

Budget & Finance Standing Committee
Thursday, March 9, 2023 – 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): Auditor, Kenny Costa; Clerk of Committees, Sherry White

Also Present (remote): CAO, Jill Cahill; CFO, John Dunn; Deputy Fire Chief, Robert Rivas; Assistant DPW Director, Mark Cole; Director of Communications and Constituent Services, Pam Tobey

Meeting called to order at 5:38 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.

1. Memorandum from Assistant DPW Director requesting acceptance of a Dept. of Environmental Protection Recycling Dividends Grant in the amount of \$24,000 for calendar year 2020

Summary of Discussion: The Assistant DPW Director, Mark Cole, stated that these funds were received in 2020 and due to an administrative oversight the funds were never referred to be accepted by Council. He added that the funds have not been spent and that it is the exact same grant that the Council accepted two weeks ago. He reminded the Committee that funds are awarded via a point system.

There was a brief discussion about ways/incentives to encourage residents to recycle more.

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 Ch. c. 44, §53A, a State Recycling Dividends Program grant under the Sustainable Materials Recovery Program from the Mass. Department of Environmental Protection (Mass DEP) for \$24,000 for the purpose of enhancing the City of Gloucester’s waste reduction programs. The grant has no match and unused funds may be rolled over to future fiscal years.

2. Memorandum from Fire Chief re: Application for FEMA’s Assistance to Firefighter Grant (AFG) FY22 program

Summary of Discussion: The Deputy Fire Chief, Robert Rivas, stated that this matter is notification that the Fire Department has applied for three separate grants. He explained that the first application is an Assistance to Firefighter Grant (AFG) in the amount of \$2 million with a local match of 10% [\$200,000] for a ladder truck with all associated equipment; the second application, also for an AFG grant, is for \$492,590.94 with a 10% match (\$49,259) to replace fire equipment that is coming to its

end-of-life in service including defibrillators, thermal imaging cameras and cardiac compression units; and the Regional Grant for \$247,460 is for regional incident command system training.

There was discussion about Sec. 16-1 which states that prior to a city agency or employee filing any grant application that requires an in-kind or monetary match, on behalf of the city, in excess of \$100,000 or a multiple year commitment in which the total match is anticipated to exceed \$100,000 the application must be submitted to the City Council for approval. The **Deputy Fire Chief** explained that the applications have already been submitted as the window for submission was very small.

The **Auditor, Kenny Costa**, explained that B&F needs to vote on just the AFG grant for \$2 million as it is the only grant with a monetary match of over \$100,000.

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 under GCO Sec. 16-1, to permit the Gloucester Fire Department to apply for the FEMA Assistance to Firefighter Grant (AFG) in the amount of \$2,000,000 with a local required match of 10% that equates to \$200,000 for a total of \$2,200,000. The purpose of the grant is to purchase a Fire Aerial Apparatus unit for the Gloucester Fire Department.

3. **CC#2023-017 (Gilman):** Review of the annual salary of City Councilors pursuant to City Charter Sec. 2-to determine if it be increased from \$11,500 per/yr. to \$xxx per/year effective January 1, 2024 and that the Code of Ordinances Chapter 2, Article II "City Council" Sec. 2-28 "Council Salary" be amended by DELETING \$11,500 effective January 1, 2014 and ADDING \$XXX per/yr. beginning January 1, 2024

Summary of Discussion: This matter is continued until the March 23, 2023, B&F meeting.

4. **CC#2023-018 (Gilman):** Review of the annual salary of the Mayor pursuant to City Charter Sec. 3-1(c) to determine if it be increased from \$100,000 per/yr. to \$115,000 per/yr. effective January 1, 2024 and that the Code of Ordinances Chapter 2, Article III "Officers and Employees," Division 2 – Mayor, Sec. 2-54 "Compensation" be amended by DELETING \$100,000 effective January 1, 2014 and ADDING \$115,000 per/yr. effective January 1, 2024

Summary of Discussion: This matter is continued until the March 23, 2023, B&F meeting.

5. **Memorandum from CFO re: Transfer of Capital Project Funds – Sewer Fund**

Summary of Discussion: The CFO, **John Dunn**, explained that this matter is for the net transfer of unexpended funds from capital project accounts to the Miscellaneous Sewer Projects Fund.

