Repairs included addition of several features to the pipeline such as air release valves, isolation valves, and blow-off valves for draining and accessing the pipeline.

Ziad F. Kary, P.E.

Construction Management

Long Pond Road Sewer Pumping Station Plymouth, MA

Ziad was the construction manager for a new 1.2 million gallon per day sewer pumping station with a 1.6 million gallon per day fine screening system and odor control unit. Civil/site construction included site clearing, temporary excavation support system, site utilities, forcemain connections and gravity sewer diversion in a very busy highway section. Other activities included preparation of the geotechnical report for the proposed site and review of shop drawings.

Reconstruction of Main Street (Route 123), Norwell, MA – Mr. Kary was the Project Manager to provide design and construction oversight services to the Town of Norwell for the 3.2 miles of localized drainage systems along Main Street (Route 123). The drainage design work included modeling, in-situ hydraulic conductivity testing to assess the underlying soils for recharge capabilities, and the design of recharge system and overflows into adjacent wetlands along a 3.2 miles of roadway spanning from the Hanover town line to Norwell town center.

Governor Prence and Dyer Prince Culverts Replacement Eastham, MA
Mr. Kary served as the project manager for the design of three culverts. The project consisted of an existing condition survey, wetland flagging and permitting through ACOE, Eastham Conservation Commission, 401 Water Quality through MADEP, and saltmarsh restoration through ecological restoration; Design of precast concrete culverts and sheet piling to protect against tidal fluctuation and scour; and Design of shallow infiltrators to mitigate stormwater runoff and final roadway restoration including wetland replication.

Samoset Street Sewer Expansion, Plymouth, MA- Mr. Kary is the Project Manager for the construction phase services on the project that consists of the installation of approximately 3000 lf of gravity sewer pipe and associated sewer manholes along one of the busiest south shore corridors. The project also includes 2500 lf of gravity sewer pipe and a deep pumping station.

New Water Storage Tank Medfield MA

Ziad is the Geotechnical Engineer for the subsurface exploration of a proposed foundation for a 1.25M gallon elevated water storage tank in Medfield, MA. Ziad completed a full scale geotechnical exploration program including borings, core drills through rock, and geotechnical analysis and foundation recommendations for the proposed storage tank.

Lake Holbrook Dam Replacement Holbrook MA

Ziad is the Project Manager and Geotechnical Engineer for the replacement of the Lake Holbrook Dam in Holbrook, MA. Initial work included a Phase II report and alternative analyses that led to a decision to replace the dam. Upgrades to the dam include full deck replacement, new training walls and auxiliary spillway, and a grouted channel. Permitting included Chap 253 permit, US Army Corps of Engineers General Permit, DEP 401 WQC, and Chap 91 permits.

ENCLOSURE 7

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Jillian Amero
45 Hartz Street
Gloucester, MA 01930

Dear Ms. Amero,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

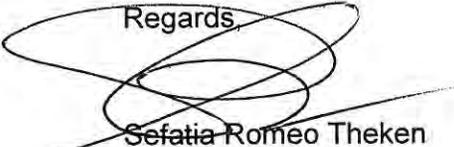
The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Sefatia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Sarah Doucette
32 Trask Street
Gloucester, MA 01930

Dear Ms. Doucette,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

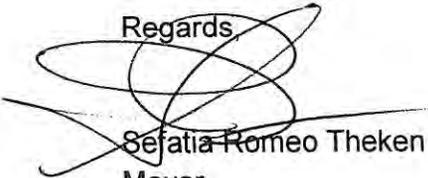
The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards



Sefatia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Glen Bresnahan
514 Essex Avenue
Gloucester, MA 01930

Dear Mr. Bresnahan,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Sefatia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Elmer Magana
19 Dodge Street
Gloucester, MA 01930

Dear Mr. Magana,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

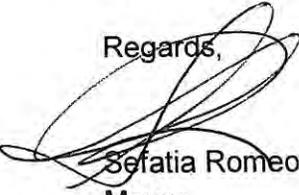
The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Sefatia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Tracy O'Neil
12 Friend Street, #1
Gloucester, MA 01930

Dear Ms. O'Neil,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

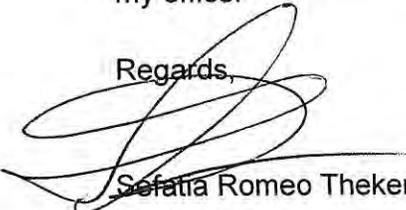
The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Sefatia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Shawn Gadbois
2R Green Street
Gloucester, MA 01930

Dear Mr. Gadbois,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

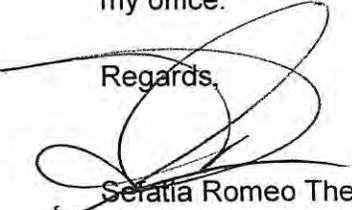
The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Serafia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Don Moody
17 Dodge Street
Gloucester, MA 01930

Dear Mr. Moody,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Sefatia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Lara Jardullo
2 Ocean Avenue, #3N
Gloucester, MA 01930

Dear Ms. Jardullo,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Sefata Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Mary Anne Albert Bouche
93 Mount Pleasant Avenue
Gloucester, MA 01930

Dear Ms. Albert Bouche,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

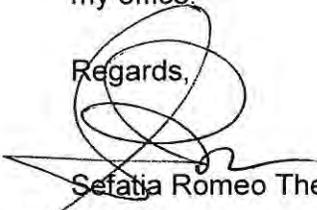
The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Sefatia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Linda McDonald
18 Ledgemont Avenue
Gloucester, MA 01930

Dear Ms. McDonald,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office

Regards,



Sefatia Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Caitlin Pszenny
27 Dodge Street
Gloucester, MA 01930

Dear Ms. Pszenny,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,



Sefatja Romeo Theken
Mayor

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
stheken@gloucester-ma.gov

May 24, 2019

Beth Brau
9 Dodge Street
Gloucester, MA 01930

Dear Ms. Brau,

Thank you for your comments at the May 14, 2019 City Council meeting regarding Green Street playground as a site for an East Gloucester Elementary School. Let me assure you that my Administration understands the magnitude and complexity of this project and appreciates your comments regarding this site.

Let me assure you, and as you heard at that meeting, it is still very early in the process and no definite plans have yet to be made.

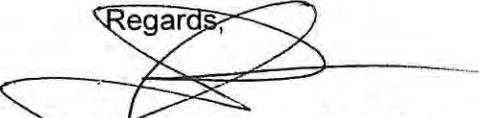
The location of this project will have a long lasting impact on our community. I have let the School Committee and East Gloucester Elementary School Building Committee know that we should include as many options and as much public discussion as possible as the feasibility study process moves forward. I think it is imperative that this be an open, transparent and comprehensive process.

I believe that full consideration must be given to multiple sites and there should be as much public participation as possible to ensure the best decision is made for Gloucester residents, Gloucester parents and our wonderful community. I look forward to the upcoming discussions as we work to move this project forward together.

I encourage you to stay updated and informed on the progress of these plans by attending upcoming East Gloucester Elementary School Building Committee meetings.

Thank you again for participating in our civic process through your testimony at the most recent City Council meeting. Should you have any further questions, please do not hesitate to contact my office.

Regards,


Sefatia Romeo Theken
Mayor

ENCLOSURE 8

Dear City Clerk,

Notice is hereby given by Fresh Fields Gloucester, LLC ("Fresh Fields") that a Community Outreach Meeting for a proposed Retail Marijuana Establishment is scheduled for **June 11th, 2019 at 4:30 pm** at The Harbor Room Gloucester, 8 Norwood Ct, Gloucester, MA 01930.

The proposed Retail Marijuana Establishment is anticipated to be located at **65-73 Essex Ave, Gloucester, MA 01930**. There will be an opportunity for the public to ask questions.

The meeting will cover, at minimum, the following topics:

- The proposed location and the type of the Marijuana Establishment;
- The building being moved into [and the proposed buildout], and compliance with security requirements as outlined by 935 CMR 500 et seq. (the Massachusetts adult-use marijuana regulations);
- Steps taken by Fresh Fields to prevent the diversion of marijuana to minors;
- Fresh Field's plan to positively impact the local community; and
- Information demonstrating how Fresh Fields intends to ensure that the location will not constitute a nuisance to the community as defined by the law.

A copy of this notice is filed with the town or city clerk, the planning board, the contracting authority for the municipality, and local licensing authority for adult use of Cannabis, if applicable

A copy of this Notice was mailed at least seven calendar days prior to the community outreach meeting to abutters of the proposed address of the Marijuana Establishment, owners of land directly opposite on any public or private street or way, and abutters to the abutters within three hundred feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such owner is located in another city or town.

CITY CLERK
GLOUCESTER, MA
2019 JUN -3 PM 2:53

CITY CLERK
GLOUCESTER. MA

2019 MAY 30 PM 2:26

CITY OF GLOUCESTER - SPECIAL EVENTS PERMIT

NAME OF EVENT: The Fishtown Horribles DATE OF EVENT: 7-3-19
Parade

Special Events

Permitting is required for all types of special events taking place in the City of Gloucester. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and granted a special event permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the City Clerk first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant must complete a Special Events Application form in advance which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x11 inches and be legible – capable of copy reproduction;
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list all rides & games;
- If this is the "first year" for your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- Certificate of Insurance Listing City as the insured (Certificate Holder).

The applicant is to submit the completed permit form (download at: Gloucester-ma.gov or available in City Clerk's Office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations (non-profit organizations must submit a 501(c) (3) form with application), \$50.00 for-profit organizations, at the City Clerk's Office. At that time, an appointment for review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk in order to begin the approval process. All first time applicants must file completed application and permitted at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.

Some applicants will appear before the Council's Planning & Development Committee who will give the applicant a list of conditions which must be met. If the completed application doesn't require P&D Committee approval, then the application including the checklist should be considered complete upon the applicant's appearance before the Special Events Advisory Committee.

Joanne M. Senos, City Clerk
Gloucester City Hall, 9 Dale Avenue
Gloucester, MA 01930
PHONE: 978-281-9720x8
EMAIL: jsenos@gloucester-ma.gov

Hours of Service:
Monday through Wednesday: 8:30 a.m.-4:00 p.m.
Thursday: 8:30 a.m. to 6:30 p.m.
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 5/30/19 Initial: JS Copy to Applicant: Date: _____ Initial: _____
Fee Paid: \$ 50.00

Revised: 01/27/17

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event The Fishtown Horribles Parade

1. Date: 7-3-19 Time: from 12:00N to 12:00 AM

Rain Date: NONE Time: from _____ to _____

2. Location: Stages at Gloucester High School 1

3. Description of Property & Name of Owner: _____
Public _____ Private _____

4. Name of Organizer: Fishtown Horribles Parade Committee City Sponsored Event: Yes ___ No

Contact Person: DAVID TUCKER

Address: 101 Cherry St. Gloucester Telephone: 508 517-1731

E-Mail: daveltucker@outlook.com Cell Phone: or work 978 282-4444

Day of Event Contact & Cell Phone: David Tucker 508 517 1731

Official Web Site: Fishtown Horribles.org

5. Are street closures required: Yes ___ No ___ If yes, where: _____

6. Number of Attendees Expected: ? Number of Participants Expected: TBD

7. Is the Event Being Advertised? Yes ? Where? Facebook / Rotary

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes ___ No List all fees if yes.

8. What Age Group is the Event Targeted to? 0-99 years

9. Have You Notified Neighborhood Groups or Abutters? Yes ___ No ___, Who? _____
Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization: Non-Profit Organization: ___ Who will benefit financially from this event? _____

Activities: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food Beverages Alcohol _____ Goods Total No. of Vendors* _____
(*Local or State license required)

B. Entertainment: (Subject to City's Noise Ordinance) Live Music _____ DJ _____ Radio/CD _____
Performers _____ Dancing _____ Amplified Sound _____ Stage _____

C. Games/Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle (requires City permit*) _____
Other: _____ Total No. _____

Name of Carnival Operator (requires permit and inspection of rides): _____

Address: _____

Telephone: _____

D. Tents: Yes ___ No ___ If yes, how many _____ What are the tent sizes: _____ (May require permits)

E. Clean Up: No. of additional trash receptacles required No. of additional recycling receptacles required _____
(To be provided by and removed by applicant at their expense.)

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)

No.: 2 standard No.: 2 ADA accessible

FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY

PARADE ROAD RACE _____ WALK-A-THON _____

1. Name, land line & cell phone number of contact person on the ground Day of Event:
David Tucker 508 517 1731

2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:
Same as above

3. Locations of Water Stops (if any): N/A
4. Will Detours for Motor Vehicles be required? NO If so, where and what length of time:
- 4A. Are street closures required? Yes (This is determined by the Police Department)
Where? ALONG The Route

5. Start Location & Time for Participants: 3:00pm Parade steps off at 6pm
6. Dismissal Location & Time for Participants: Gloucester High School 8:30pm
7. Number of Participants: 1,000 st
8. Additional Parade Information:
 - Number of Floats: TBD
 - Location of Viewing Stations: ALL Along Route

 - Are Weapons Being Carried (If "Yes", Police approval may be required): Yes: No
TBD
 - Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes: No _____
8. Name and Address of Insurer: Prince Ins.
9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):

NAME OF EVENT: Fishtown Hoopies DATE OF EVENT: 7/3/19

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE:** Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.

Approvals Required: Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of
Dept. Head/
Designee

Notes by Department Head or Designee

JMS

1. Special Events Advisory Committee _____

2. Planning & Development Committee _____

JCY

3. Gloucester Police Department _____

Is Police Detail Required? YES Dept Funded _____

Traffic, Parking & Transportation _____ Street Closure: _____

RW

4. Health Department _____

GA

5. Building Inspector _____

SL

6. Electrical Inspector _____

ML

7. Department of Public Works: _____

Use of City Property: Yes/No Location if yes: _____ Permits: _____

8. Gloucester Fire Department _____

Is a Fire Detail Required? No. of Details EMS Use of Propane:

(Attach EMS Memo)

9. Licensing Commission (includes vendors) (Through City Clerk: _____

10. Licensing Board (Alcohol): _____

CEJ

11. Harbormaster: _____

ML

12. Tourism: _____

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.

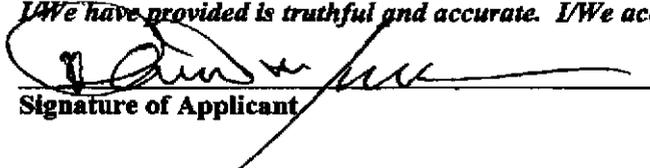
[Signature]
Signature of Applicant

5-30-19₂₀

RESPONSIBILITIES OF APPLICANT

1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. **All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.**
8. The applicant **shall indemnify and hold harmless the City of Gloucester and its employees** from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a **Certificate of Insurance** at the time of approval by the Special Events Advisory Committee.
9. **The City of Gloucester reserves the right to deny the application at any time.**

I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.


Signature of Applicant

5-30-19, 20

CITY OF GLOUCESTER – SPECIAL EVENTS PERMIT

NAME OF EVENT: Cheer for the Pier DATE OF EVENT: Saturday July 27, 2019
A Magnolia Pier Fundraising Event

Special Events

Permitting is required for all types of special events taking place in the City of Gloucester. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and granted a special event permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the City Clerk first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant **must complete a Special Events** application form in advance which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x 11 inches and be legible – capable of copy reproduction;
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list **all** rides & games;
- If this is the "first year" for your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- Certificate of Insurance Listing City as the insured (Certificate Holder).

CITY CLERK
GLOUCESTER, MA

7/19 MAY 30 PM 3:39

The applicant is to submit the completed permit form (download at: Gloucester-ma.gov or available in City Clerk's Office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations (non-profit organizations must submit a 501(c) (3) form with application), \$50.00 for-profit organizations, at the City Clerk's Office. At that time, an appointment for review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk in order to begin the approval process. **All first time applicants must file completed application and permitted at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.**

Some applicants will appear before the Council's Planning & Development Committee who will give the applicant a list of conditions which **must** be met. If the completed application doesn't require P&D Committee approval, then the application including the checklist should be considered complete upon the applicant's appearance before the Special Events Advisory Committee.

Joanne M. Senos, City Clerk
Gloucester City Hall, 9 Dale Avenue
Gloucester, MA 01930
PHONE: 978-281-9720x8
EMAIL: jsenos@gloucester-ma.gov

Hours of Service:
Monday through Wednesday: 8:30 a.m.-4:00 p.m.
Thursday: 8:30 a.m. to 6:30 p.m.
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 5-30-19 Initial: JS Copy to Applicant: Date: _____ Initial: _____
Fee Paid: \$ no charge

Revised: 01/27/17

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event Cheer for the Pier - Magnolia Pier Fundraising Event

1. Date: Saturday July 27, 2019 Time: from 3 PM to 10 PM

Rain Date: none Time: from _____ to _____

2. Location: Magnolia Landing / Perking Lot Shore Road

3. Description of Property & Name of Owner: City of Gloucester
Public Private _____

4. Name of Organizer: Magnolia Pier Fundraising Committee City Sponsored Event: Yes ___ No ___
Contact Person: Ted Costa
Address: 97 Hesperus Ave. Glou. Telephone: 978-525-3327
E-Mail: tedjancosta@comcast.net Cell Phone: 978-580-5442
Day of Event Contact & Cell Phone: Ted Costa 978-580-5442
Official Web Site: none

5. Are street closures required: Yes ___ No ___ If yes, where: Shore Rd. from Lobster Lane to Hesperus Avenue

6. Number of Attendees Expected: 100 Number of Participants Expected: _____

7. Is the Event Being Advertised? YES ? Where? FACEBOOK / WORD OF MOUTH

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes ___ No List all fees if yes.

8. What Age Group is the Event Targeted to? FAMILY EVENT

9. Have You Notified Neighborhood Groups or Abutters? Yes No ___ , Who? _____
Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization: Non-Profit Organization Who will benefit financially from this event? The City of Gloucester

Activities: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food Beverages Alcohol Goods _____ Total No. of Vendors* _____
(*Local or State license required)

B. Entertainment: (Subject to City's Noise Ordinance) Live Music _____ DJ Radio/CD _____
Performers _____ Dancing _____ Amplified Sound _____ Stage _____

C. Games/Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle (requires City permit*) _____
Other: _____ Total No. _____

Name of Carnival Operator (requires permit and inspection of rides): _____
Address: _____
Telephone: _____

D. Tents: Yes ___ No ___ If yes, how many 1 What are the tent sizes: TBD (May require permits)

E. Clean Up: No. of additional trash receptacles required 10 No. of additional recycling receptacles required 10
(To be provided by and removed by applicant at their expense.)

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)

No.: 3 standard No.: 1 ADA accessible

FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALK-A-THON _____

1. Name, land line & cell phone number of contact person on the ground Day of Event:

2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:

3. Locations of Water Stops (if any): _____
4. Will Detours for Motor Vehicles be required? _____ If so, where and what length of time:
- 4A. Are street closures required? _____ (This is determined by the Police Department)
Where? _____

5. Start Location & Time for Participants: _____
6. Dismissal Location & Time for Participants: _____
7. Number of Participants: _____ N/A
8. Additional Parade Information:
 - Number of Floats: _____
 - Location of Viewing Stations: _____

 - Are Weapons Being Carried (If "Yes", Police approval may be required: Yes: __ No __
__
 - Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes: __ No __
8. Name and Address of Insurer: _____
9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):

NAME OF EVENT: Cheer for the Pier DATE OF EVENT: July 27, 2019

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE:** Applicants **must** comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.

Approvals Required: Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of
Dept. Head/
Designee

Notes by Department Head or Designee

- | | |
|------------|---|
| <u>Pms</u> | 1. Special Events Advisory Committee _____ |
| _____ | 2. Planning & Development Committee _____ |
| <u>ref</u> | 3. Gloucester Police Department _____
Is Police Detail Required? <u>NO</u> No. of Details _____
Traffic, Parking & Transportation _____ Street Closure: _____ |
| <u>EW</u> | 4. Health Department _____ |
| <u>BS</u> | 5. Building Inspector <u>Tents</u> |
| <u>W</u> | 6. Electrical Inspector _____ |
| <u>W</u> | 7. Department of Public Works: _____
Use of City Property: Yes/No Location if yes: _____ Permits: _____ |
| _____ | 8. Gloucester Fire Department _____
Is a Fire Detail Required? _____ No. of Details _____ EMS _____ Use of Propane: _____
(Attach EMS Memo) |
| _____ | 9. Licensing Commission (includes vendors) (Through City Clerk: _____ |
| _____ | 10. Licensing Board (Alcohol): _____ |
| <u>QJ</u> | 11. Harbormaster: _____ |
| <u>QJ</u> | 12. Tourism: _____ |

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.

Ted Crote
Signature of Applicant

May 24, 2019

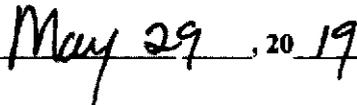
RESPONSIBILITIES OF APPLICANT

1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. **All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.**
8. The applicant **shall indemnify and hold harmless the City of Gloucester and its employees** from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a **Certificate of Insurance** at the time of approval by the Special Events Advisory Committee.
9. **The City of Gloucester reserves the right to deny the application at any time.**

I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.



Signature of Applicant


_____, 20 19

CITY OF GLOUCESTER - SPECIAL EVENTS PERMIT

NAME OF EVENT: SIDEWALK BAZAAR DATE OF EVENT: August-1-2-3-2019

Special Events

Permitting is required for all types of special events taking place in the City of Gloucester. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and granted a special event permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the City Clerk first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant **must complete** a Special Events Application form in advance which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x 11 inches and be legible - capable of copy reproduction;
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list all rides & games;
- If this is the "first year" for your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- Certificate of Insurance Listing City as the insured (Certificate Holder).

CITY CLERK
GLOUCESTER, MA

2019 APR 23 AM 10:06

The applicant is to submit the completed permit form (download at: Gloucester-ma.gov or available in City Clerk's Office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations (non-profit organizations must submit a 501(c) (3) form with application), \$50.00 for-profit organizations, at the City Clerk's Office. At that time, an appointment for review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk in order to begin the approval process. **All first time applicants must file completed application and permitted at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.**

Some applicants will appear before the Council's Planning & Development Committee who will give the applicant a list of conditions which **must** be met. If the completed application doesn't require P&D Committee approval, then the application including the checklist should be considered complete upon the applicant's appearance before the Special Events Advisory Committee.

Joanne M. Senos, City Clerk
Gloucester City Hall, 9 Dale Avenue
Gloucester, MA 01930
PHONE: 978-281-9720x8
EMAIL: jsenos@gloucester-ma.gov

Hours of Service:
Monday through Wednesday: 8:30 a.m.-4:00 p.m.
Thursday: 8:30 a.m. to 6:30 p.m.
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 4/23/19 Initial: JMS Copy to Applicant: Date: _____ Initial: _____
Fee Paid: \$ 25.00 cash

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event: GLOUCESTER 2019 SIDEWALK BAZAAR

1. Date: August 1-2-3 Time: from 7AM to 6:00PM

Rain Date: SAME Time: from to

2. Location: MAIN ST

3. Description of Property & Name of Owner: Public [X] Private

4. Name of Organizer: GLOUCESTER DOWNTOWN ASSOCIATION City Sponsored Event: [Yes] No

Contact Person: Jc Ciolino DIRECTOR

Address: 153 MAIN ST Telephone: 978-281-1227

E-Mail: WEATHERVANE153@GMAIL.COM Cell Phone: 978-325-2506

Day of Event Contact & Cell Phone: SAME

Official Web Site: GLOUCESTER MERCHANT ASSOCIATION

5. Are street closures required: [Yes] No If yes, where: MAIN ST - DUNCAN TO WASH

6. Number of Attendees Expected: 3,000 Number of Participants Expected: 300

7. Is the Event Being Advertised? YES - ? Where? GOT - FACEBOOK

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes No [X] List all fees if yes.

8. What Age Group is the Event Targeted to? ALL AGES

9. Have You Notified Neighborhood Groups or Abutters? [Yes] No, Who? Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization: [X] Non-Profit Organization: Who will benefit financially from this event? GLOUCESTER DOWNTOWN

Activities: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food [X] Beverages [X] Alcohol Goods [X] Total No. of Vendors* 125

B. Entertainment: (Subject to City's Noise Ordinance) Live Music [X] DJ Radio/CD

Performers [X] Dancing [X] Amplified Sound [X] Stage

C. Games/Rides: Adult Rides Kiddie Rides [X] Games Raffle (requires City permit*)

Other: Total No. Name of Carnival Operator (requires permit and inspection of rides):

Address: Telephone:

D. Tents: [Yes] No. If yes, how many What are the tent sizes: 10x10 (May require permits)

E. Clean Up: No. of additional trash receptacles required 10 No. of additional recycling receptacles required 6

(To be provided by and removed by applicant at their expense.)

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)

No.: 0 standard No.: 0 ADA accessible

FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY

PARADE _____ ROAD RACE _____ WALK-A-THON _____

1. Name, land line & cell phone number of contact person on the ground Day of Event:
ALISON BATTLE - CO-ORDINATOR - 508-284-0111
JOE CIOLINO - DIRECTOR - GDA - 978-281-1227
2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:
SAME
3. Locations of Water Stops (if any): N/A
4. Will Detours for Motor Vehicles be required? YES If so, where and what length of time:
4A. Are street closures required? YES (This is determined by the Police Department)
Where? MAIN ST - DUNDON ST - TO WASHINGTON ST

5. Start Location & Time for Participants: 7:00 am - 6:00 pm
6. Dismissal Location & Time for Participants: 5:00 pm
7. Number of Participants: 300
8. Additional Parade Information:
 - Number of Floats: NONE
 - Location of Viewing Stations: NONE
 - Are Weapons Being Carried (If "Yes", Police approval may be required): Yes: (No)
 - Are Parade Marshalls Being Assigned to Keep Parade Moving: N/A Yes: No
8. Name and Address of Insurer: CITY OF GLOUCESTER
9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):

NAME OF EVENT: GLOUCESTER 2019 BAZAAR DATE OF EVENT: AUGUST- 1-2-3

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE: Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.**

Approvals Required: Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of
Dept. Head/
Designee

Notes by Department Head or Designee

- PHS 1. Special Events Advisory Committee _____
- _____ 2. Planning & Development Committee _____
- GEJ 3. Gloucester Police Department _____
Is Police Detail Required? N/A No. of Details _____
Traffic, Parking & Transportation _____ Street Closure: _____
- RN 4. Health Department _____
- MP 5. Building Inspector Inspection Required
- EH 6. Electrical Inspector _____
- ML 7. Department of Public Works: _____
Use of City Property: Yes/No Location if yes: Mar W St Permits: _____
- _____ 8. Gloucester Fire Department _____
Is a Fire Detail Required? _____ No. of Details _____ EMS _____ Use of Propane: _____
(Attach EMS Memo)
- _____ 9. Licensing Commission (includes vendors) (Through City Clerk: _____
- _____ 10. Licensing Board (Alcohol): _____
- COJ 11. Harbormaster: _____
- _____ 12. Tourism: _____

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.

Joseph A. Civalino
Signature of Applicant

April 20, 2019

RESPONSIBILITIES OF APPLICANT

1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.
8. The applicant shall indemnify and hold harmless the City of Gloucester and its employees from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a Certificate of Insurance at the time of approval by the Special Events Advisory Committee.
10. The City of Gloucester reserves the right to deny the application at any time.

I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.

Joseph A. Curcio April 20 , 2019
Signature of Applicant

CITY CLERK
GLOUCESTER, MA

2019 MAY -8 AM 11: 59

CITY OF GLOUCESTER – SPECIAL EVENTS PERMIT

NAME OF EVENT: Mother of Grace Feeds DATE OF EVENT: 9/7/19

Special Events

Permitting is required for all types of special events taking place in the City of Gloucester. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and granted a special event permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the City Clerk first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant **must complete** a Special Events Application form in advance which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x 11 inches and be legible – capable of copy reproduction;
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list all rides & games;
- If this is the "first year" for your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- Certificate of Insurance Listing City as the insured (Certificate Holder).

The applicant is to submit the completed permit form (download at: Gloucester-ma.gov or available in City Clerk's Office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations (non-profit organizations must submit a 501(c) (3) form with application), \$50.00 for-profit organizations, at the City Clerk's Office. At that time, an appointment for review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk in order to begin the approval process. **All first time applicants must file completed application and permitted at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.**

Some applicants will appear before the Council's Planning & Development Committee who will give the applicant a list of conditions which **must** be met. If the completed application doesn't require P&D Committee approval, then the application including the checklist should be considered complete upon the applicant's appearance before the Special Events Advisory Committee.

Joanne M. Senos, City Clerk
Gloucester City Hall, 9 Dale Avenue
Gloucester, MA 01930
PHONE: 978-281-9720x3
EMAIL: jsenos@gloucester-ma.gov

Hours of Service:
Monday through Wednesday: 8:30 a.m.–4:00 p.m.
Thursday: 8:30 a.m. to 6:30 p.m.
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 5/8/19 Initial: JD Copy to Applicant: Date: _____ Initial: _____
Fee Paid: \$ 25.00

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event Mother of Grace Club Fiesta Religion Feast

1. Date: SEP 7, 2019 Time: from 1PM to 9:30PM

Rain Date: N/A. Time: from _____ to _____

2. Location: 418 Washington St.

3. Description of Property & Name of Owner: CLUB HOUSE.
Public Private _____

4. Name of Organizer: GUS L. MACTANTOSH City Sponsored Event: Yes ___ No
Contact Person: SAM E.
Address: 26 SUMNER ST GLO Telephone: 978-559-6600
E-Mail: GUSMOSH@GLO.COM Cell Phone: SAM E.
Day of Event Contact & Cell Phone: GUS MACTANTOSH 978-559-6600
Official Web Site: _____

5. Are street closures required: Yes ___ No If yes, where: Washington St.

6. Number of Attendees Expected: 25-50 Number of Participants Expected: 25-50.

7. Is the Event Being Advertised? YES ? Where? FACEBOOK PAPER.

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes ___ No List all fees if yes.

8. What Age Group is the Event Targeted to? 0-100

9. Have You Notified Neighborhood Groups or Abutters? Yes No ___ Who? Neighbors.
Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization: ___ Non-Profit Organization: Who will benefit financially from this event? _____

Activities: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food ___ Beverages Alcohol ___ Goods ___ Total No. of Vendors* ___
(*Local or State license required)

B. Entertainment: (Subject to City's Noise Ordinance) Live Music DJ ___ Radio/CD ___
Performers ___ Dancing ___ Amplified Sound Stage ___

C. Games/Rides: Adult Rides ___ Kiddie Rides ___ Games ___ Raffle (requires City permit*) ___
Other: _____ Total No. _____

Name of Carnival Operator (requires permit and inspection of rides): _____

Address: _____

Telephone: _____

D. Tents: ___ Yes ___ No. If yes, how many ___ What are the tent sizes: _____ (May require permits)

E. Clean Up: No. of additional trash receptacles required ___ No. of additional recycling receptacles required ___
(To be provided by and removed by applicant at their expense.)

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)

No.: _____ standard No.: _____ ADA accessible

N/A

FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY

PARADE ROAD RACE _____ WALK-A-THON _____

1. Name, land line & cell phone number of contact person on the ground Day of Event:

GUS MACINTOSH 978-559-6600

2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:

SAME AS ABOVE.

3. Locations of Water Stops (if any): STACY BOL.

4. Will Detours for Motor Vehicles be required? _____ If so, where and what length of time:

4A. Are street closures required? YES. (This is determined by the Police Department)

Where? WASHINGTON ST.

5. Start Location & Time for Participants: 48 WASHINGTON ST.

6. Dismissal Location & Time for Participants: 48 WASHINGTON ST.

7. Number of Participants: 25-50.

8. Additional Parade Information:

• Number of Floats: NONE

• Location of Viewing Stations: NONE

• Are Weapons Being Carried (If "Yes", Police approval may be required): Yes: No

• Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes: No

8. Name and Address of Insurer: CARROLL KZ STALLE INS. 32 PLASANT ST. GLO.

9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):

NAME OF EVENT: Mother of Grace Club Fish DATE OF EVENT: 9/12/19

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE: Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.**

Approvals Required: Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of
Dept. Head
Designee

Notes by Department Head or Designee

- | | |
|------------|---|
| <u>JMS</u> | 1. Special Events Advisory Committee _____ |
| _____ | 2. Planning & Development Committee _____ |
| <u>JMS</u> | 3. Gloucester Police Department _____
Is Police Detail Required? <u>NO</u> No. of Details _____
Traffic, Parking & Transportation _____ Street Closure: _____ |
| <u>RN</u> | 4. Health Department _____ |
| <u>DL</u> | 5. Building Inspector _____ |
| <u>DL</u> | 6. Electrical Inspector _____ |
| <u>me</u> | 7. Department of Public Works: _____
Use of City Property: Yes/No Location if yes: _____ Permits: _____ |
| _____ | 8. Gloucester Fire Department _____
Is a Fire Detail Required? _____ No. of Details _____ EMS _____ Use of Propane: _____
(Attach EMS Memo) |
| _____ | 9. Licensing Commission (includes vendors) (Through City Clerk): _____ |
| _____ | 10. Licensing Board (Alcohol): _____ |
| <u>CS</u> | 11. Harbormaster: _____ |
| <u>CS</u> | 12. Tourism: _____ |

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.

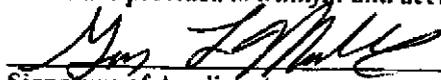
Max J. Maloney
Signature of Applicant

May 1, 2019

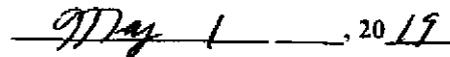
RESPONSIBILITIES OF APPLICANT

1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. **All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.**
8. The applicant **shall indemnify and hold harmless the City of Gloucester and its employees** from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a **Certificate of Insurance** at the time of approval by the Special Events Advisory Committee.
10. **The City of Gloucester reserves the right to deny the application at any time.**

I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.



Signature of Applicant


_____, 20 19



CITY CLERK
GLOUCESTER, MA
MAY 30 AM 11:43

Comcast
David R. Flewelling
Specialist 2 Construction
9 Forbes Road, Suite 9B
Woburn, MA 01801
Cell - 617-279-7864
dave_flewelling@comcast.com

May 30, 2019

Ms. Joanne M. Senos
City Clerk
Gloucester City Hall
9 Dale Avenue
Gloucester, MA 01930

RE: 2 Harbor Loop
Grant of Location-Petition

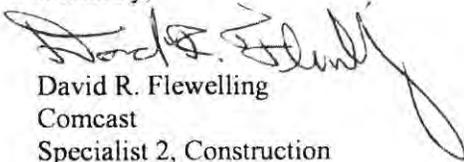
Dear Ms. Senos:

Enclosed please find materials supporting Comcast request for a grant of location from the City of Gloucester. The work associated with the attached petition is for the purpose of installing a new underground conduit system to provide the Comcast Service to number 2 Harbor Loop. For a more detailed description of the work please refer to the attached construction plan.

I look forward to the opportunity to address this matter in further detail at the next available Gloucester City Council Meeting.

Should you have any questions or concerns, please feel free to contact me at (617) 279-7864.

Sincerely,


David R. Flewelling
Comcast
Specialist 2, Construction

Enclosure (4)

PETITION OF COMCAST FOR LOCACTION FOR CONDUITS AND MANHOLES

To the City Council for the City of Gloucester, Massachusetts:

Respectfully represents Comcast of Connecticut/Georgia/Massachusetts/New Hampshire/New York/North Carolina/Virginia/Vermont, LLC. A company incorporated for the distribution of telecommunications services that it desires to construct a line for such telecommunications under the public way or ways hereinafter specified.

Harbor Loop: Locating the existing Comcast Conduit on Harbor Loop and excavating to place a 3'x3' manhole over the conduit. From the newly placed manhole excavating to place (1)4" PVC Conduit 50'+/ _ to number 2 Harbor Loop.

Wherefore, your petition prays that, after due notice and hearing as provided by law, the City Council may by Order grant your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by Comcast, Dated May 30, 2019, and filed here with, under the following public way or ways of said City of Gloucester:

Comcast
By: 
David R. Flewelling
Specialist 2, Construction

Dated this May 30, 2019

City of Gloucester Massachusetts

Received and filed _____, 2019

ORDER FOR CONDUIT LOCATION

In the City Council for the City of Gloucester, Massachusetts.

ORDERED:

That permission be and hereby is granted to Comcast of Connecticut/Georgia/Massachusetts / New Hampshire/NewYork/North Carolina/Virginia/Vermont, LLC., to lay and maintain underground conduits and manholes, with the wires and cables to be placed therein, under the surface of the following public way or ways as requested in petition of said Company dated May 30,2019.

Harbor Loop: Locating the existing Comcast Conduit on Harbor Loop and excavating to place a 3'x3'manhole over the conduit. From the newly placed manhole excavating to place (1)4" PVC Conduit 50'+/_ to number 2 Harbor Loop.

Substantially as shown on plan marked - Proposed Comcast Underground, filed with said petition.

Also that permission be and hereby is granted said Comcast to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

The foregoing permission is subject to the following conditions:

1. The conduits and manholes shall be of such materials and construction and all work done in such manner as to be satisfactory to the City Council or to such officers as it may appoint to the supervision of the work.
2. Said Company shall indemnify and save the City harmless against all damages, costs and expense whatsoever to which the City may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the City.
3. In addition said Company shall, before a public way is disturbed for the laying of its wire or conduits, execute its bond in a penal sum of One Hundred Thousand Dollars (\$100,000) (reference being had to the bond already on file with said City) conditioned for the faithful performance of its duties under this permit.
4. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and wires, so far as the same are not inconsistent with the laws of the Commonwealth.

I hereby certify that the foregoing order was adopted at a meeting of the City Council for the City of Gloucester, Massachusetts, held on the _____ day of _____ 2019.

(over)

City Clerk

We hereby certify that on _____, 2019, at _____ o'clock _____ M., at Gloucester, Massachusetts a public hearing was held on the petition of the Comcast for permission to lay and maintain underground conduits, manholes and connections, with the wires and cables to be placed therein, described in the order herewith recorded, that we mailed at least seven days before said hearing a written notice the time and place of said hearing to each of the owners of real estate determined by the last preceding assessment for taxation along the ways parts of ways upon which the Company is permitted to construct the lines said Company under said order. And that thereupon said order was duly adopted.

Gloucester City Council; Gloucester, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order, and certificate of hearing with the notice adopted by the City Council for the City of Gloucester, Massachusetts, on the _____ day of _____ 2019, recorded with the records of location orders of said City, Book _____, Page _____. This certified copy is made under the provision of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

City Clerk



City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 9-26

Please be aware that the abutters list reflects mailing address for the real estate tax bills as requested by the property owners. Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.
Gloucester Board of Assessors.

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters within 100ft as required by the City's City Council and it reflects the abutters to the Parcel known as Map 9 Lot 26 as further shown on the attached map dated 5/28/2019.

ABUTTER	STREET ADDRESS	PARCEL NO.	TAX BILL ADDRESS
8-32 DANA MYER R & DANA ALAN G TRS C/O DANA FAMILY SERIES LLC ET AL	177 MAIN ST	8-32	DANA MYER R & DANA ALAN G TRS C/O DANA FAMILY SERIES LLC ET AL 1340 CENTRE ST SUITE 101 NEWTON CENTER, MA 02459
8-26 GLOUCESTER CITY OF	195 MAIN ST	8-26	GLOUCESTER CITY OF 9 DALE AV GLOUCESTER, MA 01930
8-27 HECHT 189 MAIN LLC	189 MAIN ST	8-27	HECHT 189 MAIN LLC 122 MAIN ST 2ND FLOOR GLOUCESTER, MA 01930
9-3 BUILDING CENTER INC OF GLO THE	1 HARBOR LP	9-3	BUILDING CENTER INC OF GLO THE 1 HARBOR LP GLOUCESTER, MA 01930
9-25 GLOUCESTER CITY OF	8 HARBOR LP	9-25	GLOUCESTER CITY OF 9 DALE AV GLOUCESTER, MA 01930
8-30 RICHON GEOFFREY H TRUSTEE NONSUCH REALTY TRUST	76 ROGERS ST	8-30	RICHON GEOFFREY H TRUSTEE NONSUCH REALTY TRUST 19 DUNCAN ST GLOUCESTER, MA 01930
9-26 GLOUCESTER BANK & TRUST CO C/O TD BANK	2 HARBOR LP	9-26	GLOUCESTER BANK & TRUST CO C/O TD BANK 380 WELLINGTON ST TOWER B 12TH FL LONDON, ONTARIO, 00 N6A4S4
8-31 COUGHLIN J T & COUGHLIN P M TR C/O P M C REALTY TRUST	185 MAIN ST	8-31	COUGHLIN J T & COUGHLIN P M TR C/O P M C REALTY TRUST 239 WESTERN AV ESSEX, MA 01929 0000



City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 9-26

Please be aware that the abutters list reflects mailing addresses for the real estate tax bills as requested by the property owners. Mortgage companies banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.
Gloucester Board of Assessors.

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters within 100ft as required by the City's City Council and it reflects the abutters to the Parcel known as Map 9 Lot 26 as further shown on the attached map dated 5/28/2019.

ABUTTER

STREET ADDRESS

PARCEL NO.

TAX BILL ADDRESS

The Gloucester Board of Assessors certifies that the Abutters Report program written to create a list of the names and addresses of property owners from the applicable tax list has been reviewed. To the best of our knowledge and belief the Abutters Report program generates an accurate list from the most recent tax list of the assessed owner of record and the mailing information of the parties in interest as defined within and required by the law and therefore the within document constitutes a certified abutters list.

