

Budget & Finance Standing Committee
Thursday, March 17, 2022 – 5:30 p.m.
REMOTE MEETING
-Minutes-

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

Also Present: CAO Jill Cahill; Auditor, Kenny Costa; CFO, John Dunn; Director of Elder Services, Elise Sinagra; City Clerk Joanne M. Senos; Harbormaster, TJ Ciarametaro; Assistant Director of Health Department, Rachael Belisle-Toler; Interim Regional Prevention Director, Jessica Scola

Other Councilors Present: Councilor Jamie O’Hara; Councilor Tracy O’Neil

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

Meeting called to order at 5:34 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 and Supplemental Appropriations-Budgetary Requests (#2022-SA-15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25) from the Harbormaster requesting approval to use Retained Earnings (free cash) from the Waterways Enterprise funds for Harbormaster Department repairs and equipment, totaling \$65,700

Summary of Discussion: The Harbormaster, TJ Ciarametaro, stated that at the last Waterways Board meeting of February 6, 2022, the Board voted 8 in favor, 0 opposed, to use \$65,700 of \$149,432 in retained earnings for the following matters.

#2022-SA-15:

Summary of Discussion: The Harbormaster stated that this request was for servicing of the Gloucesterman Launch. He stated that the launch had been in service for almost 10 years without any major overhaul or improvements. He explained that the launch was used approximately 110 days per year, for up 12 to 14 hours per day and that the total cost of repairs and preventative maintenance was \$22,000. Councilor Gross added that the original cost of the launch was \$113,000. The Harbormaster explained some of the repairs and maintenance to the launch boat including an upgraded wiring package, the hull wet-sanded and blasted, overhaul on the motor, oil pan and valve adjustments.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-15 in the amount of \$22,000 (Twenty Two Thousand Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to

Waterways Enterprise Fund, Purchase of Services, Account #700052-520000 for the purpose of engine and hull repairs to the Launch Boat.

#2022-SA-16:

Summary of Discussion: The **Harbormaster, TJ Ciarametaro**, stated that this was the final piece in replacing all of the transient mooring balls, and that these particular ones were for Stage Head. He also explained that this would cover the replacement of five to six no-wake buoys. He stated that there were approximately 35 no-wake buoys in total and that he tried to replace five to six at a time on a rotating schedule. **Councilor Gross** stated that these drum-style mooring balls were an upgrade from the round mooring balls and also added that there was a positive return on investment for these mooring balls.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-16 in the amount of \$6,700 (Six Thousand Seven Hundred Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to Waterways Enterprise Fund, Repairs and Maintenance (R&M) – Boat and Marine Maintenance, Account #700052-524037 for the purpose of purchasing replacement mooring balls and no-wake buoys.

#2022-SA-17:

Summary of Discussion: The **Harbormaster, TJ Ciarametaro**, stated he wished to add a transient mooring off of Niles Beach for a larger vessel, as there was only one there now that could accommodate 70 feet and that he was receiving more and more inquiries for larger vessels. He stated that the chain for Ten Pound Island’s mooring field needed to be replaced and stated that the chain lasted about three years.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-17 in the amount of \$10,000 (Ten Thousand Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to Waterways Enterprise Fund, Purchase of Services, Account #700052-520000 for the purpose of purchasing new mooring and chain installation for transient moorings off Niles Beach.

#2022-SA-18:

Summary of Discussion: The **Harbormaster, TJ Ciarametaro**, stated that when he budgeted for this line item gas was approximately \$2.20 per gallon and approximately \$2.80 to \$3.00 per gallon on the water. He stated the cost of gas now through July 1 (the end of FY22) could cost as much as \$7.00 per gallon and that the additional amount of \$3,000 should cover this expense through the end of FY22.

Councilor Worthley asked the **Harbormaster** if he believed that the figure of \$3,000 was enough to cover the cost of fuel. The **Harbormaster** stated that fuel costs did not start ramping up until a couple of weeks before Memorial Day and then the budget would reset on July 1st.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-18 in the amount of \$3,000 (Three Thousand Dollars) from Waterways Enterprise Fund, Undesignated

Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to Waterways Enterprise Fund, Motor Gas and Oil, Account #700052-548001, for the purpose of supplementing the Waterways Motor Gas and Oil account due to the increase of gas prices.

