

Budget & Finance Committee
Thursday, September 17, 2015 – 5:00 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Melissa Cox; Councilor Paul McGeary; Councilor William Fonvielle

Absent: None.

Also Present: Kenny Costa; Jim Destino; John Dunn; Leonard Campanello; Tom LaFleur; Dr. Richard Safier; Jonathan Pope; Mark Cole

The meeting convened at 5:02 p.m.

1. *Petitions for road repairs in accordance with GCO Article VI “Repair of Private Ways,” Sec. 21-80 et seq. (Cont’d from 09/03/15) TBC 10/08/15*

- A) Starknaught Heights
- B) Starknaught Road
- C) Oxford Road
- D) Joseph’s Way

This matter is continued to October 8, 2015.

(At this time, the agenda was taken out of order.)

3. *Memorandum from Police Chief re: City Council approval to apply for a FY16 State 911 EMD & Training Grant*

Police Chief Leonard Campanello stated that this is a reimbursement training grant that applies to all officers who are mandated by the state to learn the 911 system and take EMD (emergency medical dispatch) training. He indicated that the trouble with this grant is that the officers train throughout the year but they cannot apply for the grant until the end of the fiscal year. He stated that they applied for \$49,000 for FY15 on May 11th and \$67,000 on June 30th but no money has come in yet. There was a discussion about covering the gap for FY12, 13 and 14. **Councilor Cox** requested a total for those years so that the CFO can find funds to fill the gap before the end of the year. **Chief Campanello** stated that he would like to make one more plea to the state for those funds.

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the Gloucester Police Department to pursue a State Grant opportunity from the Massachusetts Executive Office of Public Safety and Security, a FY16 State 911 Department Training Grant and Emergency Medical Dispatch/Regulatory Compliance Grant for a total of \$154,032.55.

4. *Memorandum from Assistant Director of Public Works re: City Council approval to pay invoices from FY15 with FY16 Funds*

Mark Cole, Assistant Public Works Director, reviewed the unpaid FY15 invoices and explained that generally, during the last couple of weeks of June, Shirley starts calling vendors to see if there are any outstanding invoices that need to be carried over. There was a discussion about late fees and whether they should be included in the motion. **Mr. Destino** stated that the DPW should be doing a better job of keeping track of when National Grid invoices are coming in. However, in their defense, he stated that they are now handling hundreds of individual National Grid bills, which is not easy to manage.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 for out-of-town policed detail services rendered in FY15 to be paid with FY16 funds as follows from the current 2016 DPW Water Enterprise Fund Contract Services Account, #610000.10.450.52000.0000.00.000.00.052 for a total of \$984.00 as follows:

Town of Ipswich Police Detail	Invoice #4416	Dated 6/19/2015	\$384.00
Town of Ipswich Police Detail	Invoice #4417	Dated 6/19/2015	<u>\$600.00</u>
	<i>Total:</i>		\$984.00

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 for services rendered by Waste Management of Rochester N H Hauling in FY15 to be paid with FY16 funds as follows from the current 2016 DPW Sewer Enterprise Fund Contract Services Account, #600000.10.440.52000.0000.00.000.00.052 for a total of \$2,448.16 follows:

Waste Management	Invoice #1626350-0290-8	Dated 7/1/2015	\$ 288.45
Waste Management	Invoice #2040761-2912-8	Dated 7/1/2015	<u>\$2,199.71</u>
	<i>Total:</i>		\$2,488.16

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 for services rendered by Perma-Line Corp. of New England in FY15 to be paid with FY16 funds as follows from the current 2016 DPW Public Services Account, Street Signs and Materials #101000.10.470.54890.0000.00.000.00.054 for a total of \$325.90 follows:

Perma-Line Corp.	Invoice #1511	Date 6/30/2015	<u>\$325.90</u>
		<i>Total</i>	\$325.90

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 invoices services rendered by National Grid in FY15 to be paid with FY16 funds as follows from the current 2016 DPW Facilities-Electric Power-Non-Street Lights Account #101000.10.472.52110.0000.00.000.00.052 for a total of \$12,480.95 follows:

Invoice Account #64638-Rose Baker Senior Center	6/8/15-7/6/15	\$2,050.42
Invoice Account #13684 -DPW	6/5/15-7/6/15	\$1,696.13
Invoice Account #75938-46002 10 Concord St. Temp.	6/5/15-7/6/15	\$ 1,771.10
Invoice Account #61890-99005 Beeman Elem. School	6/4/15-7/7/15	\$ 118.71
Invoice Account #1368-92012 Bayview Fire Station	6/5/15-7/7/15	\$ 228.69
Invoice Account #90899-06006 Beeman Modular	6/5/15-7/7/15	\$ 451.99
Invoice Account #38585-25008 DPW	6/4/15-7/7/15	\$ 547.40
Invoice Account #51056-28005 DPW	6/4/15-7/7/15	\$ 891.05
Invoice Account #26109-68004 Gardner Terr. Pole	6/4/15-7/7/15	\$1,374.50
Invoice Account #88498-38006 Wilson Field	6/5/15-7/6/15	\$ 796.85
Invoice Account #13489-40000 DPW 3 Pond Road	6/3/15-7/3/15	\$2,018.21
Invoice Account #88469-95004 DPW 35 Concord Street	6/5/15-7/6/15	\$ 165.46
Invoice Account #26114-78027 DPW	6/5/15-7/6/15	\$ 77.86
Invoice Account #23934-99004 Concord St. Pump	6/4/15-7/6/15	\$ 17.18
Invoice Account #88500-50027 99 Thatcher Pole	6/8/15-7/6/15	\$ 22.15
Invoice Account #88500-48009 232 Atlantic St. Pole	6/5/15-7/6/15	\$ 24.52
Invoice Account #26140-68005 City Hall	6/5/15-7/6/15	\$ 10.00
Invoice Account #14285-18004 Gloucester Landfill	6/11/15-7/13/15	<u>\$ 218.43</u>
	<i>Total:</i>	\$12,480.65

