

CITY COUNCIL STANDING COMMITTEE
Budget & Finance Committee
Thursday, August 18, 2011 – 6:00 p.m.
1st Fl. Council Committee Rm. – City Hall
-MINUTES-

Present: Chair, Councilor Steven Curcuru; Vice Chair, Councilor Paul McGeary; Councilor Jacqueline Hardy

Absent: None.

Also Present: Councilor Tobey; Jim Duggan; Jeff Towne; Sarah Garcia; Mark Cole; Roger Armstrong; Fire Chief Phil Dench

The meeting was called to order at 6:00 p.m. Items were taken out of order.

1. Continued Business:

- A) Memorandum from CFO-Gloucester Public Schools requesting permission to pay an “extraordinary reimbursement” to School Department employee for classroom supplies and materials purchased outside of required procurement procedures (Cont’d from 08/04/11)

Councilor Hardy noted this matter had been in front of the Committee many times and saw no sense in continuing to put this on their agenda if the respondents were not going to attend. There will be no approval for payment until they appear before the Committee.

This matter was postponed indefinitely by unanimous consent of the Committee.

- B) Review and recommendation for the disposition of real property for the Magnolia School House (Blyman School) (Cont’d from 07/21/11)

Councilor Curcuru asked for the cost analysis of items that needed repair for the Magnolia School House. **Mark Cole**, DPW Director stated he did not have the analysis prepared for the Committee as of yet by Jim Hafey, Facilities Manager. He gave them a copy of a walk through report from Mr. Hafey (on file) which was done prior to the Committee’s site visit. **Councilor Curcuru** recalled a conversation of obtaining hard estimates on some of the items listed in Mr. Hafey’s report. He was unsure as to what direction they needed to go in to get it done. **Mr. Cole** thought they could have that information for the Committee by their September 8th meeting allowing for time to finish the School roofs project and the completion of the opening of the public schools.

This matter is continued to September 8, 2011.

- C) Policy for the Security of Historical Murals stored under the Kyrouz Auditorium Stage (Cont’d from 7/7/11)

Councilor Hardy stated this matter was a result of an order she had filed to try to protect some of the murals throughout City Hall and under the Kyrouz Auditorium stage, by working with the City, the Historic Preservation concerns, and the Committee for the Arts to come up with a policy. **Roger Armstrong**, member of the Council for the Arts reported to the B&F Committee that the murals are in very tough shape and been there for a long time affected by heat and humidity. They’ve all been looked at and returned to under the stage. Just that process degraded their condition further which was not good to begin with. He stated the murals need to be handled less rather than more. **Councilor Hardy** was looking to their Committee to draft a policy that B&F could review. **Mr. Armstrong** stated they could do that. His sense was that there isn’t a great deal of salvageable material vs. the cost of bringing the murals back to where they need to be indicating it would be non-cost effective. There was a mural that was at the Visitor’s Center that ended up at the NOAA building; NOAA agreed to restore it at their cost of \$25,000. He believed there wasn’t anything stored under the stage to warrant such an investment. However, they will craft a policy to deal with the murals under the stage. **Councilor Hardy** inquired after an inventory of the art and wood carvings throughout the City buildings which **Mr. Armstrong** confirmed they do have such an inventory of the City Hall artworks as well as those at the O’Maley School where he indicated there are “magnificent” murals. They will present the inventory and a policy as well. **Councilor Hardy** asked if the inventory of art works owned by the City was insured. **Jeff Towne**, CFO stated the paintings and murals at O’Maley School are insured and listed

