

**Budget & Finance Standing Committee  
Thursday, December 8, 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

**Present (remote):** Council President Val Gilman

**Also Present (in person):** CFO, John Dunn; Auditor, Kenny Costa; Public Health Director, Mary Ellen Rose; Clerk of Committees, Sherry White

**Also Present (remote):** Joanne Senos; Shellfish Constable, Peter Seminara; Regional Prevention Director, Chelsea Goldstein-Walsh; Senior Project Manager, Zoe Venetsanakos; Director of Communications and Constituent Services, Pam Tobey; Chair of the Community Preservation Committee, Matt Lundberg

**Applicants (remote):**

**Project No. 8 – Tenant-Based Rental/Mortgage Assistance Program –  
Applicant: Action Inc., Allison Lex and Caryn Clifford**

**Project No. 9 – Main Street Affordable Housing -  
Applicant: Harborlight Community Partners, Inc., Andrew Leonard**

**Project No. 11 – Renovate Nate Ross Baseball Field -  
Applicant: Gloucester High School Baseball Boosters, Rory Gentile**

**Project No. 13 – Stage Fort Park Playground Rehabilitation -  
Applicant: Gloucester Rotary Club, Steven Kaity, Joe Ciolino, Michael Sarraf**

**Project No. 14 – Conversion of the Stage Fort Basketball Court into a Street Hockey Rink -  
Applicant: Young Legends Street Hockey Inc., Carl Ellis**

**Applicants (in person):**

**Project No. 10 – Willowood Gardens Roof Replacement -  
Applicant: Gloucester Housing Authority, David Holden**

**Project No. 12 – Stage Fort Park Lucy Davis Pathway and Fort Area Renovation Project -  
Applicant: Stage Fort Park Advisory Committee, David Dow and David Benjamin**

**Meeting called to order at 5:30 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 and himself), and City staff who were attending in person and via Zoom.

**1. Memorandum from City Clerk and #2023-SBT-8 in the amount of \$1,490**

**Summary of Discussion:** The City Clerk, Joanne Senos, stated that the transfer is to reimburse the DPW for custodians at the school polling places for both the September 6<sup>th</sup> Primary Election and November 8th State Election.

**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 approve Special Budgetary Transfer #2023-SBT-8 in the amount of \$1,490.00 from Registration, Salaries & Wages Temporary, Account #0116351-512000, to the DPW – Facilities Maintenance, Overtime - Labor, Account #0147251-513002, for the purpose of reimbursement for custodial overtime in school polling locations for the September 6, 2022 Primary Election and the November 8, 2022 State Election.

**2. Memorandum from Public Health Director requesting acceptance of a Massachusetts Department of Public Health Prevention in Early Childhood Grant in the amount of \$300,000**

**Summary of Discussion:** The Public Health Director, Mary Ellen Rose, stated that she is asking for permission to accept an additional two years of funding in the amount of \$300,000 from the Mass Department of Public Health, Bureau of Substance Addiction Services. She stated that the grant is described as the Prevention in Early Childhood Initiative and supports the implementation of a comprehensive set of prevention services directed at a proposed age range of children, including prenatal to 11 years of age, with a parent or caregiver with a history of substance misuse and addiction, including those currently in treatment or recovery. She explained that the delivery of services will be handled in-house. There was a brief discussion about privacy and services by other agencies. The Public Health Director stated that there is an emphasis placed on trying not to duplicate services.

The Regional Prevention Director, Chelsea Goldstein-Walsh, was also in attendance. She stated that the services that are provided are preventative rather than on the treatment end of the spectrum.

**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 federal grant from the Substance Abuse and Mental Health Services Administration (SAMSHA) and passed through the Massachusetts Department of Public Health (MDPH), Bureau of Substance Addiction Services, a Prevention in Early Childhood Services Grant in the amount of \$300,000 over a 24-month timeframe for the purpose of supporting the development of an Early Childhood Workgroup through the existing Regional Youth Prevention Network (RYPN) to include prenatal, postpartum and early childhood providers. The Fiscal Year 2023 grant period for expenditure of these funds is \$112,500 from September 30, 2022 through June 30, 2023; the Fiscal Year 2024 grant period for expenditure of these funds is \$150,000 from July 1, 2023 through June 30, 2024; and the Fiscal Year 2025 grant period for expenditure of these funds is \$37,500 from July 1, 2024 through September 29, 2024. There is no local match required for this grant.