Nancy A. Papows, MAA
Gary I. Johnstone, MAA
Bethann Brousseau, MAA
GLOUCESTER BOARD OF ASSESSORS

City of Gloucester Assessors' Office, City Hall, 9 Dale Avenue, Gloucester, MA 01930

5/28/2019

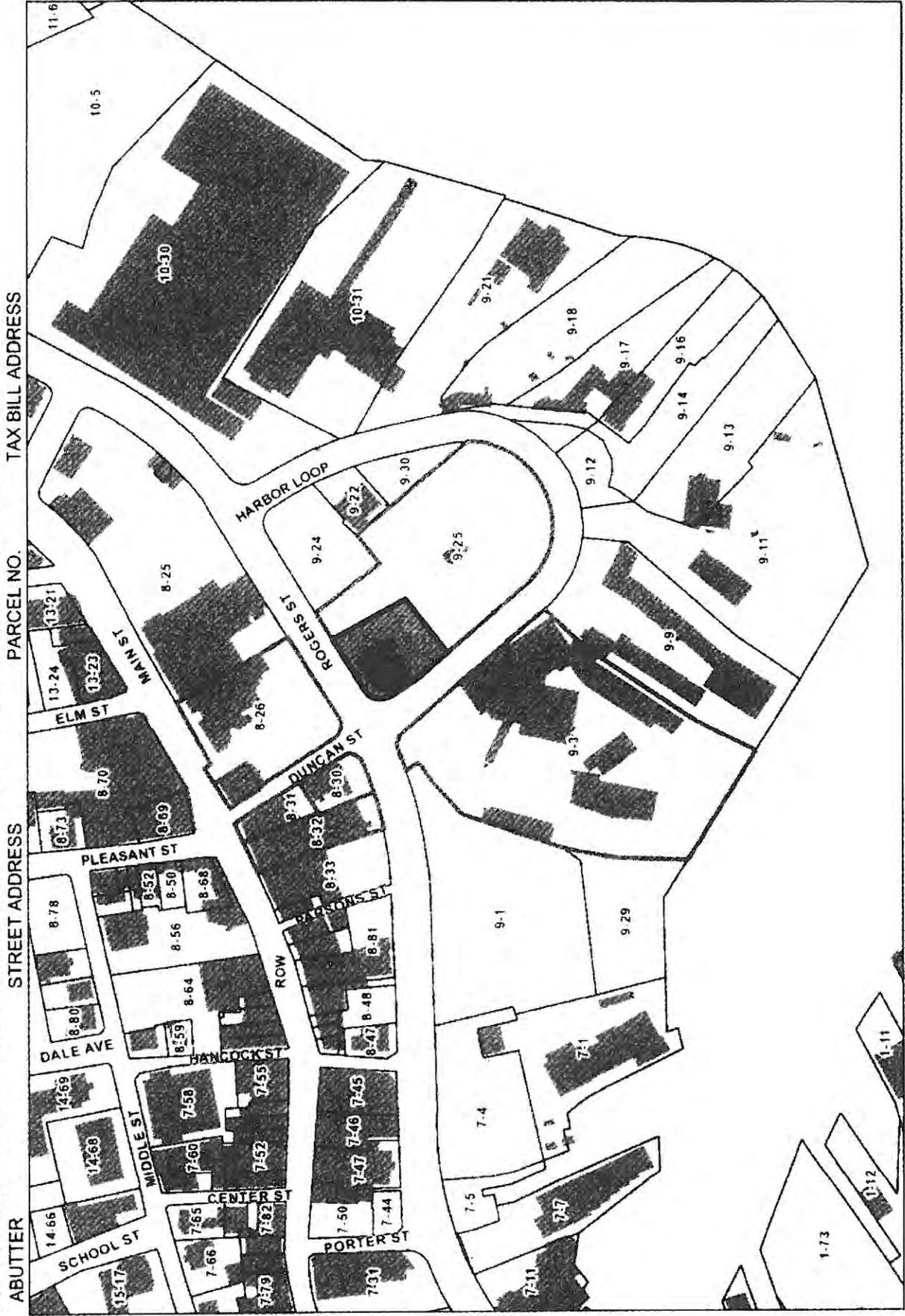


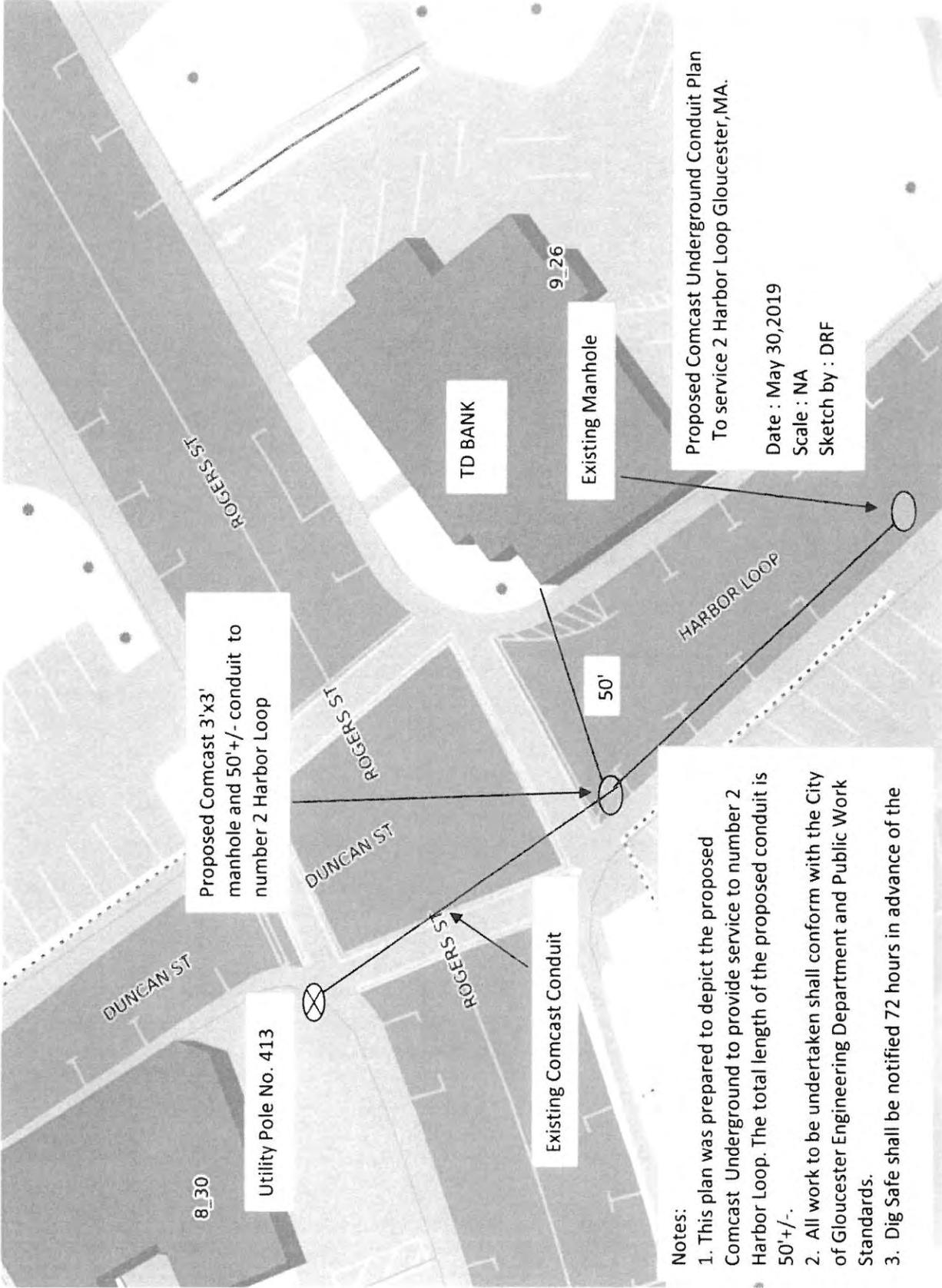
City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 9-26

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters within 100ft as required by the City's City Council and it reflects the abutters to the Parcel known as Map 9 Lot 26 as further shown on the attached map dated 5/28/2019.

Please be aware that the abutters list reflects mailing address for the real estate tax bills as requested by the property owners. Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.
Gloucester Board of Assessors.





Proposed Comcast Underground Conduit Plan
To service 2 Harbor Loop Gloucester, MA.

Date : May 30, 2019
Scale : NA
Sketch by : DRF

Proposed Comcast 3'x3' manhole and 50'+/- conduit to number 2 Harbor Loop

Utility Pole No. 413

Existing Comcast Conduit

50'

Existing Manhole

TD BANK

9_26

- Notes:
1. This plan was prepared to depict the proposed Comcast Underground to provide service to number 2 Harbor Loop. The total length of the proposed conduit is 50'+/-.
 2. All work to be undertaken shall conform with the City of Gloucester Engineering Department and Public Work Standards.
 3. Dig Safe shall be notified 72 hours in advance of the

Department of Public Works
28 Poplar Street
Gloucester, MA 01930



TEL (978)281-9785
FAX(978)281-3896
mhale@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS
MEMORANDUM

Date: June 3, 2019

To: Councilor Valerie Gilman, Planning & Development Committee
Councilor Jen Holmgren, Vice Chair
Councilor Paul Lundberg, Member

From: Michael B. Hale, Director of Public Works MBH

Re: Application (PP2019-003) by Comcast to install a new underground conduit system to provide Comcast Service to 2 Harbor Loop.

2019 JUN -4 AM 8:59
CITY CLERK
GLOUCESTER, MA

Councilors:

The Department of Public Works has reviewed the above mentioned application to install a new underground conduit system on Harbor Loop. By locating the existing Comcast Conduit on Harbor Loop and excavating to place a 3'x3' manhole over the conduit. From the newly placed manhole excavating to place (1) 4" PVC conduit 50' +/- to number 2 Harbor Loop. In an attempt to maintain the quality of City roadways, the Department of Public Works requests the following be required of the applicant:

1. Notification to the Department of Public Works 72 hours in advance of the proposed work. A construction schedule will be prepared by the applicant for review and acceptance by the Department of Public Works.
2. Proposed excavation may only occur during accepted road opening and construction season, 15 March – 15 November. No winter construction shall be permitted.
3. In the absence of a detailed construction plan, the Department of Public Works requests: all proposed conduits and appurtenances shall be placed so as to cause minimum conflict with existing underground utility services.
4. All excavated trenches shall be patched flush with the surrounding asphalt using hot mix asphalt binder at the end of each work day, to minimize pedestrian hazards. Asphalt shall be applied in two lifts of 2-inches, totaling 4- inches.
5. All final paving shall be done in consultation with the Department of Public Works and an agreed upon final paving plan executed by the applicant.

Should you have any questions regarding the conditions requested, please do not hesitate to contact my office.

nationalgrid

CITY CLERK
GLOUCESTER, MA

2019 JUN -3 AM 11:40

May 29, 2019

City of Gloucester

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

If you have any questions regarding this permit please contact:

If this petition meets with your approval, please return an executed copy to:

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845
Phone 978-725-1392.

Very truly yours,

Robert Coulter

Name: Distribution Design Supervisor
Supervisor, Distribution Design

Enclosures

Questions contact – Dan Milligan 781-907-1908

Petition of the NATIONAL GRID
Of NORTH ANDOVER, MASSACHUSETTS
For Electric conduit Location:

To City Council of Gloucester, Massachusetts

Respectfully represents the NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked: Acacia St - Gloucester - Massachusetts.

The following are the streets and highways referred to:

Plan # 26691921 Acacia Street - National Grid to install beginning at a point approximately 300 feet Northwest of the centerline of the intersection of Acacia St and Grove St and continuing approximately 3 feet in a Northwest direction. National Grid to install 3' +/- of 2-3" concrete encased PVC conduit and all appurtenances.

Location approximately as shown on plan attached

NATIONAL GRID

BY Robert Coulter

Engineering Department

Dated: May 15, 2019

Gloucester

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 15th day of May 2019.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Acacia St - Gloucester - Massachusetts. Plan # 26691921.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Acacia Street - National Grid to install beginning at a point approximately 300 feet Northwest of the centerline of the intersection of Acacia St and Grove St and continuing approximately 3 feet in a Northwest direction. National Grid to install 3' +/- of 2-3" concrete encased PVC conduit and all appurtenances.

I hereby certify that the foregoing order was adopted at a meeting of the
....., held on the day of, 20

....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
.....

..... hereby certify that on20....., at o'clock,M
at, a public hearing was held on the petition of
NATIONAL GRID for permission to construct the underground electric conduits described in the
order herewith recorded, and that I mailed at least seven days before said hearing a written notice
of the time and place of said hearing to each of the owners of real estate (as determined by the last
preceding assessment for taxation) along the ways or parts of ways upon which the Company is
permitted to construct the underground electric conduits under said order. And that thereupon said
order was duly adopted.

.....
.....

WGRIU

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 15th day of May 2019.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Acacia St - Gloucester - Massachusetts. Plan # 26691921.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Acacia Street - National Grid to install beginning at a point approximately 300 feet Northwest of the centerline of the intersection of Acacia St and Grove St and continuing approximately 3 feet in a Northwest direction. National Grid to install 3' +/- of 2-3" concrete encased PVC conduit and all appurtenances.

I hereby certify that the foregoing order was adopted at a meeting of the
....., held on the day of, 20

....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:

.....

..... hereby certify that on20....., at o'clock,M
at, a public hearing was held on the petition of
NATIONAL GRID for permission to construct the underground electric conduits described in the
order herewith recorded, and that I mailed at least seven days before said hearing a written notice
of the time and place of said hearing to each of the owners of real estate (as determined by the last
preceding assessment for taxation) along the ways or parts of ways upon which the Company is
permitted to construct the underground electric conduits under said order. And that thereupon said
order was duly adopted.

.....
.....



City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 39-82

Please be aware that the abutters list reflects mailing address for the real estate tax bills as requested by the property owners. Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.

Gloucester Board of Assessors.

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters as required by the City's Conservation Commission and it reflects the abutters to the Parcel known as Map 39 Lot 82 as further shown on the attached map dated 5/9/2019.

ABUTTER	STREET ADDRESS	PARCEL NO.	TAX BILL ADDRESS
39-19 VENTIMIGLIA MARK F & BOUCHIE SCOTT C	12 ACACIA ST 12 ACACIA ST	39-19	VENTIMIGLIA MARK F & BOUCHIE SCOTT C 4 GLENMERE RD ROCKPORT, MA 01966
39-71 QUINN DAVID QUINN PATRICIA TE	10 ACACIA ST	39-71	QUINN DAVID QUINN PATRICIA TE 10 ACACIA ST GLOUCESTER, MA 01930
39-82 WEBSTER BENJAMIN C/O PROVIZER STEPHEN G & WELLENKAMP P	9 ACACIA ST	39-82	WEBSTER BENJAMIN C/O PROVIZER STEPHEN G & WELLENKAMP P 9 ACACIA ST GLOUCESTER, MA 01930

The Gloucester Board of Assessors certifies that the Abutters Report program written to create a list of the names and addresses of property owners from the applicable tax list has been reviewed. To the best of our knowledge and belief the Abutters Report program generates an accurate list from the most recent tax list of the assessed owner of record and the mailing information of the parties in interest as defined within and required by the law and therefore the within document constitutes a certified abutters list.

Nancy A. Papows, MAA
Gary I. Johnstone, MAA
Bethann Brousseau, MAA
GLOUCESTER BOARD OF ASSESSORS

City of Gloucester Assessors' Office, City Hall, 9 Dale Avenue, Gloucester, MA 01930

5/9/2019

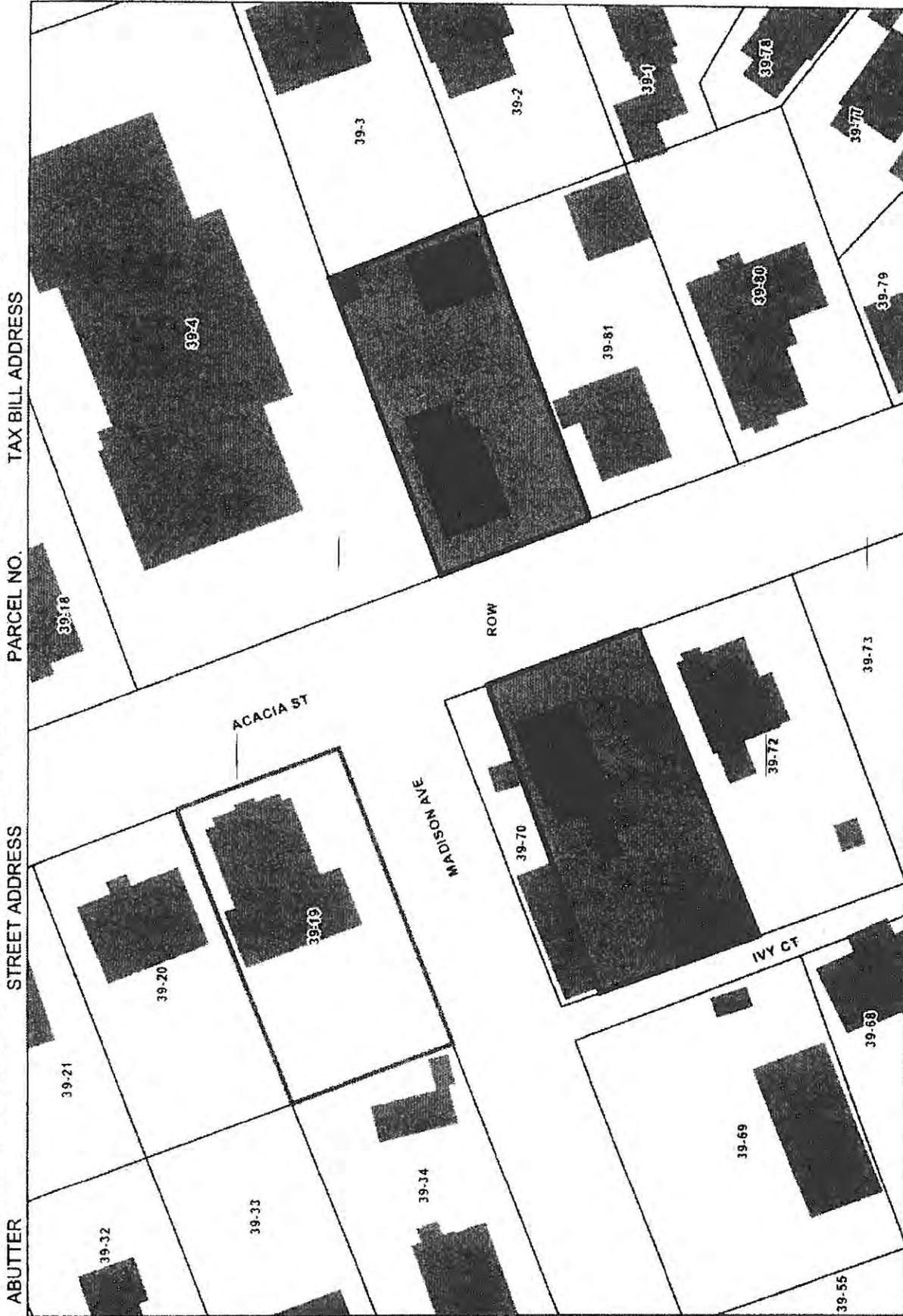


City of Gloucester Abutters Report

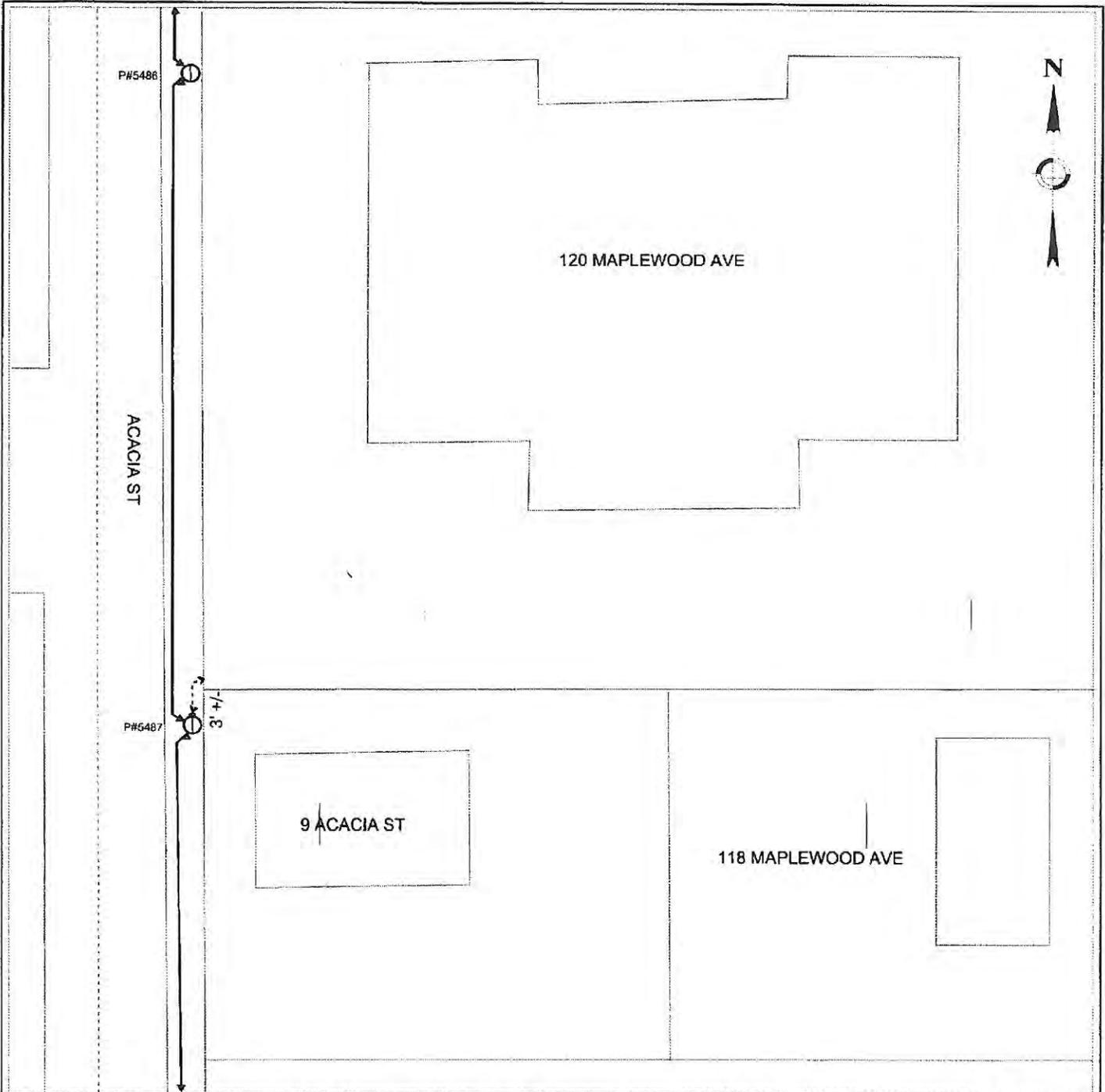
Abutters to Parcel: Map-Lot-Unit 39-82

Please be aware that the abutters list reflects mailing address for the real estate tax bills as requested by the property owners. Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.
Gloucester Board of Assessors.

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters as required by the City's Conservation Commission and it reflects the abutters to the Parcel known as Map 39 Lot 82 as further shown on the attached map dated 5/9/2019.



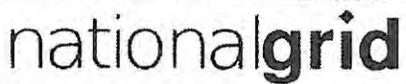
ABUTTER	STREET ADDRESS	PARCEL NO.	TAX BILL ADDRESS



DISTRIBUTION ELECTRIC UNDERGROUND PETITION **Plan Number 26691921**

LEGEND

- ←- - - -> PROPOSED PVC CONDUIT
- ←- - - -> EXISTING OVERHEAD WIRES
- ⊙ EXISTING J. O. POLE LOCATION



To The: City of Gloucester
For Proposed: 3' +/- of concrete encased PVC conduit **Location:** 9 Acacia St. Gloucester, MA 01930

Sketch to accompany petition for:

The proposed installation of 3' +/- concrete encased 2-3" PVC conduit and all appurtenances

Date: May 7, 2019 **Drawn by:** Elizabeth Cardarelli

DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE

Department of Public Works
28 Poplar Street
Gloucester, MA 01930



TEL (978)281-9785
FAX(978)281-3896
mhale@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS
MEMORANDUM

Date: June 3, 2019

To: Councilor Valerie Gilman, Planning & Development Committee
Councilor Jen Holmgren, Vice Chair
Councilor Paul Lundberg, Member

From: Michael B. Hale, Director of Public Works *MBH*

Re: Application (PP2019-004) by National Grid to install a line of underground conduits, including the necessary sustaining and protecting fixtures, under and across the public way, Acacia Street

2019 JUN -4 AM 8:59
CITY CLERK
GLOUCESTER, MA

Councilors:

The Department of Public Works has reviewed the above mentioned application to install a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across Acacia Street, beginning at a point approximately 300 feet Northwest of the centerline of the intersection of Acacia St and Grove Street and continuing approximately 3 feet in a Northwest direction. National Grid to install 3' +/- or 2-3" concrete encased PVC conduit and all appurtenances. In an attempt to maintain the quality of City roadways, the Department of Public Works requests the following be required of the applicant:

1. Notification to the Department of Public Works 72 hours in advance of the proposed work. A construction schedule will be prepared by the applicant for review and acceptance by the Department of Public Works.
2. Proposed excavation may only occur during accepted road opening and construction season, 15 March – 15 November. No winter construction shall be permitted.
3. In the absence of a detailed construction plan, the Department of Public Works requests: all proposed conduits and appurtenances shall be placed so as to cause minimum conflict with existing underground utility services.
4. All excavated trenches shall be patched flush with the surrounding asphalt using hot mix asphalt binder at the end of each work day, to minimize pedestrian hazards. Asphalt shall be applied in two lifts of 2-inches, totaling 4- inches.
5. All final paving shall be done in consultation with the Department of Public Works and an agreed upon final paving plan executed by the applicant.

Should you have any questions regarding the conditions requested, please do not hesitate to contact my office.



**CITY OF GLOUCESTER 2019
CITY COUNCIL ORDER**

ORDER: CC#2019-23
COUNCILLORS: Steve LeBlanc

DATE RECEIVED BY COUNCIL: 06/11/19
REFERRED TO: O&A & Traffic Commission
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances Chapter 22 “Traffic and Motor Vehicles” Sec. 22-270.1 “Resident sticker parking only” be **AMENDED** by **ADDING** as follows:

Foley Road, for its entire length; York Road, for its entire length; and Bertoni Road, for its entire length.

FURTHER ORDERED that this matter be referred to the Ordinances & Administration Standing Committee and the Traffic Commission for review and recommendation to City Council.

Steve LeBlanc
Ward 3 Councillor



**CITY OF GLOUCESTER 2019
CITY COUNCIL ORDER**

ORDER: CC#2019-24
COUNCILLORS: James O'Hara

DATE RECEIVED BY COUNCIL: 06/11/19
REFERRED TO: O&A & General Counsel
FOR COUNCIL VOTE:

ORDERED that the City Council request General Counsel draft a Home Rule Petition to cease the addition of sodium fluoride into the City's public water supply; and request that the city of Gloucester's state legislators file the Home Rule Petition on behalf of the city based on said petition.

FURTHER ORDERED that this matter be referred to the Ordinances & Administration Standing Committee for review and recommendation to City Council.

James O'Hara
Councillor at Large

GLOUCESTER CITY COUNCIL MEETING

Tuesday, May 28, 2019 – 7:00 p.m.

Kyrouz Auditorium – City Hall

-MINUTES-

Present: Chair, Councilor Paul Lundberg; Vice Chair, Councilor Steven LeBlanc, Jr.; Councilor Valerie Gilman; Councilor Kenneth Hecht; Councilor Jennifer Holmgren; Councilor Scott Memhard; Councilor Sean Nolan; Councilor James O'Hara

Absent: Councilor Cox

Also Present: Mayor Theken; Joanne Senos; Jim Destino; Kenny Costa; Chip Payson; John Dunn; Dr. Richard Safier; Fire Chief Eric Smith; Police Chief Edward Conley, III; Harbormaster T.J. Ciarametaro; Jonathan Pope; Jill Cahill; Joel Favazza; Kathy Clancy; Vanessa Krawczyk

The meeting was called to order at 7:00 p.m. The Council President announced that this meeting is recorded by video and audio in accordance with state Open Meeting Law.

Flag Salute led by Gloucester High School Student Government Day participants and the National Anthem sung by GHS Senior, Sadie Cook

Student Government Day Presentation:

Council President Lundberg announced that today was Student Government Day in the City of Gloucester, and read City Charter Sec. 2-7: "Annually, a day known as "Student Government Day" in the city shall be designated by the city clerk and by the school department who shall cooperate with each other in the programming and planning thereof." Noting that it had been a while since the last Student Government Day, he thanked the participants -- students and mentors alike. He highlighted that the day was organized by Councilors Gilman and Holmgren; Rich Francis, GHS History Teacher; James Cook, GHS Principal; Dr. Richard Safier, Superintendent of Schools; and City Clerk, Joanne Senos.

Mayor Sefatia Theken conveyed her thanks for reinvigorated Student Government Day, noting she had two students with her for the morning and two more students in the afternoon. She mentioned the Managers Meeting that took place in the morning which many student participants attended with their department head mentors. She noted other activities her students participated in, highlighting a tourism group visit to the city and a trip to the Visitor's Center at Stage Fort Park. She recounted how she and CAO, Jim Destino who had two students of his own sat down together in her office for a round-table discussion. She offered several suggestions for next year's Student Government Day and expressed appreciation for the students' civic engagement and their knowledge base. **Council President Lundberg** thanked the Mayor for her commitment to Student Government Day and to the Cape Ann League of Women Voters of Gloucester, naming Nan Andrew, Christy Park, Cynthia Bjorlie, June Michaels and Jan Bell for their participation as partners and their assistance.

Dr. Richard Safier added his "special" thanks to the participating students, the mentors and Councilors Gilman and Holmgren for their guidance of the program and to GHS Principal Cook and GHS History Teacher, Rich Francis. He mentioned that since June 2018 the development of a state framework for civic participation programming for students Pre-K through 12 is underway, pointing out how that educational programming would sync well with Student Government Day. He conveyed that the city's Student Government Day could be a cumulative project for this new forthcoming mandated civics education framework.

James Cook, GHS Principal, mentioned his thanks to the Council for the reconstituted Student Government Day, especially thanking Councilors Gilman and Holmgren for their efforts. He highlighted that in Gloucester it's always been important to look to the past as a foundation, and that organizing this day gained from those experiences as well as looking forward to needs of students today. This day enabled the exposure for students to have wide range of experiences -- from the Fire Department to the Mayor's Office, seeing what makes a city works thereby giving the students a broad view of the city's civic life. He mentioned partnerships and the challenges of logistics to make something like Student Government Day work. He noted this is just the beginning, with many ideas to expand the day in order to reach out to more students, but also bringing that learning experience to all GHS students studying government.

Rich Francis, GHS History Teacher and lead faculty member organizer, touched on certain amendments to the U.S. Constitution, pointing out that there are a lot people who don't know about how their government works. By bringing back Student Government Day they're showing their future voting citizens how their government works by showing transparency. This is the start of what they can do with civics in the schools' classroom, he exclaimed.

They need to give the students tools to become informed voters, he highlighted; they need for students to be interested in government to be able to become active citizens. He pointed out that they want a well-rounded activist citizenry to be able to know how to watch and what to watch for in their government. This day gets the ball rolling, he noted, saying that civics is very important. "An educated citizenry is a vital requisite for our survival as a free people" he quoted.

Council President Lundberg noted the presence of **State Sen. Bruce Tarr** who came to the podium and spoke to the enthusiasm of GHS teacher, Rich Francis. He expressed thanks to Dr. Richard Safier, and Principal Cook, as well as the Council, especially Councilors Gilman and Holmgren, for organizing today's events. He mentioned his brother, Brian Tarr, was a former participant of Student Government Day as "Mayor" and went on to have a long, rewarding career with the city. He reported the Senate FY2020 budget created a Trust Fund to provide the financial resources for civics education that will be mandated statewide. Gloucester, he pointed out, is once again on the cutting edge, leading the way.

Student Participants:

Kennedy Rounds, reported she was a student participant with Mayor Theken. **Graci O'Toole** and **Willow Phoenix**, reported their shadowing experience with the Mayor recounting speaking to her about her job; learning about government officials' roles, and offered thanks for the opportunity to participate.

Police Chief Ed Conley, III, reported he was a participant in the late 1980's in Chelsea's Student Government Day, and, he, too, shadowed a Mayor. He advised that was how he began to learn about the meaning of government. He touched on his students' experiences at the Police Station and the District Court. He expressed his gratitude that he had two young women (**Serena Ferrara** and **Vanessa Linquata**) who joined him at the station, saying that it was a great opportunity to talk about what it is to really be a policeman. He mentioned that both young women expressed an interest in entering the profession.

Fire Chief Eric Smith recounted his experiences with **Kiley Jackson** and **Brittney Anderson** which started with Roll Call, and then delved into in-house procedures and on to giving them a full view of how a fire service operates as well understanding the goals of the organization.

Emmett Caldwell, was paired with **Karin Carroll**, Public Health Director, **Councilor Gilman** noted.

Jill Cahill, Community Development Director, conveyed that the most interesting fact of her student participant was her expressing she was "very nosey and wanted to know about everything that was going on" saying that was why she chose the Community Development Department. She mentioned taking her student through all the ways the department is involved in public community processes at different levels of government.

Cara Buchanan was partnered with **Deborah Kelsey**, Library Director, **Councilor Gilman** reported.

Andrew Topouzoglou and **Jordan Perrine** were partnered with **Harbormaster T.J. Ciarametaro**, who recounted his experiences with the two students, one of whom liked being on the water, and the other who was interested in becoming a member of the Environmental Police and joining the U.S. Coast Guard. He noted he introduced his two students to the Shellfish Constable and then had an in-depth discussion on the work of the Harbormaster's Department and how they work in conjunction with the rest of city departments and other governmental entities.

Ky O'Neil, was partnered with City Auditor, **Kenny Costa**. **Mr. Costa** recounted his experience with his student who was in City Hall for the very first time saying he reviewed some of his reporting responsibilities and how bills are paid for the city. She gained an appreciation for the checks and balances of the city's finances, he added.

Cassidy Briere, **Makayla Cruz** and **Megan Gallo** were paired with Cynthia Bjorlie of the League of Women Voters and Melissa Teixeira Prince of the Gloucester District Court, also a School Committee Member. **Ms. Cole**, recounted her experiences briefly for the Council. **Ms. Prince** expressed her full support for Student Government Day mentioning how impactful the day was for the students, hers in particular. She expressed how pleased she was that one of her student participants wants to be a teacher one day.

Council President Lundberg acknowledged the presence of members of the School Committee: Chair, **Jonathan Pope**; **Melissa Teixeira Prince**; **Kathy Clancy**; and **Joel Favazza**.

Councilor Jen Holmgren, and student **Kyle Watts** recounted that they toured the Archives Department and discussed Council processes. **Councilor Holmgren** noted how smart and patient her student was, and expressed her appreciation to Councilor Gilman for reviving Student Government Day.

Keyvn Anne Chandler was paired with **Council President Lundberg** who mentioned he and his student did the same activities as Councilor Holmgren.

Lilly Marshall was paired with **Councilor Jamie O'Hara**. She touched on highlights of her tour of the DPW and speaking with Mike Hale, Public Works Director and his staff, learning about the issues they face. She expressed thanks for her experience with Student Government Day.

Danielle Denman and **Lauren Alves** were partnered with **Jim Destino**, CAO. **Mr. Destino** expressed that he enjoyed his time with his two students and described how he conveyed information about city government and all its processes. He noted they listened intently, and asked some great questions, expressing their concern about climate change in particular. He recounted for his students the initiatives the city is undertaking now and how they're working to plan for climate change and sea rise. He expressed that this was a great day, thanking everyone involved.

Ethan Uhlig was paired with School Committee Chair, **Kathy Clancy** who took her student to an MSBA Building Committee meeting and on a tour of the new West Parish Elementary School.

Marissa Neves was noted as partnered with **Mike Hale**, DPW Director.

Lawrence Scola was paired with **Councilor Gilman**. **Mr. Scola** recounted his tour with Councilor Gilman of City Hall capped by a visit to the top of the bell tower; and learned how the City Council meetings work as well as how ordinances are created.

Councilor Gilman expressed her thanks for the support of the Administration, particularly Mayor Theken and the City Council.

Joanne Senos, City Clerk, one of the organizers of the 2019 Student Government Day, recounted that while her department had no student participants, mentioned that the City Clerk's office would welcome student participation during the 2019 fall preliminary and municipal election as volunteers in order to experience civics in action, truly government in action.

Councilor Gilman concluded the presentation on Student Government day by showing a brief video collage of photographs from Student Government Day 2019.

By a unanimous vote of the Council, Student Government Day 2019 was declared an unqualified success.

Oral Communications: None.

Confirmation of New Appointments: None.

Consent Agenda:

- **CONFIRMATION OF REAPPOINTMENTS**
- 1. Gloucester Housing Authority Dorothy Martins TTE 05/28/24
- **MAYOR'S REPORT**
- 1. New Appointments:
 - Clean City Commission Dimitra Lavrakas (to an fill unexpired term) TTE 02/14/2020 (Refer O&A)
- 2. Memorandum from Shellfish Constable re: request amendment to GCO Ch. 20 "Shellfish, Seaworms and Eels" Sec. 4 "Areas set aside for noncommercial taking of shellfish" (Refer B&F)
- 3. Memorandum from Veterans Services Director re: request acceptance of donations totaling \$210 (Refer B&F)
- 4. Memorandum, Grant Application & Checklist from the Director of Public re: request acceptance of a MDS Foundation Grant in the amount of \$1,980 (Refer B&F)
- 5. Memorandum from CFO re: requesting creation of a new General Capital Project fund from remaining cash balances for school building interior/exterior door replacement (Refer B&F)
- 6. Memorandum from CFO re: loan authorization request in the amount of \$1,800,000 for funding to replace 6,000 feet of water main Along Englewood Road and abutting streets in Magnolia (Refer B&F)
- **COMMUNICATIONS/INVITATIONS**
- 1. Invitation from the Gloucester Fire Department Relief Association to the Firefighters' Memorial Service on June 9, 2019 (Info Only)
- **INFORMATION ONLY**
- **APPLICATIONS/PETITIONS**
- **COUNCILORS ORDERS**
- 1. CC2019-022 (Memhard): Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-270 "Parking prohibited at all times" and Sec. 22-291 "Tow-away zones" re: Rackliffe Street (Refer O&A & TC)
- **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**
- 1. City Council Meeting: 05/14/2019 (Approve/File)
- 2. Standing Committee Meetings: B&F 05/23/2019, O&A 05/20/2019, P&D 05/22/2019 (Approve/File)

Unanimous Consent Calendar:

- 1. Addendum to the Mayor's Report: Request approval for the Recreational Trails Program Grant in the amount of \$49,000 for the Gloucester Watershed & Open Space Public Access Upgrades (Refer B&F)

Items to be added/deleted from the Consent Agenda & Unanimous Consent Calendar:

By unanimous consent of the Council, the Consent Agenda and Unanimous Consent Calendar was accepted as presented.

Committee Reports:

Budget & Finance: May 23

COMMITTEE RECOMMENDATION: On motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council accept under MGL c. 44, §53A, a private grant for \$20,000 for FY19 Beth Israel-Lahey Health Beverly & Addison Gilbert 2019 Community Collaborative Grant Regional Senior Transportation Program for the purpose of a regional senior transportation program for the communities of Gloucester, Rockport, Essex and Manchester-by-the-Sea. The purpose for this grant is to expand existing transportation systems to include trips to grocery stores, the Farmer's Market and the Food Pantry as well as to Gloucester's Stacy Boulevard and trails/recreation areas throughout Cape Ann. Grant funds must be expended by December 31, 2019. There is no local match for this grant.

DISCUSSION:

Councilor Memhard reported this is a pilot program motion that the Public Health Director is pleased to present for the city, and is looking forward to working through Beth Israel-Lahey Health through Beverly and Addison Gilbert Hospitals.

MOTION: On motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, to accept under MGL c. 44, §53A, a private grant for \$20,000 for FY19 Beth Israel-Lahey Health Beverly & Addison Gilbert 2019 Community Collaborative Grant Regional Senior Transportation Program for the purpose of a regional senior transportation program for the communities of Gloucester, Rockport, Essex and Manchester-by-the-Sea. The purpose for this grant is to expand existing transportation systems to include trips to grocery stores, the Farmer's Market and the Food Pantry as well as to Gloucester's Stacy Boulevard and trails/recreation areas throughout Cape Ann. Grant funds must be expended by December 31, 2019. There is no local match for this grant.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council accept under MGL c. 44, §53A, a cash donation in the amount of \$2,000 from the Minogue Family Foundation to be used to benefit the on-going efforts of the Harbormaster's Department.

DISCUSSION:

Councilor Memhard noted that this is a generous donation the Council was pleased to accept on behalf of the city, and that the Harbormaster has duly recognized the contribution

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, to accept under MGL c. 44, §53A, a cash donation in the amount of \$2,000 from the Minogue Family Foundation to be used to benefit the on-going efforts of the Harbormaster's Department.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council approve Special Budgetary Transfer 2019-SBT-10 in the amount of \$20,000 from Account #600052-558000, Water OM Other Supplies to Account #600051-513002, Water PS Overtime - Labor, for the purpose of funding overtime costs for Water Department personnel to work at Wallace, Haskell and Goose Cove Reservoirs to put in place the Dam Vegetation.

DISCUSSION: None.

MOTION: On a motion by Councilor Memhard seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, to approve Special Budgetary Transfer 2019-SBT-10 in the amount of \$20,000 from Account #600052-558000, Water OM Other Supplies to Account #600051-513002, Water PS Overtime - Labor, for the purpose of funding overtime costs for Water Department personnel to work at Wallace, Haskell and Goose Cove Reservoirs to put in place the Dam Vegetation.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council approve Supplemental Appropriation 2019-SA-35 in the amount of \$10,000 (Ten Thousand Dollars) from the Capital Projects Stabilization Fund-Undesignated Fund Balance, Account #7600-359000, to Sail GHS Float Repairs CP Stabilization – Site Improvements, Account #760024-584000 for the purpose of funding repairs to the Sail GHS float system located in the inner harbor.

DISCUSSION:

Councilor Memhard advised that the Harbormaster’s Department did a careful study of the situation, and reported that this expenditure to rehabilitate the sailing center floats, that have a value of over \$100,000, in the city’s inner harbor take a “beating.” The repairs will extend the useful life of the floats, with offsetting funds from other private donations, he added.

Councilor Gilman offered her support for the Supplemental Appropriation, saying that her son benefitted from participating in the Sail GHS program when he was a student at the O’Maley Innovation Middle School, saying that this appropriation helps to support this great school program. She extended her thanks to the Administration.

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Cox) absent, to approve Supplemental Appropriation 2019-SA-35 in the amount of \$10,000 (Ten Thousand Dollars) from the Capital Projects Stabilization Fund-Undesignated Fund Balance, Account #7600-359000, to Sail GHS Float Repairs CP Stabilization – Site Improvements, Account #760024-584000 for the purpose of funding repairs to the Sail GHS float system located in the inner harbor.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) to recommend that the City Council approve Supplemental Appropriation 2019-SA-36 in the amount of \$37,000.00 (Thirty Seven Thousand Dollars) from Capital Projects Stabilization Fund-Undesignated Fund Balance, Account #7600-359000, to Nissan Leaf Purchase CP Stabilization, Vehicles Account #760015-585001 for the purpose of funding the purchase of three 2016 Nissan Leaf vehicles per the purchase option included in the underlying lease agreements with Nissan Motors.

DISCUSSION:

Councilor Memhard remarked that at this time the three 2016 Nissan Leafs that are at the end of their lease term, and the city has the option to purchase them. The total cost for the city is about 40% of the sticker price with each vehicle having relatively low mileage. He recounted that last year the city had purchased three 2015 Nissan Leafs that were coming off their three-year lease term. These vehicles are electric, cost efficient and economical for in-city staff travel.

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (Cox) absent, to approve Supplemental Appropriation 2019-SA-36 in the amount of \$37,000.00 (Thirty Seven Thousand Dollars) from Capital Projects Stabilization Fund-Undesignated Fund Balance, Account #7600-359000, to Nissan Leaf Purchase CP Stabilization, Vehicles Account #760015-585001 for the purpose of funding the purchase of three 2016 Nissan Leaf vehicles per the purchase option included in the underlying lease agreements with Nissan Motors.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council in accordance with GCO Sec. 16-1 permit the Planning Division of Community Development to apply for a Municipal Vulnerability Preparedness Grant (MVP) through the MA Executive Office of Energy and Environmental Affairs for a grant total of \$2,000,000 to build out a Gloucester High School Flood Barrier in order for the protection of the GHS campus. The grant requires a minimum local cash match of 25% that will be identified through a loan authorization request.

DISCUSSION:

Councilor Memhard advised that the Planning Division is moving aggressively on this matter, saying it is hoped the city will be awarded the grant they've applied for. This is an after-the-fact request to permit a grant application with a match due to time sequencing to the grantor and the FY20 budget review schedule. At the next City Council meeting, the grant match, a \$2 million loan authorization will come forward. Mr. Destino had indicated that if the grant is not forthcoming, and notice is expected in June, that the city wouldn't move ahead with the project. If the grant funding of \$2 million is awarded, it would be put against the final total amount that the city would put out to long-term debt, which would bring the city's portion to \$1.15 million rather than the full \$3.15 million.

Councilor Gilman asked how this project would work in terms of its structure. **Mr. Destino** pointed out there has been discussion about sea level rise and climate change and how to best use city resources. Through Community Development and the Planning Division a lot of work has been done on Municipal Preparedness Program; work to lift sewer pumping stations. He pointed out that one of the biggest concerns is the protection of the High School property and its facilities. He noted it is a very valuable asset, that to replace it would be hundreds of millions of dollars. He announced that the time is right by leveraging this grant funding to build a flood barrier which will start at the building's science wing on the canal. The barrier will be about as high as the fencing of the softball field in certain spots and go all the way to the Blynman Bridge and taper down as it goes along. It will be a steel structure with landscaping for aesthetics. From the fence to the granite seawall there will be a walking path. There will be a flood barrier causing some visual disruption of views but it is the best way to keep the life of the high school going for another 50 years without loss of this valuable asset because of storm events. This will also protect the stadium facility as well. This is but one step, he indicated, saying that they'll "pick their spots" where they think they can add the most value with tax dollars. They'll know by June 30th about the grant funding. Councilor LeBlanc will be hosting a meeting at the High School Auditorium on June 3 for constituents who will be affected by this project, getting their input, and anticipate having better visuals by the time of the meeting for the public to view. It is a flood barrier, not a "wall." **Councilor Memhard** raised the issue of ground water and rising tides which in turn raises ground water levels, he noted, and as such, they're having their engineer investigate that possibility and possible remedies if necessary. He assured that further information will be available at the public hearing for a loan order.

Councilor LeBlanc announced the public meeting about the flood barrier for the GHS campus is taking place on Monday, June 3rd at 6:00 p.m. in the High School Auditorium. He mentioned working with the Mayor and Community Development's Planning Division on this meeting. An electronic sign at the high school will advertise the meeting also, he noted.

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, in accordance with GCO Sec. 16-1 to permit the Planning Division of Community Development to apply for a Municipal Vulnerability Preparedness Grant (MVP) through the MA Executive Office of Energy and Environmental Affairs for a grant total of \$2,000,000 to build out a Gloucester High School Flood Barrier in order for the protection of the GHS campus. The grant requires a minimum local cash match of 25% that will be identified through a loan authorization request.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council in accordance with MGL c. 44, §64 to approve payment of a prior year invoice for the city's landfill monitoring at Magnolia Woods, Tighe & Bond, Invoice #061897210 dated 6/15/2018 for a total of \$13,225 from FY2018 and the invoice to be paid with FY2019 General Fund, DPW-Public Services budgeted funds.

DISCUSSION:

Councilor Memhard advised this payment with FY19 funds is for the contractor who does the landfill testing and monitoring for the city. The DPW received a late bill and the purchase order was already closed, and that this is a bookkeeping matter.

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, in accordance with MGL c. 44, §64 to approve payment of a prior year invoice for the city's landfill monitoring at Magnolia Woods, Tighe & Bond, Invoice #061897210 dated 6/15/2018 for a total of \$13,225 from FY2018 and the invoice to be paid with FY2019 General Fund, DPW-Public Services budgeted funds.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council approve Special Budgetary Transfer 2019-SBT-11 in the amount of \$22,500 from Police–Uniform, Accreditation Incentive, Account #0121151-519031, to Police-Uniform, Repairs & Maintenance-Communication Equipment, Account #0121152-524006, for the purpose of funding repairs and maintenance on Police Department radio infrastructure in order to provide reliable communications amongst public safety officials.