#2022-SA-19:

Summary of Discussion: The Harbormaster, TJ Ciarametaro, stated that the insurance premium increased midyear. He added that the City did not have any incidents to cause the increase.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-19 in the amount of \$3,000 (Three Thousand Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to Waterways Enterprise Fund, Purchase of Services, Account #700052-520000, for the purpose of replacing funds taken from the Purchase of Services account to backfill property liability insurance as the premium increased for FY22.

#2022-SA-20:

Summary of Discussion: The Harbormaster, TJ Ciarametaro, stated that the steering pump for the 25-foot Parker patrol boat needed to be replaced. He added that the part was ordered in August of 2021 and it still has not been received due to continuing supply chain issues in the marine industry.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-20 in the amount of \$2,500 (Two Thousand Five Hundred Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to Waterways Enterprise Fund, Purchase of Services, Account #700052-520000, for the purpose of repairing the steering pump for the 25-foot Parker patrol boat.

#2022-SA-21:

Summary of Discussion: The Harbormaster, TJ Ciarametaro, stated that these funds would be used to install a new power pedestal at the Solomon Jacobs Dock for the ordered SAFE boat. He stated the cost was high in part that it was 140-foot run and that the copper cable was approximately \$25 a foot. He again highlighted the supply chain issues and explained that he received an email recently from the SAFE boat vendor and was informed that the outboard motors were taking up to 67 weeks for delivery.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-21 in the amount of \$5,000 (Five Thousand Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to Waterways Enterprise Fund, Purchase of Services, Account #700052-520000, for the purpose of installing a new power pedestal at Solomon Jacobs Dock for the new SAFE boat.

#2022-SA-22:

Summary of Discussion: The **Harbormaster, TJ Ciarametaro**, stated he anticipated a busy spring on the City's water sheet and that these funds would be used to cover any extra staffing costs.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-22 in the amount of \$6,000 (Six Thousand Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings ("Free Cash"), Account #7000-359000 to Waterways Enterprise Fund, Salary & Wages Temporary, Account #700051-512000, for the purpose of funding temporary wages and pay increases.

#2022-SA-23:

Summary of Discussion: The **Harbormaster, TJ Ciarametaro**, stated these funds would be used to replace float coats and PFDs [personal floatation devices]. He stated the current ones were not serviceable anymore. **Councilor Gross** explained that a float coat was similar to that of a winter coat that keeps you buoyant if you happen to fall into the colder seas and was an important life-saving piece of attire.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-23 in the amount of \$2,500 (Two Thousand Five Hundred Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings ("Free Cash"), Account #7000-359000 to Waterways Enterprise Fund, Uniforms, Account #700052-558006, for the purpose of replacing float coats and PFDs for boat operators.

#2022-SA-24:

Summary of Discussion: The **Harbormaster, TJ Ciarametaro**, stated that these funds were being used to purchase a Conex box for the storage of gear and maintenance equipment. He explained that a Conex box was similar to that of a shipping container and was easily movable compared to a shed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-24 in the amount of \$5,000 (Five Thousand Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings ("Free Cash"), Account #7000-359000 to Waterways Enterprise Fund, Repairs and Maintenance (R&M) - Buildings and Grounds, Account #700052-524001, for the purpose of purchasing a Conex for storage of gear and maintenance equipment.

#2022-SA-25:

Summary of Discussion: The **Harbormaster, TJ Ciarametaro**, stated that the remainder of the retained earnings of \$83,732 would be transferred to the Waterways General Stabilization account.

Councilor Worthley asked the **Auditor, Kenny Costa** to explain that none of these matters would cost the City's taxpayers any money. The **Auditor** stated that that these funds were coming out of the Waterways Enterprise Fund through revenue generated from the waterways.

There was a brief discussion regarding interest received and investment vehicles for money in the City's stabilization funds.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, 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-25 in the amount of \$83,732 (Eighty Three Thousand Seven Hundred Thirty Two Dollars) from Waterways Enterprise Fund, Undesignated Fund Balance-Retained Earnings (“Free Cash”), Account #7000-359000 to Waterways General Stabilization Fund, Account #71504-497005, for the purpose of transferring the remaining retained earnings to the Waterways General Stabilization account.