separately, done 1-1/2 years ago. The murals at City Hall are part of the building value and are not insured specifically. **Councilor Hardy** expressed her concern that the building is rented out from time to time for outside groups for event use and that there is no one watching over these valuable works of art. **Mr. Towne** reiterated their value is part of the value of the building but they're not individually listed. They did put an estimated value on the art work in City Hall; also for the statues downtown; the Fishermen's Memorial as well as the Fishermen's Wives Memorial both on Stacy Boulevard. **Mr. Armstrong** added there is also a similar value placed on the WWII memorial. **Councilor McGeary** asked what they might do to get an estimate to stabilize, not to restore the murals. **Mr. Armstrong** didn't think that would be overwhelmingly expensive to get the estimate. To act on the recommendations would be different. **Councilor Curcuru** asked if there were places that were climate controlled that they could store these murals outside of City Hall. **Mr. Armstrong** stated there are facilities that are privately owned. The units are secure and temperature controlled. It would not take a great deal of room to do this for these pieces. They could probably find one and would also look at that too and see what might be most local. The ones hanging in City buildings are really the assets. The ones under the stage are there for a reason as they weren't as good and as appealing and are less so now. They can come up with an estimate to see about stabilization of the murals. He thought they could have this within a month.

This matter will return to the B&F agenda when a report is ready to be presented to the Committee.

2. Review of Existing Harbor Walk Grant Acceptance

Councilor Curcuru stated at O&A previously there was a discussion about the funding of the Harbor Walk grants and the Committee had asked for an analysis for the change orders; amendments to the original design contract. **Sarah Garcia**, Community Development Director noted her memo (on file) which contained a chart as to the grant revenues received in and what had been expended for the Harbor Walk to date and what is available for expenditure for both phases. She reviewed for the Committee that the first \$500,000 was accepted December of 2010 by the City Council. In January 2011 they contracted for design services, after putting out an RFP, with Cambridge Seven Associates (C7A); and that contract was for \$100,650. They were awarded \$700,000 in additional funds in the spring from the Seaport Advisory Council accepted in June 2011 by the City Council, giving them a total of \$1.2 million to be divided between two phases for the Harbor Walk project. The first contract amendment was in June; they added a topographic survey which was needed to build the Walk and contracted with C7A for \$14,400. They worked with Paul Keane, City Engineer who recommended C7A for this study. It was felt they would get the best price for this survey. They tried to do some of it in house but couldn't deliver the level of detail needed. On inquiry by **Councilor Curcuru**, **Ms. Garcia** qualified that the topographic survey was essential to the job; with the contract amendment they explored the additional services knowing they had the extra money and could afford to do this. Three items were included in the second contract amendment for \$31,000 which came from recommendations from public input: Untravel Media – provide digital application for story moments for \$20,000 which connects the City to the people who will travel the Harbor Walk; RDK Engineers, an electrical lighting engineering firm was contracted for two special areas of lighting on the Walk at \$7,500 for the two applications; and Kim Smith Designs for horticultural design services (habitat and native plantings) at \$3,500. Their designers went around looking at local stone and local sources which is why all the benches along the Walk will be made from the local stone already at the DPW yard. That brought the total design costs to \$146,850. That leaves them \$603,950 for oversight and construction in Phase 1, and \$450,000 for Phase 2 in the spring. The \$603,950 is still there because the bid is going out next week for construction. In the current environment they're hoping to come in under that and placed addenda on the contract so they can pick and choose and assured they would not go over it. **Mr. Duggan** noted regarding the \$450,000, in the unlikely event there is a cost overrun beyond the \$603,950; they can't spend that money until the next fiscal year. If the construction cost comes in over that number, there are multiple options in the bid to pick and choose in a prioritized way because they have to be under that cost. **Councilor Curcuru** asked what the \$450,000 will be used for. **Ms. Garcia** stated while there is \$450,000 they're hope is the construction budget will come in around \$400,000. They do set a parameter for design services. **Councilor Curcuru** asked if they anticipate more funding from the Seaport Advisory Council. **Ms. Garcia** stated she hadn't gotten that far yet. On inquiry from **Councilor McGeary**, she stated they want to make the connection with the Boulevard and Cruiseport as well as linkages on Parson's Street and Hancock Street. This, she believed will make the biggest effect for Phase 2. Along the Boulevard they asked for a story moment which has been moved to the base of its intersection with Middle Street so that the public can option to walk up to the Joan of Arc Statue or look down the hill to the Harbor Walk or continue down Middle Street. If that turns out to be sufficient, they'll be looking more to the Cruiseport connection. **Councilor Curcuru** thought there was a problem with the crossings at Cruiseport for the offloading of cruise ship

