

CITY CLERK  
GLOUCESTER, MA  
2020 JUN 19 AM 10:59

This meeting is recorded



GLOUCESTER CITY COUNCIL  
**SPECIAL Budget & Finance Committee Meeting**  
Wednesday, June 24, 2020– 10:00 a.m.  
**REMOTE MEETING**  
AGENDA

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

Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning gatherings of more than 10 people, this meeting will be conducted by remote participation to the greatest extent possible. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real-time. Persons who wish to do so are invited to view the meeting at:

Join from Computer, Smart Device: <https://us02web.zoom.us/j/81380293622>

Join via Phone: 1-312-626-6799 or 1-929-205-6099

Meeting ID: 813 8029 3622

Please visit <http://gloucester-ma.gov/remote-public-meetings> for instructions and guidance on how to join a remote meeting

1. Memorandum, Grant Application & Checklist from the Mayor re: request acceptance of Cities Complete Count Grant in the amount of \$10,000
2. Memorandum from Information Services Director re: request to pay FY19 invoice from W.B. Mason with FY20 funds
3. Memorandum from Information Services Director re: request to pay FY19 invoice from Kyocera with FY20 funds

COMMITTEE  
Chair, Councilor Melissa Cox  
Vice Chair, Councilor Scott Memhard  
Councilor John McCarthy

CC: Mayor Sefatia Romeo Theken  
Vanessa Krawczyk  
John Dunn

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed & other items not listed may also be brought up for discussion to the extent permitted by law. Items may be taken out of order.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

**TO:** City Council  
**FROM:** Mayor Sefatia Romeo Theken  
**DATE:** June 17, 2020  
**RE:** Cities Complete Count Grant Program

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The Cities Complete Count Grant Program was established by the legislature in Chapter 142 of the Acts of 2019 for the purpose of ensuring a complete and accurate count in the 2020 census. Gloucester was identified as a municipality with municipalities with hard-to-count populations.

The City of Gloucester has been awarded \$10,000 to assist with outreach efforts to ensure a complete and accurate count. Funds must be expended by June 30, 2020.

Several public relations outreach opportunities have been identified to raise awareness including the creation of a PSA video, doorknob cards, and a newspaper ad. We plan for staggered distribution of materials through June into early July. All materials will be pinned to the City's social media channels and posted on the City's website for further reach.

Should you have any questions or need any other information please let me know.



City of Gloucester  
Grant Application and Check List

Granting Authority: State  Federal  Other

Name of Grant: Cities Complete Count Grant Program (CCCGP)

Department Applying for Grant: Mayor's Office

Agency-Federal or State application is requested from: \_\_\_\_\_

Object of the application: Ensuring complete and accurate count in the 2020 census

Any match requirements: \_\_\_\_\_

Mayor's approval to proceed: \_\_\_\_\_

Signature

6/17/2020  
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

Auditor's distribution to managing department: \_\_\_\_\_

Department

Date sent

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

FORM: AUDIT GRANT CHECKLIST – V.1



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CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Mayor's Office

ACCOUNT NAME: Cities Complete Count Grant Program

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

CFDA # (Required for Federal Grants):

DATE PREPARED:

APPROVED  
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)				
10,000.00				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5_____)				
	10,000.00			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
10,000.00 Total:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

DATE ENTERED (AUDIT) \_\_\_\_\_ AUDITING DEPARTMENT INITIALS \_\_\_\_\_

**Massachusetts Census Division 2020 Census Municipal Grant Agreement**

The Commonwealth of Massachusetts has created a statewide grant program known as the "Cities Complete Count Grant Program" and hereinafter referred to as "CCCGP." This grant program was established by the legislature in Chapter 142 of the Acts of 2019 for the purpose of ensuring a complete and accurate count in the 2020 census. Priority will be given to the municipalities with the hardest-to-count populations.

