

Minutes
Operations, Finance and Safety Committee
Third Floor Conference Room, Gloucester City Hall
Thursday, December 19, 2013

Present: Jim Bordinaro, Bob Gillis, David McCauley, Ralph Pino, Harbormaster Jim Caulkett. The meeting convened at 4:00 PM.

Oral Communications: None

The Minutes of 11/21/13 were accepted.

Review and Approve FY 2015 Budget

OFS discussed and amended the Draft 2015 budget at two previous meetings. No new budget issues were raised at 12/4/13 WWB Meeting. OFS reviewed each segment of the final draft FY 2015 budget presented by Jim Caulkett. OFS discussed several items but, with one exception, no significant changes were made. OFS voted to place the net income figure of \$7793 into the Emergency Reserve Account (#57800) and the balanced budget was approved. OFS anticipates action in FY2015 to distribute some funds from #57800.

Motion: The WWB approves the FY2015 budget for submission to city budget officials.

OFS discussed the status of the launch fee increase and its expected impact on budget but was not able to determine a better revenue figure. It is anticipated that the costs will increase significantly because of the expanded hours and higher operating salaries.

OFS discussed the figures in the Capital accounts. Several accounts have no expenditures listed in FY15, although expenses in some of these accounts are anticipated. The Launch Account (71002) figure of \$9258.20 is the balance between the budgeted and actual launch costs. Two capital accounts (58410 and 58760) deal with public landings but OFS could not determine the difference between them. Jim Caulkett will get more information from Kenny Costa. OFS will discuss all of the stabilization and capital accounts at its next meeting.

Review/Update of FY2014 budget

OFS discussed several additional budget adjustments which will call upon FY14 free cash reserves. These are:

- \$8,900.00 for matching funds from CPA Grants, improvements to Lobster and Hodgkins Cove Public Landings
- \$2,800.00 for matching funds from Clean Vessel Act, new engine for pumpout boat
- \$4,900.00 to purchase new careening wall keel blocks at Cripple Cove Public Landing
- \$3,598.00 to Chapter 91 account

OFS/WWB previously approved \$16,000.00 for a new engine on the 23' Parker and \$4500 for technical improvements to the mooring management system and WWB website. A separate motion will be filed for up to \$8,000 (based on DPW input) for a floor design contract for Solomon Jacobs building.

All of these requests represent a draw of \$48,698 on a certified free cash number of \$89,412, leaving the free cash balance at \$40,714. This assumes that the WWB approves the recommended transfers and that the funds are expended as approved. OFS is mindful, even as it makes these recommendations of its commitment to dedicate a significant part of the FY14 free cash to help to fund improvements at the Solomon Jacobs complex.

Motion: The WWB approves the following FY14 budget adjustments with \$20,198 to be drawn from FY14 free cash reserves.

- **\$8,900.00 for matching funds from CPA Grants, improvements to Lobster and Hodgkins Cove Public Landings**
- **\$2,800.00 for matching funds from Clean Vessel Act, new engine for pumpout boat**
- **\$4,900.00 to purchase new careening wall keel blocks at Cripple Cove Public Landing**
- **\$3,598.00 to Chapter 91 account**

Update on Project Elements and Funding for Solomon Jacobs Project

There has been no significant progress on the BIG proposal since the last meeting.

The Special Subcommittee on the Solomon Jacobs Harbormaster Complex has been meeting with a focus on the improvements to the building and has determined that a floor plan must be developed to move the design process along and to determine accurate cost estimates. The Committee estimates that the plan will cost up to \$8000. OFS found the total cost estimates for the building improvements to be very high.

Members questioned the wisdom of investing large sums in a leased property. It was, however, agreed that firmer cost figures were necessary for any Special Committee and/or OFS discussions to be fruitful. OFS also noted that these cost estimates would also be necessary for inclusion in the BIG request and for any further requests from the Seaport Advisory Council, or its successor.

Motion: The WWB approves the request from the Special Committee on the Harbormaster Complex for no more than \$8,000 to commission a floor plan for the Solomon Jacobs building and approves drawing these funds from the FY14 cash reserves.

Chairman Gross reported that he and some city officials would support another approach to the Seaport Advisory Council to request bond funds for the Solomon Jabobs Harbormaster Complex costs. OFS discussed what would be included in any such request and how this would be affected by projects such as the BIG proposal. OFS decided to table this discussion until we had better cost estimates from the Special Committee and more reliable information about the changes being considered in the governance structure of the Seaport Advisory Council and its funding administration.

There was no new business.

OFS will next meet on Wednesday, January 15 at 4:00 PM at a place TBD. The agenda will focus on the capital/stabilization accounts and any new business.

OFS adjourned at 5:40 PM.

Notes prepared by Chairman David McCauley