

At a Special meeting of the Town Council holden in and for the Town of Gloucester on April 24, 2017:

I. Call to Order

The meeting was called to order at 7:00 p.m.

II. Roll Call

Members Present: George O. (Buster) Steere, Jr., President; Edward C. Burlingame, Vice-President; Walter M. O. Steere, III; William E. Reichert and Patricia Henry.

Also present: Jean Fecteau, Town Clerk; Joseph DelPrete, Chief of Police; Diane Brennan, Finance Director

III. Pledge of Allegiance

The Pledge of Allegiance was recited.

Councilor W. Steere read a statement into the record:

“Please let the record reflect that I would like to apologize for my use of a particular word at last Thursday’s meeting. I should have been more sensitive and thoughtful in my choice of words in attempting to describe what I feel is a heavy handed action being proposed for use at our town transfer station.”

IV. A. Budget 2017-2018

1. Review of Budget - Town Council - Discussion and/or action

Councilor G. Steere called on the Finance Director to explain her proposal for the budget.

D. Brennan addressed the Council and explained the following: Last Thursday there were several changes that were made at the Council meeting to address several items raised at the public hearing. At that time, there was a motion incorporating changes in an amount of \$218,000. There was a motion that included in the operating budget a new line item for road repair and maintenance. The amount funded was \$150,000 and the item was removed from the capital budget as originally presented at the public hearing on Monday April 17, 2017.

D. Brennan further stated: At the Council meeting on Thursday April 20, 2017 there was further discussion that centered on the assignment of the reserves in the audit. The discussion centered on the amount of reserves held for the accrued compensated absences and the healthcare reserves. The Council, at that time, set a new meeting date to look into some of what was pointed out at the meeting.

At this time, I am providing an alternative to the inclusion of the funding for the roads in the operating budget. The point of discussion centered on the amount at the public hearing indicating taxes would need to be raised by \$146,315 to meet the capital requests. (Green budget at Public Hearing) The assignment of reserves has been looked at and the balance of the funds to meet the capital items is coming from an action to reduce the reserves. I would ask the Council to consider a motion to use \$63,515 of the healthcare reserve and \$82,800 of the compensated absences reserve to make up the difference for the capital items.

**MOTION** was made by Councilor Henry that \$63,515 of the healthcare reserve assignment and \$82,800 of the compensated absences reserve assignment for a total of \$146,315 be used for capital in the fiscal 2018 budget. The capital budget of \$1,182,308 for the fiscal 2018 budget is funded with the amount of \$541,993 from the 2% set aside, a transfer from the unreserved fund balance in the amount of \$494,000, and the \$146,315 from the reassignment of reserves to be used for capital items for the fiscal 2018 budget; seconded by Councilor Burlingame

Discussion: Councilor Burlingame stated that this action would cover everything and includes everything Council needs to do by identifying the reassignment, 2% set aside and the fact that \$146,315 is being reassigned from reserve.

VOTE: AYES - G. Steere, Burlingame, W. Steere, Reichert, & Henry  
NAYS - 0

**MOTION PASSED**

Councilor Burlingame asked David Steere about the reserve funds, (healthcare reserve and compensated absences reserve) . Councilor Burlingame verified with D. Steere that he was the Chair of the Budget Board when additional funds were reassigned from the Storm Fund Account, a few years back.

D. Steere stated in the affirmative and further stated there was three quarters of a million dollars in the storm fund so it was reduced from \$310,000 to \$150,000 and those funds were spread throughout other accounts, such as the reval account and those two accounts in question.

Councilor Burlingame stated he wanted D. Steere to be comfortable with this action.

Jeanne Carcieri questioned how much would be left in the accrued compensated absence account after we make that transfer as she felt there is currently a lot of people in line (who may be eligible to receive these funds). J. Carcieri stated D. Brennan stated \$416,385 would be the balance. Councilor Burlingame stated that historically we haven't gone over \$40,000. J. Carcieri stated, again, there are a lot of people in line for the use of this fund.

D. Brennan stated the next action to complete the budget to be proposed is to remove the \$150,000, the new line item for road repair and maintenance, and increase the capital for roads to \$395,508 for a total of \$1,182,308 for capital expense. D. Brennan stated if this motion is made, the new budget will be \$29,017,726.

