

Budget & Finance Standing Committee
Thursday, September 7, 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 (arrived at 5:39 p.m.)

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

Also Present (remotely): Economic Development Director, Sal DiStefano; Director of the Welcoming Center, Carol Mondello; Executive Assistant to the Mayor, Melissa Gilliss

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

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; minutes reflect the order in which matters were taken.

1. *Memorandum from Economic Development Director requesting acceptance of Gloucester’s Essex National Heritage Commission Grant 2023-24 season in the amount of \$2,500*

Summary of Discussion: The **Economic Development Director, Sal DiStefano**, stated that he is seeking the Committee’s acceptance of a grant to support the City’s Welcoming Center. He explained that the grant funds provide important funding for supplies and he expressed his appreciation to the Essex Heritage Visitor Commission for the grant award.

The **Director of the Welcoming Center, Carol Mondello**, explained that this is an annual grant that has been used in the past to upgrade maps, as well as for the purchase of four new rocking chairs (for a total of eight) on the porch. **Ms. Mondello** provided some statistics regarding the visitors who use the Welcoming Center and stated that so far this season there have been approximately 6,000 visitors. She stated that there have been visitors from 40 U.S. states, as well as Switzerland, Italy, Belgium, Israel, Philippines, Poland, Australia and Japan. There are also 32 volunteers this year who work at the Welcoming Center, she stated, which is the highest number she has had under her leadership. **Mr. DiStefano** thanked **Ms. Mondello** for her work in making the Welcoming Center a success.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 2 in favor, 0 opposed, 1 (Worthley) absent, to recommend that the City Council accept, under MGL c.44, §53A, a federal grant from the National Park Service passed through the Essex National Heritage Commission, a 2023 Essex Heritage Visitor Center Grant for a total of \$2,500 for the purpose of supporting activities of the City’s Visitor Welcome Center at Stage Fort Park. The grant period is from July 1, 2023 through June 30, 2024. There is no local match for this grant.

2. *Memorandum from City Clerk re: Ocean Highlands petition for Repair of Private Ways pursuant to GCO Sec. 21-80 through 21-86*

3. Memorandum from City Clerk re: Blueberry Lane petition for Repair of Private Ways pursuant to GCO Sec. 21-80 through 21-86

Summary of Discussion: Councilor Gross explained that these two matters (betterments for Blueberry Lane and Ocean Highlands) will be heard by B&F at the next meeting and that the Public Hearing will be advertised for the September 26, 2023, City Council meeting.

4. Memorandum from Public Works Director re: request to pay FY23 National Grid invoices with FY24 funds

Summary of Discussion: The CFO, John Dunn, explained that National Grid's billing practice is to, at times, invoice more than one billing period after a period of months.

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 prior year invoices from National Grid, PO Box 371396, Pittsburgh, PA 15250-7396, for electrical services to various City buildings/streets, for the purpose of paying the following invoices to be paid with FY2024 General Fund – DPW and the Dorothy Talbot Rink Enterprise Fund budgeted funds for a total of \$97,829.44.

