

Budget & Finance Standing Committee
Thursday, October 5, 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 5:32 p.m.)

Also Present: Assistant Auditor, Dyan Katz (in person); CFO, John Dunn (in person); Fire Chief Eric Smith (remotely); Sustainability Coordinator, Gemma Wilkins (in person); Clerk of Committees, Sherry White (in person)

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

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

1. Memorandum from Sustainability Coordinator requesting acceptance of Mass Save Community First Partnership continued funding in the amount of \$80,000

Summary of Discussion: The Sustainability Coordinator, Gemma Wilkins, explained that the City has been approved for a grant up to \$80,000 in total. She explained that the funding has been used to hire an energy coach who is available to the City’s residents for help in managing and lowering their utility bills, as well as hiring interns. She described some of the offerings of the Energy Coach including a “Bill Checkup” event that is held regularly at the Rose Baker Senior Center and is open to all of the City’s residents. Ms. Wilkins also explained that the funding awarded through MassSave is based upon a rubric with specific metrics.

As a side note, Ms. Wilkins stated that the City’s Community Electricity Aggregation Program saved the City’s residents and businesses over \$4.5 million last winter season.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept, under MGL c. 44, §53A, a private grant from National Grid/MassSave sponsored Community First Partnership Grant in the amount of up to \$80,000 for the purpose of supporting education and outreach surrounding energy efficiency. There’s no local match for this grant.

2. Memorandum from Asst. DPW Director requesting to pay FY23 invoices with FY24 funds

Summary of Discussion: The CFO, John Dunn, explained that the invoices were received after FY23 year-end. There was a brief discussion regarding billing for consumption and delivery of electricity services.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, 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 System Controls, Inc., PO Box 1017, Belmont, NH 03220 for repair and maintenance

performed on the City's Godwin Influent Pumps at the Waste Water Treatment Facility (WWTF) on March 7, 2023, for the purpose of paying invoice 4874, dated August 26, 2023 to be paid with FY2024 Enterprise Fund – Sewer budgeted funds for a total of \$1,260.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, 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 System Controls, Inc., PO Box 1017, Belmont, NH 03220 for repair and maintenance performed on the City's Godwin Influent Pumps at the Waste Water Treatment Facility (WWTF) on June 29, 2023, for the purpose of paying invoice 4879, dated August 26, 2023 to be paid with FY2024 Enterprise Fund – Sewer budgeted funds for a total of \$1,470.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, 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 two (2) 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 budgeted funds for a total of \$5,481.35.

<i>Account</i>	<i>Billing Date</i>	<i>Billing Period</i>	<i>Service Location- Gloucester</i>	<i>Amount \$</i>
64638-39005	8/10/23	5/4/23 to 6/6/23	Rose Baker Senior Center	1,446.22
52172-00073	5/11/23	12/12/22 to 4/3/23	Gloucester Lyceum and Sawye – 21 Main St FL 3, 3RDFL	4,035.13
TOTAL:				\$5,481.35

3. Memorandum from DPW Director requesting acceptance of Preliminary Planning & Design Waste Water Treatment Plant Upgrades grant in the amount of \$176,000

Summary of Discussion: Mr. Dunn explained that these funds will be used to help defray the costs of the design process for the Wastewater Treatment Plant.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept a federal grant, under MGL c. 44, §53A, an ARPA Unique ID: 10046.10498.750 – Preliminary Planning & Design WWTP Upgrades Grant passed through the Massachusetts Department of Environmental Protection, in an amount of \$176,000 for the purpose of preliminary planning and design of wastewater treatment plant upgrades and construction in the City of Gloucester. The grant period is through June 30, 2024, and there is no local match for this grant.

4. Memorandum from Fire Chief regarding a multiyear contract

Summary of Discussion: The Fire Chief, Eric Smith, stated that he is seeking authorization for procurement of nine Zoll cardiac monitors. He explained that the current monitors are aged and in need of replacement and that the City will receive a small credit for the current monitors; the cost of the new monitors will be split evenly with seven yearly interest-free payments and includes the cost of a maintenance contract. Councilor Memhard pointed out that each unit costs approximately \$52,000.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council, under MGL c. 30B, §12(b), Term of Contract, permit the procurement officer to

award a 7-year lease agreement and payment schedule from August 23, 2023 to July 15, 2029 for the lease of nine Zoll cardiac monitors and expenses related thereto for the Fire Department for a total of \$468,379.86.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council will authorize, under MGL c. 44, §21C, upon the recommendation of the Mayor, the following lease purchase financing agreements for the acquisition of equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset, the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Mayor, and to authorize the Gloucester Fire Department specified below to enter into such agreements on behalf of the City, subject to approval of an appropriation for the first year payments of the agreements as stated below, or to take any other action relative thereto.

<u>Equipment/capital asset</u>	<u>Maximum Term</u>	<u>Authorized Department</u>	<u>Appropriation</u>
Zoll Cardiac Monitors	7 Years	Fire Department	FY 24 Operating

5. *Memorandum from Police Chief requesting acceptance of FY24 State 911 EMD Grant in the amount of \$38,023.06*

Summary of Discussion: Mr. Dunn stated that this is an annual grant to support emergency medical dispatch in the Police Department.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, 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 FY2024 State 911 Department Emergency Medical Dispatch Grant Program for \$38,023.06. The grant period is from September 14, 2023 through June 30, 2024, and there is no local match for this grant.

6. *Memorandum from Police Chief requesting acceptance of FY24 State 911 Support & Incentive Grant in the amount of \$102,983*

Summary of Discussion: Mr. Dunn stated that this is an annual grant to support 911 activity in the Police Department.

There was a brief discussion about the writing of grant applications within the City.

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, 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, State 911 Department, a FY24 State 911 Department Support and Incentive Grant program for \$102,983. The grant period is from September 14, 2023 through June 30, 2024, and there is no local match for this grant.

7. *Memorandum from Veterans Services Director requesting acceptance of donations in the amount of \$500*

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

COMMITTEE RECOMMENDATION: On a motion by Councilor Gross, seconded by Councilor Memhard, 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 \$500 from the following members and business partners within our community:

Ed Comeau	\$100.00
Trinity Congregational Church UCC	\$400.00

	Total: \$ 500.00.

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

Summary of Discussion: The Assistant Auditor, Dyan Katz, explained that there are 36 overdrawn accounts. She noted that the deficit shown for the "City Clerk – Overtime" is due to a payroll error where it was charged to the wrong account and will be corrected.

MOTION: On a motion by Councilor Memhard, seconded by Councilor Gross, the Budget & Finance Committee voted 3 in favor, 0 opposed, to adjourn the meeting at 6:11 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>