**Name of Applicant Municipality: City of Gloucester**

**Amount of Grant Funds Rewarded: \$10,000.00**

**Grant Administrator**

Please contact the Grant Administrator with any questions or concerns:

Gregory Stewart  
Gregory.stewart@sec.state.ma.us  
617-727-2828

**Cities Complete Count Grant Program Purpose**

The CCCGP is a statewide program which awards grant funding to assist municipalities with providing a complete and accurate count in the 2020 census, which is to be used to support outreach efforts in communities that are at significant risk of being undercounted. These at risk communities are considered Hard to Count (HTC) populations which include, but are not limited to, the groups listed below:

- Immigrants (including undocumented residents)
- Populations with limited English proficiency
- Residents in "group quarters"
- Children under the age of 5
- Renters and those who move frequently (transient populations)
- People with low incomes
- Formerly incarcerated persons
- Persons with disabilities

**Criteria**

Eligible municipalities may receive funding through this grant program for planned work in the following areas:

- Conducting outreach to hard-to-count populations through media, mailings, canvassing, phone banking, or public forums.
- Disseminating information at key service centers and access points in the community.

- Tailored outreach and support to homeless populations, households with limited English, immigrant communities and individuals with difficulty accessing the internet or otherwise completing the form

Grant funds will be awarded, to the extent practicable, to ensure the following:

- Proportionate funding based on the distribution of hard-to-count communities throughout the Commonwealth.
- Targeted investments in areas with no federal area census office.
- Highest priority will be given to applications that identify solutions that directly address barriers to a complete count on 2020, including but not limited to usability of the digital platform, impacts of a federal citizenship question, and reduced federal resources.
- Identify solutions that directly address barriers to a complete count in 2020 including but not limited to: usability of the digital platform, impacts of a federal citizenship question, and reduced federal resources.
- Tailor outreach efforts to engage historically underserved populations

#### **Grant Award Planned Use**

To be eligible for grant funding, you must provide a plan for outreach to your target population(s), which must include at a minimum information about planned outreach campaigns and/or other eligible grant activities and timelines for implementation.

#### **Commitment**

The following factors shall be considered when determining grant awards:

- Appropriateness of proposed grant activities, feasibility of executing proposed grant activities, and the potential to successfully increase Census response in HTC areas.
- Participation in evaluation interviews concerning strategies, execution of strategies, and accomplishments.
- All grant funds being expended by June 30, 2020.
- Applicants must provide to the Secretary a final report no later than June 30, 2020. A template will be provided for reporting purposes.

#### **Assurance of Compliance**

In consideration of and for the purpose of obtaining grant funds from the CCCGP, the Applicant Municipality hereby agrees that it will comply with the following:

1. **Spending Restrictions:** This grant award shall be limited to spending on the following: media, mailings, canvassing, phone banking, public forums, promotion at key service centers, access points in the community, and other grant activities that directly address barriers to a complete count in your community. Funds shall not be used to purchase and distribute gift cards or any technological device of any kind. Leasing or renting of technology, including laptops, tablets, etc., shall not extend beyond 6/30/2020.

2. **Audit/Access to Records:** In compliance with Executive Order 195, the Secretary of the Commonwealth, or his designee, the Governor, or his designee, the Secretary of Administration and Finance, the State Auditor or his designee shall have the right at reasonable times and upon reasonable notice to examine the books, records, and other compilations of data of (contractors) which pertain to the performance of the provisions and requirements of this contract.

3. **Financial Management:** Adequate financial management and record-keeping systems (meeting generally accepted accounting principles) will be maintained which provide efficient and effective accountability. Accounting records will be supported by source documentation. Documentation provided to the Secretary of the Commonwealth will adequately demonstrate project expenditures.

4. **Conflict of Interest:** The applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Office of the Secretary of the Commonwealth during the term of this agreement, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.

5. Any contracts entered into by the Applicant Municipality to be paid for using grant funds must set forth mutual obligation and the scope of work to be performed and a copy shall be provided to the Secretary of the Commonwealth upon written request.

#### CERTIFICATION

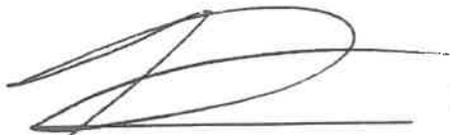
I, Sefatia Romeo Thelen, certify that City of Gloucester will comply  
(Name of Municipal Official) (Name of Municipality)

with the Municipal Census Grant Agreement. I further certify that the grant funds will be used for the implementation of census outreach activities as outlined in the submitted plan. I further agree to comply with compliance requirements contained within this agreement.