5. *Memorandum from Gloucester Public Schools Director of Finance & Operations re: City Council approval to pay invoices from FY15 with FY16 Funds*

Tom LaFleur, Director of Finance and Operations for the School Department, reviewed a series of outstanding invoices totaling \$16,530.56 for services rendered in 2015 needing payment with 2016 funds. He stated that

systems and processes are now being put in place to minimize the likelihood that this will happen in the future. In response to a question from **Councilor McGeary, Mr. LaFleur** discussed his background and stated that he is starting to use the existing technology to gain efficiency and avoid mistakes that can occur when entering things manually. **Dr. Safier** noted that Mr. LaFleur is certified through MASBO and the Department of Education.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted in favor, 0 opposed, to recommend that the City Council in accordance with MGL c. 44, §64 approve payment of a prior year invoices services rendered by Bimbo Foods for the Gloucester Schools Food Service in FY15 to be paid with FY16 funds as follows from the current 2016 School Food Services Accounts for a total of \$614.05 as follows:

Invoice Account 03183922696	3/9/2015	\$ 81.30
Invoice Account 03183923150	3/30/2015	\$ 8.16
Invoice Account 03183922840	3/16/2015	\$ 62.25
Invoice Account 03183923302	4/6/2015	\$ 60.00
Invoice Account 03893923466	4/13/2015	\$ 59.25
Invoice Account 03183923763	4/27/2015	\$ 50.84
Invoice Account 03183923929	5/4/2015	\$125.82
Invoice Account 03183924544	6/1/2015	\$ 19.80
Invoice Account 03183924550	6/1/2015	\$108.85
Invoice Account 03183924884	6/15/2015	\$ 16.78
Invoice Account 03183924956	6/18/2015	\$ 21.00
	<i>Total</i>	\$614.05

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 for services rendered by Reliable Office Supplies, Invoice number FNW45303 dated 7/25/2015 for \$277.72 in FY15 to be paid with funds from the FY2016 School Department General Fund Operating Budget.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 for services rendered by Harnum Industries, Invoice number 75447 dated 7/15/2015 for \$8,332.00 in FY15 to be paid with funds from the FY2016 School Department General Fund Operating Budget.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 unpaid tuition reimbursement for School Department employee, Joanne Miano dated July 16, 2015 for \$975.00 in FY15 to be paid with funds from the FY2016 School Department General Fund Operating Budget.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 retroactive United States Marine Corps increase effective 1/1/2015 for ROTC Instructor Richard Muth with funds from the FY2016 School Department General Fund Operating Budget for a total of \$1,328.50.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 retroactive United States Marine Corps increase effective 1/1/2015 for ROTC Instructor Carcel Dubose with funds from the FY2016 School Department General Fund Operating Budget for a total of \$1,268.86.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 an unpaid Lane (Additional Degree) increase effective 5/5/2015 during FY15 per Gloucester Teacher's Association Contract for employee Hugo Smith for \$1,021.80 with funds from the FY2016 School Department General Fund Operating Budget for a total of \$1,021.80.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 an unpaid Lane (Additional Degree) increase effective 5/11/2015 during FY15 per Gloucester Teacher's Association Contract for employee Joanne Horne for \$534.63 with funds from the FY2016 School Department General Fund Operating Budget for a total of \$534.63.

MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, 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 retroactive salary correction for employee Joanne Horne in the amount of \$2,178.00, as presented, to be paid with funds from the FY2016 School Department General Fund Operating Budget.

2. *Special Budgetary Transfer Request (2016-SBT-2) from the Community Development Department*

Jim Destino explained that this transfer is to cover a temporary clerical staff position in the Community Development Department. **Councilor Cox** stated that she spoke to Tom Daniel about her concerns and was satisfied with the answers.

MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2016-SBT-2 in the amount of \$900.00 from Account 101000.10.181.57000.0000.00.000.00.057, Community Development-Other Charges & Expenses to Account 101000.10.181.51200.0000.00.000.00.051, Community Development-Salary/Wage Temporary Position in order to cover a temporary clerical staff position in the Community Development Department.

6. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report*

Kenny Costa, City Auditor, discussed his reports with the Committee.

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:48 p.m.

Respectfully submitted,

Maria Puglisi
Substitute Recorder

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- **Auditor's Actual Amount Overdrawn Report and Projected Amount Overdrawn Report dated 17-Sep-15 from Kenny Costa, City Auditor**