passengers. **Mr. Duggan** agreed it offers no direction for the passengers and is not welcoming. **Councilor Hardy** extended her appreciation to Bob Ryan of CATA giving him credit for getting the passengers onto trolleys to move them around the City. **Councilor Curcuru** noted the Boulevard and the crossover at Cruiseport; and asked if there could there be a Phase 3 to expand the Harbor Walk to the Fort area. **Ms. Garcia** stated originally a property owner in the area mentioned a public right of way nearby to the Tavern, but upon research they did not find it. The connection would likely only happen with the Tavern being redeveloped as well as the Birdseye site. **Councilor Hardy** asked if they come budget in Phase 1 can it be rolled over to Phase 2, to which **Ms. Garcia** stated it could. **Councilor Hardy** noted she had filed an order about public bathrooms for the Harbor Walk and hoped that funds might be forthcoming for that from the Seaport Advisory Council; she thought the Blynman Bridge gatehouse and the round marble housing on the Boulevard had plumbing there. **Mr. Cole** noting that structure was no longer in service and hadn't been in some time as a pumping station, he couldn't be sure about the condition of the plumbing and electricity. It would take a lot of work, he surmised, to bring it back. **Ms. Garcia** would work with the DPW as to a site possibility for public rest room facilities. **Councilor Hardy** noted her Council Order (see # 11 on B&F agenda) was generated to get the conversation started. **Ms. Garcia** thought it would be a good addition. **Councilor Curcuru** noted there are modular units that are very nice and may be able to be utilized. **Councilor Hardy** asked Ms. Garcia and Mr. Cole to work together to try and incorporate this into a plan and asked that they return to the Committee at their November 17th meeting for a report.

3. Memorandum & Request for Proposals for Lease & Development of 65 Rogers Street (14-C2)

This matter is continued tentatively to September 7, 2011 for a joint meeting of the Planning & Development Committee and the Budget & Finance Committee at which time the Administration would make their presentation.

4. Supplemental Appropriation-Budgetary Request (2012-SA-1) from Community Development Department

Mr. Duggan stated this was recommended by the City Auditor for a transfer of the conservation fees into community development salary and wages; they were unable to get to this done before the FY12 budget was established. **Mr. Towne** stated the Auditor thought it more appropriate to pay these types of fees out of the General Fund to better track funds in the General Fund. They'll know the staff wages are being paid out of the General Fund, and they'll be able to see that they're being reimbursed by the fees. He agreed with the Auditor's suggestion. One transfer is for salary/wages and the other for charges and expenses. They only have to vote the appropriations, and they will add the revenues at recap time. **Councilor Hardy** reiterated that the Auditor recommended it, the CFO agrees with it and it will be a better way to track the funds. **Councilor McGeary** noted he owed a memo to **Mr. Towne** and the City Auditor, to ask that they track the Special Budgetary Transfers and Supplemental Appropriations. **Mr. Towne** stated it is already being done by the Auditor. They will present an example of the tracking process to the Committee shortly.

MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the transfer (2012-SA-1) for \$56,000.00 from ES-APP Conservation fees transfer out, Unifund Account #295030.10.991.59600.0000.00.000.00.059 to Community Dev. Sal/Wages, Unifund Account #101000.10.181.51100.0000.00.000.00.051.

5. Supplemental Appropriation-Budgetary Request (2012-SA-2) from Community Development Department

MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the transfer (2012-SA-2) for \$3,000.00 from ES-APP Conservation fees transfer out, Unifund Account #295030.10.991.59600.0000.00.000.00.059 to Community Dev. Other charges and expenses, Unifund Account #101000.10.181.57000.0000.00.000.00.057.

