

**Budget & Finance Standing Committee**  
**Thursday, April 7, 2022 – 5:30 p.m.**  
**REMOTE MEETING**  
**-Minutes-**

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

**Other Councilors Present: Councilor Val Gilman**

**Also Present: CAO Jill Cahill; CFO, John Dunn; Fire Chief, Eric Smith; Assistant Auditor, Amit Chhayani; Shellfish Constable, Peter Seminara**

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

**Meeting called to order at 5:33 p.m.**

**Councilor Gross** 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 Veterans Services Director requesting acceptance of donations in the amount of \$350**

**Summary of Discussion:** There was no discussion on this matter.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Gross, seconded by Councilor Worthley, the Budget & Finance Committee voted by ROLL CALL 3 in favor, 0 opposed, to recommend that the City Council accept cash donations, under MGL c. 44, §53A, to support Cape Ann Veterans Services in the amount of \$350 from the following members within our community:

Trinity Cong. Church UCC Gloucester	\$250.00
Linda & Ed Comeau	\$100.00
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<b>Total: \$350.00.</b>	

**2. Memorandum from Fire Chief requesting acceptance of updated award amounts to the FY22 School-Based and Senior SAFE Grants**

**Summary of Discussion:** **Fire Chief, Eric Smith** explained that the award for the Senior S.A.F.E Grant increased by \$1,055 (for a revised total of \$3,055) and the award for the School-Based S.A.F.E. Grant increased by \$1,075 (for a revised total of \$5,175).

The **Fire Chief** explained that **Lt. Michael Schulman** underwent a life/safety education program with the State and organizes the training and education for the students and seniors.

**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 that the City Council accept a state grant under MGL c. 44, §53A, an amendment to the FY2022 Senior Awareness of Fire Education (S.A.F.E) grant from the Mass. Executive Office of Public Safety and Security, Department of Fire Services in the amount of \$1,055 for a revised grant total of \$3,055 for the purpose of providing fire and life safety education to seniors. There is no local match for this grant.

**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 that the City Council accept a state grant under MGL c. 44, §53A, an amendment to the FY2022 School-based Student Awareness of Fire Education (S.A.F.E.) grant from the Mass. Executive Office of Public Safety and Security, Department of Fire Services in the amount of \$1,075 for a revised grant total of \$5,175 for the purpose of providing fire and life safety education to school-aged children. There is no local match for this grant.

**3. Memorandum from Interim Community Development Director requesting acceptance of a 2021 Green Communities Competitive Grant in the amount of \$92,807**

**Summary of Discussion:** CAO, Jill Cahill explained that the City was one of the first green communities within the State. She stated that around 2015 the City established a baseline energy use, as well as goals, and that the City continued to work towards those goals. She explained that this was an annual grant and that Community Development worked with the DPW to identify what changes would bring the most value. This year, she stated, the funds from the grant would be used for LED lighting upgrades at several City-owned buildings, as well as an Energy Management System for the Talbot Ice Rink. She explained that the match for this grant came from incentive/rebate funds from National Grid that are kept in a separate account that is used for instances where matching funds are required. Councilor Gross stated that National Grid has been a great partner for the City for decades.

**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 that the City Council accept a state grant, under MGL c. 44, §53A, from the Massachusetts Department of Energy Resources-Green Communities Division Competitive Grant for \$92,807 for the purpose of implementing several municipal energy reduction efforts: Talbot Ice Rink – Energy Management System (EMS) (\$27,207); O'Maley Middle School – LED lighting (\$38,123); Veterans' Center – LED lighting (\$3,519); Central Fire Station – LED lighting (\$18,497); Magnolia Fire Station – LED lighting (\$2,142); West Gloucester Fire Station – LED lighting (\$1,706); and the Bayview Fire Station – LED lighting (\$1,613). This grant has a local cash match funding requirement of \$40,620 and the grant contract end date is through September 30, 2023.