DISCUSSION:

Chief Conley reported to B&F that this transfer of funds is in addition to \$75,000 in state earmark funding will fully renovate the department’s radio infrastructure in order to prevent outages and dead spots and build in redundancies which will have a big impact for his department.

Councilor O’Hara asked about dead areas and how many there are. **Chief Conley** advised they don’t know for sure because radio wave propagation is a difficult thing to pinpoint. He noted two ways of approaching the issue -- anecdotal evidence – officers in the lower parts of West Gloucester and Lanesville have difficulty under certain atmospheric conditions in transmitting from their portable radios which are less powerful than the radios in the cruisers. He noted the “Christmas Tree lights” effect – if one light goes out, the whole string goes down which is the way their system currently works -- if one site goes down they’d all go down. Now, with a new configuration, another site will take over immediately for repeater transmission purpose for receiver transmitters.

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, to approve Special Budgetary Transfer 2019-SBT-11 in the amount of \$22,500 from Police–Uniform, Accreditation Incentive, Account #0121151-519031, to Police-Uniform, Repairs & Maintenance-Communication Equipment, Account #0121152-524006, for the purpose of funding repairs and maintenance on Police Department radio infrastructure in order to provide reliable communications amongst public safety officials.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council approve the Gloucester Fire Department Billing and Collection Policy as presented by the EMS Coordinator and approved by the Mayor dated April 30, 2019 and further to approve the proposed fee schedule attached to and incorporated into the policy effective July 1, 2019.

DISCUSSION:

Councilor Memhard mentioned that Firefighter/Paramedic Jonathan Sanger is the Fire Department’s new EMS Coordinator, taking over from Sander Schultz. He reported Mr. Sanger is doing an “able job,” bringing fresh eyes and enthusiasm to the job. **Fire Chief Eric Smith** mentioned changes, to this year’s fee schedule are minimal, but now extends itself to services provided on scene patient care but with no transport to a hospital. There are several insurance companies that will pay for this fee, he pointed out, and others aren’t set up to do that yet. He noted that this is an area that is increasing in popularity, that of community paramedicine. He touched briefly on community paramedicine by highlighting this as becoming a trend that is a cost saving measure for insurance companies which he touched on briefly.

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, to approve the Gloucester Fire Department Billing and Collection Policy as presented by the EMS Coordinator and approved by the Mayor dated April 30, 2019 and further to approve the proposed fee schedule attached to and incorporated into the policy effective July 1, 2019.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council authorize the write-off of \$319,857.58 in uncollectible, outstanding ambulance billing.

DISCUSSION:

Councilor Memhard conveyed this that this write-off for uncollectible ambulance fees which is lower than last year, and advised that the department is working with their billing company to gain more information to make finding and billing transported patients' insurance companies better accountable. The city is gaining on this issue, he pointed out. The department provides services but isn't always compensated, he pointed out.

Chief Smith expressed this situation is unfortunate, but it's part of medical billing overall. It is either bad information gained on the street, legal barriers to obtaining information; hospitals don't want to share information electronically and won't let their billing company interface electronically either. In many cases if the hospitals gain information later, the Fire Department doesn't obtain that information nor does the billing company -- it's just not shared. Some patients may be homeless or aren't available to answer any questions. They can't put social security numbers on patient information to do legitimate billing. He advised Mr. Sanger has made many improvements to have better accountability and put pressure on the billing company. He advised they're doing all that they can.

Councilor LeBlanc expressed his concern for having to write off uncollectible ambulance fees, recounting that when he first came onto the Council the write off was about \$600,000. **Chief Smith** noted they've attempted to use a collection agency to collect fees, which they don't like doing that because they are a public service agency. Even when they did hire a collection agency the department netted nothing. They look at the situation annually as does the City Auditor, he assured.

Councilor O'Hara asked about how Gloucester's write-off rates against other communities who have their own ambulance service. **Chief Smith** advised the city rates very well. The billing company makes their money on a percentage fee so the more money they bring in the more they're paid. There are areas of improvements that have been made, and Gloucester is far ahead of most communities, he reported, adding that there aren't a lot of fire-based ambulance services in the area to compare the city to. It is difficult to run emergency services as it has a red bottom line, especially in a demographic where most transports are covered by Medicare. **Councilor O'Hara** touched on the department's billing company with **Chief Smith** who mentioned that this is a top billing company and are one of the less expensive ones. He explained they charge 3% of whatever they bring in/collect. He mentioned using another billing company, in his experience in Michigan that charged 10% of collected fees, and touched on a net gain versus charges to the city for billing and being kept up with federal regulations. He mentioned "out clauses" in the billing company's contract if they determine they aren't getting the "biggest bang for their buck."

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, to authorize the write-off of \$319,857.58 in uncollectible, outstanding ambulance billing.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council under MGL c. 44, §53A accept federal grants in the amount of \$662,525 for the Community Development Block Grant from the U.S. Department of Housing and Urban Development for Program Year 2019/Fiscal Year 2020 and the HOME Grant from the North Shore HOME Consortium for Program Year 2019/Fiscal Year 2020 in the amount of \$87,110.

DISCUSSION:

Councilor Memhard noted that this is an annual acceptance of the CDBG funding used for public services, public facilities, economic development, fist time homebuyers and housing rehab as well as paying as some of the administrative costs for the grant. He advised that Ms. Cahill reported that since her tenure as Community Development Director they organize the program using the funds as intended for which he and Councilor Hecht applauded her for at the B&F meeting.

MOTION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the City Council voted 8 in favor, 0 opposed, 1 (Cox) absent, under MGL c. 44, §53A accept federal grants in the amount of \$662,525 for the Community Development Block Grant from the U.S. Department of Housing and Urban Development for Program Year 2019/Fiscal Year 2020 and the HOME Grant from the North Shore HOME Consortium for Program Year 2019/Fiscal Year 2020 in the amount of \$87,110.

Ordinances & Administration: May 20

There are no matters for Council action under this heading.

Planning & Development: May 22

There were no matters for Council action under this heading.

Scheduled Public Hearings:

1. **PH2019-025: SCP2019-004: Fuller Street #35, Map 168, Lot 14, GZO Secs. 1.9, 3.1.6, 3.2.2 and 1.7 for a special permit to exceed the maximum allowable building height, decrease the minimum lot area per dwelling unit and decrease the minimum open space per dwelling unit in the NB/R-20 district (Cont'd from 5/14/19 & TBC 06/11/19)**

This public hearing is opened at 8:33 p.m.

Council President Lundberg announced that at the request of the representing attorney for the Applicant, this matter is continued to June 11, 2019.

This public hearing is continued at 8:33 p.m. to June 11, 2019.

For Council Vote: None.

Individual Councilor's Discussion including Reports by Appointed Councilors to Committees:

Update on the Tourism Commission by City Council Representative, Councilor Ken Hecht, highlighted the Commission is recharged mentioning three new members with two new members in the pipeline. These are active people who are excited and hardworking. The two pillars of strength are the Cape Ann Chamber of Commerce and Discover Gloucester. As a result, the Tourism Commission will look to seek changes in the Ordinance that governs their actions to better reflect their efforts on behalf of the city's tourism industry.

Unfinished Business:

Council President Lundberg led a discussion with the Council on the process of naming a recipient of the Ab Khambaty Extraordinary Performance/Service Award which hadn't been awarded since its inception and given posthumously to its namesake. It was determined that when the Councilors would identify one nominee amongst themselves and then through a Council Order put forward the name of a nominee for the Council's consideration under "For Council Vote."

**Individual Councilor's Discussion including Reports by Appointed Councilors to Committees:
Councilors' Requests to the Mayor:**

Councilor Hecht announced that Mosaic Gloucester will have a first part of the installation on the face of the Americold Building on Rogers Street set for Thursday at 5:30 p.m. The movie, "Lobster War" will be presented on Tuesday, June 4th at 7:00 p.m. at the Cape Ann Museum. **Council President Lundberg** mentioned he had viewed this documentary and recommended it as a great description of the issues facing the lobster industry.

Councilor Holmgren expressed her thanks to Councilor Gilman, Mayor Theken, Cape Ann Veterans Services; Sen. Bruce Tarr; Rep. Ann-Margaret Ferrante, Cong. Seth Moulton and Governor Baker and every single veteran, JROTC and Sea Cadet members and teachers for the "wonderful job" they did at the Memorial Day Ceremony.

Councilor Memhard announced that Rocky Neck had difficult parking challenges this past weekend with the start of the summer season. He mentioned that the Mayor reposted that Gloucester was recently in the national news again. Deborah Kramer, a recognized national history author, had an article published this month in the national edition of Audubon Magazine featuring the Good Harbor Beach Piping Plovers talking about last year's saga and the changes the city has made working with the Animal Advisory Committee, the Mayor's Office and the City Council to create a more hospitable environment for the plovers while balancing the needs of a popular urban beach.

Councilor LeBlanc recounted that tonight's Council meeting was a good example of such a great Council who can laugh together and get some serious business done. He mentioned that Councilor Memhard, B&F Committee's Vice Chair, sitting in for Chair, Melissa Cox, brought a refreshingly new take on the Committee's Report to the Council this evening.

A motion was made, seconded and voted unanimously to adjourn the meeting at 8:50 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.

DRAFT

BUDGET & FINANCE MEETING MINUTES

6/6/2019

(UNDER SEPARATE COVER)

Ordinances & Administration Committee
 Monday, June 3, 2019 – 6:00 p.m.
1st Fl. Council Conference Room - City Hall
 -Minutes-

Present: Vice Chair, Councilor Jamie O’Hara; Councilor Sean Nolan, Councilor Lundberg (Alternate)

Absent: Councilor LeBlanc

Also Present: Councilor Memhard; Joanne Senos; Jim Destino; Chip Payson; Peter Seminara; Vanessa Krawczyk; Karin Carroll

The meeting was called to order at 6:00 p.m.

1. Appointments:

Clean City Commission

Demitra Lavrakas

TTE 02/14/20

Ms. Lavrakas recounted that her grandfather came to Gloucester at the turn of the century to the city and became business and land owners. She advised she has moved back to the city and wants to be a part of helping the city she resides in.

Councilor Nolan noted that this has been a great Commission. **Councilor Lundberg** offered his thanks to Ms. Lavrakas for stepping forward.

COMMITTEE RECOMMENDATION: On a motion by Councilor Nolan, seconded by Councilor Lundberg, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Demitra Lavrakas to the Clean City Commission, TTE 02/14/22.

Reappointments:

Economic Development & Industrial Corp.

Michael DiLascio

TTE 07/01/22

Mr. DiLascio was not in attendance. His appointment was continued to August 5, 2019.

Magnolia Pier Advisory Committee

Richard D. Wilson (TBC 6/17/19)

TTE 02/14/22

2. Application of Eric Magers for a Permit for Scientific Research in Coastal Waters & Tidal Flats of the City of Gloucester pursuant to GCO Ch. 20, Sec. 20-27 “Permits for Scientific Works in coastal waters and flats in the city (Cont’d from 05/20/19)

Eric Magers, Seaside Sustainability, Inc., updated the Committee saying that with the Shellfish Warden’s assistance, he’s sent an application to the DMF (Dept. of Marine Fisheries) and is awaiting a response. He recounted he met with the Conservation Agent, Adrienne Lennon, and is starting that process as well; taking the appropriate steps. He reviewed for **Councilor Lundberg** who asked for an overview of the permit, that this is Marine Citizen Science Data Collection for the city in the city, for the Health Department. **Councilor Lundberg** asked if they have that in writing and mentioning the application which had not much in it. If the Council does a permit, it has to say what is going to be done; what limitations there might be; deliverables. He asked if they have any of that yet. **Mr. Magers** responded, “No,” that he’s doing that for several Committees. **Councilor Lundberg** pointed out that in order to do this research it is required under the ordinance to have a permit from the City Council. He asked what the permit says.

Jim Destino, CAO reviewed that he raised the question at the Committee’s last meeting that he needed a determination from the Conservation Commission (ConCom) or a sign off from them in order for Seaside Sustainability to work in a resource area – it is a Request for a Determination for an Order of Conditions – and that permit would give all the information the Councilor was requesting. That permit from ConCom will see the Mayor having to sign off because the program is on city land. The burden is on the applicant to get that work done because the city needs to know what they’re doing. He recounted he found out today that Mr. Magers was doing the work for the Board of Health and asked if that was the case. **Karin Carroll**, Public Health Director, reported that Max Schenk, Assistant Health Director, is in charge of a particular study. Seaside Sustainability, she reported, is taking samples, sending them to BioMarine, and those results are reported directly back to Mr. Schenk. **Mr. Destino** noted the Council typically doesn’t vote on permits until they have all the information necessary to make a decision. This has to be permitted first by ConCom and it had been anticipated that the information would have been before the

Committee by now. **Mr. Magers** advised that, "The wheels are in motion." **Councilor Lundberg** noted they have an application and O&A is going to recommend to the Council for approval but asked what the Committee had in hand besides the application; will they have the ConCom determination. **Councilor Nolan** pointed out that the assumption was that Mr. Magers would have gone to ConCom and have information by now but that this would be worth continuing.

This matter is continued to June 17, 2019.

3. Memorandum from Shellfish Constable re: request amendment to GCO Ch. 20 "Shellfish, Seaworms

Peter Seminara, Shellfish Constable requested a correction to the Code of Ordinances, Ch. 20, Section 4 where a fixed location delineating a non-commercial shellfish area from a commercial shellfish area is no longer in use, the No. 10 nun buoy. That marker that is no longer there and that it needs to be noted that there is a change in the location of a buoy to be used as a fixed marker. To make the correction, he advised that by using the No. 11 green can nearby will take care of the fixed point location for enforcement purposes in determining violations. The buoy is charted and is the nearest for delineation of commercial and non-commercial shellfish areas. If they went to the nearest red can it would increase the non-commercial area and detract from the commercial portion of Wingersheek Beach. This only changes things by a few feet, he pointed out. He explained that they have to have an area set aside for non-commercial takings by state law. **Councilor Lundberg** asked where the No. 11 buoy was located. **Mr. Seminara** noted it is originally from the No. 11 buoy north to the sandbar at Wingersheek Beach. He showed the Committee a chart on his phone to point out the exact location of the No. 11 green can. Any commercial impact on Wingersheek Beach would be significant, he noted, and that this delineation is an important one to ensure a fixed location which is the closest proximity to the former No. 10 buoy for enforcement purposes.

Mr. Destino advised that since Mr. Seminara has taken this job he as delved into the Shellfish Ordinance, identifying discrepancies and has already brought this forward to the Council to clean up the Shellfish Ordinance. It was suggested that when Mr. Seminara collects a group of necessary ordinance changes he should present them as a package to the Committee for its consideration.

COMMITTEE RECOMMENDATION: On a motion by Councilor Lundberg, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 20 "Shellfish, Seaworms and Eels", Sec. 4 "Area set aside for noncommercial taking of shellfish" by DELETING the phrase, "No. 10 nun buoy" and ADD in its place, "No. 11 can buoy".

This matter will be advertised

4. Memorandum from the Human Resources Director re: amendment to the Personnel Ordinance for Job Classification, AFSCME A (TBC 06/03/19)

Mr. Destino conveyed this is to amend the Personnel Ordinance to reflect the personnel Study they finished for AFSCME A. While asking to amend the ordinance, the Personnel Ordinance needs review and updating. There are references to jobs that no longer exist; references that are outdated, and other small things that need updating. They'll look at the 32 pages of the Personnel Ordinances such as administrative functions that don't need Council approval, and will put forth a recommendation on appropriate streamlined changes in its totality after a thorough review of the Personnel Ordinance. He advised it was a "great process" with the union, Mark Cole (Assistant Public Works Director) and Mike Hale (Public Works Director) and Donna Leete did a great job in putting this together, he advised.

Donna Leete, Human Resources Director conveyed the following information: On April 29 a package was submitted through the Mayor (on file) saying this was a true joint labor/management effort; they couldn't have accomplished this effort without the cooperation of their union partners who were professionally engaged in the process to create a new system of job groups in the DPW for professional advancement within the six different job groups and define parameters and create a career ladder for those who choose the city of Gloucester as a career opportunity. This is merit and license based with qualifications clearly defined. They went further than the initial efforts of the consultants, but nothing to the depth of what is accomplished now before the Committee. There has been a positive response from the vast majority of DPW employees, she reported. They have high standards of professionalism for their DPW workers, she reported, saying that the "vast majority buy into that concept." These employees are dedicated to bettering the city and advancing in their careers. This is a tool to get them there, she

highlighted. She mentioned the compensation review process was included (chart on file) which she briefly touched on.

Ms. Leete pointed out that this will build morale, commitment and professional work effort, saying that significant progress is being made. There is a requirement in the GCO, when they negotiate a classification plan they have to incorporate it into the ordinance. She highlighted that this has been done through collective bargaining. The Administration negotiated this with the union, and while the Council is not a part of that they're charged with its acceptance. She expressed her concern that every time there is a change due to collective bargaining, they have to have a public hearing on any change. She noted that Art. 4 is clear, that she should maintaining classification plans developed through collective bargaining. She suggested for the long term basis they might consider that the ordinance should say that the Human Resources Director is responsible for maintaining the classification plans for all plans that are developed through the collective bargaining process and shall supply a copy of such plan to the City Clerk's Office. By going through the Personnel Ordinance this is overly cumbersome and difficult, she suggested. She reporting having worked with the Clerk of Committees on this ordinance amendments saying that there are 87 AFSCME A positions to eliminate from the Personnel Ordinance and substituting the 30+ position in the documentation on file. She is trying to meet present ordinance requirements and is why this package is before the Committee. She welcomes the O&A Committee and the Council as a whole about how best to proceed to be efficient, responsible and transparent as possible going forward. She mentioned that Beverly has eliminated their Personnel Ordinance that requires classification maintained for union positions. At a minimum, she suggested that they need to change the ordinance as practices vary differently from what is in the ordinance. She recommended the proposal to remove the 87 jobs and replacing the jobs with those enumerated in her memo.

Mr. Destino added that 12 years ago there were 20 more DPW workers that were doing different jobs than now. This new list creates new jobs with new job descriptions to fit the work the employees do in their positions. This took a lot of negotiating with the union to get it done, but there are problems in that the Council votes funding on contracts not the negotiated results as they aren't a party to those negotiations. This went through full scrutiny, he assured, saying that there is more work to be done, but this is a good first step, noting other departments will follow.

Councilor O'Hara noted times change and jobs change, so that this is appropriate. **Councilor Lundberg** advised this is the right way to go. Noting his career in labor relations, the Council doesn't want to be getting into job descriptions citing the "impressive" work done with the unions to create a classification system. He offered that this is fair to the city and the employees and was a job well done. **Ms. Leete** pointed out that although the Council hasn't been a party to the negotiations that developed this system they're responsible for voting it as long as it's part of the Personnel Ordinance. She offered in her opinion, there is strong language in Art. 4 of Appendix C of the Personnel Ordinance which says, "It shall be the Personnel Director's job to maintain the classification system for any jobs that are part of the collective bargaining agreements." She suggested they consider this not as a part of the Personnel Ordinance, but rather that Human Resources shall always supply the City Clerk's office with a copy of such plans which would simplify things. Jobs and job classifications change on an annual basis and the amount of public hearings wouldn't be appropriate that would have to come forward, she advised. She assured the Council would receive a comprehensive plan.

Councilor Nolan commented this is good work and will benefit the people who work for the city. **Mr. Destino** pointed out that not everyone benefited from this but as a unit those employees stuck together and moved forward.

COMMITTEE RECOMMENDATION: On a motion by Councilor Nolan, seconded by Councilor Lundberg, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Appendix A and B of Appendix C of the Personnel Ordinance by DELETING the following AFSCME A and related positions:

Asphalt Raker, AFSCME V
Asst. to Animal Control, Police VI
Asst. Harbormaster AFSCME VI
Asst. Sanitary Inspector
Asst. Skating Rink Manager
Asst. Supt. Fire Alarm and Police Signal System
Asst. Traffic Sign Erector, AFSCME V
Backflow Prevention Device Tester, AFSCME VIII
Building Custodian (Junior), AFSCME VI
Carpenter, AFSCME VI

Code Enforcement Inspector, AFSCME VIII
Custodian (Junior), AFSCME VI
Drillman, AFSCME V
Electrician
Electrician Helper, AFSCME V
Facilities Manager (DPW)
Forestry Maintenance Man
Grounds Maintenance Man
Head Pumping Station Operator, AFSCME VII
Head Treatment Plant Operator, AFSCME VII
Heavy Motor Equipment Operator, AFSCME VI
House Worker
Junior Draftsman, AFSCME VI
Junior Engineering Aid, AFSCME VIA
Laborer, AFSCME V
Lineman, AFSCME VI
Mason, AFSCME VI
Master Mechanic
Meter Installers, AFSCME VI
Meter Reader, AFSCME VI
Motor Equipment Maintenance Man, AFSCME V
Motor Equipment Operator, AFSCME V
Motor Equipment Repair Foreman, AFSCME VII
Motor Equipment Repairman, AFSCME VIA
Oil Burner Maintenance Man
Operations Manager, Public Properties
Painter
Park Maintenance Man, AFSCME V
Parking Control Officer, AFSCME V
Parking Meter Repairman, AFSCME VI
Pipelayer, Engineering, AFSCME VI
Public Works Foreman, AFSCME VII
Public Works Maintenance Man, AFSCME V
Pumping Station Operator, AFSCME VI
Senior Building Custodian
Senior Building Maintenance Craftsman, AFSCME VIA
Senior Meter Reader, AFSCME VIA
Sewer Foreman, AFSCME VII
Sewer Systems Maintenance Craftsman, AFSCME VIA
Shellfish Warden, AFSCME VII
Sign Painter, AFSCME VI
Signal Maintainer, AFSCME VIII
Signal Maintenance Helper
Skating Rink Maintenance Man
Special Motor Equipment Operator, AFSCME VI
Storekeeper, AFSCME VI
Stores Delivery Man
Tree Warden, AFSCME VIII
Traffic Sign Erector, AFSCME VI
Treatment Plant, AFSCME VIA
Tree Climber
Tree Surgeon
Watchman, AFSCME V

Water Meter Foreman, AFSCME VII
Water Meter Repairman, AFSCME VI
Water Systems Foreman AFSCME VII
Water Systems Maintenance Man
Working Foreman Craftsman, AFSCME VII
Working Foreman Forestry Maintenance Man, AFSCME VIA
Working Foreman, Heavy Motor Equipment, AFCME VIA
Working Foreman, Laborer, AFSCME VIA
Working Foreman, Motor Equipment Operator, AFSCME VIA
Working Foreman, Motor Equipment Repairman, AFSCME VIA
Working Foreman, Public Works Maintenance Man, AFSCME VIA
Working Foreman, Sewer Craftsman, AFSCME VII
Working Foreman, Skating Rink Maintenance Man, AFSCME VIA
Working Foreman, Signal Maintenance, AFSCME VIA
Working Foreman, Special Motor Equipment Operator, AFSCME VIA
Working Foreman, Tree Surgeon, AFSCME VIA
Working Foreman, Water Meter Repairman, AFSCME VIA
Working Foreman, Water Systems Maintenance Man, VIA

Facilities Manager (DPW), M-8
Operations Manager- Central Services, M-6
Operations Manager – Public Property, M-6
Operations Manager – Water, sewer & Highway, M-6
Pretreatment Coordinator, M-5
Recycling Coordinator, M-3

And ADDING new AFSCME A positions as submitted by the Human Resources Director in a memo dated April 29, 2019 with Appendices attached thereon.

This matter will be advertised for public hearing.

5. CC2019-021 (Memhard): Amend GCO Ch. 22 “Traffic and Motor Vehicles,” Sec. 22-292 “Fire Lanes” be amended re: Horton Street (Cont’d from 05/20/19)

Councilor Memhard explained that this is an attempt to fix a parking issue on Horton Street where vehicles are parking in property frontages, typically restaurant patrons parking on Rocky Neck. He conveyed there was some question that General Counsel looked at about the rights of the city to protect fire lane access on private ways as part of Horton Lane is public and part is private on the way to Ocean Alliance at the end of the road. This should assist in keeping the road open. The Fire Chief and General Counsel has weighed in; the Traffic Commission met last Thursday and made a positive recommendation.

Councilor Nolan pointed out that this is the right thing to do saying that Mr. Kerr (of Ocean Alliance) is in favor. The right thing to do is to vote this forward, he mentioned. **Councilor Memhard** touched on the Ocean Alliance property and Ian Kerr’s concern about development plans including widening the road to that property, but that his concerns were allayed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Lundberg, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 “Traffic and Motor Vehicles”, Sec. 22-292 “Fire Lanes” by DELETING “Horton Street, both sides from Lot #21 in a southwesterly direction to the dead end gate at the entrance to Rule Industries” and ADDING “Horton Street, both sides from its intersection with Clarendon Street in a southerly direction to the dead end gate.”

This matter will be advertised for public hearing.

6. *CC2019-022 (Memhard): Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-270 "Parking prohibited at all times" and Sec. 22-291 "Tow-away zones" re: Rackliffe Street (TBC 06/17/19)*

It was noted that this matter has yet to be taken up by the Traffic Commission and therefore would be continued to the June 17th O&A Committee meeting.

7. *Committee Discussion on Ride Sharing Services in the City of Gloucester (TBC 06/17/19)*
8. *Committee Discussion on Fluoridation of the Public Water Supply in the City of Gloucester*

Chip Payson, General Counsel, advised that there was an issue raised that Councilor O'Hara had communicated with someone at the Department of Public Health. **Councilor O'Hara** noted he spoke with Shannon Moore (Acting Director of Government Affairs of the Dept. of Public Health). He advised he'd spoken to the Deputy General Counsel who said that wasn't exactly the position of Public Health; in fact, he agreed with Mr. Payson's assessment that the Board of Health can remove fluoride and the City Council can through a Home Rule Petition.

Councilor O'Hara advised Ms. Moore has recanted her statement, saying he's spoken to others mentioning also the Board of Health and Home Rule Petition. It becomes an issue for the Council of what's right. Enough constituents have brought forward their concerns to him. Within the state and city, there are opportunities for children to receive topical fluoride. He pointed out that through health insurance this is the opportunity for every child for dental coverage; there is \$285,000 soon to be appropriated for the Gloucester Dental Center in the city. He highlighted that there are plenty of opportunities to have proper dental treatment. There is evidence that there is plenty of fluoridation in liquids consumed. He mentioned a community in Utah having fluoride issues. He noted he spoke with the city's DPW Director. He opined that fluoride is a poison chemical which can be used as an insecticide. He asked why they put it in their drinking water. He mentioned certain situations that people encounter having adverse effects to fluoride, pointing out he's heard this independently. He cited that the city has a great natural water supply that in his opinion is being polluted by sodium fluoride. He expressed that this is his personal opinion and those of his constituents. He advised he wanted to get this matter this to a public hearing. Instead of buying bottled water, the city should be selling its abundance of fresh water.

Councilor Lundberg pointed out there was a recent public hearing on the merits of this matter recently under a citizen petition signed by about 180 citizens and heard all of the evidence, and advised he didn't believe much had changed since then. Councilor O'Hara pointed out that the Council had never taken it to a vote. Councilor Lundberg advised asked what the vote would be. **Councilor O'Hara** highlighted they won't know until they get there. **Mr. Payson** explained that the vote would be to draft a Home Rule Petition, if Council were to ask for relief from the statute. **Councilor Lundberg** pointed out that's one of the options but there's nothing before the Council and they need a Council Order in order for the Council to consider a Home Rule Petition. **Councilor O'Hara** conveyed he'd made numerous calls to law schools, saying that it seems to be unclear. The Home Rule is one way to rid sodium fluoride from the city's drinking water. He reiterated they need to bring it to a public hearing and let the public weigh in and let nine Councilors make a decision. They need is to ask the city be relieved of its obligation to fluoridate the water. **Councilor Lundberg** pointed out that there is nothing right now that would bring such a matter before the City Council and suggested a Councilor could put in a Council Order for the Council to consider a Home Rule Petition which asks the state to relieve the city from its obligation to put sodium fluoride in its water which is a state requirement. **Councilor O'Hara** conveyed he didn't think that was right as not all cities and towns have it. He advised he would put through a Council Order for a Home Rule Petition to go to the state.

Councilor Nolan reviewed that if the Councilor put through a Council Order to remove fluoride through a Home Rule Petition, it goes to the Consent Agenda, back to O&A and then the Council like any other Council Order. They expressed that while he doesn't like fluoride personally, but what may be best for the citizens of Gloucester may be different. The majority of people by a non-binding question four years ago voted against its removal. **Councilor Lundberg** reiterated that the Council Order for Council consideration would be for a Home Rule Petition which asks the state to relieve the city from its obligation to put sodium fluoride in its water. **Councilor O'Hara** expressed to him it isn't so clear and that he'll continue to do his research as to how it can be removed. He conveyed it was his personal opinion that this is a poison—and constituent concerns remain. **Councilor Nolan** expressed his agreement saying that Councilor O'Hara would have to put in for a Council Order for a Home Rule Petition. He reiterated it is his personal opinion he doesn't like fluoride, but that what may be best for the citizens of Gloucester is probably different, citing the non-binding referendum question; the majority said no. He asked even if they do a Home Rule Petition and makes it through the state legislature; that doesn't stop the Board

of Health from acting independently. **Mr. Payson** advised that he didn't think that the Board of Health would be able to turn right around and put it back in. Expressing agreement with Councilor O'Hara in that usually there's a case that can be pointed to but there really isn't. The North Adams case is close but dealt with funding of the decision to fluoridate the water. He suggested he would argue on behalf of the city that if the city got a Home Rule Petition to take it out, the Board of Health couldn't, therefore, the next day put it back in. How long would they have to wait, he suggested he didn't know. That would be defeating the intent of what the city was authorized to do.

Karen Spencer, 67 Langsford Street, pointed out water districts operate in Massachusetts operate apart from MGL Ch. 111, §8C and aren't subject to the fluoridation law. They get to vote it in and out because they have a Special Act. She pointed out that they talk about Home Rule to take it out of the water it is only the first part. She highlighted that they need to ask for that Special Act to allow them to create an ordinance that would be a special act to ban it in the City of Gloucester, more akin to the water districts, that makes clear it replaces Ch. 111, §8C with a city ordinance banning fluoridation based on the deliberations of the City Council.

This matter is closed.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:52 p.m.

Respectfully submitted,

Dana C. Jorgensson

Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.



GLOUCESTER CITY COUNCIL 2019 PUBLIC HEARING

PUBLIC HEARING NUMBER: PH2019-026
SUBJECT: Public Hearing on FY20 Proposed Budget

DATE OPENED: 6/11/2019
CONTINUED TO:
CONTINUED FROM:
COMMITTEE: B&F 5/8/2019, 5/13/2019, 5/15/2019

**PUBLIC NOTICE
CITY OF GLOUCESTER
PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2020 BUDGET
GLOUCESTER CITY COUNCIL – TUESDAY, JUNE 11, 2019 – 7:00 P.M.
KYROUZ AUDITORIUM, CITY HALL, 9 DALE AVENUE**

All citizens are invited to inspect the proposed Fiscal Year 2020 Budget for the City of Gloucester as submitted to the City Council by the Office of the Mayor on May 7, 2019. The Fiscal Year 2020 Budget is available for public viewing in the City Clerk's Office, Monday through Wednesday 8:30 a.m. to 4:00 p.m., Thursdays 8:30 a.m. to 6:30 p.m., and Fridays, 8:30 a.m. to 12:30 p.m. and online at www.gloucester-ma.gov. The Fiscal Year 2020 Budget will also be available for viewing at the Sawyer Free Library, Mondays and Wednesdays, 8:30 a.m. to 6:00 p.m., Tuesdays and Thursdays, 8:30 a.m. to 8:00 p.m., Fridays and Saturdays, 8:30 a.m. to 5:00 p.m.

	FY19 Approved Budgets	FY20 Proposed Budgets	Difference
Revenues			
General Fund			
Taxes	\$ 84,053,589	\$ 86,927,527	\$ 2,873,938
State Receipts	\$ 11,167,132	\$ 11,386,280	\$ 219,148
Local Receipts	\$ 13,111,009	\$ 13,717,009	\$ 606,000
Free Cash	\$ 350,000	\$ 350,000	\$ -
Other Available Funds	\$ 2,621,222	\$ 2,349,911	\$ (271,311)
Overlay	\$ (400,000)	\$ (400,000)	\$ -
Subtotal General Fund	\$ 110,902,952	\$ 114,330,727	\$ 3,427,775
Community Preservation	\$ 681,000	\$ 710,000	\$ 29,000
Enterprise Funds	\$ 15,314,311	\$ 15,976,122	\$ 661,811
Total Revenue	\$ 126,898,263	\$ 131,016,849	\$ 4,118,586
Appropriations			
General Fund			
City	\$ 68,964,055	\$ 71,191,830	\$ 2,227,775
School	\$ 41,938,897	\$ 43,138,897	\$ 1,200,000
Sub-total General Fund	\$ 110,902,952	\$ 114,330,727	\$ 3,427,775
Community Preservation	\$ 681,000	\$ 710,000	\$ 29,000
Sewer	\$ 8,153,320	\$ 8,453,130	\$ 299,810
Water	\$ 6,389,184	\$ 6,730,991	\$ 341,807
Waterways	\$ 439,192	\$ 457,526	\$ 18,334
Talbot Rink	\$ 332,615	\$ 334,475	\$ 1,860
Subtotal Enterprise Funds	\$ 15,314,311	\$ 15,976,122	\$ 661,811
Total Appropriations	\$ 126,898,263	\$ 131,016,849	\$ 4,118,586

By Vote of the City Council
Joanne M. Senos, City Clerk

FY20 Budget Review Meetings

5/8/2019

- Assessors
- Auditor
- Board of Health
- City Clerk/Registration
- City Council
- Council on Aging
- Inspectional Services/ZBA/Licensing Board
- Law
- Library Administration
- Management Information Systems
- Mayor
- Personnel – Human Resources (including Health and Life Insurance; Medicare; Worker’s Compensation; Unemployment Insurance)
- Purchasing
- Revenues and Special Reserves; Cherry Sheet Assessments; Regional Vocational School; Pension; OPEB; CPA Funds; Revolving Funds
- Waterways Enterprise Fund/Harbormaster/Shellfish

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019 - 8:00 a.m.
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Assessor’s Dept.

Present: Chair, Councilor Melissa Cox; Vice Chair, Scott Memhard (absent from this department’s review); Councilor Ken Hecht
Absent: None.
Also Present: Jim Destino; Kenny Costa; John Dunn; Nancy Papows

This portion of the Budget & Finance Committee FY20 Budget Review of the Assessor’s Department convened at 1:52 p.m.

Tab 2-Department 141-Assessors-Page 8 - Taken up at 1:52 p.m.

Nancy Papows, Principal Assessor addressed the Assessors budget.

Personal Services

- Line 511000-Salaries (\$409,180):** Contractual increases.
- Line 514006- Longevity (\$7,250)**
- Line 519010- Sick Leave Buy Back (\$2,700)**
- Line 519024-Sick Incentive (\$1,100)**

Total Assessors Personal Services: \$420,230 (.9% increase for FY20)

Ordinary Maintenance

- Line 530016-Property Data Services (\$29,835):** This line increased for maintenance and support fees which Ms. Papows enumerated through this line item for the Committee. An interim update doesn’t have to be funded with this budget. They’ve been budgeting for the last three years and is kept in a separate fund and will be moved into her budget with the Council’s vote overall. All subline items were noted as minor increases by Ms. Papows. The triennial recertification funding is separately funded and will move into her budget next January for FY21 recertification which totals \$130,000.
- Line 540000- Supplies (\$1,100)**
- Line 571000-In-State Travel (\$950)**
- Line 573000-Dues & Memberships (\$708)**
- Line 578010-Recordings (\$225)**

Total Assessors Ordinary Maintenance: \$32,818 (-25.4% decrease for FY20)

Total Assessors: \$453,048 (1.6% decrease for FY20)

REVISITS: None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Hecht, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Memhard) absent, to recommend that the City Council approve the FY20 appropriations for the ASSESSORS as follows:

Personal Services	\$420,230
Ordinary Maintenance	<u>\$ 32,818</u>
TOTAL:	\$453,048

The B&F Committee concluded this portion of the meeting at 1:55 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

DRAFT

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019 - 8:00 a.m.
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Auditor

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

Also Present: Councilor Lundberg; Councilor Holmgren; Jim Destino; Kenny Costa; John Dunn

This portion of the he Budget & Finance Committee FY20 Budget Review meeting convened at 10:49 a.m. as did the City Council Committee of the Whole at 10:49.m.

Tab 2 - Department 135 – Auditor – Page 4

Kenny Costa, City Auditor, addressed the Auditor budget as follows:

Personal Services

Line 511000 Salaries (\$318,373): The General Ledger accountant position was filled with a “great hire,” Mr. Costa noted.

Line 514006 Longevity (\$3,300)

Line 519010-Sick buyback (\$825)

Line 519024 Sick Incentive (\$1,200)

Total Auditor Personal Services: \$323,698 (1.6% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$5,750): OPEB Reporting Full Valuation a/o June 30, 2018 for CAFR Rept. Update required under GASB 74 & 75 included \$3,500; GFOA Application Fee for CAFR Program; \$750; Printing of CAFR for residents; external & internal users \$1,500 (50 copies): The decrease on this line is due to the OPEB Reporting, Mr. Costa reported, and it will fluctuate year to year. The cost this year is \$3,500 and next year will go up to \$21,000. This is not accounting and can’t be done in house, which he and Mr. Dunn have spoken of in the past, Mr. Costa reported. This isn’t local, Mr. Dunn confirmed, nor is it something anyone has the expertise in the city to do. Councilor Cox asked for that moving forward printing copies for the CAFR should decrease from 50 copies to 25 copies for the CAFR in the next budget. Councilor Hecht expressed his agreement.

Line 530008 Employee Training (\$1,000)

Line 530009 Acc. & Audit (\$53,138): Annual Audit per proposed contract with Roselli & Clark less portion allocated to Water & Sewer Enterprise Funds; Retirement Board Audit and Audit of 3 grants; Retirement Board Audit \$5,000; School EOYR DESE Agreed-upon Procedures Report \$4,000; Single Audit of one Federal award \$5,500. Mr. Costa touched on these sub-line costs for this Line briefly with the Committee.

Line 542000 Office Supplies (\$3,000)

Line 571000 In-state Travel (\$100)

Line 571001 In-state Conferences (\$1,400)

Line 573000 Dues & Memberships (\$590)

Total Auditor Ordinary Maintenance \$64,978 (14.5% decrease for FY20)

Total City Auditor \$388,676 (-1.5% decrease for FY20)

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 FY20 appropriation for CITY AUDITOR as follows:

Personal Services	\$323,698
Ordinary Maintenance	\$ 64,978

Total: \$388,676

The B&F Committee concluded this review at 10:57 a.m.

Respectfully submitted,

**Dana C. Jorgenson
Clerk of Committees**

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

DRAFT

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Board of Health

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

Absent: None.

Also Present: Councilor Lundberg; Jim Destino; Kenny Costa; John Dunn; Karin Carroll

This portion of the B&F Committee FY20 Budget Review meeting convened at 8:22 a.m.

Department 510 – Board of Health – Page 74

The Public Health Department budget was presented by **Karin Carroll**, Public Health Director as follows:

Personal Services

Salaries and wages overall were noted to be lower due to newer, less experienced staff members, and effected longevity as well.

Line 511000-Salaries (\$473,810): Staff responsibilities were touched on briefly by **Ms. Carroll**. They have requested their 20% grant manager come on as a full-time employee to ride out grant cycles and is something that grantors expect of them, especially the state, and think it is important to show on the city's part when also seeking grants. This employee has brought in about \$2.7 million in grant funds over the last five years.

Line 511300-Wages (\$10,170): Includes Animal Inspector and Recording Secretary

Line 513000-Overtime (\$7,945): For Food Inspector and Housing Inspector; additional funds for any unforeseen natural disaster or emergency calls for two inspectors. This is a requested for increase for overtime due to scheduled events.

Line 514006-Longevity (\$2,500): 1 employee at \$1,000; 3 employees at \$500 each.

Line 519024-Sick Incentive (\$2,100): 7 employees at \$300 each.

Total Board of Health Personal Services \$496,525 (3.7% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$3,995): Biomarine water testing; shipping of specimens; CPR training for all city employees; applied Environmental; Maintenance & licensing agreement on currently owned devices; graphic designer services. **Ms. Carroll** touched on this line by saying that Gloucester picks up its portion for a data analyst for certain nursing services for a program for all new families in Gloucester which constitutes referrals and support through outreach managed by the Public Health Nurse. The Health Department is assisted by the City Clerk's office in obtaining data to do mailings to the new parents in the city as part of the outreach.

Line 527015-Rental of Equipment (\$395)

Line 540000- Supplies (\$4,880): This line was touched on briefly it was noted for the outreach program increased this line, to purchase items like diapers, a lack of which can be stressful for young families in financial need. It was noted that Narcan replacement which do expire are in this line. Narcan kits are co-located with city AED machines.

Line 542010-Pubs Equipment (\$0)

Line 550000-Medical/Dental Supplies (\$0)

Line 551000-Educational Supplies (\$2,725): Training for Sanitarian/Title V; Housing Inspector Licensing & annual training; MHOA Conference for 3 staff members.

Line 558006-Uniforms (\$780)

Line 571000-In State Travel (\$60)

Line 573000-Dues & Memberships (\$1,010): This line was touched on for dues and allow for inspectors to attend important informational conferences.

Councilor Cox noted Airbnb's are now being taxed by the state and asked if they are inspected by this department. **Ms. Carroll** noted since the state passed this new requirement they've looked more broadly to learn how many there are, and acknowledged there would be housing inspections. This time of year all of those issues, pools, beaches included makes this the department's busiest times. They are watching those listings, she advised. **Councilor Cox** and **Mr. Destino** spoke

about what the city will institute later in the fiscal year on this issue. There is an impact fee they can locally adopt like the meals tax. He advised they want to see how many there are, how much revenue will be generated. If they adopt the local option they have to do the administration and have to find out what it will cost the city versus the actual revenue because it may require additional city personnel to manage. There may be a legislative move before the Council soon that may include that even if one room is rented they can tax single rooms, he indicated. **Councilor Cox** noted she’s working with the Community Development Director because any room rented for Airbnb takes away viable, needed rentals for residents. Costs need to be covered, and she expressed agreement that research is worthwhile before acting. **Councilor Cox** asked that Ms. Carroll’s staff keep a log on the Airbnb issues. A data count from the Commonwealth was indicated as necessary for the decision-making process. **Mr. Destino** noted the Mayor’s office is receiving many calls, and they’re advising no action is being taken this season; but that it may come forward later in the year. The state tax on Airbnb is 6% and local portion would be 3% that is known as an impact fee which **Councilor Hecht** called, “totally fair.” **Mr. Dunn** advised the city would receive the entirety of the impact fee.

Total Board of Health Ordinary Maintenance \$13,845 (34.2% increase for FY20)
Total Board of Health \$510,370 (4.3% increase for FY20)

REVISITS: None.

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 FY20 appropriations for BOARD OF HEALTH as follows:

Personal Services	\$ 496,525
Ordinary Maintenance	\$ <u>13,845</u>
TOTAL:	\$ 510,370

The B&F Committee concluded its review of the Public Health Department at 8:43 a.m.

Respectfully submitted,

Dana C. Jorgenson
 Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 08, 2019 - 8:00 a.m.
3rd Fl. Council Committee Room - City Hall

FY19 Budget Review: City Clerk; Registrar

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

Absent: None.

Also Present: Councilor Lundberg; Councilor Gilman; Councilor LeBlanc; Jim Destino; Kenny Costa; John Dunn; Joanne M. Senos; Grace Poirier; Grace Macan; Vanessa Krawczyk

This portion of the Budget & Finance Committee FY20 Budget Review meeting convened at 10:10 a.m. as did the City Council Committee of the Whole at 10:10 a.m.

Department 161 - City Clerk - Page 20

Joanne M. Senos, City Clerk presented her budget as follows:

Personal Services

Line 511000-Salaries (\$284,904): Salary increases are step increases according to the new union contracts.

Line 511300-Wages (Part time clerk) (\$0):

Line 512000-Salary & Wages, Temporary (\$8,550): **Ms. Senos** explained this line item as follows: There were 617 city wide public records requests with the City Clerk having 69 of those. They're up 41% on public records requests this year which takes away from her and her staff's time concentrating on their jobs. These requests require going back 15 years or more in some cases. There are 20 boards, commissions and committees that the City Clerk's office now has to post their minutes which wasn't a responsibility of her department before. There are three elections in FY20: a possible preliminary Municipal election in September; a Municipal Election in November, and a presidential primary in March for which the state is looking to do early voting (unfunded) five days before the actual primary. Legislation is coming forward for early voting for all elections held in the state; and she advised she'll know by December. Because of the public records requests, other city departments are turning to the City Clerk's office making requests for information for their own public records requests. They have archival shelving at the Post Office storage area but can't put anything in them because they are in their spring busy season. The on-line dog permitting system is working but is problematic with payment issues that is also adding a burden for her office.