6. Memorandum & Supplemental Appropriation-Budgetary Request (2012-SA-3) from Director Public Works

Mr. Cole explained this transfer is for various paving and road improvement activities on-going in the City. Of the \$50,000, about 50% will go to the Crowell Avenue paving which is a 50:50 agreement with the abutters. The rest of

the balance of funds will go to guard rail replacements, Goose Cove bridge wall repair and line painting. This will likely be all the small paving for the season. **Councilor Curcuru** recalled a \$750,000 loan authorization for major paving for this paving season. **Mr. Cole** stated the remaining three large paving projects are for Wheeler Street, Emerson Avenue and Farrington Avenue. **Councilors Curcuru** and **Hardy** expressed their concern regarding the condition of Chestnut Street and asked that the DPW look into working to repair it. **Councilor Hardy** asked if there was any thought to replacing the stones on the Goose Cove Bridge as they are high maintenance as well as a concern with the potential damage caused by plowing. **Mr. Cole** would discuss this with the DPW Director as well as the condition of Chestnut Street.

MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the transfer (2012-SA-3) for \$50,000.00 from the Highway Force Account #294015 to Public Services Small Paving, Unifund Account #101000.10.470.58415.0000.00.0000.00.058.

7. Memorandum from CAO & Special Budgetary Transfer Request (2012-SBT-1)

Mr. Duggan informed the Committee that this transfer before them is a result of overtime that was needed for the Emergency Management (EM) Director to implement the notification and the coordination as a point of contact for the recent power outages in the City that happened over a 30 hour period. This totaled 5.5 hours for the EM Director and his Administrative Assistant (AA). He and the AA did many more hours for that event pro bono. Understanding that the EM Director should be paid for the time, they are asking that this be paid out of the Special Reserve account that had funds set aside discussed during the budget process, so that it doesn't affect the Fire Department (FD) overtime budget. **Councilor Hardy** stated that during the budget process when they were talking about EMD, she recalled that there was no such conversation whereby B&F said they would set aside \$40,000 for the Emergency Medical Department (EMD). They set it aside (as they did other department funding requests); but wanted to protect the \$10,000 for the stipend because they had made progress the previous year. But she had no recollection of setting aside and earmarking \$40,000 specifically for EMD. She made a similar statement at the O&A meeting on the 15th. Also, she acknowledged that a lot of the time the EM Director and the AA put in which is not included in this transfer. **Mr. Duggan** stated the EM Director's assistant is paid out of a grant. **Mr. Duggan** noted there were many hours as a result of that event that either person did not get paid for. **Councilor Hardy** stated the AA could have been paid out of the grant, which **Mr. Duggan** agreed with. The Councilor questioned whether there were any invoices still to come forward for the AA for last year's invoices that weren't submitted. **Mr. Duggan** stated, "Yes" but this is not for that although the amounts look similar except for a 29 cents difference. **Mr. Towne** stated the other \$290 was for the Hooksett sewer disk fund recovery. **Mr. Duggan** noted this would be submitted separately to the Committee; and while the AA is paid out of a grant those funds will come from the Town of Hooksett for the overtime. He added if it wasn't for their efforts they wouldn't have gotten the \$8,000. The AA put a lot of effort and time resulting in a check to the City in late June. It is noted that the AA is not an employee of the City. If she gets over \$600, a 1099 form is issued as a contractor and she must do her own taxes. She worked as an employee of the City up to a year ago in June 2010. **Councilor Hardy** believed at O&A the other evening she thought someone said they volunteered the time for the work they did at the Rose Baker Senior Center and no one was being paid for the work that was done while they were there. **Mr. Duggan** pointed out regarding the transfer that the request is based upon overtime from 5 p.m. to 8 p.m., but not before 5 p.m. The Chair (of O&A), he recalled, concurred with the fact that the time span was 5 p.m. to 8 p.m. **Councilor McGeary** clarified that prior to 5 p.m. to 8:00 p.m.; they were there on a volunteer basis. **Mr. Duggan** stated they were on staff. The FD shift started at 5 p.m. and that is when 'straight time' began. The EM Director went to the Fire Department to check on his crew then went to the Senior Center with the understanding with National Grid and the AA that if there was an "event" he was leaving the senior center. **Councilor Curcuru** wondered why this wasn't coming out of the stipend account. **Mr. Duggan** stated this was overtime. **Chief Dench** stated a stipend is for work that has to be done throughout the year. **Councilor Curcuru** was troubled by removing money from the Special Reserve Account. **Mr. Duggan** added that the Chief's definition of the stipend was accurate and that the stipend is not for use to reimburse overtime. **Councilor McGeary** noted if they establish an EMD; and if they fund that Department with \$40,000 which is sitting the Reserve Account, they're saying that is what we would use if the department existed, so why not use it now for this. Part of that original proposal is that some of that money would pay for the Deputy Chief's acting as EM Director. But the department doesn't exist at this time. **Chief Dench** stated the \$10,000 is a stipend for the EM Director. If nothing happens all year long, no crises, that \$10,000 is an earned stipend. There is