**4. Memorandum from Shellfish Constable requesting acceptance of a Fishing for Energy grant from the National Fish & Wildlife Foundation in the amount of \$10,000**

**Summary of Discussion:** Shellfish Constable, Peter Seminara stated that this grant would reimburse the City for \$10,000 to fund a dumpster to collect and remove derelict fishing gear. He explained that the dumpster would be housed at the DPW for lobster traps, rope, gillnet, dragging net and any other derelict fishing gear that would ordinarily go into landfills or other disposal areas, including the Atlantic Ocean. Councilor Gross added that this was a great program that has been in place since he was actively fishing.

**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 that the City Council accept a federal grant under MGL c. 44, §53A, a

**National Fish and Wildlife Foundation grant, in the amount of \$10,000, for the purpose of funding a dumpster used to dispose of derelict fishing gear. There is no local match for this grant.**

**5. Memorandum from DPW Director requesting acceptance of a 2022 SHRAB Veteran's Heritage Grant in the amount of \$15,000**

**Summary of Discussion:** The CFO, John Dunn, stated that this was a grant for \$15,000 from the Massachusetts State Historical Records Board (SHRAB) for restoration and preservation of historic grave markers in four of the City-owned cemeteries.

**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 that the City Council accept a state grant, under MGL c. 44, §53A, a 2022 Veteran's Heritage Grant from the Massachusetts State Historical Records Advisory Board (SHRAB) passed through the Massachusetts Secretary of State's Office in the amount of \$15,000 to support the Cemetery Advisory Committee for the purpose of restoring and preserving fourteen (14) American Revolutionary and eighteen (18) Civil War Veterans' gravestones and gravesites in four of Gloucester's City-owned cemeteries: First Parish Burial Ground, Bay View Cemetery, Clark Cemetery, and Cherry Hill Cemetery. There is no local match for this grant.

**6. Memorandum from CFO requesting acceptance of the ARPA Coronavirus State & Local Fiscal Recovery Funds**

**Summary of Discussion:** The CFO explained that the ARPA [American Rescue Plan Act] Coronavirus State & Local Fiscal Recovery Funds consisted of two allocations designated directly for the City including a direct municipal allocation of \$17,264,797 and the City's piece of the county allocation of \$5,910,671. He explained that the City had already received half of the funds (\$11,587,734) and stated that he expected the second half to come within the next six months. To date, he stated that the only commitment of funds was to a regional climate impact education and mitigation action for approximately \$55,000, which is being organized by the Town of Manchester-by-the-Sea and to include Rockport and Essex. (The CAO added that this commitment of funds was done by the prior Administration.) The CFO further explained that the current Administration would be accepting community input for the allocation of the funds and further explained that there were specific guidelines that needed to be followed from the U.S. Treasury regarding the use of the funds.

The CAO explained that the Administration was convening a small group to hold listening posts for community input in each of the five wards, as well as a general listening post at City Hall (if it is possible to be in person). She explained that the group would include two members of the Capital Improvements Advisory Board, two members of the Economic Development Industrial Corporation and a chairperson, and that the Administration intended to work with the ward councilors.

**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 that the City Council accept a federal grant, under MGL c. 44, §53A, a U.S. Department of Treasury grant in the amount of \$23,175,468 to be expended according to the guidelines established by such agency for the expenditure of such funds under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. There is no local match for this grant. The SLFRF grant funds may only be used for costs incurred within a specific time period, beginning March 3, 2021, with all funds obligated by December 31, 2024 and all funds spent by December 31, 2026.

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

**Summary of Discussion:** The Assistant Auditor, Amit Chhayani, informed the Committee that there were some new school accounts on the Overdrawn Report (in which his office was working with the school office to rectify). He added that as year-end approaches transfers would start to happen to take care of the deficits.

There was a brief discussion regarding the paperwork for standing committee packets and staff time spent compiling the packets and attending meetings.

**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 6:31 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>