**Applicant Municipality refusing to abide by the Municipal Census Grant Agreement or proposals shall be subject to loss of grant funding.**

Submitted:

I hereby certify that the information provided in this application is true and accurate.

  
\_\_\_\_\_  
Applicant's Authorized Signatory

Sefatia Romeo Thelen  
Mayor  
Printed Name

5/28/22  
Date



CITY HALL ANNEX  
THREE POND ROAD  
GLOUCESTER, MA 01930

**CITY OF GLOUCESTER**  
OFFICE OF INFORMATION SERVICES  
[www.gloucester-ma.gov](http://www.gloucester-ma.gov)

JAMES A. POPE  
DIRECTOR  
TEL 978.325.5250  
[JPOPE@GLOUCESTER-MA.GOV](mailto:JPOPE@GLOUCESTER-MA.GOV)

Date: May 29, 2020  
To: Sefatia Romeo Theken, Mayor  
CC: John P. Dunn, Chief Financial Officer  
From:  James Pope, Director Information Services  
Subject: Request for Payment of Prior Year Invoice

Due to the late receipt of the attached invoice for services and supplies delivered in FY19, funds were not fully encumbered to W.B. Mason in the amount of **\$415.89**. A FY19 carry-forward purchase order in the amount of \$323.31 will be applied to the invoice, thereby reducing the **outstanding amount to \$92.58**.

I respectfully ask that we ask the Council to approve the use of FY20 funds to be used for the invoice in order to clear up the overdue balance of \$415.89 on our account with this vendor. W.B. Mason is one of the City's main office supply suppliers and in order to remain in good standing, our account must not be in arrears.

The FY19 Purchase Order is 1900057, and the account in question is 0115552-524000.

Thank you very much for your consideration.



W.B.MASON CO., INC.  
59 Centre St  
Brockton, MA 02301

Address Service Requested  
888-WB-MASON www.wbmason.com

PM

Invoice Number	200174507
Customer Number	C1076563
Invoice Date	06/20/2019
Due Date	07/20/2019
PO Number	1900057
Order Date	06/18/2019
Order Number	S092275979
Order Method	WEB

GLOUCESTER-IT DEPARTMENT  
3 POND RD  
GLOUCESTER MA 01930-2054

**Delivery Address**  
GLOUCESTER - IT DEPARTMENT  
3 Pond Rd  
GLOUCESTER MA 01930

W.B. Mason Federal ID #: 04-2455641

**Important Messages**

*Please send all remittance coupons with your payment to our REMITTANCE ADDRESS:*

**W.B. Mason Co., Inc.**  
**PO BOX 981101**  
**Boston, MA 02298-1101**

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
SAN44001	MARKER,MAGNUM 44,BLACK	4	EA	2.85	11.40
QUA37855	ENVELOPE,CLSP 6X9 KFT 28#, 100/BX	1	BX	3.21	3.21
DUC280065	TAPE,PKG,HP260,6/PK,CLR	1	PK	11.74	11.74
TOP63410	PAD,LGL LTR,20#12PD/PK,WE	1	PK	25.88	25.88
MMM559RP	PAD,EASEL,25X30,RECYC,30SH/PD,2PD/CT,WE	1	CT	34.67	34.67
MMMEH5592PK	HOLDER,WALL,EASEL2PK,GY	1	PK	15.19	15.19
SAN39100	SHARPIE,MARKER,SILVER	1	DZ	14.86	14.86
ZEB22048	PEN,ZGRIP,BP RT,48/PK,AST	1	ST	34.19	34.19
MMMXTRM333TRYOG	NOTE,EXT,3X3,3PDS/PK,OR	1	PK	3.21	3.21
AVT37371	BOX,STORAGE,6 COMP,CLR	1	EA	29.19	29.19
STX63202U05C	STACK & STORE BOX, ASSORTED COLORS 5/PK	1	PK	29.99	29.99

- Please See Next Page for Continuation -

To ensure proper credit, please detach and return below portion with your payment