work throughout the year that has to be done if nothing else ever happens, like the NIMS report, like mitigation hazard plans, for instance.

Councilor Tobey entered the meeting at 7:05 p.m.

Councilor Hardy expressed her concern for the overtime back filling; and that the EM Director stated he is an hourly employee who by law has to get overtime after so many hours. The backfill happens when the DC steps away as EM Director, so they're paying time and a half for the person to come out of the FD, and then time and a half for another person to come on. **Mr. Duggan** stated it is only one time and a half. **Chief Dench** stated that the shift for the Deputy Chief started at 5 p.m. that day of the power outage, and would have to come back to the Councilor as to the actual situation whether or not he had already been paid for those overtime hours out of the FD overtime budget. **Councilor Curcuro** felt that this hasn't been thought through. They don't have a department; and now they're paying an individual for a department that has no staff. **Councilor Hardy** wondered if there was another account they could take this money out of. **Mr. Duggan** stated it will affect the FD budget and didn't think it was fair to take it out of their budget. When they were looking to establish this department in the budget process it was explained to them they wanted to make sure they get it right by establishing the department and likened it to the establishment of Department 472 with the DPW (used for the absorption of the maintenance personnel from the School Department when the City took over the maintenance of all school buildings including the Talbot Rink). They wanted to be sure they establish the department; and so they put the funding aside in case the department was, in fact, established. He believed there was a statement by Councilor Curcuro at the time for a recommendation to the City Council for the establishment of the department. **Councilor Hardy** didn't believe that the Councilor was extending his support of such a department. **Councilor Curcuro** concurred with Councilor Hardy. **Mr. Duggan** stated this is a needed service; and that they are in a difficult position; that this is not the best method to do it, but since they don't have the ability to fund a full-time salaried person at this time, this is an alternative because they aren't there yet. **Councilor Curcuro** posed the question of where the money would come from if the \$40,000 wasn't in the Special Reserve fund. **Councilor Hardy** thought that the EM Director would be reactive work not proactive work. They had no idea an EM Director would get involved in the Fiesta, or Run Gloucester or other such non-emergency events. They found that the EM Director had plans to broaden the scope. **Mr. Duggan** didn't agree with the mission creep idea, and didn't have a problem with the EM Director being part of the team that sits at the table during an event; and while not the lead person he is a part of the solution and if they can deliver services, "why not". **Councilor McGeary** asked if Mr. Duggan saw him as a part of what he should doing for his \$10,000 stipend, or if he attends those meetings, like for the races, as overtime. He agreed with the Chief's definition of the stipend, believing it covers certain duties that are expected of an EM Director regardless of the emergency, but planning for a race is not an emergency. That is the kind of thing that should be covered out of the stipend. **The Chief** stated he believed that planning is out of the stipend. He also believed there is a need for better definition of the Department and the role of the EM Director. **Councilor McGeary** stated this (the power outage) was a specific event and a definite emergency. But if that \$40,000 wasn't there, the funds would have to come from somewhere; would they have to have taken it out of the FD overtime. **Mr. Duggan** stated it would have come out of the Board of Health overtime budget as they were the team that established the cooling center. Using the same principals as last year of looking to what was the nature of the emergency. He believed it is not fair to take it out of individual departments as they may need that money at the end of the fiscal year. **Councilor Tobey** explained he had thought about this matter since the O&A meeting and had an even greater concern now for mission creep and potential abuse of overtime leading him towards if and when they have this position in a department, that it should be built into a salaried position and should not be an hourly position. There was such a focus on incident control expertise. He questioned if the Chief had any of those certifications which the Deputy Chief/EM Director has. **Chief Dench** stated he has all the ICS and NIMS certifications. He doesn't have all the certifications that DC Schlichte does, however. **Councilor Tobey** asked what certifications are really needed for an EM Director. **Chief Dench** stated the job was advertised and the Administration looked at the applicants and chose the best candidate out of the group of finalists. **Mr. Duggan** stated they had to be certified as a public information officer; have NIMS Certification and ICS certification, and be a certified trainer also. **Councilor Tobey** wondered if they aren't they better off that more people with those three certifications in senior management in both the FD and PD. **Mr. Duggan** agreed, but there still has to be a protocol or chain of command; who is the first in line; that person needs to be the point of contact. **Councilor Tobey** contended the Mayor would be first in line. Citizens look to the Mayor to be their spokesperson in times of crisis, their elected Chief Executive Officer for insight and information. **Mr. Duggan** understood that to be the case. **Chief Dench** stated when federal agencies come to the City during an incident, they look for the EM Director, as in almost all cities and towns in the Commonwealth that is designated as that person, some cases it is a Fire Chief or someone else. They don't want to meet with the Mayor; they want to meet with the EM Director and the Incident Commander. **Councilor Tobey** stated but that person was not been chosen by the community. In that