**3. Memorandum from the Shellfish Constable requesting acceptance of a FY2023 Great Marsh Green Crab Trapping Program Grant in the amount of \$12,500**

**Summary of Discussion:** The Shellfish Constable, Peter Seminara, stated that this is an annual grant to fund trapping efforts for the invasive European Green Crab in the Annisquam River and Essex Bay. He explained that the European Green Crab are a serious threat to the tidal marshes and salt marsh areas and the softshell clam population.

There was a brief discussion regarding incentivizing fishermen to actively target Green Crab during the season, as well as the equipment needed and disposition of the trapped crab. The **Shellfish Constable** stated that four local communities match the grant. He also explained that anyone is eligible to get a letter of authorization from the Division of Marine Fisheries to fish up to 60 traps with the only mandatory stipulation being the disposition of the crabs, which must be destruction.

**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, a state grant from the Massachusetts Department of Fish & Game, Division of Marine Fisheries, a FY23 Great Marsh Green Crab Trapping Grant Program in the amount of \$12,500, for the purpose of providing a program to legally collect, remove and dispose of European green crabs from coastal marine and estuarine waters within its jurisdiction. The grant period is from November 4, 2022 through June 30, 2023, with no local match required.

4. **Memorandum from the CFO requesting loan authorization in the amount of \$19.0 million to fund the renovation and related expenses to the Gloucester Police Station and Courthouse Renovation Project**

**Summary of Discussion:** Councilor Memhard stated that the Administration has requested that this matter be continued; the matter has been continued to the January 5, 2023, B&F meeting.

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

**Summary of Discussion:** The Auditor, Kenny Costa, stated that there is currently twenty-one accounts on the Basic Overdrawn Report sent out yesterday, with three accounts resolved since the report was sent out.

6. **Memorandum from Grants Administrator re: Recommendation from the Community Preservation Committee for Round 12, FY22 Funds – Projects 8 through 14 (Cont. from 11/17/22)**

**Summary of Discussion:** The Chair of the Community Preservation Committee, Matt Lundberg, stated tonight's applications are mostly for housing and recreation. Mr. Lundberg explained that overall there were application requests totaling approximately \$2 million with \$1.1 million in funds available to grant.

**Project No. 8 - Tenant-Based Rental/Mortgage Assistance Program – Amount: \$200,000**  
**Applicant: Action Inc.**

**Summary of Discussion:** The Chief Operating Officer at Action Inc, Allison Lex, stated that the funds will support the Tenant-Based Rental/Mortgage Assistance Program which, she stated, the City has been supporting consistently since June of 2020 when there was an uptick of people needing assistance to avoid eviction and foreclosure due to COVID-19. The Director of Community Services at Action Inc, Caryn Clifford, who oversees the program, stated that \$200,000 has been requested with the hope to serve about forty households.

Both Ms. Lex and Ms. Clifford thanked the Community Preservation Committee and the B&F Committee for their support.

**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 \$200,000 (Two Hundred Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding for the purpose of the Action, Inc. Tenant Based Rental/Mortgage Assistance Program. The appropriation will be allocated to the Community Housing category and funded from the Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Community Housing Projects Fund #4904.

*Project No. 9 - Main Street Affordable Housing – Amount: \$100,000*  
*Applicant: Harborlight Community Partners, Inc.*

**Summary of Discussion:** Mr. Andrew Leonard stated that Harborlight is a 100% affordable housing developer located in Beverly, Mass, and stated that their focus is on the North Shore. He explained that the GHA had put this piece of land on Main Street out for a request for proposals for senior housing and that Harborlight was awarded the opportunity to develop the site. He stated that the proposal is for twenty affordable senior units to allow seniors to age in place within the community and that this piece of local funding is a key element that will help build the financing stack that will ultimately allow Harborlight to create affordable homes for twenty area seniors.

The **Executive Director of the Gloucester Housing Authority, David Holden**, stated that the GHA has identified, for the past decade, that one of the major needs in the community is for a particular type of elderly housing, which is supported elderly housing with a high degree of services for frail elders to keep them independent which, he stated, is offered by Harborlight. He asked that the B&F Committee support this matter. There was also a brief discussion regarding the timeline of the project.