W.B. MASON CO., INC.  
59 Centre St - Brockton, MA 02301

Address Service Requested  
888-WB-MASON www.wbmason.com

Remittance Section	
Customer Number	C1076563
Invoice Number	200174507
Invoice Date	06/20/2019
Terms	Net 30
<b>Total Due</b>	<b>415.89</b>

Amount Enclosed \$ \_\_\_\_\_

GLOUCESTER-IT DEPARTMENT  
3 POND RD  
GLOUCESTER MA 01930-2054

W.B. MASON CO., INC.  
PO BOX 981101  
BOSTON, MA 02298-1101

C10765632001745072001745070000000415894



W.B.MASON CO., INC.  
59 Centre St  
Brockton, MA 02301

Address Service Requested  
888-WB-MASON www.wbmason.com

Customer Number	C1076563
Invoice Number	200174507
Invoice Date	06/20/2019

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
- Continued On From Previous Page -					
JAM356730547	#5 1/2 COIN CLRD BUSINSS ENVLPS,3 1/8X5.5, YELLOW ,REC,25/PK	1	PK	6.09	6.09
SWI10137	CUP,PEN,ACRYLIC,CLR	1	EA	10.29	10.29
AVT37539	BOX,PENCIL,CLR	6	EA	6.79	40.74
SAN69000	PEN,RBALL,VSNELT,XF,BK	1	DZ	27.99	27.99
JAM3656190	BUSINESS CARD CASE,PLASTIC,ELASTIC,COPPER METALLIC	1	EA	4.09	4.09
JAM367666	BUSINESS CARD CASE,PLASTIC,ELASTIC,CLEAR	3	EA	4.09	12.27
DEF70601	HOLDER,BUSINESS CARD,CLR	1	EA	19.29	19.29
MMM17304	ORGANIZER,CABLE,2PK	4	PK	7.09	28.36
MAS00204	CLIP,WIRE MGMT,6/PK	10	PK	2.90	29.00
HEWC6810A	PAPER,BRIGHT WHITE 36X300	1	RL	24.24	24.24

<b>SUBTOTAL:</b>	415.89
<b>TAX &amp; BOTTLE DEPOSITS TOTAL:</b>	0.00
<b>ORDER TOTAL:</b>	415.89
<b>Total Due:</b>	415.89



CITY HALL ANNEX  
THREE POND ROAD  
GLOUCESTER, MA 01930

**CITY OF GLOUCESTER**  
OFFICE OF INFORMATION SERVICES  
[www.gloucester-ma.gov](http://www.gloucester-ma.gov)

JAMES A. POPE  
DIRECTOR  
TEL 978.325.5250  
JPOPE@GLOUCESTER-MA.GOV

Date: May 29, 2020  
To: Sefatia Romeo Theken, Mayor  
CC: John P. Dunn, Chief Financial Officer  
From: James Pope, Director Information Services  
Subject: Request for Payment of Prior Year Invoice

Due to the late receipt of the attached invoice for services and supplies delivered in FY19, funds were not fully encumbered to Kyocera in the amount of **\$57.65**. A FY20 purchase order will be applied to the invoice, thereby reducing the **outstanding amount to \$10.70**.

I respectfully ask that we ask the Council to approve the use of FY20 funds to be used for the invoice in order to clear up the overdue balance \$57.65 on our account with this vendor. Kyocera is one of the City's suppliers and in order to remain in good standing, our account must not be in arrears.

The FY19 Purchase Order is 1900493, and the account in question is 0115552-524007.

Thank you very much for your consideration.



**Statement**

Gloucester, City of  
 3 Pond Rd.  
 Gloucester, MA 01930  
 US

Statement Date	Account No.	Amount Due
1/31/2020	GC06-003	\$ 10.70

Payments	Date		Number	Description	Amt Applied	Unapplied Balance
Payment	6/25/18	06/25/18	90033	Check	\$234.80	\$46.95

Transaction Type	Date	Due Date	Number	Description	Invoice Amt	Pmt/Credit	Invoice Balance
Invoice	9/4/18	10/04/18	55L1731307	Contract Invoice	\$57.65		\$57.65