Ms. Senos highlighted that this position is for election seasons, for dog licensing season and census, because in the middle of the next presidential primary the 2020 federal census will occur. The Human Resources Director advised that a 960 retiree won't have any benefits attached but can accrue up to five days sick days. If they go with a regular time person they have paid holidays if their work day falls on a holiday; pay is union scale. **Ms. Senos** noted that with all the computer programs her office utilizes, they will need a person who is efficient with computer equipment. In deference, she pointed out, they removed the line item for a substitute recorder. She added that now if the Clerk of Committees is unable to cover a meeting either she or the Assistant City Clerk will have to do so.

Councilor Cox asked if shellfish licenses issued through the City Clerk's office can't be handled by the Shellfish Constable. **Mr. Destino** advised that the Constable works around tides and for the most part is in the field. Some of the load can be taken off by on-line permitting, and they are expanding that, he reported. **Ms. Senos** advised that commercial licenses are not on line. The one-day shellfish permits are on line; regular permits are on line. Someone has to go into a computer or phone to approve for payment, she pointed out, and to process the permit. She mentioned problems with people applying for a one-day clamming license on weekends for the same weekend.

Councilor LeBlanc conveyed he would want the commercial clamming licenses go to the Shellfish Constable. They know the rules and restrictions and suggested it should be an easy transition. The transient and resident permits could go either way and could stay with the clerk's office, he added. From June 1 through June 30 is the only time commercial clambers can apply for their annual licenses, **Ms. Senos** noted. **Mr. Destino** advised that the Administration would look at this issue. **Councilor Cox** suggested they needed to add for the part-time wages to handle the added requests and be mindful of what the office is being asked to do. **Mr. Destino** pointed out that a lot of the requests for public records are shared by IT and the Legal Department. He agreed it is a burden, noting there is a 10 day limit to fulfilling requests.

Line 51400- Longevity (\$4,250)

Line 519010-Sick Buyback (\$1,350)

Line 519024 Sick Incentive (\$1,200)

Total City Clerk Personal Services \$300,254 (3.5% increase in FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$200)

Line 530008-EE Training (\$2,000): This is for training, conferences for the Assistant City Clerk and City Clerk. This line is flat.

Line 542001-Print/Stationary (\$800)

Line 571000-In-State Travel (\$500)

Line 572000-Out of State Travel (\$300): This line is decreased because travel out of state is difficult.

Line 573000-Dues & Memberships (\$800)

Total City Clerk Ordinary Maintenance \$6,100 (3.2% decrease for FY20)

Total City Clerk \$306,354 (3.3% increase for FY20)

REVISIT:

Department 161 - City Clerk - Page 20

Line 512000-Salary & Wages, Temporary (\$8,550)

Department 163-Registration - Page 22

Line 511000-Salaries (\$54,269)

Line 512000-Salary & Wages Temporary (\$6,600): Increase due to three elections during FY20 (see narrative for **City Clerk Line 512000**). Most of this amount is overtime for custodians to open and close schools and police details if needed, and so this line item is tripled. **Councilor Cox** asked about custodian overtime for elections. She noted that for special events the DPW picks up overtime expense. **Mr. Destino** advised that this is an election cost so they like to keep it in the election line item and will be doing it more frequently – keeping expenses assigned from where they emanate. **Mr. Dunn** explained that other municipalities do the same thing. **Ms. Senos** noted that this is taxpayer money for elections, and it would be in her office.

Line 513000-Overtime (\$6,000): See Line 512000

Line 514006-Longevity (\$1,000)

Line 519024-Sick Incentive (\$300)

Total Registration Personal \$68,169 (14.6% increase for FY20)

Registration Ordinary Maintenance

Line 520000-Purchase of Services (\$43,264): This line increased because of three elections. The sublines were reviewed briefly.

Line 527001-Rental of Buildings (\$600): This line increased for the same reason.

Line 534002-Cell Service (\$1,000): It was noted that cell phones used for elections go back to the vendor between times and are then reissued back to the Clerk's office.

Line 540000-Supplies (\$1,000)

Line 542001-Print/Stationary (\$23,000): Printing of Street List Books \$1,500; Printing of 2020 Annual Census (without postage) \$5,000; Printing Confirmation Mailings per MGL \$6,500; Printing of 2019 Ballots for Preliminary & Municipal Elections \$10,000. **Ms. Senos** noted that printing companies get better rates for mailing than the City Clerk's office could do. She reviewed the previous costs of census forms and envelopes. For the department to do this in house, it would be \$5,500 and that doesn't include staff time at all. They print about 100 books and end up with about 19 left over. They will order about 65 books this year and the vendor will charge \$55 for the restricted books that go to Police and Fire Departments which list every citizen.

Line 571000-In State Travel \$150

Councilor Gilman commented on updating Municode on a regular basis. **Mr. Destino** advised it is funded for \$12,000 out of IT.

Total Registration Ordinary \$69,014 (41.1% increase in FY20)
Total Registration \$137,183 (26.6% increase in FY20)

REVISITS: None.

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 FY20 appropriation for REGISTRATION as follows:

Personal Services	\$68,169
Ordinary Maintenance	<u>\$69,014</u>
TOTAL:	\$137,183

The B&F Committee concluded its review of the City Clerk and Registrar's Departments at 10:36 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Thursday, May 8, 2019 - 8:00 a.m.
1st Fl. Council Committee Room - City Hall

FY20 Budget Review: City Council

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

Absent: None.

Also Present: Councilor Lundberg; Councilor Gilman; Jim Destino; Kenny Costa; John Dunn; Grace Macan; Vanessa Krawczyk

This portion of the Budget & Finance Committee FY20 Budget Review meeting convened at 10:58 a.m. as did the City Council Committee of the Whole at 10:58 a.m.

Dept. 111 - City Council - Page 1

Council President Paul Lundberg presented the Council FY20 budget.

Personal Services

Line 511002-Salaries (\$103,500): It was noted that the Council’s last increase was about four years ago. There was a brief discussion as to whether a raise in the near future with the next Council would be appropriate. **Mr. Destino** highlighted that the Gloucester Council is far more active than many North Shore Councils and Boards of Selectmen. He highlighted the partnership of the Council with the Administration.

Total Personnel Services \$103,500 (.0% increase for FY20)

Ordinary Maintenance

Line 530008-Employee Training Seminars (\$1,000)

Line 540000-Supplies (\$100)

Line 542000-Office Supplies (\$0):

Line 542007-Computer Equipment (\$1,900): Purchase 3 new iPads & accessories as part of replacement program

Line 571000-In-state Travel (\$1,000):

Line 578000-Other expenses (\$500)

Total City Council Ordinary Maintenance: \$4,500 (0% increase for FY20)

Total City Council \$108,000 (0% increase for FY20)

REVISITS: None.

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 FY20 appropriations for the CITY COUNCIL as follows:

Personal Services	\$103,500
Ordinary Maintenance	\$ 4,500
TOTAL:	\$108,000

The B&F Committee concluded its review of the City Council FY19 budget at 11:03 a.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8 2019
3rd Fl. Conference Room - City Hall

FY20 Budget Review: Council on Aging

Present: Chair, Councilor Melissa Cox; Vice Chair, Scott Memhard; Councilor Ken Hecht
Absent: None.
Also Present: Councilor Lundberg; Jim Destino; Kenny Costa; John Dunn; Lucy Sheehan

This portion of the B&F Committee F20 Budget Review meeting convened at 9:45 a.m.

Department 541 – Council on Aging – Page 77

The Council on Aging budget was presented by **Lucy Sheehan**, Senior Center Coordinator, assisted by Mr. Dunn as follows: This is a level funded budget except for contractual items. Present from the Council on Aging Board was Fred Cowan and Barry McKay

Personal Services

Line 511000-Salaries (\$71,657): This line was touched on noting the only increase is contractual.

Line 511300-Wages-Hourly Permanent (\$54,481): All positions under this line item are grant funded and through the support of the Friends of the Council on Aging. The state’s formula grant and positions funded by it were reviewed briefly for the Committee. There was a \$3,000 increase, an amount that is no longer supported by a grant, but it could be different when the full grant is received, **Mr. Dunn** indicated. The Art Coordinator is paid through the city, but the Friends of the Council on Aging pay a stipend of \$5,000 a year to support this 19 hour per week position. **Councilor Hecht** engaged in a brief discussion on the Formula Grant with **Mr. Dunn**.

Ms. Sheehan advocated for the need for an Activities Coordinator which she advised she considers an important position for any Senior Center, which is a benchmark standard. She also asked for a van driver, although she indicated that may be funded through a grant. To fund a full-time activities coordinator would cost \$41,000 just in salary. **Councilor Memhard** thanked Ms. Sheehan for her advocacy.

Line 514006-Longevity (\$3,300): A new employee is added to the total employees eligible for this contractual payment, according to **Ms. Sheehan**.

Line 519010-Sick Buyback (\$1,350)

Line 519024-Sick Incentive (\$926)

Total Council on Aging Personal Services \$131,714 (5.6% increase for FY20)

Ordinary Maintenance

Line 534003-Postage (\$1,200)

Line 542000-Office Supplies (\$2,800)

Line 545000-Custodial Supplies (\$693)

Line 573000-Dues & Memberships (\$1,802): Noted as slightly increased, **Ms. Sheehan** noted due to the formula grant.

Total Council on Aging Ordinary Maintenance \$6,495 (4.4% increase for FY20)

Total Council on Aging \$138,209 (5.5 % increase for FY20)

REVISITS: None.

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 FY20 appropriations for the COUNCIL ON AGING as follows:

Personal Services	\$131,714
Ordinary Maintenance	\$ 6,495

TOTAL: \$138,209

The B&F Committee concluded its review of the Council on Aging at 9:56 a.m.

Respectfully submitted,

**Dana C. Jorgenson
Clerk of Committees**

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

DRAFT

CITY COUNCIL STANDING COMMITTEE

Budget & Finance

Wednesday, May 8, 2019

3rd Fl. Conference Room – City Hall

FY20 Budget Review: Inspectional Services & ZBA

Present: Chair, Councilor Melissa Cox, Vice-Chair Councilor Scott Memhard; Councilor Ken Hecht**Absent: None.****Also Present: Councilor Lundberg; Councilor Gilman; Kenny Costa; John Dunn; Bill Sanborn**

This portion of the B&F Committee FY20 Budget Review meeting convened at 10:01 a.m. as did the City Council Committee of the Whole at 10:01 a.m.

Department 241 – Inspectional Services – Tab 2, Page 48

The Inspectional Services budget was presented by **Bill Sanborn**, Inspector of Buildings, assisted by **Mr. Destino** and **Mr. Dunn** as follows:

Personal Services

Line 511000-Salaries (\$523,433) and Line 511300-Wages (\$0): Mr. Sanborn noted that most lines are staying the same but for contractual increases. There was a shift out of Line 511300-Wages and this line now has the part-time inspector taking on a full-time inspector role and so is reflected in this like accounting for the increase. **Mr. Dunn** noted the 8.2% is really 1.5%.

Line 512000-Salary & Wages Temporary (\$2,500)**Line 514006-Longevity (\$6,300)****Line 519010-Sick Buyback (\$2,700)****Line 519024-Sick Incentive (\$2,700)****Total Inspectional Services Personal Services \$537,633 (1.9 % increase for FY20)****Ordinary Maintenance****Line 524007-Repair & Maintenance Office (\$420)****Line 527015-Rental Equipment (\$1,950)****Line 530000-Professional/Technical Consultation (\$1,000)****Line 530006-Engineering/Architecture (\$1,000)****Line 542000-Office Supplies (\$1,800)****Line 542001-Print Stationery (\$1,500)****Line 542004-Computer Supplies (\$3,700)****Line 543011-Hardware Small Tools (\$500)****Line 558006-Uniforms (\$500)****Line 573000-Dues & Membership (\$2,000)****Total Inspectional Services Ordinary Maintenance \$14,370 (0% increase for FY20)****Capital Outlay****Line 585000-Equipment (\$4,000):** Purchase of a handheld portable scanner for Sealer of Weights & Measures**Line 585013-Office Furniture (\$4,000):** Replace front counter for Building Dept. \$2,000; replace section of carpeting \$2,000

Mr. Destino noted this is the “rare” department that brings in more revenue than it spends. Councilor Memhard pointed out this is reflective of the economic investment in the community. **Mr. Destino** pointed out this was why they invested in moving a part-time inspector to a full-time inspector as growth is trending upward in the city. This is a busy department, he pointed out, and there may be more growth in this department in the near future. **Mr. Sanborn** expressed agreement saying that they’re not projecting any decline in construction for the next fiscal year. With the cannabis industry construction and retail shops proposed for the city, plus new residential construction is

very impactful, it was noted. **Mr. Sanborn** advised his department is seeing an exceptional amount of permits being pulled. The streamlining of the permitting process was highlighted through on-line permitting by **Councilor Hecht**. **Mr. Destino** advised there are less people seeking assistance at the counter, but those permits still have to be reviewed and administrated even though the submittal and approval is electronic. **Mr. Sanborn** noted the processing of paperwork still has to be done in managing the administrative side, although the public finds the process more streamlined from their perspective.

Councilor Lundberg noted that the department has no vehicle expense considering all their field work and should take credit for it. **Mr. Destino** pointed out the department obtained vehicles last year, which are shared electric vehicles. **Mr. Sanborn** advised that the electric vehicles are working out very well for the department. **Councilor Lundberg** asked if there is a plan to replace them. **Mr. Dunn** noted there are three 2015's that they bought. There is an "ask" coming before the Council to buy three 2016's more which he advised makes sense as they are fairly low mileage, and because a of grants the city will pay 40 cents on the dollar. They had a conversation with the Police Chief and the Chief has some vehicles that may be able to be disbursed throughout the city. He noted that Mr. Sanborn has asked for an Explorer type of vehicle for his department.

Total Inspectional Services Capital Outlay (\$8,000)
Total Inspectional Services \$560,003 (2.9% increase for FY20)

REVISIT: None.

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 FY20 appropriations for INSPECTIONAL SERVICES as follows:

Personal Services	\$ 537,633
Ordinary Maintenance	\$ 14,370
Capital Outlay	\$ 8,000
TOTAL:	\$ 560,003

REVISITS: None.

Department 176 – Zoning Board of Appeals

This department has been left open and remains on the books but all expenses under Personal Services and Ordinary are now folded into the Inspectional Services budget.

Department 165 - Licensing Board

Department is as the same as Zoning Board of Appeals.

The **B&F Committee** concluded its review of Inspectional Services at 10:09 a.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT THE MEETING: None.

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Law

Present: Chair, Councilor Melissa Cox; Vice Chair, Scott Memhard (absent from this portion of the meeting); Councilor Ken Hecht

Absent: None.

Also Present: Jim Destino; Kenny Costa; John Dunn; Chip Payson

This portion of the B&F Committee FY20 Budget Review meeting convened at 1:35 p.m.

Department 151 – Law – Pages 13

Presenting the Legal Department’s budget was **Mr. Destino** and **Chip Payson**, General Counsel as follows:

Personal Services

Mr. Destino noted this section of the Law budget is flat.

Line 511000-Salaries (\$202,370): General Counsel and Paralegal

Line 511300-Wages-Hourly Permanent (\$51,531): Asst. General Counsel

Line 514000- Longevity (\$1,500)

Total Law Department Personal Services \$255,401 (.4% increase for FY20)

Ordinary Maintenance

Line 530008-Employee Training (Legal) Seminars (\$1,000)

Line 530010-Legal Services (\$60,000):

Line 538001-Witness Litigation Support Services (\$10,000)

Line 542000-Office Supplies (3,000)

Line 571000-In State Travel (\$1,000)

Line 573000-Dues & Memberships (\$15,000)

Line 576000-Judgements/Settlements (\$15,000)

Total Law Department Ordinary Maintenance \$105,000 (.0% increase for FY20)

Total Law Department \$360,401 (.3% increase for FY20)

REVISIT: None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Memhard) absent, to recommend that the City Council approve the FY20 appropriations for LAW as follows:

Personal Services	\$255,401
Ordinary Maintenance	<u>\$105,000</u>
TOTAL	\$360,401

The B&F Committee concluded its review of the Legal Department at 1:36 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Library Administration

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

Absent: None.

Also Present: Councilor Lundberg (entered the meeting at 8:14 a.m.); Jim Destino; Kenny Costa; John Dunn; Deborah Kelsey; Grace Macan; Vanessa Krawczyk

This portion of the B&F Committee FY20 Budget Review meeting convened at 8:04 a.m.

Department 610 – Library Administration – Tab 2, Page 84

Councilors Cox & Hecht acknowledged under MGL c. 268A they are a corporator of the Library but since there is no financial interest they may participate in discussion and voting. **Councilor Memhard** acknowledged his former role as Library Board president and Board member.

The Library Department budget was presented by **Deborah Kelsey**, Library Director as follows:

Personal Services

Line 511000 – Salaries (\$876,171): **Ms. Kelsey** noted that this line accounts for step and contractual increases. There is one additional staff member full time in this budget.

Line 511300 – Wages-Hourly Permanent (\$20,536): **Ms. Kelsey** noted this line represents a children's aide; library page aid jobs and 2 floating substitute library assistants to cover staffing needs.

Line 5143004-Shift Differential (\$3,184): This line item is a differential of \$1.00/hour for those employees who work on Saturdays.

Line 514006- Longevity (\$14,750): This line is for only the most senior staff members, 9 in all.

Line 519010-Sick Buyback (\$9,450): For 7 employees

Line 519024-Sick Incentive (\$5,700): For 16 employees plus 3 additional staff at \$300 each.

Mr. Dunn advised the city funds personnel and its books and subscriptions lines and the corporation takes care of the physical plant, a 501(c)3.

Councilor Hecht noted the salaries budget went up \$110,000 and asked what is the additional person cost is. **Ms. Kelsey** advised it is \$49,225 which is mid-range. The rest of the funds are existing contract obligations. **Mr. Dunn** noted on page 85, Total Library Services, shows a \$60,000 difference. **Councilor Memhard** noting **Line 51004**-Shift Differential, asked about a Sunday differential. **Ms. Kelsey** advised the long-term goal is for the Library to be open on Sundays with hours in keeping with the Cape Ann Museum saying it would cost \$50,000 to \$60,000 to do that along with shift differential. **Councilor Cox** asked if that included a custodian because it would be a four hour minimum. **Ms. Kelsey** advised it didn't. **Mr. Destino** mentioned that there would be a need for security as well. **Councilor Memhard** agreed that would be a cost for security. **Ms. Kelsey** advised it is being supported by the Library Corporation, which is a new cost to the library that they are handling, at 59 hours per week for every hour the library is open.

Total Library Administration Personal Services \$929,791 (7% increase for FY20)

Ordinary Maintenance

Line 551004 – Books (\$145,659): **Ms. Kelsey** advised this line is for purchase of books and materials. She noted the state requires that the Library spends 13% of its municipal appropriation budget on books and materials including electronic -- anything that goes out to the public -- to be certified to receive state aid and be part of the state's library network based on the population served. The difference, she said, comes from private funds and state aid.

Line 573000-Dues & Membership (\$45,000): This line represents the Basic Library Network membership known as "NOBLE."

Mr. Dunn advised this recognizes that the Trustees picked up the expense of the security costs, which is the reason the city picked up this line. **Mr. Destino** noted that this department has received the largest increase of all city departments.

Councilor Cox expressed appreciation for the Library’s picking up the security costs. **Ms. Kelsey** introduced trustees of the Sawyer Free Library: Joe Grella; Pricilla Malboeuf; Mern Sibley; Fran Alberti; Joanne Riley; Fred Cowan, former president of the board.

Mr. Alberti thanked the Administration and the Committee for the dollar increase for the city to pick up NOBLE – the Basic Library Network Membership. **Mr. Grella** noted that the new building will move forward with private funding to save and improve the facility.

Councilor Cox asked where the funds generated by the Friends of the Library go. **Ms. Kelsey** advised it goes to programming.

Total Library Administration Ordinary Maintenance \$190,659 (34.2% increase for FY20)

Total Library Administration \$1,120,450 (11.5% increase for FY20)

REVISITS: None.

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 FY20 appropriations for LIBRARY ADMINISTRATION as follows:

Personal Services	\$929,791
Ordinary Maintenance	\$190,659
TOTAL:	\$1,120,450

This portion of the meeting was concluded at 8:19 a.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING:

- Massachusetts Libraries-Board of Commissioners Massachusetts Library Funding Chart
- State of the Gloucester Lyceum & Sawyer Free Library: In preparation of FY2020 Budget, presented by the Gloucester Lyceum & Sawyer Free Library Board of Trustees

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Information Technology

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

Absent: None.

Also Present: Councilor Gilman; Councilor Lundberg (left the meeting at 11:38 a.m.); Jim Destino; Kenny Costa; John Dunn; James Pope

This portion of the B&F Committee FY20 Budget Review meeting convened at 11:15 a.m. as did the City Council Committee of the Whole at 11:15 a.m. The Committee of the Whole adjourned at 11:38 p.m. when Councilor Lundberg left the meeting.

DEPT. 155 – Management Information Systems – Page 17

Mr. Destino and Mr. Dunn reviewed the IT Department with MIS Director James Pope presented the budget for Department 155-Management Information Systems (IT) as follows:

Personal Services

Line 511000-Salaries (\$330,472): In FY19 there was a change in staff and that they took the opportunity to realign job titles. Step and track changes are close to last year's numbers. It is hoped that the department will be fully staffed the entire year.

Line 511300-Wages (\$22,370): Part-Time Clerical

Line 514006-Longevity (\$1,500): This line is for one employee 10+ yrs. - split 75% IT; 12.5 % Water Enterprise Fund & 12.5% Sewer Enterprise Fund and one employee with 5 years of service.

Line 519024-Sick Incentive (\$1,350): 4 employees GMAA; 1 AFSCME

Line 519032-On Call (\$3,900): Weekly stipend paid to IT systems analyst assigned to on-call duties (\$75/wk): **Mr. Pope** advised working with Personnel, they were able to come up with a mechanism for the GMAA employees that aren't eligible for overtime. The HR Director suggested a \$75/week stipend for those employees who are assigned to on call duties. It was termed "cheap" for funding this needed service.

Total Personal Services \$359,592 (1.0% increase for FY20)

Ordinary Maintenance

Mr. Pope advised as follows: This is the first year they're not paying for the old financial system. Moving forward they are almost at 100% on MUNIS. The last project is moving utility billing for Water and Sewer to MUNIS next. There is not a lot of new or removals from the IT budget. It is software renewals year to year used to be about 3% a year and now are exceeding 7% to 8% a year. That can be absorbed into the budget for FY20. The spending is 5% less for internet service; and much stays the same. They have increased hardware replacement absorbing the Fire Department. There are three buildings left to convert telephones, including City Hall, the Police Department and the Council on Aging.

In response to an inquiry by **Councilor Memhard**, **Mr. Pope** advised when they did their data center project, the city took over a platform as a service. They manage that, and the schools are replacing some of their aging infrastructure, but now aren't budgeting for it. The "care and feeding" (maintenance) comes out of his department. The next opportunity falls under the Police Department by replacing their aging server infrastructure in a way that makes it have a better bridge for connectivity but because of the nature of that work, it also has to remain an island. If a catastrophic failure happened on their side everything would have to be fixed on that island. With the changes, they could run off of equipment at another location and keep going until a total fix was made. There is more connectivity and collaboration with shared platforms, **Mr. Pope** reported. The school employees respond to school requests and work differently supporting teachers and students. They are doing a good job sharing the big expenses, he indicated.

Speaking to cyber security concerns at **Councilor Memhard's** request, **Mr. Pope** advised that this presents an interesting problem. He described the way people get into networks is becoming more sophisticated; from a system point of view they adhere to Homeland Security suggestions and tossed out Kaspersky and went with a new product that leverages AI and those are more about malware attacks. He pointed out that the city of Atlanta was paying ransom to unlock servers.

They are doing the best to stay on the edge as they're funded appropriately so that they can use the right protection. The side they have to put more time into is on staff training. The risk increases regardless, **Mr. Destino** advised. Operationally to minimize risks, they don't invite targets, **Mr. Pope** highlighted, and gave several examples.

There was also a discussion on payment with credit cards and those who can respond to an RFP, for services that can allow for payment via a cell phone. The Committee participated in this discussion as did **Mr. Dunn** and **Mr. Destino** who advised that they are confident with cash handling procedures which was a further discussion as opposed to going cashless for certain applications for payments within the city. **Councilor Lundberg** also offered his opinion in this conversation. **Mr. Destino** highlighted ViewPermit has been a great addition for the city, and they need to expand and do better for proficiency throughout the city's organization and train around them.

Councilor Cox asked why there was no mileage reimbursement or travel expenses noted for the IT Department. **Mr. Pope** noted that no employee in his department puts in for mileage. He conveyed he did track it and that it really doesn't add up to much of anything. **Mr. Dunn** noted if there was a choice between having a company car, or their own car, Mr. Pope's staff take their own cars. There is an account available, and it can be funded through internal transfer. He mentioned on cyber issues, they do have insurance through MIIA, and it will be renewed. **Mr. Destino** pointed out the city is light years ahead of most cities in the state.

Noting the website redesign process by **Councilor Cox**, **Mr. Pope** reported they are in early stages of what they think the new city website should do and how it should work but are in the conceptual stage. While that is going on, he and his clerk have been combing through content and will then will speak with department heads to talk about and obtain content.

Line 524007-Repair & Maintenance Office (\$20,323)

Line 524015-Repair & Maintenance Computer Equipment (\$48,500)

Line 524017-Repair & Maintenance Equipment (\$0)

Line 524033-Repair & Maintenance Software Maintenance (\$152,012): Support, maintenance & updates for purchased software which includes financial applications

Line 524039-Repair & Maintenance Telephone (\$19,700)

Line 527016-Rental Vehicles (\$0): This is one of the 2016 leases that the city will be purchasing, **Mr. Dunn** advised.

Line 530000-Professional & Technical Consultants (\$60,000)

Line 530008-Employee Training (\$16,300)

Line 530028-Software Services (\$234,934): Noted as annual agreements & new software purchases. **Mr. Pope** highlighted.

Line 534002-Cell Service (\$17,000): Consolidated mobile device service & related hardware for: IT, Health, Comm. Dev., Shellfish, Inspectional Services and the Mayor's Office.

Line 534008-Website (\$9,620)

Line 534009-Internet Maintenance (\$10,800)

Line 542000-Office Supplies (\$1,000)

Line 542004-Computer Supplies (\$11,000)

Line 57300-Dues & Memberships (\$3,575)

Total Information Technology Ordinary Maintenance \$604,764 (-4.8% decrease for FY20)

Capital Outlay

Line 585014-Computer Equipment (\$55,000): Replace user workstations – 20% of equipment per year \$45,000; Server/network rooms equipment replacement – Items for server & network rooms including rack hardware, cabinets, cables, UPS & additional equipment.

Total Information Technology Capital Outlay \$55,000 (57.1% increase for FY20)

Total Information Technology \$1,019,356 (.7% decrease for FY20)

REVISITS: None.

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 FY20 appropriations for MANAGEMENT INFORMATION SYSTEMS as follows:

Personal Services	\$ 359,592
Ordinary Maintenance	\$ 604,764

Capital Outlay	<u>\$ 55,000</u>
TOTAL:	<u>\$1,019,356</u>

The B&F Committee concluded its review of the IT Department at 11:50 a.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

DRAFT

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019 - 8:00 a.m.
1st Fl. Council Committee Room - City Hall

FY20 Budget Review: Executive-City Mayor

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

Absent: None.

Also Present: Councilor Gilman; Councilor Lundberg; Jim Destino; Kenny Costa; John Dunn

This portion of the Budget & Finance Committee FY20 Budget Review meeting convened at 10:41 a.m. as did the City Council Committee of the Whole at 10:41 a.m.

Department 121 – Executive-City Mayor – Page 2

Jim Destino, CAO presented the Mayor's Department's the budget as follows:

Personal Services

Line 511000 – Salaries (\$357,018): \$100,000-Mayor; \$122,783 -CAO; -Assistant to the CAO (\$81,228) funded a full year; Executive Secretary; Clerical staff-\$53,007: increase is for the Assistant to the CAO which **Mr. Destino** termed a very good investment for the city.

Line 514006-Longevity (\$2,750)

Line 519024-Sick Incentive (\$900)

Total Executive-City Mayor Personal Services \$360,668 (11.4% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$10,000): Fireworks; sponsorships, etc.

Line 540000-Supplies (\$1,000)

Line 571000-In State Travel (\$500)

Line 572000-Out of State Travel (\$1,500)

Line 573000-Dues & Memberships (\$10,000): MMA; Nat'l League of Cities; ICMA, etc.

Line 578000-Other Expenses (\$1,500)

Line 578001-Contingencies/Emergencies (\$25,000): Amount is used for any unforeseen expenditure for the entire city side of the budget; funding could be used for any unplanned event but deemed necessary; expenditure approval of the Administration and/or Council. **Mr. Destino** highlighted that this is "woefully short" for the amount of requests that come into the Mayor's Office. **Councilor Cox** noted that smaller events have lost sponsorship to bigger events that are coming into the city which is a reason there has been an increase of requests coming to the Mayor's office. **Mr. Destino** advised there is only so much the Mayor's Office can do. Small businesses are generous with assisting with funding for such things which **Councilor Cox** offered her agreement. She suggested that the fireworks be cut back to one time a year rather than two in one summer season. She offered that with more, larger events invited to the city, those events are taking away from smaller, homegrown events to raise money internally. **Mr. Destino** noted they've decreased the number of road races and sponsorship for them because they are trying to reset with Special Events to be mindful of the quality of life for residents in the summer season. If these organizations are not giving back to the community, and not a charitable organization, they should be scrutinized and limited as to access -- several races have already been refused, he pointed out. He added as they build the economic base with the cannabis industry, that industry is looking to write checks, and asked these needful organizations touch base with him.

Total Executive-City Mayor Ordinary Maintenance \$49,500 (0% increase for FY20)

REVISITS: None.

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 FY20 appropriation for EXECUTIVE-CITYMAYOR as follows:

Personal Services	\$360,668
Ordinary Maintenance	<u>\$ 49,500</u>
TOTAL	\$410,168

The B&F Committee concluded its review of the Mayor's Department at 10:49 a.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

DRAFT

COMMITTEE OF THE WHOLE
CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Human Resources including Health Insurance, Worker's Compensation, Unemployment & Medicare

Present: Chair, Councilor Melissa Cox; Vice Chair, Scott Memhard (left the meeting at 1:28 p.m.); Councilor Ken Hecht

Absent: None.

Also Present: Jim Destino; Kenny Costa; John Dunn; Vanessa Krawczyk; Grace Macan

This portion of the B&F Committee FY20 Budget Review meeting convened at 1:00 p.m.

Department 152 – Personnel-Human Resources – Page 15

Mr. Dunn noted when reviewing the HR budget it is a true reflection of a departmental function of salary and other departmental expenditures as it contains: Health Insurance, Medicare Taxes, Unemployment, and Worker's Compensation which previously were contained within the Human Resources (HR) and Treasurer/Collectors budgets.

The Human Resources Department's budget was presented by **Mr. Destino** and Human Resources Director, **Donna Leete**

Personal Services

Line 511000-Salaries (\$232, 211): Three full-time staff positions with contractual obligations for increases along with adding five hours per week for the Assistant Director who now works a 40 hour work week due to an additional workload. It was noted that this is in line with the legal secretary, the Mayor's secretary, DPW secretary which are all 40-hour a week, non-union staffers. This is five hours at the same rate which adds enough value to warrant this change, **Mr. Destino** advised.

Line 514006-Longevity (\$3,600): This bumps up because of one employee hit a new level.

Line 519003-Training GMAA (\$15,000)

Line 519004-Training AFSCME A (\$2,500); Line 519005-Training AFSCME B (\$6,000) - These were noted as contractual obligations; **Line 519008-Training Managers (\$10,000).** **Mr. Destino** commented that there was extra money last year to do training, but have dropped it back to \$10,000 this year. **Ms. Leete** reported last year was the first installment of leadership training for managers. There is supervisory training now for the next level down, all with Endicott, which is an investment in staff to have the tools they need to perform their jobs. She advised there will be another prevention of harassment and discrimination workshop with a top-notch trainer for the public and private sector. **Councilor Cox** mentioned that having such training during the day is problematic as Councilors work and are unable to attend, and the same for members of boards, committees and commissions. She asked that some consideration be given for evening training sessions.

Line 519010-Sick Buyback (\$1,500)

Line 519021-Incentive-A (\$31,302): This line is affected by the new contract with the AFSCME A employees, **Mr. Destino** commented. **Mr. Dunn** added there was \$43,000 in FY19, and there is zero in AFSCME B -- it should have been split between the two units. In FY20 it is \$46,000 combined. It isn't really a 27% reduction, he indicated.

Line 519022-Incentive B (\$16,457) - costs for both line items is in Line 519021. There is little change from last year noted.

For the AFSCME A incentive, they have a clothing allowance rolled in there, so it is \$450 per person; and in AFSCME B it is a performance appraisal incentive of \$350 per person, **Ms. Leete** advised on an inquiry by **Councilor Hecht**. **Councilor Cox** noted the incentives is not pensionable money, and expressed preference to pay employees in this manner.

Line 519024-Sick Incentive (\$300)

Total Personnel-Human Resources Personal Services \$318,870 (2.6% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$46,160)

Line 573000-Dues & Memberships (\$450)

Line 578015-Awards (\$2,500):

Total Personnel-Human Resources Ordinary Maintenance \$49,100 (-4% decrease for FY20)
Total Personnel-Human Resources \$367,980 (2.2% increase for FY20)

REVISITS: None.

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 FY20 appropriations for PERSONNEL-HUMAN RESOURCES as follows:

Personal Services	\$318,870
Ordinary Maintenance	\$ 49,110
TOTAL	\$367,980

Department 901-HEALTH & LIFE INSURANCE – Page 88

Line 517003-Health Insurance (\$7,948,273): This line encompasses: City Active (\$3,647,259); City Retiree (\$2,201,737); Retired Municipal Teachers (\$2,002,723); Additional Hires (\$0) and Dental (\$96,554): **Mr. Dunn** noted that while these are based on the GIC plans, there won't be much movement during open enrollment and that this is a reasonable number for where they are now. Because of budget constrictions they like to have something imbedded for new position hires. Additional Hires subline is at 0. If state aid turns out to be a little bit bigger they make take that extra and put it in there. **Ms. Leete** advised that for every retirement they get, when they replace that retirement, they increase their numbers of health insurance by one for every time someone retires. **Mr. Dunn** commented that some municipalities carry all their health insurance costs all within their General Fund and nothing on the school side; others will push the Retired Mass Teachers (RMT) out to the school side. Regardless, he pointed out, it has to be funded. He recounted that at the end of the year when the School Dept. files its year-end report, he and Mr. Costa give them information of costs that are that are incurred within the General Fund that are really school-related expenses which are now reportable in terms of net school spending. All of that is driven by getting to the per pupil expense. **Mr. Costa** pointed out School Choice is another big expense with **Mr. Dunn** adding that pensions are added into that. There is a schedule which is kept (on file). The city side picks up the retired teachers but the Schools take up all the other retired and active workers, **Mr. Costa** confirmed. **Mr. Dunn** noted when the city went directly into the GIC, they kept the retired teachers on the city side. **Mr. Destino** noted this is the last year for the GIC three-year commitment, saying that the GIC has been pretty good for the city when previously there was double digit health insurance increases annually. Generally the GIC has been the right place for the city, he added. **Councilor Cox** asked if they would shop the rates. **Mr. Destino** advised they would, but that they have the state legislature on their side that will step in if there are issues with the GIC. This is right up the Mayor's alley, he pointed out. The GIC has saved the city some money, he offered which **Mr. Dunn** confirmed.

Line 517006-Life Insurance (\$16,600): No increase for FY20

Line 517013-Medical Penalty (\$274): This line represents only two retirees who receive payment for a Medicare Penalty. This line will eventually zero out.

Line 517014-Medical Services (\$32,000): Employee Assistant Program; Pre-employment physicals; Pre-employment Psychological evaluations, Mandatory & Pre-employment drug & alcohol testing.

TOTAL: \$7,997,147 (3.7 % increase for FY20)

REVISITS: None.

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 FY20 appropriation for HEALTH & LIFE INSURANCE as follows:

Personal Services	\$7,997,147
TOTAL:	\$7,997,147

Department 903-MEDICARE – Page 89

Line 517008-Medicare Insurance (\$740,000): This line represents Medicare/FICA/SS which is 1.45% of salaries. This is the city’s match. This includes the entire city employee roster. This doesn’t cover the whole cost as some costs are distributed to the Enterprise Fund. This is the city’s 50% obligation.

TOTAL: \$740,000 (14.5% increase for FY20)

REVISITS: None.

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 FY20 appropriations for MEDICARE as follows:

Personal Services	<u>\$740,000</u>
TOTAL:	\$740,000

Department 910-WORKER’S COMPENSATION – Page 90

Line 517001-Worker’s Compensation (\$99,455): Payroll for Permanent & Total and Long term, Court appointed
Line 517009-Worker’s Compensation Settlement (\$300,000): Medical costs for workers compensation claims.

It was noted that the city is self-insured. Settlements were noted to be usually lump sum, **Mr. Dunn** conveyed for one year. **Councilor Memhard** advised outside insurance would be prohibitive. **Councilor Hecht** asked if being self-insured is preferable from a litigation point of view. **Mr. Destino** expressed that the team they have is a good one and covers all the bases.

Councilor Memhard left the meeting at 1:28 p.m.

TOTAL: \$399,455 (14.4% increase for FY20)

REVISITS: None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Hecht, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Memhard) absent, to recommend that the City Council approve the FY20 appropriations for WORKER’S COMPENSATION as follows:

Personal Services	<u>\$399,455</u>
TOTAL:	\$399,455

Department 915-UNEMPLOYMENT COMPENSATION - Page 91

Line 517002-Unemployment Insurance (\$50,000)

TOTAL: \$50,000 (0% increase for FY20)

REVISITS: None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Memhard) absent, to recommend that the City Council approve the FY20 appropriations for UNEMPLOYMENT COMPENSATION as follows:

Personal Services	<u>\$50,000</u>
Total	\$50,000

The B&F Committee concluded its review of the Human Resources Department at 1:31 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
 Wednesday, May 8, 2019
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Purchasing

Present: Chair, Councilor Melissa Cox; Vice Chair, Scott Memhard (absent from this portion of the meeting); Councilor Ken Hecht
Absent: None.
Also Present: Jim Destino; Kenny Costa; John Dunn

This portion of the B&F Committee FY20 Budget Review meeting convened at 1:32 p.m.

Department 138 – Purchasing – Page 6

Mr. Dunn presented as follows:

Personal Services

Line 511000-Salaries (\$158,184): This line item is for two staff, both in GMAA, and increases are limited to step increases. Longevity, Sick Leave Buy Back and Sick Incentives line items were touched on briefly. All other Personnel lines were noted as mostly unchanged from FY20.

Total Purchasing Personal Services \$162,134 (2.0% increase for FY20)

Ordinary Maintenance

Line 524007-Repair & Maintenance Office Equipment (\$4,425): Increase is due to contracts for maintenance on office machines.

Line 527006-Lease Copier Equipment (\$11,430)

Line 527018-Postage Machine (\$2,750)

Line 530011-Advertising (\$32,000)

Line 534003-Postage (\$75,000)

Line 534007-Telephone Use (\$42,000): Phone services, including local & long distance at City Hall, City Hall Annex, DPW, Senior Center, Veterans Services, Police & Fire. Mr. Dunn pointed out for Councilor Hecht that this line doesn't include the Schools and is carried in their budget because it is less expensive to do it that way because they have the ability to obtain discounts that the city side can't take advantage of.

Line 542000-Office Supplies (\$11,500): Includes office supplies (including toner) and copy paper for the departments

Line 542001-Print Stationery (\$2,500): Business cards for city managers; envelopes for departments & printed forms as needed.

Line 573000-Dues & Memberships (\$450)

Total Purchasing Ordinary Maintenance \$182,055 (.3% increase for FY20)

Total Purchasing \$344,189 (1.1% increase for FY20)

REVISITS: None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Hecht, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Memhard) absent, to recommend that the City Council approve the FY20 appropriations for PURCHASING as follows:

Personal Services	\$162,134
Ordinary Maintenance	<u>\$182,055</u>
TOTAL:	\$ 344,189

The B&F Committee concluded its review of the Purchasing Department at 1:35 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

DRAFT

CITY COUNCIL STANDING COMMITTEE

Budget & Finance

Wednesday, May 8, 2019-8:00 a.m.

1st Fl. Council Conference Room – City Hall

FY20 Budget Review: Overview of Revenues: Special Reserves; Cherry Sheet Assessments; Regional Vocational School; Pension; OPEB; CPA Fund; Revolving Funds

Present: Chair, Councilor Melissa Cox; Councilor Scott Memhard (entered the meeting at 2:44 p.m.); Councilor Ken Hecht

Absent: None.

Also Present: Councilor Gilman (entered the meeting at 2:55 p.m.); Councilor O'Hara (entered the meeting at 3:24 p.m.); Kenny Costa; Jim Destino; John Dunn; Grace McCann; Vanessa Krawczyk

This portion of the Budget & Finance Committee FY20 budget review meeting was convened at 2:44 p.m. The Committee of the Whole convened at 3:24 p.m. with the arrival of Councilor O'Hara

The following Revenues Review is found under Tab 1 in the Annual Budget Report-FY2020 unless noted otherwise in the text.

Tab 1 - Miscellaneous Receipts – Page 1:

Line 484000-General Government Miscellaneous Revenue (\$75,000): Mr. Dunn noted that this line is level funded from FY19. This account acts as a catch all for miscellaneous revenue that isn't budgeted elsewhere in the General fund that comes into the city.

Line 484012-Gloucester Crossing Host Agreement (\$16,667): In accordance with the Gloucester Crossing Host Agreement, \$16,667 is paid annually to the city by agreement (through 2023).

Line 484018-Inter-Municipal Agreement-Veterans' Services (\$29,000): Revenue from the Towns of Rockport & Manchester-by-the-Sea to support regional Veterans' Services by agreement and is level budgeted. Mr. Dunn noted that the \$29,000 copied from the current year's budget. It should be \$30,000 for revenue for this line. The line will remain unchanged. Mr. Destino pointed out that there are six different unions in negotiations with the city and any money that can fall to the bottom line will be used, he assured.

Line 484019-Inter-Municipal Agreement-CSO (\$11,000): Revenue from the Town of Rockport for impact of CSO debt shift on sewer rates. Since the city is in litigation with the Town of Essex no revenue for that town is shown. Whatever is budgeted has to be reasonably expected to be brought into the city.

Tab 1 - Dept. 121-Executive- City Mayor -Page 2:

Line 432031- Naming Rights Fees (-\$50,000): Sponsorship fee per contract with New Balance for exclusive naming rights to Newell Stadium; last payment is in 2021.

Dept. 121-Mayor Licenses-Page 2:

Line 484008-Wind Turbine Metering Credit (\$275,000): Mr. Dunn noted that this is weather dependent revenue and that the turbines are up and running and the cost of the rebate per kW/hr. The payment was received today and is up \$275,000 for the year with a month and a half left (paid monthly). This year it may be over \$300,000 but they'll never get to \$350,000 as originally projected, Mr. Dunn pointed out.

Tab 1-Purchasing-Page 3:

Line 432009-Miscellaneous Fees (\$500)

Dept. 145-Treasurer/Collector-Personal Property Taxes- See Real Estate Tax 20.

Dept. 145-Treasurer/Collector-Real Estate Taxes-Page 3-4:

Line 412020-Real Estate Tax 20 (\$86,927,527):

FY2019 Levy Limit	\$79,051,706
2.5% Annual Increase	\$ 1,976,293
Estimated New Growth	\$ 800,000
Sewer CSO Debt Shift	\$ 2,774,668

Dept. 165-Licensing Board-Page 16: (\$145,000):

Mr. Dunn said the amount budgeted for liquor licenses stays fairly consistent, as do business licenses and is budgeted almost flat year to year.

Dept. 176-Zoning Board of Appeals-Page 17 (\$17,500): No change.**Dept. 210-Police Administration-Page 18:**

Line 432017-On Street Parking Fees (\$415,000): Mr. Dunn talked about how they are writing and handing out tickets and collecting revenues. Councilor Cox highlighted there are some parking spots a semi-truck could be parked in and that there are measurements for parking spaces that are badly done. Mr. Destino advised it is a good planning project. Councilor Hecht pointed out that when they talk about finding 5% to 10% more parking spaces after rejiggering parking spaces, then it will tie into development.

FIRE DEPT. - DEPT. 220**Dept. 220-Fire Department-Page 20:**

Line 424002-Ambulance charges (\$1,245,000): Mr. Dunn noted the way this comes in is that it trickles in a little bit but mostly they don't book the revenue until the end of the month and goes to a separate bank account. They get the statement and then book the revenue. He advised they'll meet FY19 budget. Last year there was an additional payment related to Medicare that the city won't get this year as it was a one-time deal, he conveyed. Councilor Cox asked what 2019 actual is. Mr. Dunn advised it is through April 30th. Mr. Destino highlighted a write-off will be coming forward for FY19 from the Fire Department.

