

**Budget & Finance Standing Committee**  
**Thursday, September 21, 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 5:33 p.m.)**

**Other Councilors Present: Council President, Val Gilman**

**Also Present (in person): Auditor, Kenny Costa; CFO, John Dunn; Fire Chief, Eric Smith; Clerk of Committees, Sherry White; Committee for the Arts Chair, Karen Ristuben**

**Also Present (remotely): Public Works Director, Mike Hale; Director of Communications and Constituent Services, Pam Tobey; Executive Assistant to the Mayor, Melissa Gilliss; Committee for the Arts member, Judith Hoglander**

**Meeting called to order at 5:30 p.m.**

**Councilor Memhard** announced the names of the B&F Committee members in attendance (Councilors Gross 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 Committee for the Arts requesting the city's acceptance of a painting of City Hall by artist Kari Ruiz**

**Summary of Discussion:** **Chair for the Committee of the Arts, Karen Ristuben** stated that a 10 x 16 oil painting of City Hall by Kari Ruiz, who is a Cape Ann Plein Air painter, is being donated by Gloucester resident, Susan Hall. She asked that the Committee take note that in the memo it states that the maintenance and preservation of all donated artwork will be done in accordance with the emerging Committee for the Arts policies and procedures.

**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 a donation, under MGL c. 44, §53A-½, a gift of tangible goods to the City of Gloucester from Gloucester resident Susan Hall for an oil painting of City Hall painted by Kari Ruiz with an estimated value in the amount of \$1,000.**

**2. Memorandum from Committee for the Arts requesting the city's acceptance of a portrait of former Mayor Davis**

**Summary of Discussion:** **Ms. Ristuben** explained that this is a painting of former Mayor Frank E. Davis being donated by Gloucester resident Susan Davis to add to the City's collection of mayoral portraits. She stated that it is the Committee for the Arts intent for this painting to be displayed with the other mayoral portraits in the City's collection.

**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 a donation, under MGL c. 44, §53A-½, a gift of tangible goods to the City of Gloucester from Gloucester resident Susan Davis for an oil painting of former Mayor Frank E. Davis painted by William Paxton with an estimated value in the amount of \$1,000.

**3. Memorandum from Committee for the Arts requesting acceptance of four seascapes by Roger Curtis**

**Summary of Discussion:** Ms. Ristuben explained that this matter is a donation from Judith Curtis of four seascape oil paintings by Roger Curtis.

**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 a donation, under MGL c. 44, §53A-½, a gift of tangible goods to the City of Gloucester from Judith Curtis for four (4) seascape oil paintings painted by Roger Curtis with an estimated value in the amount of \$35,000.

**4. Memorandum from Fire Chief requesting acceptance of the FEMA AFG 2022 Grant in the amount of \$82,500**

**Summary of Discussion:** Fire Chief, Eric Smith stated that this is a regional grant spearheaded by a member of the Salisbury Fire Department. He explained that the funding will go towards Blue Card Training, which is incident command training certification/recertification.

**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 Federal Emergency Management Agency (FEMA)/Department of Homeland Security (DHS) and passed through the Town of Salisbury, MA, a FY2022 Assistance to Firefighters Grant (AFG) in the amount of \$75,000. The purpose of this regional grant is to fund the establishment of the Blue Card CTC - Incident Command Training and Certification (CTC). The grant period is from August 9, 2023 to August 8, 2025. There is a local match requirement of 10% that will be funded by the City of Gloucester.

**5. Memorandum from Fire Chief requesting to pay FY23 invoice with FY24 funds**

**Summary of Discussion:** Chief Smith explained that this is a prior year invoice to cover EMS supplies from January to June 2023.

**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 a prior year invoice from Northeast Hospital Corporation, Beth Israel Lahey Health, Finance – Suite 4<sup>th</sup> Floor, 529 Main Street, Charlestown, Massachusetts 02129, for EMS supplies from January 2023 to June 2023 (restock EMS supplies used on calls), for the purpose of paying invoice dated August 22, 2023 to be paid with FY2024 General Fund – Fire Department budgeted funds for a total of \$5,736.97.

**6. Memorandum from Fire Chief requesting to pay FY23 invoice with FY24 funds**

**Summary of Discussion:** Chief Smith explained that this is a prior year invoice to cover Confined Space Rescue (CSR) training.

**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 a prior year invoice from Essex County Fire Chief's Association, 430 Chebacco Road, Hamilton, Massachusetts 01982, for Confined Space Rescue (CSR) training held in Gloucester in May of 2023, for the purpose of paying invoice #2435 dated May 3, 2023 to be paid with FY2024 General Fund – Fire Department budgeted funds for a total of \$10,945.

7. Memorandum from Fire Chief & #2024-SBT-2 in the amount of \$52,000 to fund purchase of two LUCAS 3 chest compression systems

**Summary of Discussion:** Chief Smith explained that these are to replace out-of-date systems.

**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 Special Budgetary Transfer #2024-SBT-2 in the amount of \$52,000 from Fire, Holidays, Account #0122051-515004 to Fire – EMS Equipment, Account #0122058-585003, for the purpose of purchasing two (2) LUCAS 3 Chest Compression Systems.

8. Memorandum from DPW Director and #2024-SBT-1 in the amount of \$150,000 for roadside vegetation cleanup and paving management

**Summary of Discussion:** [Please note: Per the Auditor, Kenny Costa, this matter is actually #2024-SA-3 as the incorrect form was used by the Public Works Department.] The Public Works Director, Mike Hale, stated that he is seeking approval to transfer \$150,000 from the Highway Force Account to the operating budget for vegetation management and some small paving projects. There was a discussion regarding overgrown vegetation on public and private property.