The **Members of the B&F Committee** thanked the Harbormaster for the excellent management of his budget and stated that these matters indicated the success of opening up the harbor as a destination port. **Councilor Memhard** also stated that these matters made good sense and reflected forward thinking. **Councilors Worthley** and **Memhard** also thanked **Councilor Gross**, a former member of the Waterways Board and City Council liaison, for his input on these matters.

2. Memorandum from the Harbormaster requesting acceptance of an annual Clean Vessel Act Grant in the amount of \$14,500

Summary of Discussion: The **Harbormaster** stated that this was an annual grant from the State in support of the pump-out boat. He stated that this year the City received an extra \$3,500 in grant funds for replacement of the pump on the boat.

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 a federal Clean Vessel Act Pump-out Boat Grant for \$14,500 from the U.S. Department of the Interior passed through Massachusetts Division of Marine Fisheries for the purpose of servicing resident and transient boaters of the City for the disposal of sewage from vessel holding tanks, portable toilets and shore side pump-out facility. The grant period is from February 24, 2022 through December 31, 2022 and there is an in-kind match of payroll expenses.

3. Supplemental Appropriation-Budgetary Request (#2022-SA-26) from the City Clerk in the amount of \$1,538.90

Summary of Discussion: The **City Clerk, Joanne Senos**, stated that she was requesting approval of a transfer of funds from the City Clerk Dog License Receipts Reserved account for the purpose of purchasing a heavy duty shredder.

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-26 in the amount of \$1,538.90 (One Thousand Five Hundred Thirty Eight Dollars and Ninety Cents) from the City Clerk Dog License Receipts Reserved for Appropriation Fund, Transfers to the General Fund, Account #32145-596001 to City Clerk, Office Equipment, Account #0116158-585010, for the purpose of purchasing a new heavy duty shredder.

4. Memorandum from Director of Elder Affairs requesting acceptance of donations in the amount of \$6,145

Summary of Discussion: The **Director of Elder Affairs, Elise Sinagra**, stated that she had received donations totaling \$6,145 to support activities of the Council on Aging including exercise instruction.

She highlighted one donation for \$5,000 received from the Jebediah Foundation and expressed her gratitude for every donation.

The **Members of the B&F Committee** also expressed their appreciation and gratitude for the donations to the Council on Aging donation account. There was also a brief discussion regarding donations and tax write-offs.

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 cash donations, under MGL c. 44, §53A, to support the Council on Aging in the amount of \$6,145 from the following members and business partners within our community:

Sandra Smith	\$25.00
Marion Haselgard	\$25.00
Margaret Coronel	\$20.00
Phyllis Reardon	\$25.00
William, Cheryl Doucette	\$30.00
Marilynn Grant	\$10.00
Norma Silva	\$20.00
Barbara Buswell	\$40.00
Dorothy Taliadoros	\$20.00
Charles J. Steiner	\$250.00
SeniorCare, Inc.	\$100.00
Jebediah Foundation	\$5,000.00
Marilynn Grant	\$10.00
Richard Semple	\$100.00
Margaret Coronel	\$200.00
Athena McInnis	\$25.00
Georgia Montouris, MD	\$25.00
Gail P. Gerring	\$25.00
Vincie Woodhams/Grace Simpson	\$25.00
Postage/Desk Sales	\$170.00

Total: \$6,145.00.

5. Memorandum from Director of Elder Affairs requesting acceptance of a FY22 Title III-B Older American Services Provider Grant in the amount of \$9,841.08

Summary of Discussion: Ms. Sinagra explained that the Title III-B funding was through SeniorCare, who was the ASAP (Aging Services Access Provider). She stated that this was an annual grant in which the funds are used for salary support for an outreach coordinator at the Rose Baker Senior Center.

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, a federal grant passed through the Mass. Executive Office of Elder Affairs through SeniorCare, Inc., for a Title III-B Older Americans Act Grant for \$9,841.00 for FY2022. 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, 2021 through September 30, 2022, and there is a minimum 10% local match for this grant.

