

Budget & Finance Standing Committee
Thursday, November 18, 2021 – 5:30 p.m.
REMOTE MEETING
-Minutes-

Present: Chair, Councilor Melissa Cox; Vice Chair, Councilor Scott Memhard; Councilor John McCarthy

Also Present: Auditor, Kenny Costa; CFO, John Dunn; Police Chief, Ed Conley; DPW Director, Michael Hale; Clerk of Committees, Sherry Karvelas

This meeting was conducted remotely through ZOOM. All votes were by ROLL CALL.

Meeting called to order at 5:30 p.m.

Councilor Cox announced, “Consistent with chapter 20 of the Acts of 2021, this meeting will be conducted by remote participation. 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 and participate when necessary. If you are calling in on a phone, you can press Star 9 to request to speak. If you are watching on a computer or a device, there is a raised hand button that you can tap or press to request to speak. Please use either of these options to be recognized to speak.”

1. Memorandum from CFO re: Loan Authorization Request in the amount of \$410,000 for a Harbormaster Patrol Boat (Cont. from 11/04/21)

Summary of Discussion: Councilor Cox stated the B&F Committee was waiting for other meetings to occur to provide the Committee with more information on this matter.

This matter is continued until the December 9, 2021, Budget & Finance meeting.

2. Memorandum from Police Chief requesting acceptance of a FY21 Bullet Proof Vest Grant in the amount of \$40,392

Summary of Discussion: The Police Chief, Ed Conley stated this was an annual grant from the Federal Government to provide 33 upgraded ballistic vests for the City’s officers.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a U.S. Dept. of Justice FY2021 Bullet Proof Vest Program Grant passed through the Massachusetts Executive Office of Public Safety & Security in the amount of \$40,392 for the purpose of purchasing 33 ballistic vests for Gloucester Police Department officers. The Federal portion of the grant is \$20,196 and the State portion is \$20,196. The grant expiration date is August 31, 2023, and there is no local match for this grant.

3. Memorandum from Police Chief requesting acceptance of a FY22 Municipal Road Safety Grant in the amount of \$35,000

Summary of Discussion: The Police Chief stated this grant funded the City’s extra traffic enforcement initiatives, some of which were defined by the State upon acceptance of the grant.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a federal grant from the US DOT/National Highway Traffic Safety Administration passed through the Massachusetts Executive Office of Public Safety (EOPSS) and Security's Office of Grants and Research (OGR), a Federal Fiscal Year - FFY2022 Municipal Road Safety (MRS) Grant Program for \$35,000 for the Gloucester Police Department to provide funding for traffic enforcement and road safety. The grant period is from October 18, 2021 through September 15, 2022 and there is no local match for this grant.

4. Memorandum and Supplemental Appropriation-Budgetary Request (#2022-SA-6) from the CFO in the amount of \$100,000

Summary of Discussion: The DPW Director, Mike Hale stated this was a request of the high school principal, the superintendent and Public Works (as managers of the facility) as a needed amenity for the school. He stated these funds would be used to provide new lockers for the second floor and part of the third floor of the high school. Councilor McCarthy asked if, and the CFO, John Dunn confirmed, the funds were coming out of the maintenance stabilization fund.

There was discussion regarding certifying free cash and the amount that would be turned back to the school. The Auditor, Kenny Costa stated the amount would be approximately \$290,000 and that he anticipated the free cash to be certified in January.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2022-SA-6 in the amount of \$100,000 (One Hundred Thousand Dollars) from the Building Maintenance Stabilization Fund - Undesignated Fund Balance, Account #7700-359000, to the Building Maintenance Stabilization Fund - GHS School Lockers Replacement - Building Improvements, Account #770013-582003, to fund the cost of replacement of lockers at Gloucester High School.

5. Memorandum from Dogtown Preservation Commission Chair requesting acceptance of funds being held by the Gloucester Fund in the amount of \$6,531.14

Summary of Discussion: Councilor Cox stated Cindy Dunn, Chair of the Dogtown Preservation Commission (DPC), had a conflict and could not attend this evening's meeting. She stated that Ms. Dunn had sent an email outlining the details of the transfer of funds from the Gloucester Fund to the DPC.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Memhard, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a cash donation in the amount of \$6,531.14 previously held by the Gloucester Fund and transfer to the new City's Dogtown Preservation Commission (DPC) Donation Fund for the purpose of the DPC's mission to formulate and implement a comprehensive plan for ongoing preservation, restoration, management, education, and stewardship of Dogtown.

6. Memorandum from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business

Summary of Discussion: There were no matters under this heading for the Committee's consideration.

Other Business: **Councilor Cox** stated she met with **Community Development** regarding streamlining the TIF process. She explained the current process/timeline of the TIF process and stated the process currently took up to a month and a half and they were looking to pare it down two to three weeks by having the matter only appear once before B&F to be more in-line with the State's timeline. She stated she anticipated **Community Development** sending a memo regarding this matter before the upcoming City Council meeting on November 23, 2021, so the matter can be placed on the agenda for discussion.

Councilor Cox also stated she was reviewing budget line items at midyear and asked the **Members of the B&F Committee** to contact her or the **City Auditor** with any questions or concerns.

Councilor Cox stated there was concerns about budget line item/process of 90-day appointments. She stated the interim CAO's second 90-day appointment was over on November 17, 2021, and stated she had concerns that there was not enough funding for that line item going forward. **Councilor McCarthy** stated the **B&F Committee** had not been given any information on the status of the CAO and would appreciate that information.

MOTION: On a motion by Councilor Memhard, seconded by Councilor McCarthy, the Budget and Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to adjourn the meeting at 5:56 p.m.

Submitted by: Sherry Karvelas, Clerk of Committees

Documents submitted at the meeting: None.

Meeting Recording: <http://gloucester-ma.gov/1097/Past-Remote-Public-Meetings>