Line 477014-Fire Code Violations (\$71,500)

Dept. 241-Inspectional Services-Page 21:

Mr. Dunn advised they bumped this coming year's revenue projections for permits. Projected revenue of \$1.146 million from \$1.092 million already collected for this year and \$1.198 million from the previous year. They are comfortable for this revenue projection, Mr. Dunn advised. At least for next year they are comfortable with this number, he added.

Dept. 292-Animal Control-Page 23 (\$5,000)

Councilor Cox advised this line of fines and forfeits shows that the Animal Control officers are being proactive.

Dept. 296-Shellfish-Page24: (\$35,000)**Dept. 403-DPW-Solid Waste Disposal/Recycling- Page 25:**

Line 432011-Trash Disposal Fee (\$1,100,000): Trash disposal fees. Councilor Cox asked about the difference between the cost of rubbish disposal bags and the rubbish disposal costs. Mr. Destino advised it costs more to get rid of it than collect it. Councilor Hecht asked what the viability is for closed containers for collection of recycling and rubbish. Mr. Destino advised they did a study and it was costly. It isn't so much the covered receptacles, but in Gloucester with the narrow streets, even the downtown streets, the trucks don't have a turning radius. There was a brief discussion on where the trucks were appropriate were in suburban areas not in cities like Gloucester. That contract would be more expensive. Councilor Hecht asked what system they can get for \$1.1 million as other cities and towns do use other methods. Mr. Destino pointed out they are in the middle of a 10 year contract. The city's contractor told them they couldn't do the covered rubbish and recycling bin pick up in Gloucester. The enforcement issue was noted. The Committee discussed different aspects of this issue determining that it will be an ongoing conversation.

Dept. 470- DPW-Public Services-Page 27:

Line 424000-Parking-Seasonal (\$250,000): Fee revenue was noted to be slightly raised again in FY20 based on the fact that the Council voted to raise out of town fees and daily fees for parking for non-residents.

Line 424001-Parking-Daily (\$1,950,000): This line represents daily beach parking revenue and is slightly increased from FY19.

There was a brief conversation on fees and weather dependency for revenues for some of these lines by the Committee, **Mr. Destino** and **Mr. Dunn**.

Dept. 510-Board of Health Permits-Page 28

Line 4450002-Health Department-Permits (\$140,000): **Mr. Dunn** noted this revenue line item was budgeted slightly higher based on a four-year average.

Dept. 810-State Cherry Sheet Receipts-Page 30

Line 462001-Chapter 70 Funds (\$6,699,157): This line is funded as per the Mass. House Ways & Means Budget proposal, **Mr. Dunn** highlighted. If it turns out to be more it is fractional. With the city's mix of population this line item may be higher and be revamped.

Line 466000-Unrestricted GG (\$4,241,003)

Line 446003-Veterans Benefits (\$271,596): This funding comes by a one year lag to the city.

Line 466004-Exemptions for Veterans/Elderly (\$150,653): This is reimbursements for an application process.

Line 466005-State Land (\$22,933): This is for state-owned land in the city that comes to the city such as traffic islands, and rights of way to do maintenance.

Mr. Destino pointed out overall this is a 2% increase and doesn't keep pace with any expenses and the city loses ground every year. This discretionary money shrinks every year, he added.

Dept. 820-Other State Revenue-Page 31

Line 468001- Hotel/Motel Excise Tax (\$850,000): Hotel/motel excise tax from lodging revenues is projected to increase slightly which the city receives quarterly and the fourth quarter is the smallest amount as it is predicated on winter season when many hotels and motels are closed. The Airbnb will have an impact, it was noted and was included. The DOR will send the city its money automatically, **Mr. Dunn** confirmed and will come in quarterly the same way and the calculated the same.

Line 468002-Meals Tax (\$650,000)

Dept. 900-Other Financing Sources-Page 32

Dept. 972-Transfers In Page 32

Line 497006-Transfers in-T/F (Free Cash) (\$350,000): This is to balance the budget.

Total revenues for the city in FY20 is: \$114,730,727

(\$400,000 for abatements)

Total net revenue available for FY20 is: \$114,330,727

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 FY20 General Fund revenue including other financing sources in the amount of \$114,730,727.

GENERAL FUND REVENUES: \$114,730,727

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Hecht the Budget & Finance Committee voted 3 in favor, 0 opposed to approve the FY20 Overlay – Reserve for Abatement and Exemptions in the amount of \$400,000.

TOTAL NET AVAILABLE NET FUNDS FOR FY20: \$114,330,727

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the Budget & Finance Committee voted 3 in favor, 0 opposed to appropriate the amount of \$350,000 (Three Hundred and Fifty Thousand Dollars from General Fund Undesignated Fund Balance – Free Cash, Account #0001-359000 to Fund Balance Reserved for Special Purposes, Account #0001-328000. The purpose of this appropriation from General Fund Undesignated Fund Balance – Free Cash is to reduce the Fiscal Year 2020 Tax Levy.

Tab 2-Dept. 820-Other State & County Assessments-Pg. 87

Line 565004-School Choice Tuition Out (\$2,049,842): Mr. Dunn explained that: this number is reflective of the state senate’s Ways & Means budget proposal. This is the “bill for outgoing students in school in other school districts. This number always moves, he pointed out and always moves higher than where the original budget was in large part because they don’t set the final until some school enrollment figures are available, which aren’t done until October each year. Mr. Costa added that the original FY19 budget amount \$1,893,687 and at recap time the number was \$2,523,705 which has to be made up somewhere else. Mr. Dunn offered that is why they aren’t pressing this number too much now when they know there will be some upward pressure on this number. Some of the SPED students are being taken care of through this type of assessment as opposed to paying the school district directly and is why the number is a bit of an unknown. He called it a “squishy” number, but at this time it is the best number they have at this time.

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 FY20 appropriations for OTHER STATE & COUNTY ASSESSMENTS as follows:

Ordinary Maintenance	<u>\$2,521,973</u>
TOTAL:	\$2,521,973

Tab 2-Dept. 921-Pension/Regular Contributory-Page 92:

Line 578020-Regular-Contributory-Personal Services (\$9,016,187): Mr. Dunn reviewed the PERAC letter (on file). When possible, Mr. Dunn conveyed they try to lay off charges on Grant Funds, Enterprise Funds. The trend over the past while is that fewer and fewer dollars are available for benefits such as health insurance and pension costs to grants has diminished over the years. They are on a 7% increasing funding number for the pension and they send the number to the city. The city’s overall pension liability is fairly low, but the plan to retire that is a bit more aggressive than most as well. They have to retire the liability by 2040, and they are on course to retire it by 2024. This year’s increase is the entire increase for city and schools. What are the drivers, this is the single biggest one in terms of increases.

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 FY20 appropriations for PENSION/REGULAR CONTRIBUTORY as follows:

Personal Services	<u>\$9,016,187</u>
TOTAL:	\$9,016,187

Tab 2-Dept. 942-Regional School Assessments-Page 93:

Line 569001-Vocational School Assessment (\$1,679,941): This line is increased because the number of students attending the Essex North Shore Vocational School from Gloucester has increased. He commented that the Vocational School of late has done a very good job in managing their budget much more effectively. There are 99 city students at the Vocational School the city was assessed for but at this time there are 96 students from the city at the school, Councilor Gilman informed Councilor Hecht who had asked for this information.

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 FY20 appropriations for REGIONAL SCHOOL ASSESSMENTS as follows:

Ordinary Maintenance	<u>\$1,679,941</u>
TOTAL:	\$1,679,941

OPEB (Other Post-Employment Benefits): This matter was touched on briefly by Mr. Costa with the Committee.

Dept. 970 - Other Financing Uses-Page 95

Total is \$105,000

**NOTE: This line is comprised of two items: \$75,000 Athletic Revolving Fund
\$30,000 Certification of Real & Personal Property**

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 FY20 appropriations for OTHER FINANCING USES as follows:

Transfer to Other Funds	<u>\$105,000</u>
TOTAL:	<u>\$105,000</u>

Mr. Destino mentioned they looked out of getting out of Workman's Comp self-insuring, it was \$500,000.

Tab 4, Community Preservation Fund Pages 1-5

Revenues Pages 1-2:

Mr. Costa highlighted the match from the state is down due to larger cities coming into the state funding pool. The expectation is about at 12%. It was noted by Mr. Destino that there is legislation to increase the funding percentage for CPA to cities and towns and that it could be 17% and looks like it is going to happen. Total revenue is \$710,000 from the CPA surcharge. Mr. Dunn and Mr. Costa noted this is a special revenue fund.

Line 417007-Penalties & Interest CPA (\$1,250): CPA-Penalties and Interest on taxes; Interest on late payments of CPA tax revenues which is lowered slightly from FY18 as people are paying on time.

Line 419520-CPA 20 (\$636,000) FY20 CPA Tax Revenue estimated amount of total CPA taxes revenue for FY19 (1% surcharge).

Line 468000-Other State (\$71,000): This amount represents the funding received from the state for CPA funding which is down by \$4,500 as more cities and town in the state have voted to take up the CPA surcharge. As a result, the pool of state funds for cities and towns already participating for matching funds is greatly reduced.

TOTAL COMMUNITY PRESERVATION ACT: \$710,000 (Total increase for FY20 is 4.3%).

Tab 4, FY19 Budget Review of the Community Preservation Fund Pages

Community Preservation Act Open Space:

Line 570000-Other Expenses (\$71,000): CPA Open Space Reserve-Other. 10% reserve requirement for this category.

TOTAL COMMUNITY PRESERVATION ACT OPEN SPACE (\$71,000)

Community Preservation Act Community Housing:

Line 570000- Other Expenses (\$71,000): CPA Community Housing Reserve – Other. 10% reserve requirement for this category.

TOTAL COMMUNITY PRESERVATION ACT COMMUNITY HOUSING (\$71,000)

Community Preservation Act Administration Expenses

Line 570000-Other Expenses (\$35,500): CPA Administrative Expenses-Other. Administrative costs are capped at 5% of overall CPA budget

TOTAL COMMUNITY PRESERVATION ACT ADMINISTRATION EXPENSES (\$34,050)

Community Preservation Act Historic Preservation

Line 591000-Principial Limited (\$170,000): CPA Debt Service Long-term Principal – City Hall remodeling capital project-Historic Preservation (This will come off the books in 2025).

Line 591500-Interest on Limited (\$32,300): CPA-Debt Service Long-term Interest – City Hall remodeling capital project-Historic Preservation.

TOTAL COMMUNITY PRESERVATION ACT HISTORIC PRESERVATION (\$202,300)

Community Preservation Act General Reserves

Line 570000-Other expenses (\$330,200): CPA General Reserve – Other – Remainder – This is noted for use when after the 35% is utilized the remainder goes into this account – this is not designated and can be used for any category.

TOTAL COMMUNITY PRESERVATION ACT: \$710,000

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 the Community Preservation Fund FY20 Revenues in the amount of \$710,000.

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 Community Preservation Fund FY20 expenditures in the amount of \$710,000 as follows:

Open Space Reserve	\$71,000
Community Housing Reserve	\$71,000
Historic Preservation	\$ 0
Administration	\$35,500
Debt Service-Historic Preservation	\$202,300
General Reserve	<u>\$330,200</u>
TOTAL	\$710,000

FY20 REVOLVING FUND MOTIONS

Mr. Costa reviewed that Revolving Funds are outside the General Fund. He gave the example for Fund 0305 where payment for services for transportation is made, and it is dollar in, dollar out; a user fee.

COMMITTEE RECOMMENDATION: On motion of Councilor Memhard, seconded by Councilor Hecht, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council continue acceptance of Statute MGL, Chapter 44, §53E ½, School Department Revolving Funds for FY20 as specified:

Fund	Description	Spending Limit
0302	Summer School Program	\$10,000.00
0305	Transportation	\$200,000.00
0306	ROTC	\$95,000.00
0308	Preschool	\$150,000.00
0309	Professional Development	\$30,000.00
0311	Non Resident Student Tuition	\$100,000.00
0317	West Parish Before School Program	\$35,000.00

Councilor Gilman asked about the Lanes Cove Fish Shack, Fund 3118. **Mr. Costa** expressed this was for the remodeling of the Fish Shack which was a donation but whatever program the DPW was going to develop didn't transpire and this has been in place for about five years. **Councilor Gilman** noted there was private fundraising that was used. She asked if this fund was discontinued would the money go to the General Fund. **Mr. Destino**

suggested that there should be some research done on this before it is closed. **Mr. Costa** suggested this could have been seed money from donations. **Councilor Cox** advised they should speak with Mike Hale, DPW Director. **Mr. Costa** advised the Revolving Funds are annual authorizations. **Councilor Cox** reviewed for Councilor Memhard some of the funds briefly.

Councilor O'Hara asked about Dental-BOH, Fund 3113. **Councilor Cox** noted that fees are assessed and that the Center is for children who can't afford dental care. **Mr. Destino** gave details about how it is conveyed to low income families for children who can't afford dental care. He lauded the program with their appropriate staffing. They are now located on Prospect Street, it was noted and confirmed that this service is for Gloucester children only and is reimbursed by MassHealth. **Mr. Destino** expressed he believed this is for children grades K-12. He would have Karin Carroll email information to Councilor O'Hara.

COMMITTEE RECOMMENDATION: On motion of Councilor Memhard, seconded by Councilor Hecht, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council authorizes the City to establish revolving funds for certain City Departments under MGL, Chapter 44, §53E ½ for the fiscal year beginning July 1, 2019, with specific receipts credited to each fund, the purposes for which each fund may be spent and the maximum amount that may be spent from each fund for the fiscal year as specified:

Fund	Description	Spending Limit
3100	Building Use	\$70,000.00
3104	City Hall User	\$5,000.00
3105	Court Repairs	\$2,885.00
3106	Septic Loan - BOH	\$11,000.00
3107	Vaccine - BOH	\$90,000.00
3111	Fire Training	\$2,300.00
3112	RFR Study	\$10,000.00
3113	Dental - BOH	\$285,000.00
3114	Solid Waste/Recycling	\$10,000.00
3115	City Clerk Pres. Perm. Records	\$15,000.00
3117	Vacant Building	\$80,000.00
3118	Lanes Cove Fish Shack	\$3,500.00
3120	Various Fire Trainings	\$15,000.00
3121	Newell Stadium Maintenance	\$20,000.00
3122	Stage Fort Park Maintenance	\$10,000.00
3123	Police Student Officer Training & Equipment	\$35,000.00
3124	Fire Decon. Drill Training	\$5,000.00

COMMITTEE RECOMMENDATION: On motion of Councilor Cox, seconded by Councilor Memhard, the Budget and Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate \$1,044,133 for the FY20 operating costs of the Gloucester School Food Service Program and \$1,044,133 for estimated receipts from fees charged to users of the services provided by the Gloucester Food Service Program in accordance with MGL c44, §53E.

This portion of the meeting adjourned at 4:02 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.

REVISITS: NONE.

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 8, 2019
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Waterways Enterprise Fund/Harbormaster; Shellfish

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

Also Present: Councilor Lundberg (left the meeting at 8:52 a.m. and returned at 8:54 a.m.); Jim Destino; Kenny Costa; John Dunn; Harbormaster T.J. Ciarametaro; Grace Macan; Vanessa Krawczyk

This portion of the B&F Committee FY20 Budget Review meeting convened at 8:44 a.m.

Tab 5, Dept. 492 – Waterways Board-Revenues/Expenses, Pages 1

Revenues:

Line 416020-Boat Excise Tax FY20 (-\$83,422): This line item is unchanged from FY20; this is off the Assessor's information. **Councilor Cox** asked why this estimate is the same. **Mr. Dunn** confirmed it pretty much stays the same year to year. People tend to keep boats for some time versus motor vehicles. **Councilor Memhard** talked with **Mr. Dunn** about registration of boats moored on city moorings but are from out of state. **Mr. Dunn** advised most of this is up to date, and if there isn't the proper boat registration, the Harbormaster and his staff do catch up with those owners.

Line 432021-Launch Fee (-\$8,000): Estimated fees from prior year collected with increased ridership due to extensive publicity. There is not much change to this line which discussed further with the Committee briefly.

Line 432022-Transient Mooring Fees (-\$42,022): Fees collected from transient moorings which is flat.

Line 432023-Float Fees (-\$32,130): Fees collected from temporary 10A float permits sees a slight increase.

Line 432024-Mooring (-\$201,916): **Mr. Destino** indicated that the increase in fees is due to the institution of the kayak racks now available at a variety of city landings which is estimated at about \$13,500. One rack on Rocky Neck will be in a parking spot which can't be avoided, he mentioned which prompted a brief discussion on rack locations.

Line 432025-Mooring Application (-\$5,500): Wait list line was touched on briefly. **Councilor Memhard** offered that he was impressed by the entirety of the Harbormaster's Department and how far they've come in such a short period of time under the new Harbormaster. **Mr. Destino** spoke briefly on the Harbormaster's Building and the committee responsible for its rebuilding. He pointed out how this department is helping to bring more tourism into the city. They touched on the combining of the Harbormaster's Department with the Shellfish Warden so that they are working together for better oversight and enforcement.

Line 432028-Boat Ramp (\$30,100): Fees collected at Dun Fudgin; fees are flat. **Councilor Lundberg** questioned the difference in revenue for collections. The original budget projection is \$30,000 and that they seem to only collect \$14,000. **Harbormaster Ciarametaro** advised that the majority of the revenue that comes in for Dun Fudgin comes in between now to July 1st. The ramp will start to be manned next weekender and season passes etc. The difference in the revenue from last year up to \$30,000 is an increase in fees from the state for Dun Fudgin. He assured they'll take in over half of expected revenue in just the next six weeks, adding that it is seasonal timing.

Line 436003-Rent STP (-\$21,130): Fees for rental slips @ St. Peter's, Lobster Marina, and collection of electric bills from marina tenants. It was noted the revenue expectations are down 5.4%. A slip wasn't filled because it is not an actual slip and shouldn't be filled which accounts for the drop in revenue, according Harbormaster Ciarametaro. Charging for dory tie up at St. Peter's was touched on briefly. The Harbormaster would look into the situation. There are 12 slips at this marina. There was a slip that in reality wasn't an actual legal slip and the boat was removed and that area is no longer rented.

Line 436005-Rent Harbor Cove (-\$20,906): Rents collected at Harbor Cove Marina & collection of electric bills from marina tenants. One tenant left and the lapse in filling that slip made a difference, the **Harbormaster** reported. Three vessels have turned over and the lapse for when the leases turn over show. They are full at Harbor Cove and St. Peter's Park, he reported. Length of vessel by linear feet is how the fee is calculated and vessel size has decreased at these slips, he noted. There are 12 slips at Harbor Cove as well.

Line 477013-Buoy Fine (-\$500)

Line 483001-Donations Ch. 91 (-\$3,000): Donations collected from Ch. 91

Line 484000-GG Misc. Revenue (-\$8,900): Court Fines (-\$6,000); Tenant Electric (-\$2,400); Details worked (-\$500)
Mr. Costa pointed out that the Court Fines used to go to the General Fund, Police Department revenue account. He

noted that Harbormaster Ciarametaro did a great job to reallocate those funds. Previously the department wasn't charging for details, Mr. Destino highlighted. **Mr. Dunn** advised that this budgeted line better reflects what has transpired over the last several years.

There was a brief discussion precipitated a question from **Councilor Memhard** on the costs associated with derelict boats; the cost to the city, and how they can deal with the situation financially by the Committee and **Mr. Destino** briefly.

There was a Committee discussion with **Mr. Destino** about the tight parking situation in the city prompted by the discussion of the location of the kayak rack on Rocky Neck, and **Mr. Destino** assured there would be comprehensive study done and an equally comprehensive plan drawn up as well as a brief discussion on revenues from parking meters and kiosks. He also assured there would be an audit coming forward. **Councilor Hecht** expressed there needs to have a better plan for the actual location of the downtown parking spaces by being smart in the parking layout before they put in new kiosks. Smart apps were mentioned also.

Total Waterways Board Revenues \$457,526 (4.2% increase for FY20)

Waterways Board Expenses:

Personal Services

Mr. Destino noted that there is a little bit more money in the Assistant Harbormasters' pay, but otherwise there are no appreciable changes for Personal Services. This is a reflection of a growing department and service delivery which he advised was appropriate. There will be a large added new event in the city which may require additional overtime bringing in many more boaters that will stretch the city's Harbormaster resources which is a concern for the Administration as it is the Council. If there is added cost for this department they will seek the costs from the event organizer, he assured.

Line 511000-Salaries (\$149,536): This represents salaries for Harbormaster and Deputy Harbormaster with the contractual increase.

Line 512000-Salary/Wage-Part-time Positions (\$82,467): It was touched on that the salaries for the seasonal Assistant Harbormasters and new launch operators are down slightly. Most everyone maintains a commercial captain's license and they have to maintain their CPR and First Aid Certification.

Line 517003-Health Insurance (\$1,000): Noted as Dental only for both Harbormaster & Asst. Harbormaster who aren't enrolled in the city's medical health insurance plans.

Line 517004-Retirement Fund (\$30,885)

Line 517006-Life Insurance (\$30)

Line 517008-Medicare Insurance (\$2,785)

Line 519001-Tuition Reimbursement (\$1,500): for CPR & First Aid which is required training because this is allocated from the Enterprise Fund.

Line 519010-Sick Buyback (\$1,000)

Line 519024-Sick Incentive (\$600)

Total Waterways Personal Services \$269,803 (3.2% increase for FY20)

Ordinary Maintenance

Line 520000 – Purchase of Services (\$58,000): This line item supports lawn maintenance at Dun Fudgin, Lobster Cove; Hodgkins Cove Public Landings and Solomon Jacobs Landing, gangway installation at Lobster Cove Public Landing, diving inspections on mooring; sanitary facilities at Dun Fudgin; welding repairs and office cleaning.

Line 521001-Electricity (\$7,500):

Line 524003-Repair & Maintenance Vehicles (\$1,000)

Line 524006-Repair & Maintenance Communications Equipment (\$1,500)

Line 524007-Repair & Maintenance Office (\$0)

Line 524037-Repair & Maintenance Boat (\$10,000)

Line 527001-Rental-Buildings (\$58,960): **Mr. Destino** mentioned this is the third year of full rent since the National Grid remediation project. **Mr. Destino** touched on this line briefly noting that last year the Harbormaster didn't figure in the taxes which were part of the rent that was remedied with a Supplemental Appropriation during FY19. This year it is budgeted correctly for both the rent and taxes.

Line 530006-Engineering/Architectural Services (\$100): The project is completed with the transient docks going in.

Line 530011-Advertising (\$500): Printing sailors guide and welcome packages. Advertising was indicated being done mostly through DOCWA and through other online publications. **Councilor Cox** expressed appreciation for the appropriate management of this effort.

Line 534003-Postage (\$200)

Line 534007-Telephone Use (\$7,000): For 5 cell phones w/internet & email capabilities to run DOCKWA, fax services

Line 540000-Supplies (\$500)

Line 542000-Office Supplies (\$3,000)

Line 542011-Print Form (\$2,000)

Line 543003-Tools (\$1,500)

Line 545000-Custodial Supplies (\$500)

Line 548000-Vehicle Supplies (\$1,000)

Line 548001-Motor Gas & Oil (\$8,000)

Line 548008-Marine Supplies (\$5,000)

Line 558006-Uniforms (\$1,000)

Line 571000-In State Travel (\$100)

Line 573000-Dues & Membership (\$350)

Line 574003-Property Liability (\$6,013)

Line 578001-Contingencies & Emergencies (\$1,000)

Mr. Dunn pointed out that the increase in Ordinary from year to year is the rent of the Harbormaster’s building.

Total Waterways Board Ordinary Maintenance \$174,723 (7.0% increase for FY20)

Capital Outlay

Line 585001-Vehicles (\$13,000): Truck lease payment (Year 1 of 3)

Line 585013-Office Furniture (\$0)

Line 585014-Computer Equipment (\$0)

Line 585022-Boat Equipment (\$0)

Line 588008-Boat Facilities (\$0)

Total Waterways Board Capital Outlay \$13,000 (10.3% decrease for FY20)

Water Enterprise Appropriations:

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 FY20 WATERWAYS ENTERPRISE APPROPRIATIONS as follows:

Personal Services	\$269,803
Ordinary Maintenance	\$174,723
Capital Outlay	<u>\$ 13,000</u>
TOTAL	\$457,526

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 FY20 WATERWAYS ENTERPRISE REVENUES in the amount of \$457,526.

REVISITS: None.

The B&F Committee concluded its review of the Waterways Enterprise Fund/Harbormaster’s Department at 9:35 a.m.

Department 296 – Shellfish Control – Page 53

The Shellfish Control Department budget was presented by the Harbormaster.

Personal Services

Line 511000-Salaries (\$56,937): \$54,937 for Shellfish Warden; \$2,000 for overtime. There is a new Shellfish Constable. This position is in AFSCME A as is the Assistant Shellfish Constable.

Line 511300 – Wages-Hourly Permanent (\$22,979): This line funds the Assistant Shellfish Constable. **Councilor Cox** asked if this was a contractual increase. Mr. Dunn noted the original budget increased because of a revision as they went for a while without an assistant. This is a result of a comp study, he noted.

Line 514006-Longevity (\$0)

Line 519024-Sick Incentive (\$463)

Total Personal Services \$70,379 (7.7% increase for FY20)

Ordinary

Line 524006-R&M Communication Equipment (\$1,500): This is for the Shellfish Constable who is frequently out alone.

Line 530008-Employee Training (\$1,000): It is hoped the same training received by the Shellfish Constable can be taken by the Assistant Shellfish Constable.

Line 558006-Uniforms (\$700): This is for new employees and to replace boots which they do locally, it was noted.

Total Ordinary Maintenance \$5,500 (46.7% increase for FY20)

Councilor Cox lauded the work of the Shellfish Constable in tandem with the Harbormaster. **Councilor Memhard** mentioned some printed materials for the Constable and the Harbormaster described their shared facility helping to create better professional postings for them.

REVISITS: None

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 FY20 appropriations for SHELLFISH CONTROL as follows:

Personal Services	\$ 80,379
Ordinary Maintenance	\$ <u>5,500</u>
TOTAL	\$ <u>85,879</u>

The B&F Committee concluded its review of the Shellfish Department at 9:37 a.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

FY20 Budget Review Meetings

5/13/2019

- School Department

CITY COUNCIL STANDING COMMITTEE

Budget & Finance

Monday, May 13, 2019 – 5:30 p.m.

Kyrouz Auditorium – City Hall

FY20 Budget Review: School Department

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

Absent: None.

Also Present: Councilor Gilman; Councilor Lundberg; Councilor O’Hara; Jim Destino; Kenny Costa; John Dunn; Vanessa Krawczyk

School Department/School Committee: Dr. Richard Safier; Gary Fritsch, GPS CFO; Jonathan Pope, Tony Gross; Kathy Clancy; Joel Favazza; Tony Gross

The B&F Committee meeting convened at 5:31 p.m. The Committee of the Whole convened at 5:31 p.m. with a quorum of the City Council.

Tab 3 – Schools Budget:

NOTE: Contained in the following presentations are numbers put forward in the School Department Budget Presentation and submitted for the record. Numbers in this presentation and reflected herein in some cases were rounded.

Dr. Richard Safier, Superintendent of Schools, presented for the B&F Committee a “Comparison of the School Department, 2006-07 Through 2018-19, K-12 for the Class of 2019 (on file) by PowerPoint presentation started by posing the question, “Why is the increase in the budget not lower? Shifting demands over time create budgetary implications.

- Factors for Consideration: Changes in the Student Population – examples: English Language Learners; increases in Special Education – Social/Emotional Issues; increase in economically disadvantaged students; Health Insurance; Role of Inflation – as the district changes the funding follows suit;
- The Context (national statistics prepared by Professor Nadja N. Reilly from James Madison University, 2015) to social/emotional circumstances schools are confronted with: 15 million (20%) youngsters, age 9-17 have diagnosable psychiatric disorders with at least minimum impairment – some estimates increasing to 40% by age 18; one in 10 children & adolescents suffer from a mental illness severe enough to cause significant impairment; 30% of high school students engage in multiple high-risk behaviors such as substance abuse, sexual activity, violence, and attempted suicide; Fewer than one in five receive needed treatment in any given year. It was noted the Mass. Governor has proposed a budget to provide a specific allocation specifically address mental health issues, targeted for mental health and social services in schools;
- Anxiety: Prevalence rates range between 7% - 28%; average age of onset is 11 yrs. old, although may begin as early as preschool age;
- Depression: Estimates of major depressive disorder reach 2%-5% in younger children; up to 20% in older teens; 7%-14% of adolescents struggle with self-injurious behavior; 13.8% of high school students reported seriously considered attempting suicide in the previous 12 months;
- Types of Disabilities – within the Gloucester School System:

Health Impairment	21%	(Students that have ADD with or without hyperactivity)
Emotional Impairment	<u>18%</u>	
	37%	
Autism	<u>9%</u>	Noted as 77 diagnosed students in the system out of 862 students in SPED
Total:	47% of children on IEP’s are either diagnosed with a health impairment, an emotional impairment or autism	

This suggests the potential for social and emotional needs of children including out-of-district placements may be reflected in the shifts in budgetary costs over the career of students who will be graduating in 2019;

- English Language Learners: 2006-07 - 67 ELL Students; 2019-19 - 178 as of today. Compliance issues to the extent of instruction leads to staffing which leads to shifts in costs due to the doubling in ELL students since 2014-15;
- Budget Comparison '06-'07 – '18-'19: From the same period total enrollment has decreased by 23%; however, the number of Special Education (SPED) students and associated costs has increased by 7%; Out-of-District enrollment has stayed much the same; adjusted for inflation 2006-07 Out-of-District SPED costs would still be approximately \$657,358 below anticipated costs in SPED this year or increasing costs have been higher than the rate of inflation; transportation for SPED students has “skyrocketed.” Adjusted for inflation, 2006-07 costs would be \$309,237 below today’s costs -- increasing costs have been significantly higher than the rate of inflation;
- Budget Comparison '06-'07 – '18-'19: The number ELL students has increased 265% -- 67 students in '06-'07 and 178 students in '18-'19;
- Decrease in overall enrollment reduced staffing by 42.82 positions; however, in the number of Special Education, Social Service and ELL Staffing has been increased by about the same amount: 29.5 positions for Teaching Staff; 7 Paraprofessionals; 4.4 Instructional Coaches—Coaching Model for Student Achievement; 2 Behavioral Specialists (BCBA) NOTE: It was highlighted that the School Department is adding a Reading Specialist at GHS and a paraprofessional at Beeman in FY20;
- In Summary: These numbers indicate a relative shift in the allocation of resources moving from strictly content-based academic areas to areas that are broader in scope, more needs-based in terms of the individual student and constitute what the district can refer to as a social safety net;
- Comparing 2006-07 with 2018-19 – Less students overall (total enrollment), but higher needs with increased costs;
- Programs in GPSD:

Integrated Pre-School (50% on IEPs)	Developmental Disabilities – (K-1) (2-3) (4-5) (6-8)
Supported Learning Centers Behavioral And Academic-Elementary	Language Based Program—Elementary & Middle School
Co-taught classrooms—Veterans Memorial	Behavioral Support Program—Middle School
Programs for students with Autism	Custom House—Middle School
ANCHOR Program (Social/Emotional Program @ GHS)	
Life-Skills program at GHS	
Transitional Program at GHS	
Gloucester Alternative High School	
Special Education Liaisons K-12	
- GPS Related Services: Speech Language Therapy; Vision Therapy Specialist; Occupational Therapy; Board Certified Behavior Analysts; Physical Therapy; School Psychologists; Teacher of Deaf & Hard of Hearing; Assistive Technology Consultation; School Nurses;
- Health Insurance Increases Impact: FY17 – 9.1%; FY18 5.9%; FY19 5.52%; FY20 3.98% = Average 6.13% over last four years (includes proposed additional staff requests);
- Summary: Lower Enrollment; increased SPED population; Increased ELL population; Increased Economically disadvantaged; increased student needs; reallocation of staffing to meet student needs; increased health insurance costs; the rate of inflation with costs outpacing the rate of inflation.

COUNCILOR QUESTIONS:

Councilor Hecht asked which of these statistics are specific to Gloucester under the summary. **Dr. Safier** conveyed it is generally across districts. Gloucester has a large SPED population, 30% of the budget; the rate in which the ELL population has increased is significant, he advised. Regionally on the North Shore, Lynn and Salem are the only two districts that have a higher rate of economically disadvantaged students than Gloucester, he added.

Councilor Cox asked about tracking of how many students stay in the school system throughout the entire school process from 2006 to 2018 – students who stay year round, etc. **Dr. Safier** conveyed the Dept. of Education does provide graduation rates statistics; he indicated that GHS has the number of students who enter in 9th grade that go through 12th grade and another that takes into account students that come in and students that come out as well. Locally records are kept at the lower levels that show migration and changes at the High School mostly, though.

Councilor Cox, noting physical and vision therapy services provided to students asked if those services are provided in the schools. **Dr. Safier** advised these services are provided in schools provide the least restrictive environment and to have children feel included in every program. SPED services are rendered, when at all possible, in the classroom

for inclusiveness. He touched on the co-teaching model at Veterans Memorial was cited by **Dr. Safier** as the best example where at each grade level has a teacher floating between classrooms and a SPED teacher that floats to provide as much services as possible to reduce the number of students taken out of their classrooms for special services. He indicated that children who require services need to feel good about themselves and be productive in their learning environment, and to that end inclusiveness is very important.

Dr. Safier made the following remarks based on a PowerPoint presentation for the FY20 Proposed Budget for the Gloucester Public Schools dated May 13, 2019 (on file):

District Initiatives 2019-20

- Strategic Objectives: Unification and Coherence; Meeting Individual Student Needs through all spectrums; Effective Use of Data – looking at all results from assessment testing, monitoring progressions, etc.; Professional Culture and Community – what support is provided for students and teachers and provide a collaborative environment;
- Major District Initiatives 2019-20 – Unification and Coherence: Increasing Student Engagement; Examination of the Preschool-Gr. 8 Literacy; Curriculum Review & Revision-looking at all state standards; SPED;
- Meeting Individual Needs: Tiered System of Supports-types of interventions provided for children who have difficulty with educational access; Technology - 1st year MCAS is on line for all grades-need to ensure children have the facility to convey their ideas; Next Generation MCAS Preparation; Strengthening Higher Order Thinking Skills; Technology (MCAS on line for all grades); ELL to meet their needs;
- Use of Data: Self-Evaluation Plan-Audit by Dept. of Education which was reported as going well but also leaves the district to look at the data on equity and equal opportunities for students for access to all curricular and extracurricular programs; MCAS Goal: Student Growth Percentile;
- Professional Culture & Community: Professional development to staff on culturally responsive, equity-minded teaching informed by data-based inquiry cycles – recognize children are different; that there is lots of diversity in the classrooms, and how can ensure students can access all educational opportunities; communications and public relations;-how messages gets out to the community as a part of the plan.

FY20 BUDGET: SUMMARY: Cost of Living Adjustments; Health Insurance Increases; Step Increases; Lane Changes (a teacher taking courses can go from Bachelors to Masters and Masters with certain number of credits);

FY20 Draft Budget Total:

FY19 Budget	\$41,938,898
Draft FY20 Budget Total	\$43,478,214
Proposed Increase	\$ 1,539,316
Percent Increase	3.67%

Significant Cost Adjustment to Draft Budget:

Base	COLA (Placeholder)	\$567,656
Step	Salary Increase	\$415,825
Lane	Salary Increase	\$250,500
Loss of a Grant	Nurse Salary added to General Fund	\$ 68,937
Move Salary	Food Service Director Salary to General Fund	\$ 82,675
Health Insurance	Plan rates (above the rate of inflation)	\$148,438
Out-of-District – SPED Tuition	Projected 4 less students	(\$154,593)
Out-of-District – SPED Transpo.		(\$33,875)
Science Curriculum (Science Textbooks for elementary levels)		\$88,000
Technology (replace Chromebooks 1:1, VOIP Phone Expansion re: safety)		\$99,463
Less – Teacher Retirements		(\$349,710)
Additional Staff Requested by Principals and Directors		\$356,000
Budget Increase:		\$1,539,316

Additional Staff Requested (Costs include Health Insurance):

<i>School</i>	<i>Position</i>	<i>FTE</i>	<i>Amount</i>
O'Maley	EL Intern	1.0	\$8,000 (Americorps) \$ 38,000

Veterans	EL Intern	1.0	\$8,000 (Americorps)	\$ 38,000
Beeman	SPED Para	1.0		\$ 38,000
SPED	Reading Spec.	1.0	Possible Contracted Service	\$ 80,000
O'Maley	Teacher	0.6	To help control class sizes	\$ 40,000
GHS	EL Coordinator	0.5	\$8,000 (Americorps)	\$ 25,000
GHS	Library Aide	1.0		\$ 38,000
Districtwide	Math Coach	1.0	(3 elem. schools currently share 1)	\$ 80,000
GHS	Alt. to Suspension	1.0	Waiting for possible grant	<u>\$ 38,000*</u>
TOTAL				\$356,000

*The Essential School Health nurse support grant that went away was turned into a competitive grant. The total the city can ask for is about \$60,000, and they'll be able to introduce an In-School Suspension Program for students with behavioral problems. The students will now be able to stay in school with supportive consults and guidance

REVISED TOTAL: \$318,000

City Contribution to School Budget FY16-FY20

	FY16	FY17	FY18	FY19	FY20
	\$1,100,000	\$980,405	\$869,743	\$900,001	\$1,200,000
	2.89%	2.50%	2.17%	2.19%	2.86%

NOTE: 5-yr. average = 2.52%

There is a little over \$300,000 still needed to be identified, it was noted.

Out-of District SPED Tuitions

	FY16	FY17	FY18	FY19	FY20
Total Costs	\$4,103,366	\$4,424,142	\$4,452,834	\$4,900,215	\$4,822,814
Enrollment	63	64	64	68	64

Total increase is about \$719,000 from FY16 to FY19

ELL Learner Costs

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed
Salary Costs	\$288,853	\$342,736	\$457,118	\$462,168	\$553,633*
Students	114	147	162	178	
% increase costs		19%	33%	1%	20%

*After the budget was approved another teacher had to be added and constituted the majority of the rise, and the additional request for Americorps interns.

Health Insurance Costs

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Proposed
	\$4,602,576	\$5,021,451	\$5,317,868	\$5,611,256	\$5,834,543
		9.1%	5.9%	5.52%	3.98%

Average Increase is 6.13%

Salaries Funded by Grants: NOT in the Operating Draft Budget

	FY19	FY20
Title II Improvement	\$ 5,000	\$ 5,000
SPED (240 Grant)	\$550,498	\$516,122
Early Childhood (362 Grant)	\$ 22,000	\$ 22,522
Essential School Health	\$ 68,937	\$ 0

Title I (305 Grant)	\$380,311	\$442,098
Total:	\$1,026,746	\$985,772

Salaries Funded by Revolving Funds: NOT in the Operating Draft Budget

Athletics	\$113,000	\$113,000
School Choice-In	\$176,118	\$182,737
ROTC	\$ 90,700	\$ 88,999 (2 instructors/funds from fed. gov.)
Preschool	\$104,300	\$103,134
Transportation	\$143,750	\$108,772 (charter leases are projected less in FY20)
School Food Service	\$480,000	\$402,787
Total Revolving Funds:	\$1,107,868	\$999,429

Capital Needs

Location	Description	Estimate	Completion
GHS	Field House Floor/Bleachers	\$1,500,000	August 2020
2 Blackburn Dr.	Preschool Center	\$3,700,000	August 2021*
2 Blackburn Dr.	Administrative Space-Relocate	\$1,000,000	August 2021*

*New location for both facilities is being explored with Dore & Whittier for the city. Capital needs are not part of the School budget. Capital projects are paid by the city side and is not a detriment to the School Department budget, it was noted by **Councilor Cox**.

Planning Tool: Proposed Budget Summary

	FY19	FY20	Diff (\$)	Diff (%)
School Facilities	\$ 50,000	\$ 50,000	\$ 0	0.00%
Main Office	\$1,495,882	\$1,619,245	\$123,372	8.25% (Food Svs. Dir. Salary*)
GHS	\$5,658,633	\$5,962,592	\$303,959	5.37% (loss of grant)
GHS Vocational	\$ 372,164	\$ 413,156	\$ 40,992	11.01% (auto lifts)
O'Maley	\$3,911,234	\$4,033,888	\$122,654	3.14% (COLA)
Beeman	\$2,182,514	\$2,205,623	\$ 23,109	1.06% (COLA/Ret.'s)
East Gloucester	\$1,482,337	\$1,489,342	\$ 7,005	.47% (COLA/Ret.'s)
Plum Cove	\$1,427,627	\$1,450,376	\$ 22,749	1.59% (COLA/Ret.'s)
Veterans	\$1,571,218	\$1,577,405	\$ 6,187	.39% (COLA/Ret.'s)
West Parish	\$1,980,044	\$2,009,413	\$ 29,369	1.48% (COLA/Ret.'s)
SPED	\$12,596,942	\$13,060,444	\$463,502	3.68% (COLA)
Athletics	\$ 332,992	\$ 325,335	\$ -7,657	-2.30%
Technology	\$ 853,900	\$ 953,363	\$ 99,463	11.65%
Transportation	\$1,532,974	\$1,519,683	\$ -13,292	-.87%
EE Benefits	\$6,081,606	\$6,310,543	\$228,937	3.76%
Professional Development	\$ 408,830	\$ 497,797	\$ 88,967	21.76%
TOTALS:	\$41,938,898	\$43,478,214	\$1,539,317	3.67%

*Salary now under the General Fund.

Draft Budget Allocation FY16-FY20

Budget Allocation	Actual FY16	Actual FY17	Actual FY18	Approved Budget FY19	Proposed Budget FY20
Central Office	4.45%	3.25%	3.06%	3.57%	3.72%
School Facilities (Telephone)	0.13%	0.13%	0.13%	0.12%	0.12%
GHS	14.46%	14.26%	14.71%	13.49%	13.71%
Vocational Education	1.25%	1.11%	0.98%	0.89%	0.95%
Athletics	0.21%	0.61%	0.49%	0.79%	0.75%

O'Maley Middle School	9.89%	9.41%	9.39%	9.33%	9.28%
Beeman Memorial Elementary	5.05%	5.12%	5.35%	5.20%	5.07%
East Gloucester Elementary	3.59%	3.62%	3.62%	3.53%	3.43%
Plum Cove Elementary	3.65%	3.62%	3.52%	3.40%	3.34%
Veterans Memorial Elementary	3.87%	3.90%	3.87%	3.75%	3.63%
West Parish Elementary	5.06%	4.98%	4.82%	4.72%	4.62%
SPED	28.92%	30.47%	29.47%	30.04%	30.04%
Information Technology	1.56%	1.97%	1.77%	2.04%	2.19%
Transportation	3.38%	3.22%	3.30%	3.66%	3.50%
Professional Development	1.01%	0.72%	1.22%	0.97%	1.14%
Employee Benefits	13.53%	13.61%	14.30%	14.50%	14.51%

COUNCILORS QUESTIONS:

Councilor Memhard extended thanks to Dr. Safier, saying this spells out in particular the contrast in the SPED costs and the unique circumstances in Gloucester the School Dept. deals with. He added that it is a challenge which they can respect.

Councilor Hecht also mentioned the 30% SPED portion of the School Dept. budget. He asked nationally, statewide, if there was a plan as to how to save money and do a better job, saying that the percentage seems very high. **Dr. Safier** agreed saying the state is in the process of creating regulations to do an audit to see if there is over-identification as the cost is high and the impact on the school system is difficult. It is possible they may get assistance from the state in the near future, he advised.

Councilor Cox noted that in 2003 there were 4,100 students; 2009 there were 3,400 students, and in 2019 there are 2,800 students. Enrollment is declining, she pointed out. In 2009 there were 251 teachers and in 2019 there are 274 teachers – the student population is decreasing but teachers are increasing, she highlighted. **Dr. Safier** advised he'd have to check those numbers saying he's working closely with the Special Education Dept. with the CFO expressing he'd like to be confident with their accuracy of numbers. He asked that the numbers proffered by the Council be shared with him so they can ensure they're "on the same page." Due to the different kinds of demands they're seeing across the board – social, emotional, increase in ELL, SPED increased needs, that there's been a transfer of allocation of funds from one set of area to areas that are providing the social safety net. Overall, she pointed out, it is a decrease of 500 students and an increase of 23 teachers, **Councilor Cox** advised, and indicated the number of added teachers seemed large. She expressed her concern due to concerns expressed to her that in 2009 there were 28 substitute teachers on the rolls and in 2019 it jumped to 128 which she indicated infers there are teacher attendance problems and asked for a status report as to what the perceived causes are – is it leaves of absences or is it an actual attendance problem. **Dr. Safier** advised there are always situations where someone is out for an entire year due to severe illnesses saying that there are averages that can be skewed. There are approximately 37 teachers out of close to 300 teachers who have 10 or more absences in a year. This, he suggested, could be because of medical-related, a sick child, personal days. He conveyed it is a teacher's privacy and is contractual. He acknowledged they do spend a considerable amount on substitute teachers, about \$371,000 and assured that they will take up the matter with teachers in negotiations to see what they can do to ensure continuity in the classrooms. **Councilor Cox** advised it is her role to field these concerns and work with the Administration to find these answers. She acknowledged that sometimes these are long-term substitutes who receive benefits which adds to the School Dept. costs. In 2009 she noted 430 people on the School Dept. payroll; in 2018, there were 864 mostly due to the substitute teachers again with 500 less students. She asked what the line is for part-time no benefitted positions, part-time benefitted positions and fulltime benefitted positions, and also asked for the ratios.

