

**Budget & Finance Standing Committee**  
**Thursday, March 3, 2022 – 5:30 p.m.**  
**REMOTE MEETING**  
**-Minutes-**

**Present: Chair, Councilor Scott Memhard; Vice Chair, Councilor Tony Gross; Councilor Jeff Worthley**

**Also Present: Auditor, Kenny Costa; CFO, John Dunn; Director of Elder Services, Elise Sinagra; DPW Director Mike Hale; CAO Jill Cahill; City Clerk Joanne M. Senos**

**Other Councilors Present: Councilor Jamie O’Hara**

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

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

**Councilor Memhard** 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 Director of Elder Services regarding Title III-B funding provided by Senior Care in the amount of \$1,467 (Cont. from 2/17/22)**

**Summary of Discussion:** Director of Elder Services, Elise Sinagra, explained that this was extra funding - there were other Councils on Aging in SeniorCare’s region that did not use the funding so the extra funds were divided between the other Councils on Aging that could use it. The City Auditor explained that Ms. Sinagra would be working with Senior Care for a grant extension, as the period of the grant was October 21, 2020 through September 30, 2021.

There was a brief discussion about the amount of the grant, and it was clarified that the \$1,467 was an additional amount, bringing the total amount of the grant to \$11,308. The original amount of the grant has already been accepted, and the committee would only be voting to accept \$1,467.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend to the City Council to accept under MGL c. 44, §53A, an amendment to a federal grant passed through the Mass. Executive Office of Elder Affairs through SeniorCare, Inc., for a FY21 Title III-B Older Americans Act Grant in the amount of \$1,467.00 for a revised grant total of \$11,308. Funds are to be used to supplement the hours and part-time salary for an Outreach Coordinator Worker at the Rose Baker Senior Center. The grant period is from October 1, 2020 through September 30, 2021, and there is a minimum 10% local match for this grant.

**2. Memorandum and Supplemental Appropriation-Budgetary Request (#2022-SA-14) from the CFO in the amount of \$50,828.06**

**Summary of Discussion:** CFO John Dunn explained that this was for amounts received last year for short term rentals. CAO Jill Cahill explained that the community impact fee charged for short term

rentals would be used for affordable housing. These fees will be moved into the Affordable Housing Trust on an annual basis. The CAO said that the Affordable Housing Trust makes a recommendation that comes back to the Council for vote before money is spent. The CFO explained that there are quarterly distributions.

There was a brief discussion about exploring the possibility of adding funds from other sources to the Trust. It was also clarified that the Affordable Housing Trust can carry over funds from one year to the next and does not have to be spent in the same year that it is received.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend to the City Council to approve Supplemental Appropriation 2022-SA-14 in the amount of \$50,828.06 (Fifty Thousand Eight Hundred Twenty Eight Dollars and Six Cents) from the General Fund, Undesignated Fund Balance (“Free Cash”), Account #0001-359000 to the Affordable Housing Trust – Transfers from General Fund, Account #82174-497001 to transfer short-term rental Community Impact Fees received in Fiscal Year 2021 from the available General Fund - Free Cash balance to the City’s Affordable Housing Trust Fund.

3. *Supplemental Appropriation-Budgetary Request (#2022-SA-13) from the DPW in the amount of \$253,353*

**Summary of Discussion:** DPW Director Mike Hale explained that the majority of the city’s paving work is done in conjunction with other utility work (underground electric/gas/communication lines) and projects are merged. Because the projects are merged, the question has come into play on who repairs what sections of the road after work is done. Mr. Hale said that he manages National Grid’s gas projects in the city and National Grid contributes to the overall paving project and writes a check to the city. Most of the projects have already been paid for, and this money is reimbursing the account.

There was a brief discussion about the possibility of charging an administrative fee to utility companies for the DPW’s management of their projects in the city, and the current paving contract and bid process.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend to the City Council to approve Supplemental Appropriation 2022-SA-13 in the amount of \$253,353 (Two Hundred Fifty Three Thousand Three Hundred Fifty Three Dollars) from DPW - Highway Force Receipts Reserved for Appropriation Fund, Account #32085-596001 to the DPW - Public Services, R&M Paving, Account #0147052-524014 for the various paving projects and road surface repairs throughout the City.

4. *Memorandum from CAO requesting acceptance of a Mass Cultural Council Grant for FY22 in the amount of \$12,000*

**Summary of Discussion:** Gloucester Cultural Council Chair Elizabeth Neumeier explained that in determining how the grant money was distributed, they took into consideration that that they have something for seniors, young people and new artists.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend to the City Council accept under MGL c. 44, §53A, a state grant from the Massachusetts Cultural Council in the amount of \$12,000 to the Gloucester Cultural Council for the purpose of supporting FY22 local cultural projects in the City of Gloucester by the Gloucester

**Cultural Council.** The grant period is from July 1, 2021 through June 30, 2022, and there is no required local match.

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

**Summary of Discussion:** The Auditor, Kenny Costa informed the Committee that there are 20 overdrawn accounts (up from 17 overdrawn accounts at the last meeting) which was due mostly to snow and ice.

There was a brief discussion about snow and ice deficits and funding.

**MOTION:** On a motion by Councilor Worthley, seconded by Councilor Gross, the Budget and Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to adjourn the meeting at 6:33 p.m.

**Submitted by:** Grace E. Poirier, Assistant City Clerk

**Documents submitted at the meeting:** None.

**Meeting Recording:**

[https://gloucester-ma-gov.zoom.us/rec/play/gw6EoiqXkJ0ywLG\\_dtYxv61E4frh5LRR-6vg99gf1Lcoj\\_jtQGtXXnKAAdL9NIMEol8BqLDXdBT9U0bn9.2ydp6xrQ5xQVwOr?startTime=1646346692000&xzm\\_rtaid=3P1we0N9Q96VWKQJmXrAfQ.1646406868209.a826aa615893935e02cb0abb7402873d&xzm\\_rhtaid=597](https://gloucester-ma-gov.zoom.us/rec/play/gw6EoiqXkJ0ywLG_dtYxv61E4frh5LRR-6vg99gf1Lcoj_jtQGtXXnKAAdL9NIMEol8BqLDXdBT9U0bn9.2ydp6xrQ5xQVwOr?startTime=1646346692000&xzm_rtaid=3P1we0N9Q96VWKQJmXrAfQ.1646406868209.a826aa615893935e02cb0abb7402873d&xzm_rhtaid=597)