**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 Harborlight Community Partners, Inc. for the purpose of the Main Street Affordable Housing Project. The appropriation will be allocated to the Community Housing category and funded from the Community Housing Reserve Fund #4530. The project will be tracked in the Community Preservation Fund – Community Housing Projects Fund #4906.

*Project No. 10 - Willowood Gardens Roof Replacement – Amount: \$99,000*  
*Applicant: Gloucester Housing Authority*

**Summary of Discussion:** The **Executive Director of the Gloucester Housing Authority, David Holden**, stated that the Gloucester Housing Authority is seeking \$99,000 to help supplement the HUD Capital Fund Grant to be able to replace all of the roofs at Willowood Gardens (formerly Maplewood Park), which is home to sixty low income households.

**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 \$99,000 (Ninety Nine Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to provide funding to the Gloucester Housing Authority for the purpose of the Willowood Gardens Roof Replacement. The appropriation will be allocated to the Community Housing category and funded from the Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Community Housing Projects Fund #4907.

***Project No. 11 - Renovate Nate Ross Baseball Field – Amount: \$50,000******Applicant: Gloucester High School Baseball Boosters***

**Summary of Discussion:** **Rory Gentile** stated that drainage (trenches with perforated pipes) will be installed in the outfield of the Nate Ross Baseball Field (at the O'Maley Middle School) with these funds. He explained that this is the only varsity-sized baseball field in the City. He added that with proper drainage the field will be safer and more playable.

**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 Gloucester High School Baseball Boosters for the purpose of renovating Nate Ross Baseball Field. The appropriation will be allocated to the Open Space and Recreational category and funded from Open Space and Recreation Reserves in Fund #4510. The project will be tracked in the Community Preservation Fund – Open Space and Recreation Capital Projects Fund #5721.

***Project No. 12 - Stage Fort Park Lucy Davis Pathway and Fort Area Renovation Project – Amount: \$50,000******Applicant: Stage Fort Park Advisory Committee***

**Summary of Discussion:** **Mr. David Dow** of the Stage Fort Park Advisory Committee stated that the total project will cost approximately \$400,000 and that they are requesting \$50,000 to complete the Lucy Davis Pathway, as well as to relandscape the Fort area. **Mr. David Benjamin** stated that there will also be regrading from the Fort up to the Visitor's Center. **Mr. Dow** explained that the pathways will also be handicapped accessible.

There was a brief discussion on the source of the additional \$350,000 needed for the project.

**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 the Stage Fort Park Advisory Committee for the purpose of the Stage Fort Park Lucy Davis Pathway and Fort Area Renovation Project. The appropriation will be allocated to the Open Space and Recreational category and funded from Open Space and Recreation Reserves in Fund #4510. The project will be tracked in the Community Preservation Fund – Open Space and Recreation Capital Projects Fund #5722.

***Project No. 13 - Stage Fort Park Playground Rehabilitation – Amount: \$50,000******Applicant: Gloucester Rotary Club***

**Summary of Discussion:** **Mr. Steven Kaity**, **Mr. Joe Ciolino** and **Dr. Michael Sarraf** represented the Gloucester Rotary Club. **Mr. Kaity** stated that the funds will be utilized for the rehabilitation of the Stage Fort Park playground. He stated that the old equipment will be removed and gave a brief description of some of the upgrades including a ship for children to play on, as well as new infant swings.

**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 Gloucester Rotary Club for the purpose of the Stage Fort Park Playground Rehabilitation. The appropriation will be allocated to the Open Space and Recreational category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Open Space and Recreation Capital Projects Fund #5723.

*Project No. 14 - Conversion of the Stage Fort Basketball Court into a Street Hockey Rink – Amount: \$50,000*

*Applicant: Young Legends Street Hockey Inc.*

**Summary of Discussion:** Mr. Carl Ellis from Young Legends of Street Hockey explained that the funding will be used towards lights and needed electrical work. He stated that he believes that the rink will be functional by next spring.

**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 Young Legends Street Hockey Inc. for the purpose of the conversion of the Stage Fort basketball court into a Street Hockey Rink. The appropriation will be allocated to the Open Space and Recreational category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Open Space and Recreation Capital Projects Fund #5720.

**Other Business**

There was a brief discussion on how CPC funds are tracked, as well as what happens to funds that are not used.

**MOTION:** On a motion by Councilor Gross, seconded by Councilor Worthley, the Budget & Finance Committee voted 3 in favor, 0 opposed, to adjourn the meeting at 7:01 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>