**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 Supplemental Appropriation #2024-SA-3 in the amount of \$150,000 (One Hundred Fifty Thousand Dollars) from the DPW - Highway Force Receipts Reserved for Appropriation Fund, Account #32085-596001 to the DPW – Public Services, Purchase of Services, Account #0147052-520000, to be used for the purpose of roadside vegetation cleanup and for paving management.

9. Memorandum from CFO and #2024-SA-2 in the amount of \$20,000 for funding match for DEP GAP Grant for improvements to West Gloucester and Babson Water plants

**Summary of Discussion:** The CFO, John Dunn, stated that this matter is for match funding for the Mass DEP GAP Grant for improvements at the West Gloucester and Babson water plants. He stated that the funds were not budgeted so will be taken from the Capital Projects Stabilization 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 Supplemental Appropriation #2024-SA-2 in the amount of \$20,000 (Twenty Thousand Dollars) from the Capital Projects Stabilization Fund, Undesignated Fund Balance, Account #7600-359000 to the Capital Projects Stabilization Fund – Water Plant Upgrades, Site Improvements, Account #760037-584000, for the purpose of match funding for the Mass DEP GAP Grant for improvements at the West Gloucester and Babson water plants.

**10. Memorandum from CFO & #2024-SA-1 in the amount of \$46,000 to purchase a new 2024 GMC Sierra pickup truck for Harbormaster**

**Summary of Discussion:** Mr. Dunn explained that the vehicle is going to be self-financed through the Capital Projects Stabilization Fund with payback from the Waterways Enterprise Fund including interest.

**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 Supplemental Appropriation #2024-SA-1 in the amount of \$46,000 (Forty Six Thousand Dollars) from the Capital Projects Stabilization Fund, Undesignated Fund Balance, Account #7600-359000, to the Capital Projects Stabilization Fund, Harbormaster's Office, Vehicles, Account #760036-585001, to purchase a pickup truck for the Harbormaster's Office.

**11. Memorandum from General Counsel re: Private road paving of Blueberry Lane (Info Only)**

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

**12. Memorandum from CFO: Loan Authorization request for the Blueberry Lane paving betterment in the amount of \$68,000**

**Summary of Discussion:** Mr. Dunn stated that this is the loan authorization for a betterment of Blueberry Lane in the amount of \$68,000. Councilor Gilman stated that she was present at all the meetings regarding the betterment. She asks that the Committee supports this matter. Councilor Memhard congratulated the residents for their collaborative work.

**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 loan order as follows:

**Ordered:** That the City of Gloucester appropriates Sixty Eight Thousand Dollars (\$68,000) to pay costs of permanent repairs, including paving to Blueberry Lane, a private way in the City, 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(5), or pursuant to any other enabling authority. Although any borrowing by the City to meet this appropriation shall constitute a general obligation of the City and a pledge of its full faith and credit, one hundred percent (100%) of the amount needed to repay any borrowing pursuant to this order shall be raised in the first instance through the assessment of betterments upon the abutters of the private way, in accordance with M.G.L. Chapter 80, and any other applicable authority. The Mayor and any other appropriate official of the city are authorized to take any and all actions necessary to assess the betterments described above, the term of which will not exceed 10 years, or such shorter time as proscribed by Massachusetts General Law. 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.

**13. Memorandum from General Counsel re: Private road paving of Ocean Highland (Info Only)**

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

**14. Memorandum from CFO: Loan Authorization request for the Ocean Highlands paving betterment in the amount of \$250,000**

**Summary of Discussion:** The CFO stated that this is a loan authorization for a betterment for Ocean Highlands. The Public Works Director, Mike Hale, stated that he expects the project to start prior to December 1, 2023.

Ms. Silvana Diblasi, 15 Ocean Highlands, thanked Councilor Nolan, Mike Hale and the DPW, as well as everyone involved in bringing the betterment to fruition.

**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 as follows:

**Ordered:** That the City of Gloucester appropriates Two Hundred Fifty Thousand Dollars (\$250,000) to pay costs of permanent repairs, including paving to Ocean Highlands, a private way in the City, 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(5), or pursuant to any other enabling authority. Although any borrowing by the City to meet this appropriation shall constitute a general obligation of the City and a pledge of its full faith and credit, one hundred percent (100%) of the amount needed to repay any borrowing pursuant to this order shall be raised in the first instance through the assessment of betterments upon the abutters of the private way, in accordance with M.G.L. Chapter 80, and any other applicable authority. The Mayor and any other appropriate official of the city are authorized to take any and all actions necessary to assess the betterments described above, the term of which will not exceed 10 years, or such shorter time as proscribed by Massachusetts General Law. 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 Public Hearing will take place at the City Council meeting of September 26, 2023.

**15. Memorandum from Veterans Services Director requesting acceptance of donations in the amount of \$210**

**Summary of Discussion:** Councilor Memhard thanked the generous donors.

**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 Veterans Services in the amount of \$210 from the following members within our community:

Ed Comeau	\$100.00
Ed Comeau	\$100.00
Jane Porter	\$ 10.00
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	<b>Total: \$ 210.00.</b>

**16. 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, explained that there are 32 overdrawn accounts mostly due to salary encumbrances.

**MOTION:** On a motion by Councilor Worthley, seconded by Councilor Gross, the Budget & Finance Committee voted by 3 in favor, 0 opposed, to adjourn the meeting at 6:44 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>