Councilor O'Hara noted on page 18 of the presentation \$5.6 million FY19 \$5.8 million FY20 and asked how that reflects the number of eligible employees for health insurance. **Dr. Safier** noted whether it is a teacher, a paraprofessional; transportation, food service employee - if they are working 20 hours or more a week, they are eligible for benefits. **Councilor O'Hara** asked how many employees that constituted. **Dr. Safier** advised they can get that information for the Councilor. **Councilor Cox** asked if that is the increase for the number of staff they're covering. **Dr. Safier** advised it is the cost of the health care rate increase. **Gary Frisch**, School CFO, advised it is the number of staff plus the rate increase minus retirements. **Councilor Cox** noted they are down 1.5% but pointed out that those retiring teachers positions have to be replaced. She asked if a large percentage of new employees are accepting insurance, to which **Dr. Safier** advised it was the case.

There is a 2.89% increase from the city and **Dr. Safier** advised it is a difference of \$300,000 more. **Jonathan Pope**, School Committee Chair, explained that the school budget is a work in progress. The budget was passed on April 10th by the School Committee. He acknowledged since that time the department has received a grant

(\$80,000); and there are costs that have come in since then. He reiterating that the budget is a work in process. He conveyed they understand they have to get to the number (city budget amount), but whether there is consensus across the board, he advised he couldn't say. He voiced his assurance they will make that number work.

Councilor Cox asked for clarity on Page 12 of the presentation questioning the indication of \$8,000 from Americorps for an intern because the line total also shows \$38,000. **Dr. Safier** explained that the \$38,000 would have been the cost of an education support professional if they didn't have the intern to fill that position. The aide is in the budget it was confirmed. He pointed out the \$38,000 is moot as they were able to contract for the interns at \$8,000 each from Americorps, and the school is picking up the cost of the intern, **Dr. Safier** confirmed. **Councilor Cox** asked if they got the grant for the Alternative to Suspension position, to which **Dr. Safier** confirmed the grant was received.

Councilor Memhard noted that representing the taxpayers in Gloucester is a challenge when faced with the trends of shrinking enrollment, the increase in teaching staff and increasing costs. He asked if the state has a sense of guiding the city because this is a worsening situation, with the majority of students requiring special assistance in the future. **Dr. Safier** noted that the state's Foundation Budget Review Commission came out some recommendations in 2015. He reported that for the first time the Governor and Legislature are working on implementing some of the recommendations - increasing SPED funding, increasing Health Insurance and ELL making it not unique to the city's circumstances. He noted the Governor has requested funding for mental health services, saying that this is a recognition of pervasive societal issues. He reported that the Massachusetts Municipal Association says that the Governor's recommendations and the House's recommendations aren't being implemented fast enough or funded enough. He conveyed that there's a call for the Foundation Budget formula to be revised. This, he pointed out, acknowledges the state recognizes that they have situations and concerns on their hands and need to begin to provide funding to address those issues. He highlighted that the goal is not to keep students on IEP's but to get them off of them. To do that they need resources, he added.

Councilor Cox asked if there is an active grant writer on staff for the schools. **Dr. Safier** advised they don't have someone officially designated. He explained that the Assistant Superintendent is active in this endeavor, however. They get a lot of help from the Executive Director of the Gloucester Education Foundation and bring staff into the process, depending on the type of grant.

Councilor Hecht asked how they measure themselves from 2006 to 20018; test scores, graduation results. **Dr. Safier** conveyed that at the elementary level in 2015 they were ranked in the 39th percentile and as of this past year they are in the 58th percentile. There are a host of local assessments, he conveyed, which enables establishment of goals for students; benchmark assessments and many others that they use to "progress monitor" children on a bi-weekly or semester basis to provide as much individualized attention as they can.

Councilor Gilman highlighted a statistic from the presentation that 9% of the student population is diagnosed with autism; 47 students that have a health impairment; and 21% with emotional impairment which she indicated seemed high related to services and asked why this is so high. **Dr. Safier** advised the 9% represents the number of students that are diagnosed with autism that are on IEP's. He indicated that the percentages being offered over the last five years has doubled. He suggested that disabilities in the autism spectrum are "skyrocketing." The state average was mentioned by **Councilor Gilman** for autism, and **Dr. Safier** conveyed he would obtain that information for the Councilor.

Tony Gross, School Committee member, noted that the kind of presentation **Councilor Hecht** indicated he'd want to hear on the benchmark assessments are given at the School Committee meetings regularly. He noted they do offer that information the Councilor is seeking which can be found in the School Committee agenda packets or on line on their website throughout the year. He asked the Councilor to attend the School Committee meetings.

Councilor Cox asked that Mr. Gross or a staff member could advise Councilor Hecht when a data-driven presentation will be made to the School Committee. She pointed out that the numbers she offered as part of her questions were gained through the School Dept.'s website or from the Mass. Dept. of Education's website.

Mr. Gross added that since 2009 to today they've had to align a lot of curriculum to reach every child; teachers have had to go through a lot of professional development which is expensive and takes time to give them the best tools to do their job; the evaluations of 500 staff takes an immense amount time for staff to do with administrators in an equitable method. He pointed out that if a child can't be in the building to be taught, they have to give that child an equal education which adds costs. Changes of MCAS requirements means they will have to teach very young children typing skills and buy more computers, all because of unfunded state mandates. He spoke to issues with ELL learners as well briefly. **Councilor Cox** noted that it is concerning for the number of unfunded mandates the School Department deals with and that the state is very slow in responding. She offered that if there is anything the Council can do to add their voice to address those concerns to state legislators, and other state entities, the Council will do what they can, she assured.

REVISIT: None.

The Committee adjourned their meeting at 6:51 p.m.

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

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

Previously Submitted on May 9, 2019 and on file from the Superintendent of Schools:

**Comparison of the School Department: 2006-07 through 2018-19; K-12 for the Class of 2018-19
FY20 Proposed Budget Gloucester Public Schools, May 13, 2019**

FY20 Budget Review Meetings

5/15/2019

- Conservation Commission; Community Development (including Grants); Tourism
- DPW – all divisions
- Enterprise Funds: Water, Sewer, Water & Sewer Rates, Talbot Rink
- Fire Department/Emergency Management
- Police Department/Animal Control
- Treasurer/Collector (including Debt Service & Liability Insurance)
- Veterans

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 15, 2019 - 8:00 a.m.
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Community Development (incl. Grants); Tourism; Conservation Commission

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

Absent: None.

Also Present: Jim Destino; Kenny Costa; John Dunn; Jill Cahill

This portion of the B&F Committee FY20 Budget Review meeting convened at 1:13 p.m.

Presenting the Conservation Commission, Community Development Department and Tourism Commission budget was Jill Cahill, Community Development Director, assisted by Mr. Destino and Mr. Dunn with her summation followed by a budget line item review:

Tab 1-Dept. 171-Conservation Commission (ConCom) -Page 24

Personal Services

Ms. Cahill noted that there is sufficient revenue to support Personal Services and Ordinary expenses and mentioning the new Conservation Agent, Adrienne Lennon. She reported that they are having issues hiring an assistant for this department for the part-time position. They are continuing their search. Everything in ConCom is funded by fees.

Total Conservation Commission Personal Services \$84,915 (3.8% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$10,000): For grant matching funds for Conservation & Open Space. This is a new line item for ConCom, which previously had no funding, in order to leverage grant funds, which is in sync with the background of the new Conservation Agent. This is a more appropriate way to fund matches, **Ms. Cahill** noted, so that it is planned, which also comes out of fees. **Mr. Dunn** recounted they wait to the end of the year for the transfer and only transfer out what they actually use. In the past they've not used it all, and whatever they use is what the transfer is. The money just keeps rolling into the next year staying in the Special Revenue Fund, **Mr. Costa** confirmed. **Mr. Destino** reported they had a conversation with the ConCom members which spurred this on. This gives the Commission the ability to spend their own money, he added. **Ms. Cahill** noted this is self-sustaining funds.

Line 578000-Other Expenses (\$5,000): All expenses, supplies, education, MACC Membership, annual conferences, etc. for Ms. Lennon as she is proactive especially with the MACC and so this line was increased. This will also help to professionalize the ConCom members. **Councilor Memhard** spoke briefly to Ms. Cahill about using some of this money for supporting the efforts with the protection of Piping Plovers.

Total Ordinary Maintenance \$15,000 (400% increase for FY20)

Total Conservation Commission \$99,915 (17.8% increase for FY20)

REVISITS: None.

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 FY20 appropriations for CONSERVATION COMMISSION AS FOLLOWS:

Personal Services	\$84,915
Ordinary Maintenance	<u>\$15,000</u>
TOTAL:	\$99,915

Tab 2-Dept. 181 - Community Development – Page 25**Personal Services**

Line 511000-Salaries (\$479,897): **Ms. Cahill** highlighted the Grants Administrator funding in particular that 75% is grant funded. She expanded on the person in the position job duties and how it interacts in connecting all the housing efforts by her department. This 25% General Fund money helps them to seed more grants as well, she pointed. She noted the Grant Manager is funded 85% by grants and 15% on the General Fund. She noted her team is administering the grant for the Harbormaster's facility, and this 15% will allow her staff the freedom to work on administering the grant. They are looking to fill the Staff Planner position that assists the Planning Director. **Councilor Cox** asked about the hiring for this position. **Ms. Cahill** noted because the Planning division is only two people, there isn't a lot of room for growth and that they are generalists in comparison to Salem that has a 12 person Planning Department. The salary is competitive, she assured. Executive Director-Fisheries Commission (part time) is also funded on this line, which **Mr. Destino** advised is money well spent. **Councilor Memhard** lauded the work of the Fisheries Commission Executive Director, Al Cottone. **Ms. Cahill** advised he is a tremendously effective city asset.

Line 514006- Longevity (\$4,250):

Line 519010-Sick Buyback (\$10,000): There is an expected retirement by the Principal Clerk who's been with the city for 18 years; and another long-time city employee. **Ms. Cahill** wanted enough money funded for payouts because of the retirements. **Mr. Destino** noted this is an opportunity to transform these positions.

Line 519024-Sick Incentive (\$1,100)

Line 519026 – Stipends (\$8,400): There was a discussion prompted by **Councilor Memhard** with **Ms. Cahill** who advised that they are looking for someone to fill in as a substitute so that staff doesn't take minutes when their regular clerk can't do it. These are the numbers that are what they are actually spending, she advised.

Councilor Memhard asked about moving forward with the betterment paving projects that Ward Councilors are dealing with so that there is staff to have a consistent message for continuity for support of the process. At some point there needs to be staff support which he suggested it may belong in this department.

Total Community Development Personnel Services \$503,647 (1.4% increase for FY20)**Ordinary Maintenance**

Line 520000-Purchase of Services (\$45,000): The overall line increased by 18.4% for Service for planning projects, consultants, grant matching funds and Zoning support (\$15,000); Service for Econ. Dev. Projects, grant matching funds, etc. (\$10,000) – **Ms. Cahill** noted this is to have funds available for matches for grants rather than scrambling elsewhere for match money and was the line item that increased this entire line; Public Relations Svs. (\$20,000) – **Councilor Hecht** discussed this subheading with **Ms. Cahill** briefly who recounted some of the successful and cost effective programs they've launched through this service.

Line 527015-Rental Equipment (\$0): Copier cost for 3 Pond Rd. was absorbed by IT.

Line 542000-Office Supplies (\$1,800)

Line 571000-In State Travel (\$2,000)

Line 571001-In State Conference (\$400)

Line 572000-Out of State Travel (\$1,500)

Line 573000-Dues & Memberships (\$1,563): This line was touched on briefly.

Line 578000-Other Expenses (\$19,915): Grant support for the city's economic development programs were touched on by **Ms. Cahill** mentioning several leveraging aspects. She also reviewed the city's successful representation at the annual Boston International Seafood Expo. **Councilor Cox** asked how the Seafood Show went and if the lobster promotion was worthwhile. **Ms. Cahill** advised the city's effort was very successful and are working closely with Discover Gloucester to combine marketing resources – Gloucester Fresh with their Seafood Trail. She mentioned several other initiatives briefly. They can use the Seaport Economic Council grant for marketing and branding only, she confirmed. Gloucester had the biggest presence at the Expo's "MassAve". It is planned they will continue to do that again next year. Booth conversations were handed off to the businesses from Gloucester located on MassAve of which there were five. The location of the booth was touched on briefly. Real orders, real money and real business, **Councilor Hecht** commented with **Ms. Cahill** adding that there were about 350 real leads from the Expo. **Ms. Cahill** spoke at the behest of **Councilor Hecht**, to the Harbor Plan which will happen in the fall for its planning process in 2020. The Plan is updated every five years, although the last plan was approved for 10 years. The DPA master plan works together, she noted for **Councilor Memhard**. They're working in conjunction with several groups on the Blue Economy initiative, she advised, which will feed the Harbor Plan. There will be a lot of public meetings, **Mr. Destino** added. **Ms. Cahill** conveyed that they just applied for vacant storefront program funds

related to CDBG. This is an opportunity to look at other areas they might need to focus on, she noted. She reported they are working with MassDevelopment not just on harbor infrastructure but to take a look at Main Street on upcoming grant possibilities to answer why businesses are leaving and what do they need to do to make it work to attract businesses. The goal is to get the timing and connections right and working closely with the DPW and the Administration as well as work on the Housing Production Plan. In general they have a good partnership with the state and the federal government, **Ms. Cahill** highlighted. They aren't seeing any interest in the Opportunity Zone program, it was confirmed which **Councilor Hecht** spoke to briefly. **Mr. Destino** reiterated the Administration is committed to economic development, and they will keep working on it and reap the benefits, but cautioned that it takes time.

Total Ordinary Maintenance \$72,178 (13.5% increase for FY20)
Total Community Development \$575,825 (2.8% increase for FY20)

REVISITS: None.

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 FY20 appropriations for COMMUNITY DEVELOPMENT AS FOLLOWS:

Personal Services	\$503,647
Ordinary Maintenance	\$ 72,178
TOTAL:	\$575,825

Tab 1-Dept. 563 - Tourism Commission - Page 82

Personal Services

Line 512000-Salary & Wages Temporary (\$16,880): Welcome Center Coordinator - \$11,000; Assistant Coordinator - \$5,880

Ms. Cahill noted that the Welcome Center will have its opening night party on May 21st at 5:30 p.m. which is put on by Discover Gloucester. The Visitor's Center is being set up now for the summer. The DPW will do the actual work in the fall on the Center. The Center is open Memorial Day to Columbus Day. **Councilor Cox** asked if \$11,000 is enough for the Welcome Center Coordinator. **Ms. Cahill** advised it equates to about \$20/hr. and is a part-time job as is the Assistant Coordinator; everyone else is a volunteer.

Total Tourism Commission Personal Services \$16,880 (2.3% increase)

Ordinary Maintenance

Line 520000-Purchase of Services (\$104,000): Discover Gloucester was touched on briefly with **Mr. Destino** noting they are self-sustaining which **Mr. Costa** confirmed. **Mr. Destino** advised they are on the right track. The \$4,000 is for the Commission, **Ms. Cahill** noted, saying that they are rebuilding the Commission and are looking for leadership there. They are interested in support for events and the Visitor's Center. **Councilor Cox** conveyed that she didn't want to see the Commission spend money on more maps. **Councilor Hecht** pointed out the Chamber of Commerce and Discover Gloucester are the two "pillars" and the Commission can fill in the gaps between the two and work together to target things to accelerate tourism. **Ms. Cahill** added that the Commission members are very much "do-ers." It was noted that there is sales of postcards at the Center and in the past they sold water, but now there will be an installed water bottle filling station. At this time that is all she wanted see sold at the Center, she indicated. **Councilor Hecht** lauded the work of Ms. Cahill, saying that this is spending "good money after good." There was a brief discussion on some areas of overlap between the Downtown Development Commission and the Tourism Commission.

Line 538000-Other Purchase of Services (\$10,000): Support for fireworks, marketing, grant matching funds, etc. **Councilor Cox** asked how they go about deciding what the money should be spent on. **Mr. Destino** advised the call comes into his office usually around this time of year, and they see how the year has gone. If there is money they give it, but he'll call Ms. Cahill if the event supports tourism. It is dependent on how expenditures flow, and there's never a shortage of need. It is judicious funding, he mentioned.

Ms. Cahill noted that Cultural Districts require matches, and the next two lines are reflective of that fact. She advised it is working, adding that there is no staff in her department assigned to manage Districts.

Line 538012-Other-Harbortown Cultural District (\$4,000)

Line 538013-Other-Rocky Neck Cultural District (\$4,000)

Line 538014-Other-Committee for the Arts (\$4,000): Support for the Committee for the Arts.

Total Ordinary Maintenance \$128,500 (3.3% increase for FY20)
Total Tourism Commission \$145,380 (3.1% increase for FY20)

REVISITS: None.

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 FY20 appropriations for TOURISM COMMISSION AS FOLLOWS:

Personal Services	\$ 16,880
Ordinary Maintenance	<u>\$128,500</u>
TOTAL	\$145,380

The B&F Committee concluded its review of Community Development, Tourism and Conservation Commission at 2:25 p.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.

CITY COUNCIL STANDING COMMITTEE

Budget & Finance

Wednesday, May 15, 2019 – 8:00 a.m.

3rd Fl. Conference Room – City Hall

FY20 Budget Review: Department of Public Works

Present: Chair, Councilor Melissa Cox, Vice-Chair Councilor Scott Memhard, Councilor Ken Hecht**Absent: None.****Also Present: Councilor Gilman; Jim Destino; Kenny Costa; John Dunn; Mike Hale; Mark Cole; Kathy Clancy****This portion of the Budget & Finance FY20 Budget Review meeting convened at 9:57 a.m.****Tab 2, Department of Public Works-All Departments - Starting on Page** – The DPW Budget was reviewed by **Michael Hale**, DPW Director and **Jim Destino**, CAO, with additional information provided by **John Dunn**, CFO; and **Mark Cole**, Assistant Public Works Director as follows:**Department 403 – SOLID WASTE DISPOSAL – Page 55****Personal Services****Line 513002-Overtime-Labor (\$10,000):** This line funds overtime for the compost facility open 6 weeks on Saturdays in the spring and occasionally throughout the year, and monthly recycling day at the DPW on Poplar Street, and was noted to be flat lined from FY19.**Line 519026-Stipends (\$10,000):** This is one employee stipend to manage the solid waste contract.**Total for DPW-Solid Waste Personal Services \$20,000 (0% increase for FY20)****Ordinary Maintenance****Line 520000-Purchase of Services (\$5,000)****Line 527015-Rental-Leases-Equipment (\$8,000)****Line 529004-Solid Waste (Contract) (\$2,099,877):** This a contractual obligation. This line breaks down to: Contract cost for curb-side pickup \$1,496,250; Tipping Fee \$496,800; Roll-off removals \$75,000; Main Street & Stacy Boulevard barrel pickup \$31,827-This cost was noted for seven day a week pickup. The DPW contracts it out from Memorial Day to Columbus Day when the department is at its busiest then removes some of the barrels to prevent household trash dumping and begins pick up of the trash barrels at those locations to Memorial Day. **Mr. Hale** pointed out that this is a very good contract and that there is no tipping fee for recycling.**Line 529007- Hazardous Waste Removal (\$10,000):** This funding supports the annual Household Hazardous Waste Day at DPW facility. This line item is supplemented by a grant from the Dept. of Environmental Protection (DEP)**Line 540000-Supplies (\$7,500):** Recycle bins for new homeowners & lost or stolen bins. This line increased by \$2,000 which is disposal costs. New barrels for Main Street were in last year's budget, **Mr. Hale** pointed out. Prompted by **Councilor Memhard**, **Mr. Hale** noted by ordinance they provide recycling bins – one per household and a second can be purchased if lost for \$5, all at a loss. They explored totters with lids, at \$600,000 and it is not something that all folks can handle such as the elderly and infirm. In the suburbs of Gloucester it may work. The ordinance should be changed to cover bins. He noted he had a bin bought at a local hardware store for \$35 with a cover that works for him. To affect change, they can change the ordinance and have people change their bins at their expense. **Councilor Cox** suggested there could be grant funding somewhere and then work with local hardware stores to provide discounts on these covered bins. **Mr. Hale** highlighted a 2'x2' piece of plywood would work on the bins – a lot is the responsibility of homeowners. **Mr. Destino** pointed out that people put out their recycling and trash an entire day prior to their pick up day which causes great trouble. They encourage people to leave their purple liner in their barrels, **Mr. Hale** advised.**Mr. Destino** noted that in 2011 the fees they took in for purple bags took care of 76.5% of expenditures in this department and in 2020 it is only covering 51% of expenditures because expenses have gone up and the price of bags have only gone up once. Expenses continue to rise but bag prices stay the same, he pointed out. There are different ways to fund Solid Waste, he noted, but this is the way Gloucester decided to go. Tipping tonnage is static, **Mr. Hale** highlighted, but it is the cost of the service provided.

Councilor Cox mentioned composting and suggested this could cut down on tonnage. **Mr. Hale** noted the last time they were asked to run an analysis. It was \$300,000 to do provide this service, with a \$50,000 annually from solid waste to composting, so about a \$250,000 cost to the city. That is a lot of money for the city to take this on, he conveyed. The private market best serves this community need, he suggested. He pointed out that the problem with composting is that if it becomes contaminated it becomes an issue, he confirmed, saying that compost is notorious for being contaminated. There was an inquiry about leasing the compost facility to private entities. **Mr. Hale** conveyed there are a host of issues they're dealing with for the city's compost facility, and that this would only add to it. There is no guarantee that Black Earth (a local composting company that provides pick up and drop off) would get the contract, he added. **Mr. Dunn** mentioned that the city of Beverly has a composting program and touched on that city's associated costs briefly.

Councilor Gilman asked the costs associated with outside landscapers coming to the city compost facility. She noted seeing trucks from Beverly and Manchester dumping and taking compost. She expressed her concern this could be an ongoing situation. **Mr. Hale** noted the city's compost facility is not opened to contractors, suggesting it may be a resident's relative using their own truck to remove debris from a resident's property who doesn't have a vehicle large enough to do so. They don't see a lot of contractors there, he advised, noting that there is signage and the DPW folks do check. He discussed briefly what it costs to remove and dispose of Christmas trees.

Councilor Hecht conveyed that the city has a "massive" trash problem that he found unacceptable saying that he has met with the Clean City Commission on the matter; and asked what they were doing moving forward to contain this problem. **Mr. Destino** advised that options have been kicked around for years – covered recycling bins, for instance. If the Council wants to amend the ordinance to require bags be in covered bins and recycling in covered bins, there is a personal responsibility that has to be made by citizens. Additionally, he pointed out that there has to be enforcement as well with trash and recycling being placed curbside too early. It is an education piece the city needs to do, he conveyed. He urged that every Ward Councilor at their Ward meetings needs to convey this information, "right off the bat." On the recycling, he reiterated that there is a personal responsibility that people need to cover their bins on a windy day. It is not just one law, one expense, everyone has to own it and is where it begins, he highlighted.

Councilor Cox confirmed that the trash violation is enforced by the Building Inspector with **Mr. Destino**. Trash can go out as early as 4:00 p.m. the day before pick up, **Mr. Hale** pointed out, and that should be changed to the morning of the day of pick up. **Mr. Destino** noted as they go through the inspection of new buildings they need to highlight this information. **Mr. Hale** advised the short-term rentals are a huge issue in Ward 4, and tickets need to be written. There was a discussion on changing the ordinance to require all purple bags be in covered in barrels and all recycling be covered. Enforcement should be easy, **Mr. Destino** indicated. **Councilor Hecht** advised that this sounds like the ultimate answer but also suggested neighborhood peer pressure, saying that the "hammer" is the ordinance change, he suggested. Communication by Ward Councilors to advise this kind of thing is unacceptable and by noting what the requirements are would go a long way first through education and communication, **Mr. Destino** conveyed. He expressed the belief that there are a lot of neighborhoods that don't have these issues; and mentioned the carry in/carry out policy working because people do take responsibility. **Councilor Cox** asked for a multi-lingual notice for the trash ordinance. Other cities and towns have this issue, she pointed out, and conveyed she'll research this upon her return to the city.

Total DPW-Solid Waste Ordinary Maintenance \$2,135,377 (5.5 % increase for FY20)

Total DPW-Solid Waste \$2,155,377 (5.5% increase for FY20)

REVISITS: None.

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 FY20 appropriations for DPW-SOLID WASTE as follows:

Personal Services	\$ 20,000
Ordinary Maintenance	\$2,135,377
TOTAL:	\$2,155,377

Department 411 – DPW-ENGINEERING – Pages 57:

Personal Services

Line 511000-Salaries (\$34,958):

Line 512000-Salary/Wages Temporary (\$15,000): Part-time office aide – this is an increase due to need. Engineering has two employees, nine when Mr. Hale started with the department, he conveyed. There is no clerk or engineering aide. This is to give the two employees some flexibility with so much new growth going on in the city, **Mr. Destino** advised. This accounts for the total increase in Personal Services.

Line 514006-Longevity (\$425):

Total DPW-Engineering Personal Services \$50,383 (42.9% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$5,000)

Line 524007-Repair & Maintenance Office Equipment (\$500)

Line 527006-Lease Copier (\$2,070): Copier lease funded between Engineering, Water & Sewer & HP Design Jet T250

Line 530006-Engineering/Architecture (\$225)

Line 542000-Office Supplies (\$750)

Line 542002-Copying (\$750): This line is for photo supplies.

Total DPW-Engineering Ordinary Maintenance \$9,295 (0% increase for FY20)

Total DPW-Engineering \$59,678 (34% increase for FY20)

REVISITS: None.

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 FY20 appropriation for DPW-ENGINEERING as follows:

Personal Services	\$ 50,383
Ordinary Maintenance	\$ <u>9,295</u>
TOTAL:	\$ 59,678

Department 421 – DPW-PUBLIC WORKS ADMINISTRATION-Page 59

Personal Services - All lines under this heading are split between Administrations, Water & Sewer Enterprise Fund

Line 511000-Salaries (\$107,754): This is the administrative arm of the DPW consisting of the Director, the Confidential Secretary, and the Assistant DPW Director. The Personnel lines are all contractual obligations.

Line 514006-Longevity (\$1,360): The DPW Director and Assistant Director are at 20 years tenure, it was noted.

Line 519010-Sick Buyback (\$918)

Line 519024-Sick Incentive (\$306)

Total DPW-Public Works Administration Personal Services \$110,338 (.5% increase for FY20)

Ordinary Maintenance

Line 530008-Employee Training Seminars (\$5,000)

Line 571000 In-State Travel: (\$6,500): Travel reimbursement for the Director.

Line 572000-Out-of-State Travel (\$2,500): Travel reimbursement for the Director and the Assistant Director.

Line 573000-Dues & Memberships (\$1,790)

Total DPW-Public Works Administration Ordinary Maintenance \$15,790 (.6% increase for FY20)

Total DPW-Public Works Administration \$126,128 (.5% increase for FY20)

REVISITS: None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the FY20 appropriations for DPW-PUBLIC WORKS ADMINISTRATION as follows:

Personal Services	\$110,338
Ordinary Maintenance	\$ 15,790
TOTAL:	\$126,128

Department 423 – DPW-SNOW REMOVAL – Page 61

Mr. Destino advised that this department is level funded and unchanged.

Personal Services

Line 513002-Overtime – Labor (\$141,500)

Total DPW-Snow Removal Personal Services \$141,500 (.0% increase for FY20)

Ordinary Maintenance

Line 524017-Repair & Maintenance Equipment (\$5,000)

Line 529002-Snow Removal (\$41,200): Snow removal contracts & GPS tracking for contractors.

Line 529014-Snow Plow (\$340,000): For outside contractors for salting & snowplow operations

Line 540000-Supplies (\$500)

Line 540000-Supplies (\$500)

Line 543001-Hardware Small Tools (\$50)

Line 548001-Motor Gas & Oil (\$22,300)

Line 548004-Tires & Tubes (\$3,800)

Line 548006-Motor Parts & A (\$28,300): Replacement parts for trucks, sanders, blowers, plow blades, etc.

Line 549000-Food Supplies (\$1,000)

Line 553010-Salt & Sand (\$147,500): This line is to fund salt for the city’s roads only. **NOTE: No sand is purchased.**

Total DPW-Snow Removal Ordinary Maintenance \$590,100 (0% increase for FY20)

Capital Outlay

Line 585000-Equipment (\$35,000)

Total DPW-Snow Removal Capital Outlay \$35,000 (.0% increase for FY20)

Total DPW-Snow Removal \$766,600 (.0% increase for FY20)

REVISITS: None.

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 FY20 appropriations for DPW-SNOW REMOVAL as follows:

Personal Services	\$ 141,500
Ordinary Maintenance	\$ 590,100
Capital Outlay	\$ 35,000
TOTAL	\$ 766,600

Department 470 – DPW-PUBLIC SERVICES – Pages 63

Personal Services - All Public Services Personnel are funded between Public Services, Water & Sewer

Mr. Destino noted that the AFSCME A collective bargaining agreement is contained within the budget.

Line 511000-Salaries (\$1,011,571): It was noted that the AFSCME A unit has settled their contract. There was a mention of the need to amend the Personnel Ordinance to reflect the changes under AFSCME A departmental organization chart and realignment of job descriptions which will be forwarded through the next Mayor’s Report, Mr. Destino advised extending his thanks to the union.

Line 512000-Salary & Wages Temporary (\$429,000)

Line 513002-Overtime Labor (\$90,000)

The 8.4% increase in Personal Services covers the reclassifications and the COLA, **Mr. Dunn** confirmed. **Mr. Hale** discussed numbers of employees with **Councilor Cox** briefly. He explained that they've had some losses, he advised, but through Human Resources and the hiring process they have some really qualified people now on board to add to their roster. Summer hires are difficult, he noted for labor. The end end-of-summer lifeguard situation was noted that they move those who don't leave for school to the big beaches. **Councilor Hecht** noted the funds for the capital improvement study which is driving capital improvements. He suggested as the city moves into a capital campaign on facilities it could be beneficial to bring projects in-house rather than contracting out, thereby needing personnel increases and could be looked at for a cost comparison. **Mr. Destino** noted it is a balance; growing the in-house staff also comes with some issues such as adding the expense of benefits such as pension. He suggested more municipalities are looking to privatize more not bring more employees in house. He pointed out that they want to run lean and efficient departments with cross-trained staffed. It was noted that there are about 70 private vendors for snow removal which is helping to keep costs down. **Councilor Hecht** asked that they look to identify their spots where they can add in-house staff. **Mr. Destino** countered that these budgets shrink every year with zeros, and it is level funding on the city side. That **Mr. Hale** can do more with less is admirable, but there is a point of diminishing returns, **Mr. Destino** pointed out. What they can do in house they do; the bigger projects will always be contracted out. Dore & Whittier will help them to look at the to-do list and separate the small things. In a 15 month time period 957 work orders were opened by the School Department and most were closed out, **Mr. Hale** highlighted. They are working diligently to address the bigger list through the Facilities Capital Plan. It isn't just manpower, but technology to track the work, **Mr. Destino** added, and making an investment for the DPW to help plan the work. The best business practices are showing, he added, and is a testament to these managers.

Noting the loan order passed the previous evening for the Visitor's Center repair **Councilor Cox** asked about opening the Center for a longer season, and asked that during the construction if they could look into heating the building during shoulder seasons while this is in the design stage. **Mr. Hale** advised there is no boiler for that kind of heating and no insulation. There was gas in the building once upon a time highlighting that it is a substantial cost to install central heating. There are also fuel costs, and **Mr. Hale** asked who will staff it. It will add costs to open just the bathrooms earlier, but not much, a couple thousand dollars annually, he suggested, but they have to justify the expense. They are trying to become more year-round tourist friendly, **Councilor Cox** pointed. **Mr. Destino** noted that for next spring they can open the bathrooms earlier, and they'll watch the weather.

Total DPW-Public Services Personal Services \$1,544,666 (8.4% increase in FY20)

Ordinary Maintenance

Mr. Hale commented that the budget is now more specific, reflective of what this department does and the following line items were highlighted:

Line 520000-Purchase of Services (\$100,500) – Sublines were touched on under this heading.

Line 524001-Repair & Maintenance B&G (\$30,000)

Line 524014-Repair & Maintenance Paving (\$60,000): With supplemental appropriations from the Highway Force account they increased money for this function. **Councilor Gilman** advised she was speaking for **Councilor LeBlanc** as well, explaining that where there are two public connecting roads with a private road in between or a private road that has access to a public place, they have to think how they can help those roads with potholes because they're creating concern in city wards. When they go and ask people to consider a debt exclusion override for schools and folks are in this particular situation, they need to reconsider their policy. **Mr. Destino** conveyed that this doesn't say on this line that this is solely for public ways, but when a private way degrades to a certain poor condition then it is up to the abutters of that private way to fix their private way. The city can't spend money on private property. They used to have a betterment ordinance that says it was the city paying 50% of betterments. They changed the formula in the ordinance, **Mr. Hale** pointed out. They can't afford to do it as long as it is private ways, he cited. They can't maintain private roads by statute, but they give you the right for local ordinance for betterments, and that if it is strictly a private road they are not eligible; it is only for private ways with public passage. **Mr. Hale** explained. **Councilor Gilman** asked for more consideration for private road repair. **Councilor Cox** asked if there was a possibility for doing 20% for roads specifically like the ones **Councilor Gilman** mentioned. **Mr. Destino** and **Mr. Hale** advised they are looking into it. **Mr. Destino** added it's just not that simple; they're not even able to take care of their public ways. He again touched on the road improvement plan which he indicated will help to make headway with a dedicated funding source. **Councilor Memhard** noted Beach Road as

an example of a private way used as a through street, as well as Brightside Avenue, both in very poor condition. **Councilor Cox** discussed the issue of Corliss Landing with Mr. Hale, and similar situations. **Mr. Hale** pointed out Corliss Landing is a state landing and recounted the history of the landing and the subdivision that was created adjacent to it that recognized the public landing. You can't maintain a private road legally, he added. He reiterated that the city can't maintain a private road legally under state law. On inquiry by Councilor Gilman, Mr. Hale explained how the city can plow certain roads, saying that it was through referendum which is the only way, MGL Ch. 6C and D. The city agreed to take public money to plow private roads that are open to the public, and then the City Council voted on that list. He pointed out that people still don't believe they're responsible for paving their private ways. **Councilor Cox** conveyed the City Council should not be giving "false hope" at all, and expressed agreement that people should be more educated when buying a house to see if they are on a private road. **Line 529005-Care of Trees (\$25,000)** was touched on with **Mr. Hale** citing this funding is good for five days of tree work and that they have to prioritize judiciously. There is a debate of what trees belong to the city and touched on that issue briefly.

Line 530018-Police Details (\$30,000): This line was touched on briefly.

Line 538000-Downtown Development-Other Purchase of Services (\$10,000)

Line 538020-Other Cemetery (\$1,000): Funding for the Cemetery Advisory Committee

Line 553002-Bitum Supplies (\$15,000): Winter pothole mix which is down 25% as they're not using as much these days as they sometimes subcontract with staff plowing all night, **Mr. Hale** advised.

Line 553006-Masonry (\$2,500): **Councilor Cox** touched on this line with **Mr. Hale** briefly.

Line 540000-Supplies (\$31,000): This line includes Mutt Mitt supplies; replacement flags & miscellaneous supplies.

Line 542011-Print Form (\$2,475): This line includes beach information sheets; beach parking lot tickets and hotel/motel vouchers.

Mr. Destino highlighted that certain permit funds go into the Highway Force account. He conveyed he has conversed with Mr. Hale, Mr. Dunn and Councilor Hecht about a plan for city road paving. They will look for an endorsement from the Council

Total DPW-Public Services Ordinary Maintenance \$388,655 (12.6% increase for FY20)

Capital Outlay

Line 584000-Site Improvements (\$50,000): Site improvements for beaches & Stage Fort Park; new roof for Good Harbor Beach concession stand; purchase of storage units & lifeguard equipment, etc.

Total DPW-Public Services Capital Outlay 50,000 (37.5% decrease for FY20)

Total DPW-Public Services \$1,983,321 (7.2% increase for FY20)

REVISITS: None.

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 FY20 appropriations for DPW-PUBLIC SERVICES as follows:

Personal Services	\$1,544,666
Ordinary Maintenance	\$ 388,655
Capital Outlay	\$ 50,000
TOTAL:	\$1,983,321

Department 472 – DPW-FACILITIES MAINTENANCE – Pages 67

Personal Services

Line 5110000-Salaries (\$2,120,778): **Mr. Destino** advised this is a department that is directly affected by the AFSCME A contract settlement.

Line 513002-Overtime-Labor (\$100,000): The biggest increase is overtime is because of the schools for alarm callbacks, **Mr. Hale** noted. They can't do work during traditional hours and sometimes they need to fit in non-

traditional work hours, he advised. Schools are in good condition because of the work of the DPW staff here, he added.

Total DPW-Facilities Maintenance Personal Services \$2,395,002 (7.5% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$214,588)

Line 521001-Electricity (\$1,100,000)

Line 521002-Natural Gas (\$500,000)

Line 521005-Oil (\$49,950): This line is up 42%. **Mr. Hale** advised that it is for Plum Cove and Fire Stations.

Lines 5210001, 521002 and 521005 are all flat.

Line 527001-Rent Buildings (\$460,200): CATA Annex (\$85,200) – **Mr. Destino** advised another lease has been signed, but they are looking at other properties to centralize city services. They opted for five one-year options, he noted. School Administration Building (\$375,000)-This lease runs from August to August – there is a year option that has to be exercised by 12/20/19. There should be a plan in place by 12/20/2020, **Mr. Destino** advised.

Total DPW-Facilities Maintenance Ordinary Maintenance \$2,940,147 (.4% increase for FY20)

Total DPW-Facilities \$5,335,149 (3.5% increase for FY20)

REVISITS: None.

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 FY20 appropriations for DPW-FACILITIES MAINTENANCE as follows:

Personal Services	\$2,395,002
Ordinary Maintenance	\$2,940,147
TOTAL:	\$5,335,149

Department 499 - DPW- CENTRAL SERVICES – Pages 71

Personal Services - All personnel are funded between DPW-Central Services, Water & Sewer

Line 511000-Salaries (\$107,831) Contractual increases.

Total DPW-Central Services Personal Services \$141,401 (1.0% increase for FY20)

Ordinary Maintenance (the following lines were touched on)

Line 520000-Purchase of Services (\$21,250)

Line 521000-Energy (\$348,250): Street light maintenance agreement (\$42,000); repairs above maintenance (\$6,250); Street lights (\$300,000) – **Councilor Hecht** asked if the lights in the trees on Main Street fall under the contract. **Mr. Hale** advised they were and asked that in SeeClickFix when complaints are lodged about lights out in the trees that they need to be specific not just, “lights out in the trees” so they can locate the problem. **Councilor Cox** asked if they’ve resolved the contract with Siemens. **Mr. Hale** advised that it was mostly an issue with National Grid which has been addressed. **Councilor Cox** discussed briefly with **Mr. Hale** about the process for the installation of new light poles.

Line 548001-Motor Gas & Oil (\$177,700): Gasoline; diesel, oil & lubricants

Line 548004-Tires & Tubes (\$25,000): Police tires are purchased by special contract, **Mr. Hale** noted.

Line 550000-Medical/DN Supplies (\$550)

Line 578005-Reimbursement of Licenses (\$120)

Total DPW-Central Services Ordinary Maintenance \$835,800 (2.3% decrease for FY20)

Capital Outlay

Line 585000-Equipment (\$7,025): Lease payment to own new truck for Storekeeper (3-yr. lease).

Total DPW-Central Services Capital Outlay \$7,025 (0% increase for FY20)

REVISITS: None.

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 FY20 appropriations for DPW-CENTRAL SERVICES as follows:

Personal Services	\$141,401
Ordinary Maintenance	\$835,800
Capital Outlay	<u>\$ 7,025</u>
TOTAL:	\$984,226

The Budget & Finance Committee concluded its review of the Public Works Department at 11:32 a.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.

City Council Standing Committee
Budget & Finance
 Wednesday, May 15, 2019 - 8:00 a.m.
 3rd Floor Conference Room, City Hall

FY20 Budget Review: Enterprise Funds – Water, Sewer, Water & Sewer Rates; Talbot Rink

Present: Councilor Melissa Cox, Chair; Councilor Scott Memhard, Vice-Chair; Councilor Ken Hecht
Also Present: Councilor Gilman (left meeting at 11:45 a.m.); Jim Destino; John Dunn; Kenny Costa; Mike Hale; Mark Cole

The Budget & Finance Committee opened this portion of their meeting at 11:33 a.m.

Enterprise Funds – Water – Revenues (Tab 5)

Water Revenues

Line 414200-Tax Liens (\$50,000)

Line 414201-Utility Liens (\$240,000)

Line 417005-Penalties & Interest User (\$50,000): Collection of penalties & interest on late payment of FY20 water bills.

Line 421000-Utility User Charges (\$6,055,991) (water use charges billed & collected): A “Computation of Water and Sewer Indirects-Fiscal 2020” document was submitted by **Mr. Dunn** which he then reviewed. The current rate is \$8.30/1,000 gallons and would have to raise it to a rate of \$8.48/1,000 gallons to support expenditures as presented. He advised that \$200,000 in retained earnings within the Enterprise Fund will be used to supplement funding to keep the rate down. This is a 2.16% increase from year to year in the water rate. **Councilor Cox** asked if that was the most appropriate use of the retained earnings (also known as free cash). **Mr. Destino** pointed out that it is Water Enterprise “free cash,” not General Fund free cash. Each one of the Enterprise Funds has its own separate calculation and own separate certified free cash. Money appropriated in the rate from the past year, so they like to use it for rate relief when they can, **Mr. Destino** added. **Councilor Cox** noted that those that get hit with the debt exclusion are not on sewer that are paying for it which was confirmed by **Mr. Dunn** as being very small. Responding to an inquiry by **Councilor Hecht**, **Mr. Dunn** advised they collect 90% in the fiscal year in which the bills are rendered. He pointed out that there’s a number of people who don’t pay their bill and so it is lien to their taxes; the fourth quarter for that year doesn’t go out in May and is due and June.

Line 422001-Fixture Charges (fixture utility account) (\$35,000) (collection of fixture-based bills)

Line 448020-Water Construction Fees (\$60,000)

Line 468013-Cross Connection Survey Fees (\$40,000)

Line 497005-Transfer In-Enterprise Fund (\$200,000): Retained Earnings appropriation

Total Water Revenues \$6,730,991 (5.3% increase for FY20)

Total Enterprise Fund – Water \$6,730,991 (5.3% increase for FY20)

Water Enterprise Funds– Expenditures (Tab 5)

Mr. Hale with assistance of **Messrs. Dunn** and **Destino** reviewed the following account descriptions and budget noting that this budget is level funded.