case, they are obligated to say please come meet with the Mayor. He or she is the boss, which the Chief agreed with. **The Councilor** remained very concerned that will take a long time to resolve regarding job descriptions, close definition of responsibilities and who is eligible and who isn't; and that it goes to someone who is salaried and the stipend goes to that salary. **Mr. Duggan** looked forward to the dialog and agreed with the Councilor's concerns which echoed concerns by other Councilors, and that need to be answered, vetted and in some areas improved upon. On the matter of the potential abuse of overtime; there is no evidence whatsoever of any abuse of overtime by the Emergency Management Director. **Councilor Tobey** stated any ordinance with his initials would have to have "belts and suspenders" regarding that. **Mr. Duggan** stated until they make the investment, which the Administration feels will be over the course of years, they need to address how they're going to pay whoever it would be; whether the qualified individual is a salaried department head or if it is not, they have to apply the rules accordingly. **Councilor Tobey** noted that they will have to look at the job descriptions of the Police and Fire Chiefs. He asked if the Communications, NIMS and ICS certifications are in those job descriptions, which the Chief thought not, and the Councilor thought they should be. He also felt it would also be ideal that they have as many people with these certifications in the City and wondered if the \$40,000 would be better spent training others. Is there any room, the Councilor asked, in the Grants Department either for new personnel or within the ranks of existing personnel to take on the grants portion discussed at O&A. **Mr. Duggan** pointed out it has to be an eligible expenditure under that funding source. Hazard mitigation isn't necessarily an eligible expenditure under CDBG funds. **Councilor Tobey** felt that question needed to be answered. **Councilor Curcuro** asked for further clarification. **Mr. Duggan** noted one of the duties/responsibilities of the AA along with the EM Director has been doing the hazard mitigation plan to make sure there are federal funds in place to fix the dams and the culverts and to research and get as many grants as possible. Councilor Tobey brought up that there was redundancy of effort because they have a Grants Department that should be doing it anyway. **Mr. Dugan** doubted strongly that it was an eligible activity. There are three national objectives under CDBG funding which are slum and blight, affordable housing and economic development. There is "x" amount of dollars for the grant and automatically 20% is for administration off the top, and the balance has to go for eligible activity which hits a national objective. In order for a staff member to be paid under CDBG funds to be exploring grant opportunities, the project has to be eligible under HUD. **Councilor Tobey** recalled a prior grants administrator who was generating hundreds of thousands of dollars of grants. **Mr. Duggan** stated it was a different time and different federal priorities. He agreed to look further into this aspect of the matter at Councilor Tobey's request.

