

**Budget & Finance Standing Committee
Thursday, November 17, 2022 – 5:30 p.m.
Harbormaster’s Conference Room, 19 Harbor Loop
and via Zoom
-Minutes-**

Present (in person): Chair, Councilor Scott Memhard; Vice Chair, Councilor Tony Gross; Councilor Jeff Worthley

Also Present (in person): CFO, John Dunn; Auditor, Kenny Costa; Clerk of Committees, Sherry White

Also Present (remote): CAO, Jill Cahill; City Clerk, Joanne Senos; Police Chief, Ed Conley; Gloucester Schools IT Director, Grant Harris; Chair of the Community Preservation Committee, Matt Lundberg

Applicants (in person):

Project No. 7 - Adventure Schooner Rudder Project – Amount: \$50,000

Applicant: Gloucester Adventure Inc., Mr. Stuarant Siegal, Mr. Bill Barton

Applicants (remote):

Project No. 1 - Bay View City-Owned Cemeteries Restoration –

Applicant: City of Gloucester Cemeteries Advisory Committee, Ms. Chris Maney

Project No. 2 - Magnolia Library Building Renovation –

Applicant: Magnolia Library Center, Ms. Kiley Davis

Project No. 3 - Manship Artists Residency Design Project–

Applicant: Manship Artist Residence and Studios, Inc., Ms. Rebecca Reynolds, Ms. Jo-Ann Castano, Mr. Fred Groff

Project No. 4 - Waterfront Resiliency Survey

Applicant: Maritime Gloucester, Mr. Michael DeKoster

Project No. 5 - Our Lady of Good Voyage Bell Tower Restoration –

Applicant: Our Lady of Good Voyage Parish, Ms. Cindy Cafasso Donaldson

Project No. 6 - Saunders House HVAC

Applicant: Gloucester Lyceum and Sawyer Free Library, Mr. John Day, Ms. Jenny Benedict

Meeting called to order at 5:34 p.m.

Councilor Memhard announced, “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.”

Councilor Memhard announced the names of the B&F Committee members in attendance (Councilors Gross, Worthley and himself), and City staff who were attending in person and via Zoom.

Matters were taken out of order. The minutes reflect the order in which matters were taken.

1. Memorandum from Police Chief requesting acceptance of a FY23 State 911 Training Grant in the amount of \$110,228.85

Summary of Discussion: The **Police Chief, Ed Conley**, stated that this matter is for an annual 911 grant that pays for 16 hours of training for each officer that qualifies to work in dispatch. He explained that 16 hours of training is a requirement of the State, with the funding provided by the State.

Councilor Worthley asked what would happen if the State did not provide the funding for the mandatory training. The **Police Chief** explained that any agency that operates a primary dispatch center is entitled to receive this grant by statute. He stated that if the City did not receive this grant then other arrangements as to how the City provides dispatch services would need to be made. He also explained that since the Fire Department does not operate a primary dispatch center they are not entitled to training under this grant.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept under MGL c. 44, §53A, a state grant from the Massachusetts Executive Office of Public Safety and Security, a FY2023 State 911 Department Training Grant Program for \$110,228.85. The grant period is from October 20, 2022 through June 30, 2023 and there is no local match for this grant.

2. Memorandum from City Clerk requesting to pay FY22 invoice with FY23 funds

Summary of Discussion: The **City Clerk, Joanne Senos**, stated that it was brought to her attention by the Purchasing Department at the end of October that an invoice was inadvertently missed from January 21, 2022. She explained that she is asking for permission to pay the invoice with FY23 funds as it is too late to pay with FY22 funds.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council, in accordance with MGL c. 44, §64, approve payment of a prior year invoice from Amazon Business, PO Box 035184, Seattle, WA, provided a Digital Camera Memory Card and Scotch Heavy Duty Packaging Tape to the City Clerk's Office in January of 2022, for the purpose of paying invoice #1V6X-7DT9-9KNF, dated January 21, 2022 to be paid with FY2023 General Fund - City Clerk budgeted funds, Account #0116152-540000, City Clerk – Supplies for a total of \$26.94.