Water Personal Services

Line 511000 Salaries (funded between General Fund/DPW/Treasurer/IT, and Water and Sewer Enterprise Funds) (\$1,049,398)

Line 512000 Salaries & Wages Temp (summer interns) (\$10,000)

Line 513002 Overtime Labor (\$97,959)

Line 514006 Longevity (\$12,254)

Line 515001 Vacation Buy Back (\$0)

Line 517001 Workers Comp. (\$0)

Line 517003 Health Insurance (\$205,610)

Line 517004 Retirement Fund (\$343,701)

Line 517006 Life Insurance (\$1,105)

Line 517008 Medicare Insurance (\$15,664)

- Line 519010 Sick Buyback (\$3,578)
- Line 519011-Retirement Sick Buyback (\$0)
- Line 519021 Incentive-A (\$6,174)
- Line 519024 Sick Incentive (\$1,700)

Total Water Personal Services \$1,747,143 (.8% increase in FY20)

Water Ordinary Maintenance

- Line 520000-Purchase of Services (\$353,560):
- Line 524009-Repairs & Maintenance Pump (sewer pump) (\$2,143,048): Mr. Hale reviewed the Veolia contract saying that contract costs are up by 4%.
- Line 524013-Repairs & Maintenance Tools & Equipment (\$8,600)
- Line 524014-Repairs & Maintenance Paving (\$30,000): It was touched on briefly that the funds are encumbered. The rest is transferred in from the Highway Force account or through other appropriations like Chapter 90.
- Line 530008-Employee Training (\$3,950)
- Line 530009-Accounting & Auditing (\$4,330)
- Line 530027-Bond Issuance (\$35,000)
- Line 534002-Cell Service (\$5,000)
- Line 534003-Postage (\$15,000)
- Line 540000-Supplies (\$30,500)
- Line 542000-Office Supplies (\$1,000)
- Line 542011-Print Form (\$3,500)
- Line 543007-Paint (\$2,000)
- Line 548001-Motor, Gas & Diesel (\$33,400)
- Line 548004 -Tires & Tubes (\$5,000)
- Line 553002-Bitum Supplies (winter mix for trenches) (\$15,000)
- Line 553004-Lumber & Wood (\$4,000)
- Line 553005-Pipe Supplies (meters) (\$92,500)
- Line 553006-Masonry (\$3,000)
- Line 553008-Chemical (\$3,000)
- Line 553011-Soil & Fill Gravel Supplies (\$10,000)
- Line 553012-Drain Supplies (\$2,500)
- Line 558000-Other Supplies (Dam vegetation Management Program per DEP) (\$50,000)
- Line 569002-DEP Assessment (\$23,000)
- Line 569003-Tax Payment to Rockport (\$8,000)
- Line 573000-Dues & Memberships (\$1,000)
- Line 578005-Reimbursement of Licenses (\$500)

Total Water Ordinary Maintenance \$2,890,454 (7.4% increase in FY20)

Water Capital Outlay

- Line 580000-Capital Outlay (\$75,295): This line was touched on briefly.
- Line 585000-Equipment (\$30,000)
- Line 585023-GIS Software (\$80,000)
- Line 588501-Water Meter (\$50,000)

Total Water Capital Outlay \$235,295 (27% increase in FY20)

Water Debt Service /OFU

- Line 591000-Principal on LTD (\$1,058,562)
- Line 591500-Interest on LTD (\$586,278)
- Line 592500 -Interest on Notes & BAN (\$3,261)
- Line 596001-Transfer to General Fund (\$209,998): Indirect costs

Total Water Debt Service/OFU \$1,858,099 (4.3% increase for FY20)

Total Enterprise Fund – Water \$6,730,991 (5.3% increase for FY20)

VOTES ON THE WATER ENTERPRISE FUND:

WATER ENTERPRISE APPROPRIATIONS

Dept. 450 – WATER

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 total FY20 WATER ENTERPRISE APPROPRIATIONS as follows:

Personal Services	\$1,747,143
Ordinary Maintenance	\$2,890,454
Capital Outlay	\$ 235,295
Debt Service/OFU	<u>\$1,858,099</u>
TOTAL:	\$6,730,991

WATER ENTERPRISE REVENUES

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 appropriate in the amount of \$200,000 (Two Hundred Thousand Dollars) from Water Enterprise Fund-Undesignated Fund Balance – Retained Earnings (“Free Cash”), Account #6000-359000, to Water Enterprise Fund – Fund Balance Reserved for Special Purposes, Account #6000-328000. The purpose of this appropriation from Water Enterprise Fund – Retained Earnings (“Free Cash”) is to reduce the water user charges rate for Fiscal Year 2020.

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 FY20 WATER ENTERPRISE REVENUES as follows:

TOTAL REVENUES:	\$6,730,991
------------------------	--------------------

WATER RATE:

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 FY20 Water Rate of \$8.48 per thousand gallons for a twelve month billing period effective July 1, 2019 retroactive to APRIL 1, 2019.

(This is a \$0.18 or 2.16% increase over FY19 water rate of \$8.30 per thousand gallons)

Sewer Enterprise Funds - Revenues (Tab 5)

Mr. Dunn reviewed the following account descriptions and budget: This is the same as in the Water Enterprise Fund. A rate was developed through a “Sewer Rate Calculation - FY2020” which he reviewed with the Committee. He noted that the \$8,453,130 in expenditures for the Sewer Enterprise Fund has to be supported, just like with the Water Enterprise Fund. He noted it is the same with the Sewer Enterprise Fund as well that they are using retained earnings to stabilize the sewer rate for \$280,000, which leaves an estimated rate for FY20 of 14.83/1,000 gallons which is the same as the current rate.

Councilor Memhard asked why they couldn’t leave the Free Cash appropriation in the account and have a small escalation, and asked if there was a financial benefit. **Mr. Dunn** advised the following: that over the last five years they looked at the rate and want to have the rate average about 2.8% across the combined water and sewer rates. They have about \$1.7 million in retained earnings in sewer and they should use some of that. The combined rate is \$23.31 or a 0.8% increase over the FY19 rates. Several years ago the rate was pushed because of the new Veolia contract as well as infrastructure work debt service. This is very different than what the projections were 10 years ago. These rates are well below where they were supposed to be. They did the debt shifts which helped. The CSO has had debt issued right up until this year and has 20 more years. There’s about 17 more years on water. The estimated rates in the documentation (placed on file) were noted. This

sewer rate will support expenditures as proposed for FY2020. **Mr. Destino** pointed out that the Pole's Hill debt exclusion has fallen off as of this year and is done. He advised they will see some water work done this year.

Sewer Revenue

Line 414200-Tax Liens (\$50,000)

Line 414201-Utility Liens (\$250,000)

Line 417005-Principal & Interest (\$50,000)

Line 421000-Utility User (\$7,755,130)

Line 422001-Fixture ECHG (fixture utility) (\$15,000)

Line 432035-Septage Fees (\$50,000)

Line 468013-Cross Connection Survey Fees (\$3,000)

Line 497005-Transfer-In from Enterprise Fund (\$280,000): Retained Earnings appropriation.

Total Sewer Revenue -\$8,453,130 (3.7% increase for FY20)

Total Enterprise Fund – Sewer - \$8,453,130 (3.7% increase for FY20)

Sewer Enterprise Fund – Expenditures (Tab 5)

Mike Hale, DPW Director, reviewed the following account descriptions and budget for the Sewer Enterprise Fund with input from **Mr. Destino** and **Mr. Dunn**.

Mr. Hale advised that Personnel Services are much the same as the Water Enterprise Fund, with contractual obligations and splitting of wages between the Water and Sewer Enterprise Funds. **Mr. Destino** added that the 3.5% Personal Services increase has to do with COLA and step increases.

Personal Services:

Line 511000-Salaries (\$1,044,051) (the only increases are step increases at this time) - funded between DPW/Treasurer/IT/Water & Sewer

Line 512000-Salary & Wages Temp (\$15,000)

Line 513002-Overtime Labor (\$40,000)

Line 514006-Longevity (\$12,254)

Line 517002-Unemployment Insurance (\$13,250)

Line 517003-Health Insurance (\$190,160)

Line 517004-Retirement Fund (\$322,276)

Line 517006-Life Insurance (\$850)

Line 517008-Medicare Ins. (\$14,250)

Line 519010-Sick Buyback (\$3,578)

Line 519011-Retirement Sick Buyback (\$7,689)

Line 519021-Incentive-A (\$5,724)

Line 519024-Sick Incentive (\$1,700)

Total Sewer Personal Service \$1,670,782 (2.2% increase for FY20)

Sewer Ordinary Maintenance

Line 520000-Purchase of services (\$289,160)

Line 524003-Repairs & Maintenance of Vehicles (\$14,500)

Line 524007-Repairs & Maintenance Office Equipment (\$3,399)

Line 524009-Repairs & Maintenance Pump (sewer pump station) (\$3,589,872)

Line 524013-Repairs & Maintenance Tools & Equipment (\$5,000)

Line 524014-Repairs & Maintenance Paving (\$25,000)

Line 527015-Rental of Equipment (\$4,523)

Line 530000-Professional & Technical (engineering services) (\$20,000)

Line 530006-Eng/Arch (engineering & architectural services) (\$149,309)

Line 530008-Employee Training (\$550)

Line 530009-Accounting & Auditing (\$5,032)

- Line 530010-Legal Services (\$20,000)
- Line 530023-Staff Development (\$10,000)
- Line 530027-Bond Issuance (\$30,000)
- Line 534002-Cell Service (\$5,000)
- Line 534003-Postage (\$16,000)
- Line 540000-Supplies (pipes, tubes, fittings) (\$45,000)
- Line 542000-Office Supplies (\$500)
- Line 543007-Paint (\$300)
- Line 548001-Motor G&O (Gas & Diesel) (\$33,400)
- Line 548004-Tires & Tubes (\$2,500)
- Line 548006-Motor Parts & Accessories (motor pool parts & accessories) (\$50,000)
- Line 553002-Bitum Supplies (street paving) (\$8,000)
- Line 553004-Lumber & Wood (\$3,500)
- Line 553005-Pipe Supplies (\$60,000)
- Line 553006-Masonry (\$8,000)
- Line 553011-Soil & Fill Gravel Supplies (\$15,000)
- Line 553012-Drain Supplies (\$1,000)
- Line 570000-Other expenses (\$15,000): WWTP stipulated penalties per Consent Decrees
- Line 573000-Dues & Memberships (\$610)
- Line 578005-Reimbursement of Licenses (\$500)

Total Sewer Ordinary Maintenance \$4,430,655 (3.4% increase for FY20)

Sewer Capital Outlay

- Line 580000-Capital Outlay (\$233,249)
- Line 585023-GIS Software (\$80,000)

Total Sewer Capital Outlay \$313,249 (0% increase in FY20)

Sewer Debt Service/OFU

- Line 591000-Principal on LTD (long term debt) (\$1,366,357)
- Line 591500-Interest on LTD (long term debt) \$437,121
- Line 592500-Interest on Notes & BAN (\$24,968)
- Line 596001-Transfer to General Fund (\$209,998): Indirect costs.

Total Sewer Debt Service/OFU \$2,038,444 (6.2% increase in FY20)
Total Enterprise Fund – Sewer \$8,453,130 (3.7% increase for FY20)

Grand Total -\$8,453,130 (3.7% increase for FY20)

VOTES ON SEWER ENTERPRISE FUND:

SEWER ENTERPRISE APPROPRIATIONS

Dept. 440 – SEWER

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the Budget & Finance Committee voted in favor, 0 opposed, to recommend that the City Council approve the FY20 SEWER ENTERPRISE APPROPRIATIONS as follows:

Personal Services	\$1,670,782
Ordinary Maintenance	\$4,430,655
Capital Outlay	\$ 313,249

Debt Service/OFU	<u>\$2,038,444</u>
TOTAL:	\$8,453,130

SEWER ENTERPRISE REVENUES

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 appropriate in the amount of \$280,000 (Two Hundred Eighty Thousand Dollars) Sewer Enterprise Fund-Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #6400-359000, to Sewer Enterprise Fund – Fund Balance Reserved for Special Purposes, Account #6400-328000. The purpose of this appropriation from Sewer Enterprise Fund – Retained Earnings (“Free Cash”) is to reduce the sewer user charges rate for Fiscal Year 2020.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Memhard, the Budget and Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the FY20 SEWER ENTERPRISE REVENUES as follows:

TOTAL REVENUES:	\$8,453,130
------------------------	--------------------

SEWER RATE:

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 FY20 sewer rate of \$14.83 per thousand gallons for a twelve-month billing period effective July 1, 2019 retroactive to APRIL 1, 2019.

(This is a \$0%, increase over the FY19 sewer rate of \$14.83 per thousand gallons)

Enterprise Funds – Talbot Rink – Expenditures (Tab 5)

Talbot Rink Revenue

Line 424003-Rink Charges (\$279,000)
 Line 484000-General Government Misc. Rev (General Government) (\$23,615)
 Line 497005-Transfers-in Enterprise Fund (Retained Earnings) (\$31,860)

Total Talbot Rink Revenue - \$334,475 (10.5% increase for FY20)

Talbot Rink Personal Services

Line 511000-Salaries (\$55,838)
 Line 512000-Salary & Wages Temp (\$55,000)
 Line 513000-Overtime (\$25,000)
 Line 514006-Longevity (\$1,000)
 Line 517003-Health Insurance (\$18,825)
 Line 517004-Retirement Fund (\$16,605)
 Line 517006-Life Insurance (\$15)
 Line 517008-Medicare Insurance (\$1,925)
 Line 519009-Uniform Allowance (\$350)
 Line 519021-Incentive-A (\$450)
 Line 519024-Sick Incentive (\$300)

Total Talbot Rink Personal Services \$175,308 (1.7% increase in FY20)

Talbot Rink Ordinary Maintenance

Line 520000-Purchase of Services (\$16,000)
 Line 521001-Electricity (\$50,000)

Line 521002-Natural Gas (\$18,000)
 Line 540000-Supplies (\$9,000)

Total Talbot Rink Ordinary Maintenance \$93,000 (0% increase in FY20)

Talbot Rink Capital Outlay

Line 582003-Building Improvements (\$5,354)
 Line 584000-Site Improvements (\$7,500)
 Line 585000-Equipment (replacement) (\$15,000)

Total Talbot Rink Capital Outlay \$27,854 (0% increase in FY20)

Talbot Rink Debt Service/OFU

Line 591000-Principal on Long Term Debt (\$25,000)
 Line 591500-Interest on Long Term Debt (\$13,313)

Total Talbot Rink Debt Service \$38,313 (2.9% decrease in FY20)

Total Enterprise Fund – Talbot Rink \$334,475 (.6% increase for FY20)

REVISITS: None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the Budget and Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the FY20 TALBOT RINK ENTERPRISE APPROPRIATIONS as follows:

Personal Services	\$175,308
Ordinary Maintenance	\$ 93,000
Capital Outlay	\$ 27,854
Debt Services/OFU	<u>\$ 38,313</u>
TOTAL:	\$334,475

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 appropriate in the amount of \$31,860 (Thirty One Thousand Eight Hundred Sixty Dollars) from Talbot Rink Enterprise Fund- Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #6900-359000, to Talbot Rink Enterprise Fund – Fund Balance Reserved for Special Purposes, Account #6900-328000. The purpose of this appropriation from Talbot Rink Enterprise Fund – Retained Earnings (“Free Cash”) is to stabilize the Talbot Rink Enterprise Fund user fees for Fiscal Year 2020.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the Budget and Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the total FY20 TALBOT RINK ENTERPRISE REVENUES in the amount of \$334,475.

The Budget & Finance Committee adjourned at 11:55 p.m.

Respectfully submitted,

Dana C. Jorgensson
 Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- The following documents were submitted by John Dunn, CFO:
- Computation of Water and Sewer Indirects Fiscal 2020

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Wednesday, May 15, 2019– 8:00 a.m.
3rd Fl. Council Conference Room – City Hall

FY20 Budget Review: Fire Department, including Emergency Management

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

Also Present: Councilor Gilman; Jim Destino; Kenny Costa; John Dunn; Fire Chief Eric Smith; Assistant Fire Chief Joseph Aiello; Deputy Chief Tom LoGrande

This portion of the Budget & Finance Committee FY20 budget meeting convened at 9:05 a.m.

Tab 2, Dept. 220, Fire Department-Page 40; and Tab 2, Dept. 291, Emergency Management-Page 51

The Fire Department and Emergency Management budgets were reviewed by **Fire Chief Eric Smith** with **Jim Destino**, CAO and **John Dunn**, CFO, as follows:

Mr. Destino advised there is movement within line items, but the goal in this department for this Administration is always the same – keep the stations open and fund EMS 24/7 in the community. It is a challenge through the years, and were creative in this budget to ensure they're funding the department as best as they can. This also reflects the new contract settlement and is the first vote to fund it.

Personal Services

Line 511000 -Salaries (\$7,225,399): This was highlighted by **Mr. Destino** as the bulk of the Fire Dept.'s budget and includes the new increase for the contract – 95% of the budget is personnel. Other than salaries and all the OT lines, he indicated there are 13 different ways in which firefighters are paid, be it FLSA's, sick buyback, etc. There is only a modest 2.2% increase year to year. **Councilor Cox** asked if the contract had been signed and does the FY20 budget reflect those numbers. **Mr. Destino** confirmed the raises are in this budget. The contract is good until June 30, 2019, he reported, as with all the unions excepting AFSCME A which has settled. They will begin negotiations again, **Mr. Destino** also confirmed. For FY20 there is no agreement, but the raises are retroactively included. They will be dealing with another retroactive situation in FY20, he confirmed, and advised they will come before the Council for a Supplemental Appropriation as needed. The current contracts are budgeted properly, but moving forward there is another possible retro, **Councilor Cox** advised.

Line 513000-Overtime (\$100,000): This line is dedicated just to station staffing.

Line 513001- Training Overtime (\$33,000):

Line 513003 - Overtime EMT Certification (\$219,645): This is contractual for certification of Paramedic, EMT and Emergency First Responder licenses.

Line 513004- Overtime Callbacks (\$50,000):

Line 513005-Overtime-Fire Prevention-Investigations (\$20,000)

Line 513006-Overtime-Mortality & Morbidity Rounds (\$4,000)

Line 514001- Merit Incentive (\$65,250)

Line 514005-FLSA Differentials (\$50,000)

Line 514006- Longevity (\$79,500)

Line 515004-Holidays (\$432,605)

Line 517001-Worker's Compensation (\$0)

Line 519001-Tuition Reimbursement (\$1,500)

Line 519009-Uniform Allowance (\$29,750)

Line 519010-Sick Leave Buy Back (\$20,000)

Line 519011-RMT Sick Leave Buy Back (\$0)

Line 519012-Nasal Narcan (\$65,804)

Line 519024-Sick Incentive (\$36,500)

Line 519025-Fitness Incentive (\$9,000)

Mr. Destino pointed out that the budgetary request was almost \$10 million from this department which would have decimated the rest of the city's budget so they, "sharpened their pencils." He expressed his thanks to the Chief, Assistant Chief and the financial staff of the Fire Department. **Chief Smith** confirmed for the Councilors that there is at least one retirement in August which will bring the department short of six firefighters. They're still getting the last batch of hires, one about to start and the last one to get through the academy shortly thereafter. He then touched on the process to get the new Fire Dept. employees to the academy, through it and actively on the line. The new DLS OSHA adoption says firefighters can't be on the line unless they've been through the academy, he highlighted. This constitutes a 10 month window, he added, to get a firefighter on the line which is why they have the gap in hiring and are covering with overtime. The position up for retirement is a firefighter/paramedic and won't have to be resolved in the ranks, **Chief Smith** confirmed for **Councilor Cox**.

Total Fire Department Personal Services \$8,441,953 (2.3% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$5,200):

Line 524001-Repair & Maintenance B&G (\$10,000)

Line 524003-Repair & Maintenance Vehicles (\$110,000)

Line 524006-Repair & Maintenance Communication Equipment (\$4,000)

Line 524007-Repair & Maintenance Office (\$5,200)

Line 524015-Repair & Maintenance Computer Equipment (\$40,700): **Mr. Destino** reviewed some of the sublines under this heading briefly.

Line 524017-R&M Equipment (\$24,850): **Councilor Memhard** noted that the budget presented doesn't reflect the substantial grant income the department successfully goes after. He asked about the range of grant income the department has successfully landed. **Chief Smith** noted all the grant opportunities his staff seeks out they've been very successful, mentioning the substantive SCBA (for firefighter breathing apparatus) grant. He reported that those are big capital investments for the department that would have had to be a General Fund capital investment by the city and takes those loans off the table. He recounted that there was \$400,000 for SCBA, \$500,000 for radios, and several others. There is money invested by the city for matches, it was noted. **Councilor Memhard** asked for a summary of what is coming into to the department from grants. **Mr. Destino** pointed out there is a "bucket list" in with the state for funding as well. He highlighted the relationship with the Governor through the Mayor that has generated a great deal of state grant funding coming to the city during her tenure. **Chief Smith** lauded the work of Deputy Chief LoGrande for his seeking out grants that benefit their department.

Line 527017-Rent-Parking (\$3,600)

Line 530025-Train OM (\$59,999)

Line 530030-EMS Services (\$17,000)

Line 530031-Fire Dept. Prevention Seminars (\$0): **Chief Smith** noted this training is not mandatory and if they can find the funding within their own budget line they'll transfer funds in from elsewhere in the budget; reiterating that this training it is not absolutely necessary, in response to **Councilor Cox's** inquiry.

Line 530032-Bills & Collections (\$39,000): To provide ambulance billing to approximately 2,000 ambulance patients. This is the 3% charge on the estimated revenue, **Chief Smith** advised on inquiry by **Councilor Hecht**. **Mr. Dunn** talked about ambulance write-offs and how the process works. Most especially there is the bad debt when bills aren't paid, he highlighted, saying that it's either someone who can't afford to pay or the difference of what Medicare will pay; etc. The billing company has a vested interest to collect this money, he pointed out, and the collections company they engaged a few years ago netted zero over a 10 month period. He reported that everyone whom he spoke to in the industry has confirmed the same. The margins are very fine, he noted, and the city is well within the norms, including private ambulance companies. They do a good job in collections, he highlighted. **Mr. Destino** noted they do look at this billing company constantly and ensure they're not falling behind; but they are satisfied with their analysis of their performance. Intermedix is the company, and John Sanger, the department's EMS Coordinator has a business management degree. He has found a few things that went unnoticed and is holding folks accountable, **Chief Smith** reported. **Mr. Dunn** advised Intermedix has changed their platform and is moving forward creating a better product. **Mr. Destino** advised this is the percentage they pay for administration in this line. Revenues are lagging this year, he noted, but are returning to normal expressed his hope they'll hit the budgeted number. This year they are leaving revenues flat, he confirmed.

Councilor Hecht noted there are many paramedics on the department that cost more and trying to collect ambulance fees is difficult. He asked if there were other structural things that may save the department money. **Chief Smith** advised that what patients receive is a quality response in medical care. **Mr. Destino** expressed agreement that this is a first class

service to the community – it’s just expensive. **Councilor Hecht** suggested they are going to keep doing what they’re doing for FY20.

Councilor Cox expressed she liked the investment in its citizenry and having the knowledge that our neighbors are our firefighters/paramedics.

Line 530034-Ambulance Service Medical Control (\$5,500)

Line 534002-Cellular Phone Service (\$20,980)

Line 540000-Supplies (\$2,000)

Line 542000-Office Supplies (\$2,000)

Line 542010-PUBS Equipment (\$22,000)

Line 543000-BE Repair & Maintenance Supplies (\$700)

Line 543003-Tools (\$1,000)

Line 543007-Paint (\$300)

Line 543011-Hardware & Small Tools (\$1,000)

Line 545000-Custodial Supplies (\$0)

Line 549000-Food Supplies (\$800)

Line 550000-Medical & Dental Supplies (\$60,000):

Line 553008-Firefighter Chemicals (\$1,300):

Line 558015-Supplies Men/Women (\$115,800)

Line 571000-In-State Travel (\$850)

Line 573000-Dues & Memberships (\$9,570)

Line 578005-Reimbursement of Licenses (\$3,000)

Mr. Destino highlighted there are less and less discretionary funds for the Chief to work with, such as if someone suddenly decides to retire, or for any other reason.

Total Fire Department Ordinary Maintenance \$566,349 (5.8 % decrease for FY20)

Capital Outlay

Mr. Destino conveyed

Line 585000-Equipment (\$0)

Line 585001- Vehicles (\$0)

Line 585003- EMS Equipment (\$34,000)

Line 585010-Office Equipment (\$0)

Total Fire Department Capital Outlay \$34,000 (20.9% decrease for FY20)

Total Fire Department \$9,042,302 (1.6% increase for FY20)

REVISITS: None

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 FY20 appropriations for FIRE-PREVENTION AND SUPPRESSION as follows:

Personal Services	\$8,441,953
Ordinary Maintenance	\$ 566,349
Capital Outlay	\$ 34,000
TOTAL:	\$9,042,302

Department 291-FIRE EMERGENCY MANAGEMENT-Page 51

Total Fire-Emergency Management Personal Services N/A

Total Fire-Emergency Management Ordinary Maintenance \$50,262 (0% decrease for FY20): Contracted employee falls under Purchase of Services. **Assistant Chief Aiello** lauded the work of person who fills this contracted position.

Line 549000-Food Supplies (\$750): This line item was touched on briefly by the Chief for **Councilor Memhard**.

Chief Smith discussed CERT training opportunities with **Councilor Cox**, particularly in the field, suggesting that it could be during Fiesta to supplement staffing. With Chief Conley they need to work out how they can fit in the policies and procedures to work in CERT and would it be a resource he would want and engage, **Chief Smith** conveyed. As to meetings with CERT, **Chief Smith** pointed out that his department doesn't call the meetings or run it. Their contracted person is the team leader. **Councilor Cox** noted that part of the meeting process is skills training and refreshers. **Assistant Fire Chief Aiello** advised 13 to 15 people are still interested through an outreach effort to CERT members. **Councilor Cox** urged the Chief and Assistant Chief to be more engaged and provide assistance. She suggested at Special Events Advisory Committee they can offer CERT as a resource for smaller events as CERT volunteers want to participate. **Chief Smith** talked about getting the "team" back together to meet and speak about opportunities first before offering the CERT services at SEAC to small events' organizers. Riverfest was mentioned as an event that CERT could help to add a sense of security for everyone.

Councilor Gilman noted the municipal vulnerability preparedness plan that indicated a need for such help, and that CERT would be able to play a role in helping the city to protect its citizens during storm events. She mentioned an Annisquam program which identified vulnerable citizens who would need help in those circumstances that would leave police and fire to do their job with CERT helping these identified folks to have enough oxygen and medical supplies and assist in ensuring their safety. **Chief Smith** noted that the Good Neighbors program would be a way for CERT to be of great use to the community.

There was a brief discussion on the needs of the Emergency Operations Center at the O'Maley School.

Total Fire-Emergency Management Capital Outlay \$2,500 (0% increase)

Total Fire-Emergency Management \$52,762 (0% decrease for FY20)

REVISITS: None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the Budget & Finance Committee voted 3, favor, 0 opposed, to recommend that the City Council approve the FY20 appropriation for FIRE-EMERGENCY MANAGEMENT as follows:

Ordinary Maintenance	\$ 50,262
Capital Outlay	\$ 2,500
TOTAL:	\$ 52,762

This portion of the Budget & Finance Committee FY20 budget meeting at 9:47 a.m.

Respectfully submitted,
Dana C. Jorgensson
 Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED DURING THE MEETING: None.

CITY COUNCIL STANDING COMMITTEE

Budget & Finance

Wednesday May 15, 2018 – 8:00 a.m.

3rd Fl. Conference Room – City Hall

F20 Budget Review: Police Department, including Animal Control

Present: Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard; Councilor Ken Hecht
Absent: None.**Also Present: Councilor Gilman; Councilor (entered the meeting at p.m.); Jim Destino; Police Chief Edward Conley, III; Kenny Costa; John Dunn; Stacie Nicastro; Vanessa Krawczyk; Grace Macan****This portion of the Budget & Finance FY20 meeting convened at 8:07 a.m.**The Police Department proposed budget was presented by **Police Chief Edward Conley, III** with additional comments by **James Destino**, CAO and **John Dunn**, CFO.**Tab 2 - Department 210 – POLICE-ADMINISTRATION – Page 28****Personal Services****Line 511000-Salaries (\$388,391):** Discussion centered on the fact that this line includes the Police Chief with the Educational Incentive now incorporated within this line; the position of Assistant Chief funded for a half year; the Financial Coordinator, a Senior Clerk and an Account Specialist. It was a goal to fund the Assistant Police Chief or two Deputies, **Mr. Destino** explained highlighting that the Police Department audit recommended that the position be funded and utilized within the department's structure. He added that the Chief would make that assessment and a recommendation to the Mayor on how he wants to structure it and hopefully the funding will be sufficient.**Councilor Cox** expressed her understanding that the Assistant Chief is a non-union position, but asked that if the position was filled by two deputies the position would still be non-union. **Mr. Destino** confirmed that whomever filled the Assistant Chief's position would not belong to a union. He also confirmed this is why there is a big increase to this line.**Line 513000-Overtime (\$44,296):** Fiesta security detail excluding additional manpower provided by the Fiesta Committee and private vendors bumped by several thousand dollars, **Mr. Destino** noted.**Lines 514006- Longevity (\$2,800):****Line 515004-Holidays (\$0):****Line 517001-Workman's Compensation (\$0):****Line 519002-Educational Incentive (\$0):****Line 519010-Sick Leave Buy Back (\$15,376):** 16 employees – this is contractual. This line item was noted as having gone up, and Stacie Nicastro, Police Dept. Financial Coordinator confirmed that this is because there are more people have more years in with more sick time to buy back. **Mr. Costa** added that this also means it would bring down the (city's) liability in the end.**Line 519024-Sick Incentive (\$900)****Mr. Dunn** pointed out that if they removed the funding for the Assistant Chief it is a 4% increase for Personal Services. As to how the position will be filled whether internally or externally, **Mr. Destino** discussed the matter briefly with **Councilor Cox**, noting that no decision has been made yet.**Councilor Gilman** asked if Drug Recognition Experts would be funded (\$12,000 per officer certification training for which there is no line item). **Mr. Destino** advised it has to do with the cannabis industry coming into the city, recounting this was extensively discussed as a result of the Marijuana Task Force. He suggested the cost was \$10,000 per officer. This is not in any budget; when facilities/retail businesses start to open, especially the cultivation facilities, he explained that there are flat fees written into the negotiated Host Agreement(s), and that money is earmarked towards the impact of that industry in the community. He conveyed the city will fund the training from that Host Agreement money, not from the General Fund, which comes up front at the time of the cultivators' opening. **Mr. Destino** advised they need to have a further conversation as to how many officers they will train, and timing of when the city will move forward on this matter.**Councilor Cox** asked about any concept of when the first facilities will open. **Mr. Destino** conveyed that Happy Valley is talking about a first quarter of 2020 to open; the CCC is going through their licensing now. The

plan is for the company to grow their own product, **Mr. Destino** also confirmed. **Councilor Cox** reminded the Committee that Happy Valley is permitted for medical retail as well as recreational retail and offered that the company could sell product not produced by them and open sooner. Although no money for training officers is in the budget, they do expect to see Host Agreement funds in FY20 coming to the city, **Mr. Destino** reported. He noted that there will be two grow facilities in the Blackburn Industrial Park. A retail outlet will still have quite a process to go through before opening, he added. He briefly touched on applications for the Administration's consideration.

Councilor Memhard advised that this isn't to say that people won't come to the city with product not able to purchase in Gloucester at this time but that there is still exposure and risk because marijuana is a legal product that could be brought into the city from other locations within the state. He pointed out that they need to maintain their awareness. The training needs to be done, **Councilor Cox** conveyed, regardless whether retail marijuana outlets are in the city or not.

Total Police Administration Personal Services \$451,763 (17.9% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$4,240)
Line 524007-R&M Office Equipment (\$4,153)
Line 527006-Lease Copy (\$4,437)
Line 534000-Communications (\$7,300)
Line 534002-Cell Service (\$19,909)
Line 540000- Office Supplies (\$8,600)
Line 571000-In-State Travel (\$500)
Line 573000-Dues & Memberships (\$8,084)

Total Police-Administration Ordinary Maintenance \$57,953 (.9% decrease for FY20)

Total Police-Administration \$509,716 (15.4% increase for FY20)

Councilor Cox mentioned parking ticket and violation revenue and expressed concern suggesting there is a reluctance by officers for ticketing with the officers getting the tickets into the Collector; folks trying to pay their tickets with the Treasurer/Collector and can't because it's not on record yet which she indicated is problematic as folks have 21 days to get their ticket paid without additional penalty. She suggested given all that, this becoming an issue. Five days is too long to get the tickets in, she pointed out. She also mentioned the abandoned car ordinance due to an issue with vehicles on city streets for extended lengths of time. **Chief Conley** expressed his concern in talking about revenue associated with violations, saying that MGL 268A binds him to not interfere with an officer's discretion to choose to give a warning; to issue a ticket; and to view violations, particularly fine for parking and moving violations as a source of revenue. He advised that it is a conversation he can't participate in; however, he did convey that administratively officers are required to turn in their tickets at the end of their shift. He advised he would investigate that suggested delay. He spoke briefly to the abandoned vehicle situation with **Councilor Cox**. **Mr. Destino** advised he's talked to the Chief about reminding officers at roll call to turn in their tickets at the end of their shifts. Ticketing/metering will be reviewed, and there will have a plan containing best practices. There was a discussion on broken meter heads or lack of meter heads for downtown parking and in other areas of the city and resolutions to that issue between **Councilor Cox** and **Mr. Destino**. The audit was supposed to be done this winter but the outside auditor urged they wait until the summer season, **Mr. Destino** reported. **Councilor Cox** added that businesses are complaining about these issues and asked for faster action. **Mr. Dunn** advised that this reflects little revenue, and that they have to make decisions of priorities saying they'll do their best to address the concerns expressed by the Councilor.

Councilor Memhard conveyed this is also about enforcement, in particular for his ward (Ward 1) for beach parking violations as there is a lot of effort that went into increasing penalties around the beaches for illegal parking compared to getting a pass for beach parking lots. He highlighted they've gone to great lengths to increase penalties for littering and bothering piping plovers saying that a little bit of enforcement goes a long way in communicating the intent of the city's regulations. **Mr. Destino** recounted that the Administration took the Ad Hoc recommendations and expanded the zone by which they can write tickets and increased the ticket penalties, pointing out that there is more money budgeted for beach enforcement.

Councilor Cox pointed there are two parking control officers and on beach days they're pulled out to the beaches every summer which she advised is very concerning to local downtown businesses. **Mr. Destino** pointed

out that they cover as much area as they can and are trying to do both, with 1.5 FTE, as well as the same with the Animal Control Officers. Short of additional staffing, these folks do as much as they can, he conveyed. **Councilor Cox** asked if the .5 FTE is it benefitted, and could they be increased. **Mr. Destino** advised it was spoken about for last year. They will look at how many ticket-writing officers they need, and patrolmen writing tickets downtown. When the audit comes out they'll learn whether they have enough people. **Councilor Cox** asked how much it would cost to have another part-time person seasonally. **Mr. Destino** conveyed if personnel work over 20 hours they get benefits which they try to stay away from. The half time person is under 20 hours which is by choice and budget, **Mr. Destino** confirmed. **Councilor Hecht** suggested adding a seasonal part-time not benefitted person for high season work. This isn't saying the staff doesn't work hard, **Councilor Cox** highlighted, but the city isn't providing the best coverage for four/five months a year between the two areas. **Councilor Memhard** pointed out the Council has gone to great lengths to tighten the ordinances just for these reasons. **Chief Conley** advised the Animal Control Officers are very professional and are writing tickets for violations on the beaches. They are working to structure their discretionary time and briefly described situations where they have to pull away officers under certain circumstances.

Councilor Cox noted that in the last 48 hours that there has been tagging at Burnham's Field and in areas downtown. She asked for coverage in those locations during evening hours. **Chief Conley** noted the tags look similar and detectives are investigating. **Councilor Hecht** pointed out this "begs the question" of installation of security cameras at Burnham's Field.

Councilor Gilman expressed her support for Councilor Cox's conveyance of needs. She recounted a hot summer day last year after Fiesta where there was an effort for ticketing and towing in Ward 4 for parking scofflaws around the quarries. She announced that 67 cars were ticketed and 14 vehicles were towed. That was put out on social media and recounted it made a powerful statement early in the season which was impactful because when people were Googling the quarries this is the information that popped up. She indicated it "sets a climate" for people to be discouraged, and encouraged similar actions around various city neighborhoods, saying this solved the problem in one day's action.

Chief Conley advised that parking enforcement is part of police officers' duties, and they will convey the concerns expressed today to the officers.

REVISTS: None.

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 FY20 appropriations for POLICE-ADMINISTRATION as follows:

Personal Services	\$451,763
Ordinary Maintenance	\$ 57,953
TOTAL:	\$509,716

Department 211 – POLICE-UNIFORM – Page 31

Personal Services

Line 511000-Salaries (\$3,741,753): This line is contractual.

Line 513000-Overtime (\$120,364): This line funds contractual station overtime costs.

Line 513001-Training Overtime (\$160,665): This line was touched on briefly.

Line 513007-Overtime-E911 (\$209,032):

Line 513008-Overtime -Court (\$98,461)

Line 513009-Overtime-Beach (\$71,076): Staffing at beaches for weekends Memorial through Labor Day. This line is increased for more enforcement, **Mr. Destino** highlighted, saying that they do hear the Council's concerns.

Councilor Cox, pointing out that no one wants visitors to the city to have a bad experience, but that ticketing is necessary. Because they do budget the revenue for it, they need to talk about it. **Chief Conley** advised that parking enforcement is part of the officers' daily duties, and that they will be held accountable.

Councilor Gilman asked about the Police ATV's normally funded in the DPW budget. The Chief looked at the "party area" in Dogtown for the purpose of scoping the area as to enforcement, she pointed out, and indicated that to her it didn't seem right for the watershed protection funds from DPW should be used to pay for the ATV's; rather, it should be in the Police budget. They need to do stings at the party spots, she pointed out. **Mr. Destino** highlighted that any of these line items can be managed by the Chief – it could be quarries or beaches. They could

take money from other line items to put more money into overtime if they need to add funding during the year if one line item isn't depleted and can spare funding to move elsewhere.

The following lines were termed as all contractual obligations:

- Line 513010-Overtime-Supervisors (\$160,634)
- Line 514004-Shift Differentials (\$217,502)
- Line 514006- Longevity (\$67,050)
- Line 514015-Other Differentials (\$20,017)
- Line 515004-Holidays (\$212,637)
- Line 519002-Educational Incentive (\$285,439)
- Line 519011-RTM Sick Buyback (\$0): No retirements are expected in FY20
- Line 519024-Sick Incentive (\$15,000)
- Line 519027-Special Stipend (\$40,500)

Councilor Hecht noted Personal Services averages a pay rate of \$106,000 per officer accounting for all the supports in addition to straight salary and asked if it comes out the same for firefighters. **Mr. Destino** confirmed that it did.

Total Police-Uniform Personal Service \$5,447,158 (.4% increase for FY20)

Ordinary Maintenance

Line 520000-Purchase of Services (\$13,050): The cleaning service for the cellblocks increased which accounted for the rise in this line. Outside sourcing also accounted for the FY19 increase because of the need outside police departments' personnel coming in to cover city beach patrols, **Stacie Nicastro** noted, in response to an inquiry by **Councilor Cox**.

Line 524003-Repair & Maintenance Vehicles (\$3,500): This contract was noted as having risen by \$500.

Line 524006-Repair & Maintenance Communication Equipment (\$53,743)

Line 524033-Repair & Maintenance S/W (\$30,990): **Chief Conley** advised this line rose due to the increase in the cost of the Anti-Virus software that has to be paid every three years for the licensing fee.

Line 524036-Repair & Maintenance Firearm (\$1,500):

Line 530025-Training OM (\$12,000): Tuition costs for officers training.

Line 530028-S/W Services (\$28,196)

Line 540000- Supplies (\$1,840)

Line 542007-Computer Equipment (\$5,560)

Line 549000-Food Supplies & Refreshment (\$500): Food for prisoners.

Line 551010-Audio/Visual Supplies (\$0):

Line 558002-Police Ammunition (\$15,000): Ammunition for the department was noted as being raised to meet the needs of the department.

Line 558003-Public Safety Supplies (\$5,500):

Line 558006-Uniforms (\$3,000):

Line 558012-Badges, Emblems, Trophies (\$1,000): This line represents badges for new hires and promotions at \$75/per piece.

Line 572000-Out of State Travel (\$0)

Line 573000-Dues & Memberships (\$7,436)

Councilor Cox inquired what the expectation is for the number of new hires in FY20 and also asked about how the department deals with used firearms. **Chief Conley**, noting there are no anticipated retirements; they'd have to backfill for the Assistant Chief should that position be hired filled internally, and there are two officers at the Police Academy now due to graduate at the end of August. He briefly addressed the process for returning used firearms as well.

Councilor Hecht asked about the adequacy of ammunition on hand to arm the department. **Chief Conley** assured there was enough ammunition on hand, plus the department's relationship with NEMLEC (Northeastern Massachusetts Law Enforcement Council) acts as their "insurance policy." They only need to ask and officers come from all over with supplies and equipment. He lauded the well organized and executed firearms training program of the Gloucester Police Department which he noted he recently participated in.

Total Police -Uniform Ordinary Maintenance \$183,315 (6.9% increase for FY20)

Capital Outlay

Line 585001-Vehicles (\$152,816): It was noted that these funds are for lease payments.

Total Police-Uniform Capital Outlay \$157,506 (359.4% increase for FY20)

Total Police Uniform \$5,787,979 (1.4% increase for FY20)

REVISITS: None.

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 FY20 appropriations for POLICE-UNIFORM as follows:

Personal Services	\$5,447,158
Ordinary Maintenance	\$ 183,315
Capital Outlay	<u>\$ 157,506</u>
TOTAL:	\$5,787,979

Department 212 – POLICE-CRIMINAL INVESTIGATION – Pages 36

Personal Services

Line 511000-Salaries (\$367,513): The line was touched on briefly by **Mr. Destino** noting a transfer into the department. There is a new detective in the Sargent position and drives the rest of the Personal Services budget.

Line 513000-Overtime (\$55,183):

Line 514006-Longevity (\$8,400):

Line 515004-Holidays (\$21,516):

Line 519002-Educational Incentive (\$34,285):

Line 519027-Special Stipend (\$14,500):

Total Police-Criminal Investigation Personal Services \$501,397 (22.6% increase for FY20)

Ordinary Maintenance - Lines were noted as level funded.

Total Police-Criminal Investigation Ordinary Maintenance \$2,450 (0% increase)

Total Police-Criminal Investigation \$503,847 (22.4% increase for FY20)

REVISTS: None.

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 FY20 appropriations for POLICE-CRIMINAL INVESTIGATION as follows:

Personal Services	\$501,397
Ordinary Maintenance	<u>\$ 2,450</u>
TOTAL:	\$503,847

Department 216 – POLICE-HARBORS – Page 38

Chief Conley noted that the Personal Services has only overtime. Ordinary Maintenance is level funded, **Mr. Destino** added.

REVISITS: None.

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 FY20 appropriations for POLICE-HARBORS as follows:

Personal Services	\$16,973
Ordinary Maintenance	<u>\$13,000</u>
TOTAL:	\$29,973

Department 218 – POLICE-PARKING – Page 39

Personal Services

Line 511000-Salaries (\$48,257): This very slight increase over FY19 is contractual for 1 FTE.

Line 511300-Wages (\$28,234): Part-time meter enforcement 48 hours bi-weekly. Also included is premium pay for weekend shifts, it was noted.

Total Police-Parking Personal Services \$77,891 (2.6% increase for FY20)

Ordinary Maintenance

Line 558006-Uniforms (\$400)

Total Police-Parking Ordinary Maintenance \$400 (0% increase in FY20)

Total Police Parking \$78,291 (2.5% increase for FY20)

REVISITS: None.

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 FY20 appropriations for POLICE-PARKING as follows:

Personal Services	\$ 77,891
Ordinary Maintenance	<u> 400</u>
TOTAL	\$ 78,291

Department 292 – POLICE-ANIMAL CONTROL – Page 52

Personal Services

Line 511000 – Salaries (\$108,671): This line reflects contractual increases for both Animal Control Officers including weekend premium per contract.

Line 513000-Overtime (\$3,786):

Total Police-Animal Control Personal Services \$114,307 (1.7% increase for FY20)

Ordinary Maintenance

Line 520000 – Purchase of Services (\$8,000)

Total Police-Animal Control Ordinary Maintenance \$8,000 (0% increase for FY20)

Total Police-Animal Control \$122,307 (1.6% increase for FY20)

Councilor Memhard complimented the professional work of the Animal Control Officers especially in light of the Piping Plover situation on Good Harbor Beach. Their work is recognized as important and is much appreciated. They will ask next year for successful dog tickets through the court system, etc. as they heard the Chief that they can write tickets all day long but there are issues why ticketing is unsuccessful so they want to be supportive of a successful process, Councilor Cox conveyed. She asked for the Chief’s input for any reason to aide his process. **Councilor Memhard** highlighted that it means for any part of the animal ordinances.

REVISITS: None.

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 FY20 appropriations for POLICE-ANIMAL CONTROL as follows:

Personal Services	\$114,307
Ordinary Maintenance	<u>\$ 8,000</u>
TOTAL:	\$122,307

The B&F Committee adjourned this portion of their meeting at 8:59 a.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.

CITY COUNCIL STANDING COMMITTEE

Budget & Finance

Wednesday, May 15, 2019 – 8:00 a.m.