<i>Account</i>	<i>Billing Date</i>	<i>Billing Period</i>	<i>Service Location- Gloucester</i>	<i>Amount \$</i>
29892-12000	6/23/23	12/7/22 to 1/7/23	DPW - 15 Hickory St	3,812.80
29892-12000	6/26/23	1/7/23 to 2/6/23	DPW - 15 Hickory St	3,717.30
29892-12000	6/27/23	2/6/23 to 3/3/23	DPW - 15 Hickory St	3,556.16
29892-12000	6/29/23	3/3/23 to 4/5/23	DPW - 15 Hickory St	2,937.50
29892-12000	7/3/23	4/5/23 to 5/5/23	DPW - 15 Hickory St	2,188.36
29892-12000	7/7/23	5/5/23 to 6/7/23	DPW - 15 Hickory St	1,040.76
07010-01005	6/23/23	5/24/23 to 6/23/23	DPW - 00 Street Lgts	5,421.60
77461-80000	6/26/23	5/4/23 to 6/2/23	DPW - 9 Dale Ave	3,083.31
77461-80000	7/10/23	6/2/23 to 7/3/23	DPW - 9 Dale Ave	2,436.44
40983-61001	6/26/23	5/26/23 to 6/26/23	DPW - 40 Blynman Ave	18,707.88
90835-34006	6/28/23	5/24/23 to 6/23/23	DPW - 97 Western Ave	81.52
15178-08008	6/30/23	5/18/23 to 6/20/23	DPW - 88 Middle Street	346.42
26142-06005	7/6/23	6/5/23 to 7/5/23	30 Great Republic Way	10.00
13476-59000	7/5/23	6/2/23 to 7/3/23	DPW - 57 Main St	107.37
63555-75009	7/5/23	6/2/23 to 7/3/23	DPW - Prospect St	57.38
98681-91001	7/5/23	6/2/23 to 7/3/23	DPW - Washington St, Pole 1 @CRN Main St	40.76
51081-22000	7/6/23	6/5/23 to 7/5/23	Washington St, Pole 179	10.00
52282-86007	7/5/23	6/2/23 to 7/3/23	DPW - Western Ave, Seawall Lights	273.97
01234-39001	7/6/23	6/5/23 to 7/5/23	DPW - Wolf HL Pole 4949	47.02
10339-73000	7/12/23	6/12/23 to 7/12/23	School Business Office – 10 Concord St	11,844.05
76570-62011	7/5/23	6/5/23 to 7/3/23	DPW – Davis Street, School	2,326.09
50884-17006	7/5/23	6/2/23 to 7/3/23	Fire, Fuller St Pole 4854	201.63

26109-68004	7/6/23	6/5/23 to 7/5/23	School – Business Office – Gardner Ter Pole 7779	1,361.68
12281-55003	7/5/23	6/2/23 to 7/3/23	DPW – 6 Green St	14.65
02403-82003	7/5/23	6/2/23 to 7/3/23	DPW – 4 Harbor Loop	63.12
88469-96001	7/5/23	6/2/23 to 7/3/23	DPW – 4 Harbor Loop	44.95
77070-33026	7/5/23	6/2/23 to 7/3/23	DPW – 19 Harbor Loop	867.02
27241-70023	7/5/23	6/2/23 to 7/3/23	DPW – 19 Harbor Loop UPPR UPST	130.83
03033-89004	7/6/23	6/6/23 to 7/5/23	DPW - Hickory St Pole 8373	1,659.15
25941-20002	7/5/23	6/2/23 to 7/3/23	Schools – Hough Ave	70.86
01053-86007	7/7/23	6/2/23 to 7/3/23	DPW – Hough Ave Pole 4455	497.49
23283-51008	7/5/23	6/2/23 to 7/3/23	21 Hough Ave	13.34
63361-10006	7/5/23	6/2/23 to 7/3/23	Kent Cir	30.57
27627-58003	7/5/23	6/2/23 to 7/3/23	City Hall – Main St	187.70
52172-00073	7/5/23	6/2/23 to 7/3/23	Lyceum and Sawyer -21 Main St FL 3, 3 rd FL	888.25
15178-08008	7/20/23	6/20/23 to 7/20/23	DPW – 88 Middle St	951.36
88498-38006	7/6/23	6/5/23 to 7/5/23	Gloucester Little League DR Osman Babson Rd	275.98
15284-60014	7/5/23	6/2/23 to 7/3/23	DPW – 75 Pleasant St, Park	80.58
13489-40000	7/6/23	6/6/23 to 7/5/23	DPW – 3 Pond Road	2,653.98
26140-68005	7/6/23	6/5/23 to 7/5/23	DPW – City Hall – 22 Poplar St	10.00
38585-25008	7/7/23	6/7/23 to 7/6/23	DPW – 26 Poplar St	913.76
26114-78027	7/6/23	6/5/23 to 7/5/23	DPW – 26 Poplar St	92.00
63558-39008	7/10/23	6/7/23 to 7/6/23	DPW – 26 Poplar St	327.87
13684-43002	7/6/23	6/5/23 to 7/5/23	DPW – 28 Poplar St	477.41
13476-84003	7/5/23	6/2/23 to 7/3/23	DPW – 9 Proctor St	10.00
02755-87016	7/5/23	6/2/23 to 7/3/23	51 Rogers St, Unit 2	359.55
13483-39007	7/7/23	6/2/23 to 7/3/23	Stage Fort Park Ave Pole 4455	79.26
88500-50027	7/6/23	6/5/23 to 7/5/23	DPW – 99 Thatcher Rd Pole 7555	38.59
88467-05000	7/7/23	6/7/23 to 7/6/23	DPW – 30 Cherry St	23,481.17
TOTAL:				\$97,829.44