3. Memorandum from Director of Information Services requesting the acceptance of E-Rate Category 2 Funds in the amount of \$359,339.08

Summary of Discussion: The **Gloucester Public Schools IT Director, Grant Harris**, stated that the schools have received funding from the Category 2 E-Rate Program for a total of \$359,339.08. He explained that Category 2 is a portion of the E-Rate reimbursement that is specifically for networking equipment and that the E-Rate Program is designed specifically for telecommunications for schools and libraries.

The **CFO, John Dunn**, updated the Committee on the \$2.15 million loan order for IT infrastructure improvements that came before the City Council approximately six weeks ago. He stated that he is happy to report that the project has been completed.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend

that the City Council accept, under MGL c. 44, §53A-½, a gift of tangible goods to the City of Gloucester from the Universal Service Administrative Company (USAC), a 2022 Schools and Libraries FCC E-Rate Program, towards the purchase of replacing aging network switches across the City of Gloucester (including Gloucester Public Schools) in the amount of \$359,339.08.

4. Memorandum from CFO: Loan Authorization request to increase Loan Order 2020-006 by \$500,000 for the Gloucester Water Pollution Facility Flood Mitigation Project

Summary of Discussion: The CFO stated that the project was put out to bid and the bids came in approximately \$300,000 more than expected. He noted that the loan order was first voted on in 2020 and costs have increased since then, so an additional \$200,000 in contingency has been built into the loan order amendment.

Councilor Worthley asked at what point the sewer rate is affected after the City Council authorizes the loan order amendment. The CFO explained that the sewer rate is affected when the debt is issued and that generally the City tries to issue debt at the end of a project. There was a brief discussion regarding upcoming legislation regarding construction in lowland and velocity zones.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the loan order amendment as follows:

Ordered: That Loan Order 2020-006, Certificate of Vote 2020-140 of this Council approved September 22, 2020 authorizing the borrowing of \$4,200,000 to pay costs associated with the Gloucester Water Pollution Facility Flood Mitigation Project, including costs incidental or related thereto, is amended in its entirety to provide as follows:

That the City of Gloucester appropriates Four Million Seven Hundred Thousand Dollars (\$4,700,000) to pay costs associated with the Gloucester Water Pollution Facility Flood Mitigation Project, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7 or Section 8, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

The Clerk of Committees, Sherry White, stated that the Public Hearing will be held at the City Council meeting of December 13, 2022.

5. Memorandum from Director of Elder Services requesting acceptance of donations in the amount of \$1,375

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

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept various cash donations, under MGL c. 44, §53A, to support the Council on Aging in the amount of \$1,375 from the following members and business partners within our community:

Bank Gloucester	\$1,000.00
Richard-Nancy Howard	\$ 100.00
Irene G. Christ	\$ 100.00
Joseph S. Molnar	\$ 100.00
Gerry Favaloro	\$ 15.00
Marilynn Grant	\$ 10.00
Barbara Buswell	\$ 50.00

	Total: \$1,375.00.

6. Memorandum from Veterans Services Director requesting acceptance of donations in the amount of \$1,150

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

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept various cash donations, under MGL c. 44, §53A, to support Cape Ann Veterans Services in the amount of \$1,150 from the following members and business partners within our community:

Bank Gloucester	\$1,000.00
Robert Koller	\$ 150.00

	Total: \$1,150.00.

7. Memorandum from Grants Administrator re: Recommendation from the Community Preservation Committee for Round 12, FY22 Funds (Cont. from 11/3/22)

Project No. 1 - Bay View City-Owned Cemeteries Restoration – Amount: \$30,000

Applicant: City of Gloucester Cemeteries Advisory Committee

Summary of Discussion: The Chair of the Community Preservation Committee, Matt Lundberg, offered a review of the Community Preservation Committee's application cycle. He explained that a one-page eligibility application is due in March and reminded the Committee that CPC funds can only be spent on certain types of projects, each with its own set of criteria. He explained that the short application is reviewed to ensure eligibility before applicants are asked to go through the full process. He explained that the full applications are due in May with those applications being reviewed throughout the summer, during which time site visits are done, as well as working with each of the applicants (each CPC Committee member is a liaison for one or more project applications). He stated before deliberations begin, the Auditor, Kenny Costa, is invited to attend a meeting to confirm the fund balances and to discuss what would be a prudent maximum fund total to distribute for the year. In August and September, he explained that the Committee deliberates as to which applications are to be recommended to the Mayor and the City Council, with the final votes taking place on September 20, 2022. This year, he explained, there was an extraordinary number of well-qualified proposals and that for the first time the requests were well in excess of the available funds available. Mr. Lundberg further explained that the CPC is required to spend or allocate a minimum of 10% of Community