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 following appropriations as follows:

Ordered: That in accordance with c. 44, §20 of the General Laws, the \$10,242.80 unexpended balance of Fund #6413 initially borrowed to pay the costs of CIP Various Sewer Systems, the \$14,811.69 unexpended balance of Fund #6414 initially borrowed to pay the costs of CIP17 Sewer Improvements Gloucester Ave and Breezy Point, the \$5,565.04 unexpended balance of Fund #6415 initially borrowed to pay the costs of CIP 2017 Wastewater Clarifiers, the \$3,134.39 unexpended balance of Fund #6417 initially borrowed to pay the costs of CIP18 Miscellaneous Sewer Mains and Pumps, the \$10,923.31 unexpended balance of Fund #6418 initially borrowed to pay the costs of CIP19 Sewer Pumping Station - Beacon Marine, the \$761.70 unexpended balance of Fund #6419 initially borrowed to pay the costs of CIP19 Schoolhouse Sewer Improvements,

which projects are complete and such amounts are no longer needed for the projects, are hereby appropriated by this Council to cover the \$7,100.94 deficit in Fund #6420 CIP19 Sewer Improvements - WPCF Hypochlorite with the balance of \$38,337.99 to be transferred to Fund #6417 Miscellaneous Sewer Projects.

6. Memorandum from CFO re: Transfer of Capital Project Funds – General Fund

Summary of Discussion: The CFO, John Dunn, explained that this matter is for the net transfer of unexpended funds from capital project accounts to the Miscellaneous Capital Projects Fund. Councilor Gross wished to clarify that betterment projects funds that are being transferred are not monies that residents were billed for. The CFO added that the City only assesses the net amount of the project.

There was a brief discussion regarding the betterment process.

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 the following appropriations as follows:

Ordered: That in accordance with c. 44, §20 of the General Laws, the \$18,207.42 unexpended balance of Fund #5028 initially borrowed to pay the costs of CIP13 Capital Items, the \$0.01 unexpended balance of Fund #5040 initially borrowed to pay the costs of CIP16 Fire Command Vehicle, the \$1,734.19 unexpended balance of Fund #5043 initially borrowed to pay the costs of the CIP17 Starknaught Paving, the \$34,070.23 unexpended balance of Fund #5044 initially borrowed to pay the costs of the CIP17 Building Improvements and Departmental Vehicles, the \$17,810.23 unexpended balance of Fund #5047 initially borrowed to pay the costs of the CIP17 Haskell Dam Project, the \$1,200 unexpended balance of Fund #5048 initially borrowed to pay the costs of CIP17 Park Lane Paving, the \$1,892.16 unexpended balance of Fund #5049 initially borrowed to pay the costs of CIP18 Brooks Road Paving, the \$14,093.40 unexpended balance of Fund #5050 initially borrowed to pay the costs of CIP18 East Gloucester Elementary Feasibility Study, the \$13,180.02 unexpended balance of Fund #5051 initially borrowed to pay the costs of CIP18 Lanes Cove Breakwater Project, the \$12,615.82 unexpended balance of Fund #5056 initially borrowed to pay the costs of the CIP19 Nashua Road Paving Project, the \$4,791.34 unexpended balance of Fund #5058 initially borrowed to pay the costs of CIP19 Souther Road Paving, the \$24,728.04 unexpended balance of Fund #5064 initially borrowed to pay the costs of CIP20 Englewood Road Paving, the \$777.50 unexpended balance of Fund #5065 initially borrowed to pay the costs of CIP20 Saville Road Paving, the \$615.00 unexpended balance of Fund #5066 initially borrowed to pay the costs of CIP20 DPW Vehicles and Equipment, and the \$28.50 unexpended balance of Fund #5069 initially borrowed to pay the costs of Brier Neck Paving, which projects are complete and such amounts totaling \$145,743.86 are no longer needed for the projects, are hereby appropriated by this Council to be transferred to Fund #5070 Miscellaneous Capital Projects to pay the costs of any legal project expenditure as defined by Massachusetts General Law Chapter 44 Sections 7 or 8, including the payment of any and all costs incidental and related thereto.

7. 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 17 accounts on the Basic Overdrawn Report, as compared to 22 at the prior B&F meeting. He stated that the dollar amount did increase by approximately \$100,000 primarily related to snow and ice.

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 6:20 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>