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, in accordance with MGL c. 44, §64, approve payment of prior year invoices from Sprague Operating Resources LLC, PO Box 782532, Philadelphia, PA 19178-2532, for the purpose of paying invoice #71069365, dated July 10, 2023 to be paid with FY2024 General Fund – DPW and the Dorothy Talbot Rink Enterprise Fund budgeted funds for a total of \$1,088.90.

Location	Billing Period	Amount
6 Manuel F Lewis St	6/2/23 to 7/3/23	\$25.39
8 School St	6/2/23 to 7/3/23	\$84.94

Invoice Date: 7/10/2023	26 Poplar St	6/5/23 to 7/5/23	\$0.86
	197 Main St	6/2/23 to 7/3/23	\$37.39
Account #: 71069365	138 Cherry St	6/5/23 to 7/5/23	\$1.53
	1 Davis St Ext	6/2/23 to 7/3/23	\$7.88
	40 Blynman Ave	6/2/23 to 7/3/23	\$336.86
	32 Cherry St	6/8/23 to 7/5/23	\$273.27
	32 Cherry Street	6/5/23 to 7/5/23	\$117.50
	891 Washington Street	6/6/23 to 7/5/23	\$16.33
	10 Concord St	6/6/23 to 7/5/23	\$186.95
	TOTAL:		

5. Memorandum from Asst. Public Works Director re: request to pay FY23 invoice with FY24 funds

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, in accordance with MGL c. 44, §64, approve payment of a prior year invoice from Pine Ridge Technologies, Inc., 217R Main Street, North Reading, Massachusetts 01864, for repair and maintenance performed on the City’s streetlights June 21-27, 2023, for the purpose of paying invoice #18429-0627, dated June 29, 2023 to be paid with FY2024 General Fund – DPW budgeted funds for a total of \$16,434.70.

6. Memorandum from Director of Elder Services requesting acceptance of donations in the amount of \$325

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 \$325 from the following members within our community:

Dolores M. Mack	\$ 25.00
Peter J. Tarbox	\$ 25.00
Marilynn Grant	\$ 10.00
Marilynn Grant	\$ 10.00
Gerry Favaloro	\$ 15.00
Gerry Favaloro	\$ 15.00
Juanita Garron	\$ 25.00
Christopher Neubert	\$100.00
James Niles	\$100.00

Total: \$ 325.00.	

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 35 accounts (an increase of 5 from the last report) that are primarily salary/payroll accounts related to the settling of union contracts.

There was also a discussion about what financial reports would be beneficial for the Committee to review.

MOTION: On a motion by Councilor Gross, seconded by Councilor Worthley, the Budget & Finance Committee voted by 3 in favor, 0 opposed, to adjourn the meeting at 6:02 p.m.

Submitted by: Sherry L. White, Clerk of Committees

Documents submitted at the meeting: None.

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