3rd Fl. Conference Room - Minutes

FY20 Budget Review: Treasurer/Collector

Present: Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard; Councilor Ken Hecht**Absent: None.****Also Present: Jim Destino; Kenny Costa; John Dunn; Vanessa Krawczyk; Grace Macan****This portion of the Budget & Finance Committee meeting convened at 2:26 p.m.****Department 145 – TREASURER/COLLECTOR – Page 10**

The Treasurer/Collector's Department budget was presented by **John Dunn** CFO and **Jim Destino**, CAO, as follows:

Personal Services**Line 511000** Salaries (\$603,508): There are contractual increases in this line item.**Line 512000**-Salary & Wages-Temporary (\$42,435)**Line 514006**- Longevity (\$8,375): This is the biggest increase. All nine budgeted employees now have longevity.**Line 519024**-Sick Incentive (\$900)**Total Treasurer/Collector Personal Services \$655,218 (1.0% increase for FY20)****Ordinary Maintenance****Line 520000**-Purchase of Services (\$88,000):**Line 530010**-Legal Services (Legal Fees) (\$127,000): **Mr. Dunn** highlighted that this line had the most adjustment which has come down slightly. The majority of the funds (expenditures) are pursuant to tax title collection. When the money is collected, the funds adds to the Tax Title account so that when the tax title accounts are closed out by property owners paying the city, it is funding the legal expenses for this service.**Line 530026**-Bank Charges (\$15,000)**Line 540000**-Supplies (\$36,200): **Councilor Memhard** asked about postage fees. **Mr. Dunn** noted postage is for real estate, water and sewer, and excise tax bill mailings.**Total Treasurer/Collector Ordinary Maintenance \$269,375 (5.3% decrease for FY20)****Capital Outlay****Total Treasurer/Collector Capital Outlay \$0 (0% increase for FY20)****Debt Service****Line 530027**-Bond Issuance (\$44,221): This is for Betterment administration fees; CSO Debt Administration Fees; Water Debt Shift Administration Fees and Bond Counsel and Financial Advisory Fees. **Councilor Hecht** discussed the loan debt process with **Mr. Dunn** briefly along with reporting requirements under federal law which has been broadened to state and local government issues.**Total Treasurer/Collector Debt Service \$44,221 (3.7% decrease for FY20)****Total Treasurer/Collector \$968,814 (1.2% decrease for FY20)****REVISITS: None.****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 FY20 appropriations for TREASURER/COLLECTOR as follows:**

Personal Services	\$ 655,218
Ordinary Maintenance	\$ 269,375
Debt Service	\$ 44,221
TOTAL	\$ 968,814

DEPT. 700 – DEBT SERVICE – Page 86

Line 591000- Principal Long-Term Debt (\$8,845,103): **Mr. Dunn** highlighted this includes General Fund regular debt, CSO debt which was shifted and water debt that was shifted in 2015. “A General Fund Debt Service at December 31, 2018 not including Betterment Debt including Anticipated New Annual Debt Issuance as Noted,” was given to the Committee which had been requested by Council President Lundberg. **Mr. Dunn** then reviewed the document with the Committee. NOTE: This spreadsheet shows the impact of the issuance of \$4 million in General Fund debt in each of the fiscal years 2020 to 2025 when added to the current (12/31/2018) committed debt service schedule which is tax supported debt. Much of the debt issuance comes down to timing, **Mr. Dunn** noted, mentioning that he doesn’t like to issue debt until a capital project is completed. Short-term debt, with the way rates are, is about 2% interest rate. In summary, the debt service from the outside looks very high, but isn’t in terms of what they’re asking the General Fund to bear, because a large portion of that is betterment debt (which is matched by the betterment revenue). The two debt shifts for water and sewer are added to the tax levy. This normally would have to be covered by taxation, but they can afford to do modest amounts of debt issuance through the General Fund over the next five years and not hurt the city’s finances “terribly.” He advised he was very comfortable with the status of the city’s debt. In response to an inquiry by **Councilor Hecht**, **Mr. Dunn** advised there is about \$4 million in the General Fund waiting to go to long-term debt but some of that is betterment, water and sewer debt. **Councilor Hecht** stated that **Mr. Dunn** is managing the city’s debt at \$4 million annually by keeping short-term and long-term debt in balance. **Mr. Dunn** noted generally when issuing municipal debt it’s issued on a level-principal basis, as opposed to a mortgage that has the principal increase over time. **Mr. Destino** mentioned other variables of grant funding for capital projects like they received up front for the Harbormaster’s building. They’re on the right track and doing fine, he assured.

Line 592500-Interest on N/B (\$135,079): This represents the February 2019 BAN payment and includes funds for the Sewer – CSO Issuance.

Total Debt Service: \$11,931,541 (.8% increase for FY20)

REVISITS: None.

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 FY20 appropriations for DEBT SERVICE as follows:

Ordinary Maintenance	\$11,931,541
TOTAL:	\$11,931,541

DEPT. 945 – LIABILITY INSURANCE – Page 94

Line 574001-Building Insurance (\$560,000):

Line 574002-Flood Insurance (\$20,000): **Mr. Dunn** noted this covers Ten Pound Island and parts of the High School property and one other city property.

Line 574003-Property Liability (\$10,000)

Line 574004-Auto Insurance (\$10,000): To cover potential deductibles for vehicle insurance claims.

Mr. Dunn commented that all the city’s liability insurance is through MIIA (Mass. Interlocal Insurance Association) which is restricted to local Mass. governments. There were good results last year as a group and single entity, and there are credits waiting to be used on next year’s liability insurance bill. The entire budget came in 7.7% less than the current year.

Total Liability Insurance \$600,000 (7.7% decrease for FY20)

REVISITS: None.

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 FY20 appropriations for LIABILITY INSURANCE as follows:

Ordinary Maintenance	<u>\$600,000</u>
TOTAL:	\$600,000

REVISITS & MOTIONS:

Councilor Cox advised, with the agreement of her fellow members of the Budget & Finance Committee, that there is no extra money in the FY2020 budget; therefore, the Committee voted as follows:

Dept. 161-City Clerk:

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 FY20 appropriations for the CITY CLERK'S OFFICE as follows:

Personal Services	\$300,254
Ordinary Maintenance	<u>\$ 6,100</u>
TOTAL:	\$306,354

School Department-Bottom Line Budget of \$43,138,897

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Hecht, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommends that the City Council approve the FY20 SCHOOL DEPARTMENT budget in the amount of \$43,138,897.

The Budget & Finance Committee closed its meeting for May 15, 2019 at 2:56 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING:

- A General Fund Debt Service at December 31, 2018 not including Betterment Debt including Anticipated New Annual Debt Issuance as Noted submitted by John Dunn, CFO

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
 Wednesday, May 15, 2019-8:00 a.m.
3rd Fl. Council Committee Room - City Hall

FY20 Budget Review: Veterans' Benefits

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

Absent: None.

Also Present: Jim Destino; Kenny Costa; John Dunn; Adam Curcuru

This portion of the B&F Committee FY20 Budget Review meeting convened at 1:00 p.m.

Tab 1-Dept. 543 - Veterans Benefits - Page 79

Presenting the Veterans Services Department Budget by Mr. Destino, Mr. Dunn and Adam Curcuru, Veterans' Services Director as follows:

Personal Services

Line 511000-Salaries (\$129,735): Mr. Destino commented there is a 1.9% increase and a small increase in the stipend from the municipal agreement for the Director and Senior Clerk.

Line 514006-Longevity (\$2,300): The Director hit his five year mark accounting for a rise in this line.

Line 519010-Sick Leave Buy-Back (\$1,350)

Line 519024-Sick Incentive (\$600)

Total Veterans Benefits Personal Services \$133,985 (2.5% increase for FY20)

Ordinary Maintenance

Line 571000-In-State Travel (\$365)

Line 573000-Dues & Memberships (\$1,880): The memberships are for Mr. Curcuru only and encompass several business organizations to maintain relationships which in turn benefit the city's veterans through the generosity of the city's businesses.

Line 577000-Veteran's Benefits Ordinary Benefits (\$150,000): Mr. Curcuru advised that they are now requesting \$150,000 which he indicated was appropriate.

Line 577001-Veteran's Benefits-Medical (\$150,000): Mr. Curcuru advised medical benefits continue to rise and so this line was asked to be increased.

Line 577002-Veteran's Benefits-Burials (\$4,000): This line pays for the burial of veterans who have no family. In FY19 it was used to pay for the burial of two veterans. Typically this line is exhausted as it was this past fiscal year; this is state mandated.

Line 577003-Veteran's Benefits-Fuel (\$60,000): Mr. Curcuru advised fuel seems to be steady so they dropped it by \$2,000 and remains a realistic number – this expense is a reimbursable on the Cherry Sheet, and is reimbursed 75%.

Councilor Cox asked if they track that the city is getting what they are owed. **Mr. Dunn** advised in general the city is. They get notified on the Cherry Sheet each year at this time. It really doesn't change and basically tracks at 75%. **Mr. Costa** noted they do have a reconciliation process to the General Ledger, a process he briefly explained. **Mr. Dunn** pointed out there is three sets of eyes on this, and he certifies the approval to the state.

Line 578000-Other Expenses (\$12,500): This line was touched on briefly.

Mr. Curcuru touched on the fact that there's been a consistent in-flow of veterans from Rockport and Manchester into the office. He pointed out that the funds in the department's budget are only for Gloucester. Rockport and Manchester carry their own ordinary accounts. Gloucester carries about on average 60 veterans or their widows on this program. Rockport has about 12 and Manchester has about 5 for this program. He noted that Rockport wasn't getting state reimbursement, and they are now assisting that town to help them get the money back. **Mr. Costa** confirmed the city's veterans are getting the funds they deserve.

Total Veterans Benefits Ordinary Maintenance \$378,745 (5.4% decrease for FY20)

Total Veterans Benefits \$512,730 (3.4% decrease for FY20)

REVISITS: None.

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 FY20 appropriations for VETERANS BENEFITS as follows:

Personal Services	\$133,985
Ordinary Maintenance	<u>\$378,745</u>
TOTAL	\$512,730

The B&F Committee concluded its review of Veterans Services at 1:08 p.m.

Respectfully submitted,

Dana C. Jorgenson
Clerk of Committees

DOCUMENTATION/ITEMS SUBMITTED AT MEETING: None.



GLOUCESTER CITY COUNCIL 2019 PUBLIC HEARING

PUBLIC HEARING NUMBER: PH2019- 027
SUBJECT: Loan Order 2019-005: Loan Authorization Request to pay for the redesign and retrofit of the Gloucester High School Flood Barrier in the amount of \$3,150,000

DATE OPENED: 6/11/2019
CONTINUED TO:
CONTINUED FROM:
COMMITTEE: B&F 5/23/2019

Loan Authorization

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING**

The Gloucester City Council will hold a public hearing on **Tuesday, June 11, 2019** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, relative to the following **Loan Authorization**:

ORDERED That the City of Gloucester appropriates Three Million One Hundred Fifty Thousand Dollars (\$3,150,000) to pay costs of improvements for the redesign and retrofit of the Gloucester High School flood barrier, including 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.

At the public hearing, all interested persons will have the opportunity to be heard. All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.

**By Vote of the City Council
Joanne M. Senos, City Clerk**

AD#13799681
CAB 5/31/19

only go about 5,000 miles a year, he mentioned for **Councilor Hecht**. They have served the city well and will continue to do so for some time to come, he added.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council approve Supplemental Appropriation 2019-SA-36 in the amount of \$37,000.00 (Thirty Seven Thousand Dollars) from Capital Projects Stabilization Fund-Undesignated Fund Balance, Account #7600-359000, to Nissan Leaf Purchase CP Stabilization, Vehicles Account #760015-585001 for the purpose of funding the purchase of three 2016 Nissan Leaf vehicles per the purchase option included in the underlying lease agreements with Nissan Motors.

→ 6. *Addendum to Mayor's Report: Gloucester High School Flood Barrier Grant Application & Loan Order*

Gregg Cademartori, Planning Director, explained that before the Committee is the next phase of an on-going project the city has worked on for about a year for flood mitigation for the High School campus. He reported that they made the submission as soon as they could to the Council, but the filing deadline for the next phase of grant funding came up too fast as they had enough design work completed to submit the grant application for construction funding. He noted that there will be additional meetings before the Council and with the public shortly as the design has entered into permitting.

The city has received successful awards through the Municipal Vulnerability Preparedness Grant (MVP) with a maximum cap through individual projects of \$2 million. There is a budget estimate of about \$3.15 million and so the request is for the reward possible. He conveyed this is the type of project the state looks to fund. This is for the protection of a facility estimated at over \$200 million. He suggested this project is a cost-effective investment while there continues to be a need for planning to protect the high school campus over the next 30 years to determine what the city is facing moving forward. This project has been designed to take advantage of the maximum design for protection that is allowed while not impacting the surrounding area; that is, if the structure were any higher, the control points are for the Boulevard and the Blynman Bridge. This is at about Elevation 13 and this project carries that along the frontage of the High School on the water side. One of the other aspects in the final design work is looking at the potential for off-site impact mentioning the need to do additional modelling to ensure that other properties aren't impacted by this installation. The results are coming quickly, he highlighted. The application was submitted due to timeline issues and because of the FY20 budget meetings they were unable to present this application before now. The grantor are looking to make swift decisions and may make the grant award in June.

Councilor Memhard asked what the next step would be. **Mr. Cademartori** noted that the next step beyond the grant application is a loan authorization which the CFO will address. The match is considered significant, about one third of the construction budget which means that the loan authorization have the grant award applied to it and end up ultimately as \$1.15 million. He added that this is a one-construction season project in the late spring of 2020.

Responding to an inquiry by **Councilor Memhard** for the construction project elements **Mr. Cademartori** gave the following description: Renderings (on file) were noted in the B&F packet of the project, with a number of design alternatives looked at such as berming which was described as problematic and the why's of the issues were briefly described. Ultimately an alternative selected for the project was a sheet pile wall driven along the perimeter of the property. There is a controlling elevation of 13 where it makes no sense to move it any higher; while higher than that may provide more protect, but given the elevation of the Boulevard if there was a storm of great magnitude it would affect that area and Centennial Avenue. Along the property there is likely going to be a replacement of the chain link fence almost to the same elevation -- at the ends of it there's more of a difference from the current condition. As you go towards the "cut" bridge it dies into the elevation so it will appear like nothing and then start to build up and may even offer more protection to homes on Perkins Road. There is some grading towards the science wing and a regrading of a path as well. It is a variable height wall but consistent in what it will look like; the only element remaining to be designed is the cap.

Mr. Destino noted they reached out to the Ward Councilor and will have an informational meeting on Monday, June 3 for the public and will invite City Councilors. At that time it is expected they'll have better renderings and can talk about landscaping and other aesthetics regarding the project.

On inquiry by **Councilor Hecht**, **Mr. Cademartori** advised this sheeting wall doesn't go as far as Dun Fudgin ramp as the elevation at that location actually is higher. This is taking into consideration the two scenarios which protects under certain storm events, referring to a table (on file). This sheeting wall protects the campus but he cautioned under certain storm event circumstances there is always a potential for overtopping. They've gone as far as

they can before there's a bigger impact overall. **Councilor Hecht** spoke to Mr. Cademartori briefly on technical issues to do with construction materials.

Councilor Memhard asked how the design deals with sea water that gets behind the wall. **Mr. Cademartori** noted that there is drainage already; while it is being impacted it will build up but there is a drainage system in place. That is one of the things they'll be looking at for grading behind and in front of the wall. **Councilor Memhard** mentioned sharing an email with Mr. Cademartori about the fresh water table affected by sea water rise from a constituent who is a published author on the subject and asked if GZA (the city's engineering consultant) has gotten into that issue. **Mr. Cademartori** advised he had forwarded the email on, saying that this is a real issue for those communities whose water supply is through well systems; these are future design considerations that any coastal community must look at. He also talked about how roadways could be affected. **Mr. Destino** advised they spoke to Mr. Cademartori about these very issues of ground water mounding and roadway impacts. He confirmed their engineer will look at these issues. He added that the city probably won't go forward with the project unless they receive the grant.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council in accordance with GCO Sec. 16-1 permit the Planning Division of Community Development to apply for a Municipal Vulnerability Preparedness Grant (MVP) through the MA Executive Office of Energy and Environmental Affairs for a grant total of \$2,000,000 to build out a Gloucester High School Flood Barrier in order for the protection of the GHS campus. The grant requires a minimum local cash match of 25% that will be identified through a loan authorization request.

John Dunn, CFO, addressed the accompanying \$2 million loan authorization advising that the loan order contemplates the entire cost of the project and that any grant funding received by the city will be rolled into the loan authorization. Should the loan order move forward, he advised he'll only issue debt for the difference between the grant monies and the loan. If the project is complete, and the grant is accepted, the debt issued would only be \$1.15 million versus \$3.15 million. **Councilor Memhard** pointed out this is a very good investment saying it would be supported by many constituents.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council approve the following a loan authorization of \$3,150,000 as follows:

Ordered: That the City of Gloucester appropriates Three Million One Hundred Fifty Thousand Dollars (\$3,150,000) to pay costs of improvements for the redesign and retrofit of the Gloucester High School flood barrier, including 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.

7. Memorandum from Assistant DPW Director re: request approval to pay a FY18 invoice w/FY19 funds

Mr. Cole explained that Tighe & Bond is the city's landfill monitoring company at Magnolia Woods and generally invoices the city in the fall and the spring for their monitoring services. In FY18 they sent their first invoice to the city dated 4/23/2018. The city didn't receive their second invoice until recently, and the purchase order had been closed out for that year and weren't able to reopen it, he reported, and so they need permission to pay this invoice. **Councilor**



GLOUCESTER CITY COUNCIL 2019 PUBLIC HEARING

PUBLIC HEARING NUMBER: PH2019-028
SUBJECT: Loan Authorization to amend Loan Order 2019-001, in the amount of \$900,000, by increasing it to \$1,150,000 for the demolition and reconstruction of the Magnolia Pier.

DATE OPENED: 6/11/2019
CONTINUED TO:
CONTINUED FROM:
COMMITTEE: B&F 5/23/2019

Loan Order 2019-001
**LEGAL NOTICE
NOTICE OF PUBLIC HEARING**

The Gloucester City Council will hold a public hearing on **Tuesday, June 11, 2019** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, relative to the following **Loan Authorization**:

Ordered: That Loan Order 2019-001, Certificate of Vote 2019-054 of this Council approved March 26 2019 authorizing the borrowing of \$900,000 to pay costs of the demolition of the existing and reconstruction of a new Magnolia Pier, is amended in its entirety to provide as follows:

That the City of Gloucester appropriates One Million One Hundred Fifty Thousand Dollars (\$1,150,000) to pay costs of the demolition of the existing and reconstruction of a new Magnolia Pier, including 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(1), 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.

At the public hearing, all interested persons will have the opportunity to be heard. All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.

**By Vote of the City Council
Joanne M. Senos, City Clerk**

common practice in other communities, he reported. A new element that was first suggested their billing agent, which at first he indicated he wasn't in favor of initially. However, after further discussion he noted there is a movement amongst insurance companies that if an ambulance goes on scene, treats the patient, but doesn't transport to the hospital they could bill for rendering on-scene care. He explained the particulars when called to deal with a diabetic situation and what paramedics do to revive the patient which involves Advanced Life Support care on scene briefly. He pointed out that many times when a patient becomes stabilized that they then refuses to be transported. Under those circumstances, the department collects nothing from the patient's insurance for that ambulance call. He briefly touched on the movement towards community paramedicine care and noted that some insurance companies are now allowing for payment for these calls because they would much rather pay for this service than taking the patient to the hospital and bearing that expense. He made clear that in creating this new charge, he was explicit and opened a new category on their PCRs (Patient Care Report system) so that citizens don't incur any cost to them. This is under a separate line. If the insurance pays nothing the patient is not charged; if the insurance pays 50% of the charge the patient will not be charged for the balance. He assured that no citizen will see a bill for this service. **Councilor Memhard** expressed that the new charges were a practical solution. **Chief Smith** advised community paramedicine is an emerging trend in EMS and will require another level of certification which is very favored in rural areas. He noted this is a trend that is coming. **Mr. Destino** advised that Harvard Pilgrim is the only insurance company reimbursing for this right now, and that they'll watch over this issue. He reported that Intermedix is a good billing company (current department billing firm) so they will keep working with them to fix any deficits. They want to find ways to add revenue but don't want to hurt residents, he conveyed. He added that they'll come back in a year to advise if this is working out or not. He mentioned a program concept of imbedding paramedics several times a week to places like Sheedy Housing, and other similar situations in the city where studies have shown such a program is very effective.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council approve the Gloucester Fire Department Billing and Collection Policy as presented by the EMS Coordinator and approved by the Mayor dated April 30, 2019 and further to approve the proposed fee schedule attached to and incorporated into the policy effective July 1, 2019.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, to recommend that the City Council authorize the write-off of \$319,857.58 in uncollectible, outstanding ambulance billing.

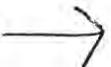
10. Memorandum from Community Development Director re: request acceptance of the PY19/FY20 Community Development Block Grant (CDBG) and Entitlement and HOME allocations totaling \$749,635

Jill Cahill, Community Development Director, asked for the acceptance of its Community Development Block Grant (CDBG) and HOME funding allocations (for the PY19/FY20-July 1, 2019 to June 30, 2020 from the U.S. Dept. of Housing & Urban Development (HUD)). The CDBG allocation for the year is up a bit to \$662,525 and HOME allocation is \$87,110. The CDBG funds are used for public services, public facilities, economic development, first-time homebuyers and housing rehab programs. It also pays for the administration of the program entirely saying that these are important programs to the community. She reported since she came to her position, her department has worked hard to clean up the program and using the funds appropriately.

Councilor Hecht commented that this funding is used broadly and spread well throughout the community, to which **Councilor Memhard** offered his agreement.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council under MGL c. 44, §53A accept federal grants in the amount of \$662,525 for the Community Development Block Grant from the U.S. Department of Housing and Urban Development for Program Year 2019/Fiscal Year 2020 and the HOME Grant from the North Shore HOME Consortium for Program Year 2019/Fiscal Year 2020 in the amount of \$87,110.

11. Memorandum from CFO re: request amendment to Loan Order 2019-001 to increase it by \$250,000 for engineering and construction costs



Mr. Dunn briefly outlined that the Council approved a loan order (Certificate of Vote 2019-054 on file) in the amount of \$900,000 to fund the demolition of the existing Magnolia Pier and reconstruction of a new Magnolia Pier recently. When the bids came in there wasn't enough funding in place, and really nothing for contingencies which he reported was concerning to the DPW Director and the Administration. He pointed out that any time that you do work in the water something comes up. The concerning issues, that the low bid was considerably under by a lot, and unless they move quickly to get the contract signed that the contractor may come back they aren't interested any more. In conversation with the contractor, he advised he was comfortable at that time he responded to the bid and is a good contractor. They want to add \$250,000 so they don't have to do this again.

Councilor Memhard mentioned some off-setting private donations towards this project. **Mr. Dunn** noted that the wording of the loan order accounts for such contributions just as with receipt of grants for capital projects -- they can apply that funding against the loan, and thereby lower the permanent debt issuance.

Councilor Hecht asked if this was part of the FEMA application for relief funding. **Mr. Destino** advised that this is possibly going to see a FEMA reimbursement. They will get something at some point, he suggested. **Mr. Dunn** reiterated he doesn't issue debt until a project is completed. They can't sign the contract until the loan order is voted, advising that the public hearing is scheduled for June 11. He asked that should the Council vote in favor that they then vote a motion for reconsideration immediately thereafter so that the contract can be signed and the project can move forward as soon as possible.

COMMITTEE RECOMMENDATION: On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Cox) absent, to recommend that the City Council approve the following amendment to Loan Order 2019-001 for an additional \$250,000 for a new total loan authorization of \$1,150,000 as follows:

Ordered: That Loan Order 2019-001, Certificate of Vote 2019-054 of this Council approved March 26, 2019 authorizing the borrowing of \$900,000 to pay costs of the demolition of the existing and reconstruction of a new Magnolia Pier, is amended in its entirety to provide as follows:

That the City of Gloucester appropriates One Million One Hundred Fifty Thousand Dollars (\$1,150,000) to pay costs of the demolition of the existing and reconstruction of a new Magnolia Pier, including 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(1), 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.

This matter will be advertised for public hearing.

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

Mr. Costa reviewed the previously submitted documentation with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:50 p.m.

Respectfully submitted,

Dana C. Jorgensson



GLOUCESTER CITY COUNCIL 2019 PUBLIC HEARING

PUBLIC HEARING NUMBER: PH2019- 029
SUBJECT: Amend GCO Ch. 20 "Shellfish, Seaworms and Eels", Sec. 20-26(a) "Permit to take eels generally; restrictions as to traps; Fyke nets prohibited" by DELETING the words "six inches" in the third sentence and ADDING the words, "nine inches" in their place.

DATE OPENED: 6/11/2019
CONTINUED TO:
CONTINUED FROM:
COMMITTEE: O&A 5/6/2019

Amendments
**LEGAL NOTICE
NOTICE OF PUBLIC HEARINGS**

The Gloucester City Council will hold public hearings on **Tuesday, June 11, 2019**, at 7:00 PM in the Kyrrouz Auditorium, City Hall, relative to the following proposed amendments to the Gloucester Code of Ordinances:

→ **Amend GCO Ch. 20 "Shellfish, Seaworms and Eels", Sec. 20-26(a) "Permit to take eels generally; restrictions as to traps; Fyke nets prohibited"** by DELETING the words "six inches" in the third sentence and ADDING the words, "nine inches" in their place.

Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-281. "Ten-Minute Parking" by DELETING, "Angle Street, southerly side, beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction."

Amend GCO Ch. 22. "Traffic and Motor Vehicles" Art. II. Division 2 "Traffic Commission" by ADDING new Sec. 22-38 as follows:
"Sec. 22-38. - Commission's authority to approve stop intersections.

(a) The traffic commission may, after conducting a duly notice public meeting, promulgate regulations to approve stop intersections.

(b) A request for a stop intersection shall be filed with the commission through the city clerk's office. At the close of the public meeting, the commission may, by majority vote, approve the stop intersection. The commission shall file notice of its decision to promulgate such regulation with the office of the city clerk. All approved stop intersections shall be published as regulations known as the "List of Stop Intersections in the City of Gloucester."

(c) The city council committee on ordinances and administration may review the regulation approving the stop intersection. The committee's approval or disapproval of the traffic commission's decision shall be considered final action and shall not be subject to further review. The request for review shall be filed by an aggrieved party within 30 days of the traffic commission's filing its decision with the city clerk's office."

At the public hearings, all interested persons will have the opportunity to be heard based on procedures determined by the Council.

By Vote of the City Council
Joanne M. Senos, City Clerk

Reappointments:

Gloucester Housing Authority Dorothy Martins TTE 05/28/24

Ms. Martin's reappointment was continued to May 20, 2019.

Licensing Board John T. Lamirande TTE 05/31/25

Mr. Lamirande was present to express his willingness to continue on the Licensing Board noting he's learned a great deal since coming onto the Board six months ago fulfilling the unexpired term of former member, John Rando.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint John T. Lamirande to the Licensing Board, TTE 05/31/25.

→ **2. Memorandum from Shellfish Constable re: request amendment to GCO Ch. 20 "Shellfish, Seaworms and Eels", Sec. 20-26(a) "Permit to take eels generally; restrictions as to traps; Fyke nets prohibited"**

Peter Seminara, Shellfish Constable, reviewed that GCO Ch. 20, Sec. 20-26(a) "Permit to take eels generally; restrictions as to traps; Fyke nets prohibited" is not compliant with current MGL Ch. 130, Sec. 100D which sets the minimum size of eels taken from the Commonwealth at nine inches. The Division of Marine Fisheries recommends that Shellfish Constables go over their regulations frequently to keep them current with any changes to state regulations. He asked that the Committee endorse the proposed language to amend the ordinance in order to be in harmony with the state law saying that the city can't have a rule that is different from what the state says. He touched on briefly a conversation with Councilor LeBlanc on places eels can be caught in response to an inquiry by **Councilor LeBlanc**. This is mainly a recreational fishery, he added. **Councilor LeBlanc** expressed his appreciation to Mr. Seminara's bringing this issue forward by being proactive and working in tandem with the Harbormaster, noting that the Shellfish Constable now has his office at the Harbormaster Department.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 20 "Shellfish, Seaworms and Eels", Sec. 20-26(a) "Permit to take eels generally; restrictions as to traps; Fyke nets prohibited" by DELETING the words "six inches" in the third sentence and ADDING the words, "nine inches" in their place.

This matter will be advertised for public hearing.

3. CC2019-014 (Lundberg, O'Hara, Nolan): request City Council amend Ch. 11, Sec. 11-10(f) "Special Events; Transient Vendors; Parades" re: Special Events Committee and/or licensing commission shall refer all special events/parades requests that involve the use of Stacy Boulevard or Stage Fort Park to the City Council for final approval

Councilor Lundberg explained the Council Order before the Committee as follows: several months ago there was a Council discussion on the Cyclo-Cross event held annually at Stage Fort Park highlighting that although that particular event comes to the Council Standing Committee, Planning & Development because the event requires a street closure for permitting, it and those like it requiring street closures are the only time the Council learns of events taking place there or on the Boulevard. Several Councilors weighed in and showed him that the way the ordinance is written is insufficient pointing out several issues. It was pointed out that there were events in both named locations that are impactful to city property and city resources, and that the public should weigh in on some of these events particularly those using Stage Fort Park. Many of these Special Events only go to the Special Events Advisory Committee (SEAC), a committee comprised of city managers, for permitting. The Riverfest concert event (formerly held in Newburyport) is coming to Gloucester in August which is anticipated to attract thousands of people. It was noted that not only the Council but residents didn't have the opportunity to raise their concerns about public property use, traffic, and other impactful issues. It was conveyed that Riverfest received SEAC approval, and that the Council should have a say in this especially in light of the city's 400th coming up with Stage Fort Park to be a primary focus



GLOUCESTER CITY COUNCIL 2019 PUBLIC HEARING

PUBLIC HEARING NUMBER: PH2019-025
SUBJECT: SCP2019-004: Fuller Street #35, Map 168, Lot 14, GZO Secs. 1.9, 3.1.6, 3.2.2 and 1.7 for a special permit to exceed the maximum allowable building height, decrease the minimum lot area per dwelling unit and decrease the minimum open space per dwelling unit in the NB/R-20 district

DATE OPENED: 6/11/2019 (To Be Withdrawn)
CONTINUED TO:
CONTINUED FROM: 5/28/2019
COMMITTEE: P&D 4/3/2019, 4/17/2019
CC 5/14/2019, 5/28/2019

SCP2019-004
**LEGAL NOTICE
NOTICE OF PUBLIC HEARING**

In accordance with the provisions of MGL Chapter 40A, Section 11, the Gloucester City Council will hold a public hearing on **Tuesday, May 14, 2019 at 7:00 p.m. in the Kyrouz Auditorium, City Hall**, relative to the following Special Council Permit application:

SCP2019-004: The application of Mark L. Nestor, Esq., on behalf of owner Beauport Shores, LLC, for a Special Council Permit application for a reconstructed building with six dwelling units; building heights in excess of 35 feet; and for the new units as part of this structure only, decrease the minimum lot area per dwelling unit; and decrease the minimum open space per dwelling unit; pursuant to GZO Secs. 1.9, 3.1.6, 3.2.2 and 1.7 at **35 Fuller Street, Assessors Map 168, Lot 14** in the NB/R-20 district.

At the public hearing, all interested persons will have the opportunity to be heard based on the procedures determined by the Council. **All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.**

By vote of the City Council
Joanne M. Senos, City Clerk

AD#13791961
CAB 4/26, 5/3/19



Grace E. Poirier <gpoirier@gloucester-ma.gov>

Fwd: City Council Meeting, 35 Fuller Street June 11th

1 message

From: "Mark L. Nestor, Esq." <markl49@aol.com>
Date: June 6, 2019 at 9:25:27 PM EDT
To: jsenos@gloucester-ma.gov
Cc: markl49@aol.com, johara@gloucester-ma.gov, snolan@gloucester-ma.gov, meredith@attorneymeredithfine.com
Subject: **City Council Meeting, 35 Fuller Street June 11th**

Joanne: As a follow up to your prior email, please be advised that I will be attending the City Council hearing on June 11, 2019, regarding the City Council Special Permit application of Beauport Shores, LLC for 35 Fuller Street. However, it will be for the sole purpose of withdrawing the application for consideration without prejudice. The reason relates to issues that have developed during the application process and which I disclosed during a recent Magnolia Village community meeting on May 30th. I will discuss these reasons further at the City Council hearing. It has always been I and my clients' position to maintain transparency in our efforts unlike others. In the interim, please note that I have filed a Special Permit application with the ZBA on June 5th for the hearing that is scheduled for June 27th. Thank you in advance for your attention to this matter. Mark

Mark L. Nestor, Esq.
45 Middle Street, Suite 1
Gloucester, MA 01930
(978) 283-7117
markl49@aol.com



GLOUCESTER CITY COUNCIL 2019 PUBLIC HEARING

PUBLIC HEARING NUMBER: PH2019-030
SUBJECT: Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-281 "Ten-Minute Parking" by DELETING "Angle Street, southerly side beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction"

DATE OPENED: 6/11/2019
CONTINUED TO:
CONTINUED FROM:
COMMITTEE: O&A 5/6/2019

Amendments
**LEGAL NOTICE
NOTICE OF PUBLIC HEARINGS**

The Gloucester City Council will hold public hearings on **Tuesday, June 11, 2019**, at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the following proposed amendments to the Gloucester Code of Ordinances:

Amend GCO Ch. 20 "Shellfish, Seaworms and Eels" Sec. 20-26(a) "Permit to take eels generally; restrict lons as to traps; Fyke nets prohibited" by DELETING the words "six inches" in the third sentence and ADDING the words, "nine inches" in their place.



Amend GCO Ch. 22 "Traffic and Motor Vehicles" Sec. 22-281, "Ten-Minute Parking" by DELETING, "Angle Street, southerly side, beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction."

Amend GCO Ch. 22, "Traffic and Motor Vehicles" Art. II, Division 2 "Traffic Commission" by ADDING new Sec. 22-38 as follows:

"Sec. 22-38. - Commission's authority to approve stop intersections.

(a) The traffic commission may, after conducting a duly notice public meeting, promulgate regulations to approve stop intersections.

(b) A request for a stop intersection shall be filed with the commission through the city clerk's office. At the close of the public meeting, the commission may, by majority vote, approve the stop intersection. The commission shall file notice of its decision to promulgate such regulation with the office of the city clerk. All approved stop intersections shall be published as regulations known as the "List of Stop Intersections in the City of Gloucester."

(c) The city council committee on ordinances and administration may review the regulation approving the stop intersection. The committee's approval or disapproval of the traffic commission's decision shall be considered final action and shall not be subject to further review. The request for review shall be filed by an aggrieved party within 30 days of the traffic commission's filing its decision with the city clerk's office."

At the public hearings, all interested persons will have the opportunity to be heard based on procedures determined by the Council.

By Vote of the City Council
Joanne M. Senos, City Clerk

for the city's celebration. Councilor Lundberg pointed out that events taking place on Stacy Boulevard and Stage Fort Park number about 12 per year, which he suggested wouldn't add an undue burden to the Council so that if it seems like something that interests the public they would have the option to hold a public hearing. He asked that the Committee recommend this amendment to the Council

Councilor LeBlanc noted representatives of the city's Administration and the City Clerk aren't present whose opinion on this matter he wished to consider and ask questions of which he discussed with **Councilor O'Hara** briefly. **Councilor LeBlanc** asked that the Committee continue this matter to the next regularly scheduled meeting.

Councilor Nolan pointed out that the park is literally being given away. He noted the presence of Fred Geisel and David Dow, members of the Stage Fort Park Advisory Committee.

Councilor Lundberg advised this is to give the public the ability to comment on what happens at Stage Fort Park and that they need to be mindful to provide that forum. The reason is to give the whole Council the ability to weigh in, he highlighted. **Councilor LeBlanc** agreed for a need of an open dialog reiterated he wished to get the perspective of someone like the City Clerk, a SEAC member. Councilor Lundberg added that this doesn't change that events first go to SEAC but would then would go to the Council. The P&D Committee will continue to get the information that there has been a thorough review on those events that require road closures which is the purview of the Council. When it comes to something about the use of a public asset, they're doing it for the public, he reminded the Committee. **Councilor LeBlanc** advised he wanted to ask questions of city staff before the matter goes to the Council for its consideration for a thorough discussion on the matter. **Councilor Lundberg** suggested they while they may want to consider the serious issues that the Riverfest concert event raises; overall this is about the use of Stage Fort Park and Stacy Boulevard and keeping it in excellent shape. He mentioned the concerning condition of the baseball field at Stage Fort Park as just one example of how there has been some misuse of public property.

This matter is continued to May 20, 2019.

- 4. *CC2019-015 (LeBlanc): request City Council amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-281 "Ten-Minute Parking" by DELETING "Angle Street, southerly side beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction."*

Councilor LeBlanc explained that this is where the Visiting Nurse Association was located and is no longer operating.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-281. "Ten-Minute Parking" by DELETING, "Angle Street, southerly side, beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction."

- 5 *CC2019-016 (Memhard, LeBlanc): request City Council amend GCO Ch. 22 "Traffic and Motor Vehicles", Art. II, Div. 2, "Traffic Commission" by ADDING new Sec. 22-38 "Commission's authority to approve stop intersections"*

Councilor LeBlanc reviewed that this Council Order was prompted by the fact that it was his and Councilor Memhard's opinion that changes for stop intersection signage, especially for establishing new stop intersection in the interest of public safety doesn't need a drawn-out Council process but could be handled at the Traffic Commission level much the same as they do for the installation and removal of handicap parking spaces. The Traffic Commission has offered their support for this amendment to the Code of Ordinances, he reported.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22, "Traffic and Motor Vehicles" Art. II, Division 2 "Traffic Commission" by ADDING new Sec. 22-38 as follows:

"Sec. 22-38. - Commission's authority to approve stop intersections.

- (a) The traffic commission may, after conducting a duly notice public meeting, promulgate regulations to approve stop intersections.



GLOUCESTER CITY COUNCIL 2019 PUBLIC HEARING

PUBLIC HEARING NUMBER: PH2019-031
SUBJECT: Amend GCO Ch. 22 "Traffic and Motor Vehicles," Art. II, Division 2, "Traffic Commission" by ADDING a new Sec. 22-38, "Commission's authority to approve stop intersections"

DATE OPENED: 6/11/2019
CONTINUED TO:
CONTINUED FROM:
COMMITTEE: O&A 5/6/2019

Amendments
**LEGAL NOTICE
NOTICE OF PUBLIC HEARINGS**

The Gloucester City Council will hold public hearings on **Tuesday, June 11, 2019**, at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the following proposed amendments to the Gloucester Code of Ordinances:

Amend GCO Ch. 20 "Shellfish, Seaworms and Eels", Sec. 20-26(a) "Permit to take eels generally; restrict ions as to traps; Fyke nets prohibited" by DELETING the words "six inches" in the third sentence and ADDING the words, "nine inches" in their place.

Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-281. "Ten-Minute Parking" by DELETING, "Angle Street, southerly side, beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction."

→ **Amend GCO Ch. 22, "Traffic and Motor Vehicles" Art. II, Division 2 "Traffic Commission"** by ADDING new Sec. 22-38 as follows:

"Sec. 22-38. - Commission's authority to approve stop intersections.

(a) The traffic commission may, after conducting a duly notice public meeting, promulgate regulations to approve stop intersections.

(b) A request for a stop intersection shall be filed with the commission through the city clerk's office. At the close of the public meeting, the commission may, by majority vote, approve the stop intersection. The commission shall file notice of its decision to promulgate such regulation with the office of the city clerk. All approved stop intersections shall be published as regulations known as the "List of Stop Intersections in the City of Gloucester."

(c) The city council committee on ordinances and administration may review the regulation approving the stop intersection. The committee's approval or disapproval of the traffic commission's decision shall be considered final action and shall not be subject to further review. The request for review shall be filed by an aggrieved party within 30 days of the traffic commission's filing its decision with the city clerk's office."

At the public hearings, all interested persons will have the opportunity to be heard based on procedures determined by the Council.

By Vote of the City Council
Joanne M. Senos, City Clerk

for the city's celebration. Councilor Lundberg pointed out that events taking place on Stacy Boulevard and Stage Fort Park number about 12 per year, which he suggested wouldn't add an undue burden to the Council so that if it seems like something that interests the public they would have the option to hold a public hearing. He asked that the Committee recommend this amendment to the Council

Councilor LeBlanc noted representatives of the city's Administration and the City Clerk aren't present whose opinion on this matter he wished to consider and ask questions of which he discussed with **Councilor O'Hara** briefly. **Councilor LeBlanc** asked that the Committee continue this matter to the next regularly scheduled meeting.

Councilor Nolan pointed out that the park is literally being given away. He noted the presence of Fred Geisel and David Dow, members of the Stage Fort Park Advisory Committee.

Councilor Lundberg advised this is to give the public the ability to comment on what happens at Stage Fort Park and that they need to be mindful to provide that forum. The reason is to give the whole Council the ability to weigh in, he highlighted. **Councilor LeBlanc** agreed for a need of an open dialog reiterated he wished to get the perspective of someone like the City Clerk, a SEAC member. Councilor Lundberg added that this doesn't change that events first go to SEAC but would then would go to the Council. The P&D Committee will continue to get the information that there has been a thorough review on those events that require road closures which is the purview of the Council. When it comes to something about the use of a public asset, they're doing it for the public, he reminded the Committee. **Councilor LeBlanc** advised he wanted to ask questions of city staff before the matter goes to the Council for its consideration for a thorough discussion on the matter. **Councilor Lundberg** suggested they while they may want to consider the serious issues that the Riverfest concert event raises; overall this is about the use of Stage Fort Park and Stacy Boulevard and keeping it in excellent shape. He mentioned the concerning condition of the baseball field at Stage Fort Park as just one example of how there has been some misuse of public property.

This matter is continued to May 20, 2019.

4. *CC2019-015 (LeBlanc): request City Council amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-281 "Ten-Minute Parking" by DELETING "Angle Street, southerly side beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction."*

Councilor LeBlanc explained that this is where the Visiting Nurse Association was located and is no longer operating.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-281. "Ten-Minute Parking" by DELETING, "Angle Street, southerly side, beginning at a point 42 feet from its intersection with Middle Street for a distance of 22 feet in an easterly direction."

- 5 *CC2019-016 (Memhard, LeBlanc): request City Council amend GCO Ch. 22 "Traffic and Motor Vehicles", Art. II, Div. 2, "Traffic Commission" by ADDING new Sec. 22-38 "Commission's authority to approve stop intersections"*

Councilor LeBlanc reviewed that this Council Order was prompted by the fact that it was his and Councilor Memhard's opinion that changes for stop intersection signage, especially for establishing new stop intersection in the interest of public safety doesn't need a drawn-out Council process but could be handled at the Traffic Commission level much the same as they do for the installation and removal of handicap parking spaces. The Traffic Commission has offered their support for this amendment to the Code of Ordinances, he reported.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22, "Traffic and Motor Vehicles" Art. II, Division 2 "Traffic Commission" by ADDING new Sec. 22-38 as follows:

"Sec. 22-38. - Commission's authority to approve stop intersections.

- (a) The traffic commission may, after conducting a duly notice public meeting, promulgate regulations to approve stop intersections.

(b) A request for a stop intersection shall be filed with the commission through the city clerk's office. At the close of the public meeting, the commission may, by majority vote, approve the stop intersection. The commission shall file notice of its decision to promulgate such regulation with the office of the city clerk. All approved stop intersections shall be published as regulations known as the "List of Stop Intersections in the City of Gloucester."

(c) The city council committee on ordinances and administration may review the regulation approving the stop intersection. The committee's approval or disapproval of the traffic commission's decision shall be considered final action and shall not be subject to further review. The request for review shall be filed by an aggrieved party within 30 days of the traffic commission's filing its decision with the city clerk's office."

This matter will be advertised for public hearing.

6. *CC2019-003 (Gilman): refer MGL Ch. 40, §8J to the P&D & O&A Committee to consider the establishment of a Disabilities Rights Commission and members to be appointed by the Mayor (Cont'd from 03/18/19)*

Councilor Gilman advised that she and Ms. Leete are asking for a motion to withdraw the Council Order as they will create a new ordinance to be a subset of the Human Rights Commission. This is going to be on the Consent Agenda through the Mayor's office. This will enable a well-developed draft to be put forward for the Council's consideration.

Donna Leete, Human Resources Director, added that she was struck by the interrelatedness of the Human Rights Commission and this new Disabilities Rights Commission. She reported that as she reviewed the ordinance language for the Human Rights Commission it became apparent language that there is a natural connectivity indicating that the Disability Rights Commission would be a subset as they are closely intertwined. She conveyed she was speaking for the Mayor and her Administration is, "100% committed to equal rights and access to all city services, programs and facilities." This isn't just disabilities, she pointed out, but the whole of the city's population, expressing that the ordinance language was nearly complete. **Councilor Gilman** whose Council Order prompted this initiative advised that the purpose of this evening's update report to O&A asked that her Council Order be withdrawn because this will come back underneath the umbrella of the Human Rights Commission which she indicated was the right way to handle this matter. She noted that this is for a Commission that is in an advisory capacity, and expressed excitement for what will come forward through the Mayor's Report which **Ms. Leete** confirmed.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the withdrawal of CC2019-003 (Gilman): refer MGL Ch. 40, §8J to the P&D & O&A Committee to consider the establishment of a Disabilities Rights Commission and members to be appointed by the Mayor without prejudice.

7. *CC2019-009 (Hecht): re: amend GCO by prohibiting the use and distribution of single use plastic straws, stir sticks & hotstoppers in food service establishments (also referred to Board of Health)(Cont'd from 03/18/19)*

Councilor LeBlanc explained that Councilor Hecht has asked this matter to be continued to the next regularly scheduled meeting of the O&A Committee.

This matter is continued to May 20, 2019.

8. *Update on the City of Gloucester Beach Parking and Traffic Ad Hoc Committee Report of January 24, 2017 (Cont'd from 04/01/19)*

Councilor LeBlanc noted the Clerk of Committees had previously sent an email to the entire Council for their opinions as to beach parking and traffic issues after the April 1st meeting, and no Councilors responded. He recommended that if they want to have something done that Councilors make a Request to the Mayor. **Councilor O'Hara** noted there is a lot they should be doing, but it is too late for this beach season. He pointed out it is the same