Councilor Tobey left at 7:30 p.m.

Councilor Curcuro stated this department is not established yet. If the money is taken out of the Health Department, they will be aware of it. He asked they take it from there. **Councilor McGeary** asked if it was possible to do that. **Councilor Hardy** believed they could do this under the Cape Ann Emergency Planning Team which is an umbrella group. **Councilor Curcuro** asked that they wait until they discuss this with Kenny Costa, City Auditor to see if they could take this overtime out of the Health Department. **Chief Dench** was unsure if he had already paid the DC out of the FD overtime. **Councilor Hardy** felt this matter of the establishment for EMD is rushed. **Mr. Duggan** disagreed; that the initial investment was \$10,000 for the EM Director and that the \$40,000 was the second investment in a department. **Councilor Hardy** reiterated her belief the \$10,000 was for reactive work not proactive work. She thought it would go to the Chief for the title to get all the grants. There was no idea that it would be filled by anyone at time and a half. It is half time more to the person that has to come out of the department to do the EM Director job and to fill the position. That is double time. **Councilor McGeary** stated if he is on his shift he is paid shift time, and the person comes in for him is overtime when the DC steps out as EM Director. **Mr. Duggan** noted the way they did it last year hurt department budgets. Their goal is to get a full time EM Director as a salaried employee. There was a discussion regarding the stipend and how it is paid to the DC over 12 months. **Councilor Curcuro** noted the FD overtime is short quite possibly by this amount. He suggested they shelve this for the time being until they find out to find if they can pay this out of the Health Department and/or pay it out of the grant. **Councilor McGeary** pointed out hypothetically: the EM Director is working his shift and there is an emergency, they go at regular time. At the end of the shift they are now working as EM Director, they get overtime because they're working beyond their shift. **Councilor Hardy** asked if the Police Department was brought into any part of the process. Did they have any input into the job descriptions and the formation of the department? **Mr. Duggan** stated, "No", that they would never go to another department to identify a job description. She then asked if that was the case, would the EM Director always be out of the Fire Department. **Mr. Duggan** stated, "No". **Chief Dench** stated it was done by job descriptions already formulated for EMD; and that Emergency Management is being confused with Incident Command. **Mr. Towne** stated the budget was created by the Deputy Chief which would steer the direction of the department with the amount of money that was allocated to it, but didn't create what the EM Director was responsible for; that was done before he applied for the position. **Councilor Hardy** asked

again did the CFO or the CAO know if the Police Department was brought into any of this. Both **Mr. Duggan** and **Mr. Towne** didn't believe that to be the case. **Councilor Hardy** contended the PD was a part of Emergency Management. Mr. Duggan clarified that they are a part of the team. **Chief Dench** felt Emergency Management is being confused with Incident Command. He asked that the Council take ICS 100, 200 and 700 so that they'll understand Incident Command. **Councilor Hardy** noted she took the CERT training. She understood they would be applying for another grant and where is the proactiveness for that. CERT was brought forward by the Fire Department. The Chief was supposed to be the conduit to activate them. **Chief Dench** realized he could not manage CERT full time and so Deputy Chief Schlichte got all of it going with the assistance of Ms. McMahon (AA). When there is an emergency the PD understands their part of Incident Command. **Councilor Hardy** reiterated the \$40,000 was not earmarked for EMD. **Councilor Curcuru** stated if the department was established, then they would transfer funds in and that was the understanding.

This matter is continued to September 8, 2011.