Preservation funds to each of Historic Housing and Open Space and Recreation combined and stated that this year's awards include 46% to Historic Preservation projects, 36% to Affordable Housing, and 18% to Open Space and Recreation projects. There was a brief discussion regarding the history of the 1% surcharge that is assessed to the City's real estate tax bills that generates CPC funds.

Mr. Lundberg introduced **Ms. Chris Maney**. **Ms. Maney** stated that she is a member of the City-Owned Cemeteries Advisory Committee, which is a subset of the DPW, and explained that the DPW has jurisdiction over the City's cemeteries. She stated that the City-Owned Cemeteries Advisory Committee's responsibility is to survey and document the needs and care for the fourteen city-owned cemeteries that exist within the City. She explained that the grant funds will be used to start the restoration (about one-third of the cemetery) of Bayview Cemetery, which was established in 1728 and became a city-owned cemetery in 1890. She explained that the hope is to come back to the CPC over the next two years to apply for funds to restore the remaining two-thirds of the cemetery.

Mr. Lundberg stated that the CPC has funded prior projects for this Committee and that they have been an excellent partner and have managed their funds appropriately. There was a brief discussion regarding the total cost to maintain all of the city-owned cemeteries, as well as the costs of restorations for other city-owned cemeteries.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate up to \$30,000 (Thirty Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding to the City of Gloucester Cemeteries Advisory Committee for the purpose of supporting the preservation of the Bay View Cemetery and repair of grave site in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Capital Projects Fund #5812.

Project No. 2 - Magnolia Library Building Renovation – Amount: \$50,000
Applicant: Magnolia Library Center

Summary of Discussion: **Ms. Kiley Davis** stated that this funding will be used to replace the large windows at the Charles Jones Hall at the Magnolia Library. She explained that the current windows are original to the building and replacing the windows would help make the building more cost effective. **Councilor Memhard** commented that he watched the video presentation for this matter and that he enjoyed the rigorous debate and defense of the project by the applicant.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate up to \$50,000 (Fifty Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding to the Magnolia Library Center for the purpose of supporting the restoration and preservation of the exterior building of the Magnolia Library in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #4754.

Project No. 3 - Manship Artists Residency Design Project– Amount: \$50,000
Applicant: Manship Artist Residence and Studios, Inc.

Summary of Discussion: **Ms. Rebecca Reynolds** explained that Manship bought the property five years ago, spent two years fixing up the property and has been welcoming residents for the past three

years and stated that Manship was able to stay opened during COVID. She explained that they are now entering the second phase of the development of the site, mainly the build out of the barn that is onsite, to provide additional studio spaces and that these funds will cover costs for expenses for zoning, building and environmental code analyses, engineering studies, as well as the permitting for the project. **Ms. Jo-Ann Castano** from Manship stated that Manship supports many creatives in the area, as well as beyond. **Mr. Fred Groff** stated that he is a Trustee of the Manship Residencies and also Director of the Buildings and Grounds. He stated that he has been working with the consultants on the project.

Councilor Worthley asked how many artists have benefited from the Manship Artist Residence. **Ms. Reynolds** stated that over the past three years Manship have served 50 artists in residence and have supported over 450 artists in total.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate up to \$50,000 (Fifty Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding to the Manship Artist Residence and Studios, Inc. for the purpose of supporting the preservation and restorations of the Manship Artist Residency in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #4755.

Project No. 4 - Waterfront Resiliency Survey– Amount: \$100,000
Applicant: Maritime Gloucester

Summary of Discussion: **Mr. Michael DeKoster** from **Maritime Gloucester** explained that the proposal is for a waterfront resiliency project. He stated that flooding is jeopardizing some of the spaces of their historic building. As part of the project, he explained that a retaining wall would be built that will allow for better access with some ADA-compliant ramps as well.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate up to \$100,000 (One Hundred Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding to Maritime Gloucester for the purpose of supporting the Waterfront Resiliency Survey in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #4756.