**MOTION** was made by Councilor Burlingame to **REMOVE** the line item from Public Works, Road Repairs Maintenance, and to add the amount of \$145,508 in the Capital Budget, Public Works Department, Paving/Road work for a total of \$395,508 seconded by Councilor Reichert

Discussion: none

VOTE: AYES - G. Steere, Burlingame, W. Steere, Reichert, & Henry  
NAYS - 0

**MOTION PASSED**

2. Adoption of Budget 2017-18 (for Referendum) and/or Set Special Meeting Date to Adopt - Discussion and/or action

MOTION was made by Councilor Burlingame to ADOPT the 2017/2018 Budget as follows: Total Appropriations \$ 29,017,726 for an amount to be raised by taxes of not less than \$ 21,525,000 nor more than \$ 21,655,000; seconded by Councilor Reichert

Discussion: none

VOTE: AYES - G. Steere, Burlingame, W. Steere, Reichert, & Henry  
NAYS - 0

MOTION PASSED

2. Approval of Ballot Questions: Financial Town Referendum, May 16, 2017- Discussion and/or action

Councilor G. Steere stated the language for the ballot questions must be approved.

MOTION was made by Councilor Reichert to APPROVE the following questions to be included on the ballot for the 2017 Gloucester Financial Town Referendum:

**Question #1:** Shall the Town Budget for fiscal year 2017/18 appropriate a sum of \$29,017,726 which includes Municipal Services & Capital Expenses; Gloucester School Dept. Operating & Capital Expenses; Gloucester's share of the Foster/Glocester Regional Operating & Capital Expenses; and includes a Levy of Property Tax not less than \$ 21,525,000 nor more than \$21,655,000?

Councilor Henry **stated we would like to add** "which is \$131,885 less than last years tax levy"

**Question #2:** Shall the Town Budget include an appropriation of \$300,000, from surplus, towards a \$1.5 million dollar commitment (**this is the second installment of five annual installments**) for the necessary repairs to the Gloucester Elementary Schools, this appropriation will come from existing surplus and will not increase the amount to be raised by taxes ?

**Question #3:** Shall the Town Budget include an appropriation of \$ 40,000 as a reserve for future student population proration for the Foster/Glocester region?

Seconded by Councilor Burlingame

Discussion: none

VOTE: AYES - G. Steere, Burlingame, W. Steere, Reichert, & Henry  
NAYS - 0

MOTION PASSED

B. Personnel

1. Appointments

a. Finance Office -  
Senior Accountant- Discussion and/or action

Councilor G. Steere stated the Finance Director is requesting the Council approve the appointment of Rosa Campos Bartolini to fill a vacancy in the Finance Office, attached is the offer letter sent to Ms. Campos Bartolini from the Finance Director:

April 24, 2017

Rosa Campos Bartolini

Dear Rosa,

I am extending a written offer to you for the position of Senior Accountant/Financial Analyst.

This offer comes after a successful interview and review of several applicants for the position. Your resume and professional experience appear to be a good match for both the Town and yourself. We believe you will be an asset to the town and capable of performing the job of senior accountant.

The position would be 37.5 hours weekly and include a full benefit package. Annual compensation would be \$55,000. You would fall under the rules of the employee handbook and any charter and ordinance provisions that apply to this position. This offer is conditional upon favorable results of a police background check. I have included the background form in this transmission.

I have acknowledged your verbal acceptance of this offer. I truly look forward to having you become part of the Gloucester team. The Town Council will consider this appointment at the April 24, 2017 council meeting at 7:00 PM in Gloucester Town Hall.

Upon favorable action, the expected start date would be Monday June 5, 2017. It is noted there is a previously planned commitment in September that will result in up to seven days of time out of work.

In closing, feel free to contact me with any questions or concerns. I look forward to working with you in the very near future.

Sincerely,  
Diane L. Brennan  
(end of memo)

Discussion: none

MOTION was made by Councilor Reichert to APPOINT Rosa Campos Bartolini to the position of Senior Accountant/Financial Analyst, effective June 5, 2017. Said position will be 37.5 hours weekly; include a full benefit package with annual compensation set at \$55,000. The rules of the employee handbook and/or any applicable charter or ordinance provisions apply to this position. This appointment is conditional upon favorable results of a police background check; seconded by Councilor Burlingame

Discussion: none

VOTE: AYES - G. Steere, Burlingame, W. Steere, Reichert, & Henry  
NAYS - 0

MOTION PASSED

V. Adjourn

MOTION was made by Councilor Reichert to ADJOURN at 7:20 p.m.; seconded by Councilor Burlingame

Discussion: none

VOTE: AYES - G. Steere, Burlingame, W. Steere, Reichert, & Henry  
NAYS - 0

MOTION PASSED