*2/11/2020 Spoke to Sue - she will email me the inv.*

Current	1 to 30 days	31 to 60 days	61 to 90 Days	Over 90 Days
				\$ 10.70



**CONTRACT INVOICE**

Invoice Number: 55L1731307  
 Invoice Date: 09/04/2018

**Bill To:** Gloucester, City of  
 3 Pond Rd.  
 Gloucester, MA 01930  
 US

**Customer:** Gloucester, City of  
 3 Pond Rd.  
 Gloucester, MA 01930

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
GC06-003	Net 30 Days	10/04/2018	\$57.65	<b>\$57.65</b>	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
GC06-MPS-01		\$57.65	1900493	07/22/2014	
Remarks					

**Summary:**

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 08/01/2018 to 08/31/2018 overage period	\$57.65**
	<b>\$57.65</b>

\*\*See overage details below

**Detail:**

**Equipment included under this contract**

**KYOCERA/ECOSYS FS-2100DN**

Number	Serial Number	Base Adj.	Location						
K4280	LQA3Y01179	\$0.00	Gloucester, City of 8 School Street Gloucester, MA 01930 Fire- EMS						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B\W	19,423	20,178		755	*** See overage details below			\$0.00
Number	Serial Number	Base Adj.	Location						
K4281	LQA3Y01183	\$0.00	Gloucester, City of 9 Dale Ave Assessor's Office  Gloucester, MA 01930 City Hall Legal Dept						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B\W	40,608	42,167		1,559	*** See overage details below			\$0.00
Number	Serial Number	Base Adj.	Location						
K4299	LQA3Y01177	\$0.00	Gloucester, City of 8 School Street Gloucester, MA 01930 Fire HQ-Deputy						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B\W	45,799	47,089		1,290	*** See overage details below			\$0.00
Number	Serial Number	Base Adj.	Location						
K4304	LQA4509224	\$0.00	Gloucester, City of 9 Dale Ave Gloucester, MA 01930 Assessors						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B\W	76,932	79,593		2,661	*** See overage details below			\$0.00



**CONTRACT INVOICE**

Invoice Number: 55L1731307  
 Invoice Date: 09/04/2018

**Bill To:** Gloucester, City of  
 3 Pond Rd.  
 Gloucester, MA 01930  
 US

**Customer:** Gloucester, City of  
 3 Pond Rd.  
 Gloucester, MA 01930

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
GC06-003	Net 30 Days	10/04/2018	\$57.65	<b>\$57.65</b>

Number	Serial Number	Base Adj.	Location
K4305	LQA4509222	\$0.00	Gloucester, City of 9 Dale Ave Assessor's Office  Gloucester, MA 01930 Assessors

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	B\W	119,953	122,531		2,578	*** See overage details below			\$0.00

Overage Details						
Meter Group	Total Copies	Covered Copies		Billable	Rate	Total
B\W	8,843	5,000	0	3,843	\$0.015000	\$57.65
					Base Amount:	\$0.00
						\$57.65
Meter Type	Equip. Number	Serial Number	Begin	End	Copies	
B\W	K4280	LQA3Y01179	19,423	20,178	755	
B\W	K4281	LQA3Y01183	40,608	42,167	1,559	
B\W	K4299	LQA3Y01177	45,799	47,089	1,290	
B\W	K4304	LQA4509224	76,932	79,593	2,661	
B\W	K4305	LQA4509222	119,953	122,531	2,578	
<b>Total Grouped Overage Charges:</b>						\$57.65
<b>Total Grouped Base Charges:</b>						\$0.00
<b>Total Meter Group Charges:</b>						\$57.65

**\*\*PLEASE NOTE OUR NEW REMITTANCE ADDRESS BELOW\*\***  
 KYOCERA Document Solutions New England, Inc.  
 One Jewel Drive  
 Wilmington, MA 01887  
 800-847-3526 (Phone)  
 781-272-3416 (Fax)

Invoice SubTotal	\$57.65
Tax:	\$0.00
Invoice Total	\$57.65
<b>Balance Due:</b>	<b>\$57.65</b>

Visit us online at [www.kyoceranewengland.com](http://www.kyoceranewengland.com)

One Jewel Drive Wilmington, MA 01887 800-847-3526