Project No. 5 - Our Lady of Good Voyage Bell Tower Restoration – Amount: \$125,000
Applicant: Our Lady of Good Voyage Parish

Summary of Discussion: **Councilor Worthley** recused himself from this matter as he plays the organ at the church.

Ms. Cindy Cafasso Donaldson stated that in the spring of 2021 a windstorm destroyed the original roof on the Bell Tower to the west. A temporary repair was made, she stated, but permanent repairs and restoration of both towers is necessary in order to preserve the Bell Tower and the carillon. She added that the carillon is the first tuned carillon to be brought into the United States which needed a Special Act of Congress to bring the carillon in duty-free, written by A. Piatt Andrew.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Worthley) recused, to recommend that the City Council appropriate up to \$125,000 (One Hundred Twenty Five Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding to Our Lady of Good Voyage Parish for the purpose of restoration and preservation of the Bell Tower in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #4757.

Project No. 6 - Saunders House HVAC – Amount: \$100,000
Applicant: Gloucester Lyceum and Sawyer Free Library

Summary of Discussion: Mr. John Day stated that the request is for help with replacing the HVAC system in the Saunders House, which is part of a larger plan to restore and preserve the Saunders House so that it can be reopened and made available for public meetings and other public purposes, as currently it is solely for staff offices. He stated that the vision for the Saunders House also includes an elevator and handicap-accessible bathrooms. He explained that the current system has failed on a number of occasions during winter weather and that the proposed new system will be environmentally sustainable, as well as more efficient.

Councilor Worthley asked Mr. Day for a timeline for the project. Mr. Day stated that work would begin in January of 2023. The Executive Director of the Sawyer Free Library, Ms. Jenny Benedict, added that the project planning will begin as soon as the funds are approved by City Council and that the intention is to have the new system installed by next winter.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Worthley, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate up to \$100,000 (One Hundred Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding to the Gloucester Lyceum and Sawyer Free Library for the purpose of supporting the implementation of a HVAC system in the Saunders House in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #4758.

Project No. 7 - Adventure Schooner Rudder Project – Amount: \$50,000
Applicant: Gloucester Adventure Inc.

Summary of Discussion: The Executive Director of Gloucester Adventure Inc., Mr. Stuart Siegel, and Board Member for the Adventure, Mr. Bill Barton, were representing Gloucester Adventure Inc. Mr. Barton stated that a major restoration was completed on the vessel several years back but preservation is still needed every three to five years. He explained that the total cost of the project is \$161,000 to encompass areas of rot around the knightheads, forward planks and worm shoe and that the funds from the CPC are going to be used to address the area around the rudder and propeller. He further explained that the current rudder is not original and that a few years ago the rudder underwent some work where areas of rot were shaved away which has, in turn, affected the handling the vessel and that these funds will help with the installation of a rudder that is much more appropriate to the vessel. Mr. Barton stated that the project is expected to take place in the fall of 2023.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council appropriate up to \$50,000 (Fifty Thousand Dollars) from the Community

Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding to Gloucester Adventure Inc. for the purpose of restoring the Adventure Schooners' Rudder in order to restore a historic resource. The appropriation will be allocated to the Historic Preservation category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Historic Preservation Projects Fund #4759.

Projects #8 through 14 will be heard at the December 8, 2022, Budget & Finance Meeting.

8. 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**, stated that there are 24 accounts on the Basic Overdrawn report. He explained that the biggest change on the report is a retirement from the DPW.

There was a brief discussion regarding the value of balancing the accounts and bringing the overdrawn number to \$0 before year-end. There was also a brief discussion regarding the timeline for the certification of free cash.

MOTION: On a motion by Councilor Worthley, seconded by Councilor Gross, the Budget & Finance Committee voted 3 in favor, 0 opposed, to adjourn the meeting at 7:15 p.m.

Submitted by: Sherry White, Clerk of Committees

Documents submitted at the meeting: None.

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