8. Memorandum from Fire Chief re: implementation of an annual fee for non-city radio box owners

Chief Dench explained now that the new radio box alarm system is in operation. He was requesting that an annual fee of \$250.00 be established in order to invoice non-City radio box owners. He anticipates the new fee will result in \$12,500 of revenue annually believing it is a good start to maintaining the system. It is all computer-based, and it is reasonable that the money can be banked for future issues with the system. **Mr. Towne** stated if there is a fire alarm box fee that it would go into the Fire Department revenue fund in the General Fund. They added the \$12,500 in the budget and should have matched it to expenditures for the department. Next year they'll have to put in a line item for it. **Councilor McGeary** noted that in the original memo it had a Unifund account; and **Mr. Towne** stated that is an account in the General Fund. This will be in their general maintenance fund at the Fire Department. They'll transfer in money as it is needed into the particular line item. He added everything is supposed to be placed in the General Fund unless you have authority under a Revolving Fund. He believed the Auditor would agree this should stay in the General Fund. **Councilor Hardy** asked that they track what it does cost to maintain this system to know the costs to maintain the boxes so it can be reassessed in case they find \$250 is not enough of a fee in the future. There was a discussion regarding the lines still on poles put in by L.L. Bills. **Chief Dench** stated that is the City's responsibility for their removal; and there has been discussion to put it to bid to have the lines removed. The new system is wireless. The receiver is at the station. The Chief stated each radio put in makes the signal stronger and that they have a pretty good network now.

MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to institute an annual Radio Box Monitoring Fee as proposed in a memorandum from the Fire Chief dated July 28, 2011 (on file) of \$250.00 (Two Hundred and Fifty Dollars) AND FURTHER TO ADVERTISE FOR PUBLIC HEARING.

9. Grant Application & Checklist from Council on Aging re: Title IIIB of the Older Americans' Act

Mr. Duggan stated that the Council on Aging is requesting permission after the fact to apply for a grant to fund part of the salary for the Outreach Coordinator/Social Worker for a total of \$19,990.00. A match is required which totals \$25,166.62 which is totally comprised of in-kind funding (client donations, other project income). The EOE puts in about \$8,000 dollars for it also. This grant is based upon the census and this year was estimated between \$5.50 to \$5.75 per senior. They're looking at getting \$18,990. This is an annual formula grant. There is a match of \$20,000 from the City. But out of that \$20,000 only \$7,000 constitutes a required in-kind match, as noted by **Mr. Towne**, as well as the deadline for filing had passed and is now an approval after the fact

MOTION: On motion by Councilor McGeary, seconded by Councilor Hardy, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council to allow the Gloucester Council on Aging to apply for a grant after the fact from SeniorCare, Inc. – Area Agency on Aging for Project Contract – Under Title III-B of the Older American's Act to fund the partial salary for the Outreach Coordinator/Social Worker for \$18,990.00.

10. Memorandum from City Auditor re: creation of new "Agency Fund" (Fund 890000)

The Committee continued this matter as the City Auditor was not available for this meeting.

This matter is continued to September 8, 2011.

11. CC2011-035 (Hardy) Fund, construct permanent four season comfort stations (bathrooms) along Stacy Boulevard & Harbor Walk

This matter is continued to November 17, 2011 (see Item #2 above).

12. Memorandum from CAO re: establishment of the Emergency Management Department

Councilor Hardy stated in the Mayor's Report coming before the Council as enclosure #1 is the Administration's request to form a search committee for a new Fire Chief by the Mayor's declaration of a vacancy in the Fire Department for the Fire Chief's position. In light of the fact that O&A has yet to establish an ordinance for an Emergency Management Department (EMD), she felt this matter should wait until they hear from O&A as to the disposition of the ordinance; and offered a motion to postpone consideration of the matter of the establishment of the EMD. She explained that until the department is created there is no point in the B&F Committee taking up the matter of the financing of it.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed for the postponement of consideration of the establishment of the Emergency Management Department until O&A has completed their body of work on the creation of the language for the City ordinance that would create a new Emergency Management Department.

13. Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report

Documentation was received by the Committee from the City Auditor's Office and placed on file.

A motion was made, seconded and voted unanimously to adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- **Email from Jim Hafey, Facilities Manager to Mark Cole, DPW Operations Manager on the Condition of Magnolia School House in re: RFP**
- **Actual Amount Overdrawn Report and Projected Amount Overdrawn Report dated August 4, 2011 from City Auditor**