6. *Supplemental Appropriation-Budgetary Request (#2022-SA-27) from the DPW in the amount of \$50,000*

Summary of Discussion: The CFO, John Dunn, stated these funds would be used for the purpose of hazardous tree work/removal from damage that happened as a result of the winter storms among various roadways throughout the City.

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-27 in the amount of \$50,000 (Fifty Thousand Dollars) from DPW - Highway Force Receipts Reserved for Appropriation Fund, Transfers to the General Fund, Account #32085-596001 to the DPW – Public Services, Care of Trees, Account #0147052-529005 for the purpose of hazardous tree removal among various roadways.

7. *Memorandum from the Public Health Director requesting acceptance of a 2022 BH/AGH Community Collaborative Grant in the amount of \$16,200*

Summary of Discussion: Interim Regional Prevention Director, Jessica Scola, stated that this grant was from the Beth Israel-Lahey Health, Beverly & Addison Gilbert Hospitals for the purpose of implementing, administering and reporting the Youth Risk Behavior Survey that is administered in the community every two years. She stated that this survey was important to prevention work and to help form strategies and interventions. She stated that this was the first year that the survey would be available online and also the first year where Rockport School Students would be involved. She explained that the prevention team runs a regional coalition that involved seven regional towns (Gloucester, Rockport, Manchester, Essex, Danvers, Beverly and Ipswich). Ms. Scola stated that she was excited to see the new data as she expected the data to vary significantly from the data received from the last survey in 2019, which was pre-COVID.

The Members of the B&F Committee thanked Ms. Scola for the work that she and her team does throughout the community and region.

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, a private grant from the Beth Israel-Lahey Health, Beverly & Addison Gilbert Hospitals for the FY22 Community Collaborative Grant in the amount of \$16,200 for the purpose of developing a new online survey instrument to assess and gather more detailed information on priority risks and health behaviors and experiences of Gloucester and Rockport School Students in grades 6-12. The grant period is from March 1, 2022 through September 30, 2022 and there's no local match for this grant.

8. *CC#2022-010 (Memhard): Election of the City Auditor pursuant to City Charter Sec. 2-7(a)*

Summary of Discussion: The Auditor gave a brief overview of his 23 years of municipal audit experience and stated that he had been with the City for the last 12 years. He reviewed his goals from his last review two years ago and stated that he had successfully retained Roselli, Clark and Associates [a municipal audit firm] for a three-year contract at a favorable price for FY21, FY22 and FY23. He also stated that over the past three years the books had been closed with \$3.4 million, \$3.4 million and \$5.5 million respectively for free cash certification and stated that the amounts were a great financial indicator for the City. He explained that he also provided support for the FY21 and FY22 budget,

which he felt was accomplished, and stated he would also be happy to provide any support for the upcoming FY23. He also commented on the great partnership working together with the School Department. For current goals, he stated that he needed to hire a general ledger accountant for his office and that he planned on attending another Munis Conference.

Councilor Memhard stated he was currently involved in the hiring process for the general ledger accountant and stated that it was clear that the **Auditor** enjoyed the work that he did and that he enjoyed mentoring the people who worked with him. **Councilor Worthley** thanked the **Auditor** for helping him get up to speed as a new member of the B&F Committee. **Councilor Gross** stated that he had worked with the **Auditor** for at least a decade and that he has been a great resource. **Councilor O'Hara** stated that the **Auditor** was a consummate professional and that the City was lucky to have him.

It was determined that it had been over two years since the Auditor had a formal performance review; **Councilor Memhard** stated he would reach out to the Human Resources Department to set up the review.

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, pursuant to City Charter Sec. 2-7 (a) concerning the election of the City Auditor, to elect Kenny Costa as the City Auditor for a term of April 2022 to April 2024.

9. 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 25 overdrawn accounts (up from 20 overdrawn accounts at the last meeting). He gave a brief overview of the accounts and added that there was no concern at this time.

There was a discussion about snow and ice deficits, budgeting for snow and ice, and funding/spending limits. The CFO explained that there were higher snow removal costs this year and that expenditures so far this year totaled around \$1.8 million, which was approximately \$1 million dollars more than what had been budgeted.

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 7:18 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>