

At a Special meeting of the Town Council holden in and for the Town of Gloucester on March 25, 2019:

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; Walter M. O. Steere, III, Vice-President, William E. Reichert, Patricia Henry and Julian (Jay) Forgue.

Also Present: Jean Fecteau, Town Clerk; Diane Brennan, Finance Director; Joseph DelPrete, Chief of Police; Karen Scott, Town Planner; & Gary Treml, Director of Public Works.

III. Pledge of Allegiance

The Pledge of Allegiance was recited.

IV. Review, consider and/or make amendments to the budget for FY 2019/2020 for future Public Hearing - Discussion and/or Action

Councilor G. Steere stated this is an opportunity for Council to review and vote on changes that Council feels are necessary. Councilor G. Steere stated the Finance Director needs Council to accept the budget to begin the advertising process for public hearing. Councilor G. Steere also noted that changes may also be considered during the public hearing.

Discussion followed on specific line items:

1. Human Resource position: Councilor W. Steere stated there is \$5,000 under Other Operational Expenses, Salary Compensation Study, which could be used towards this position. Councilor Henry questioned D. Brennan if there were funds in the Finance Office budget for a half time person and, if so, perhaps a portion of those funds could also be used towards funding a part time Human Resource person. Councilor Henry stated there are three clerks

listed and perhaps some of that money could be used for an immediate hire. D. Brennan explained what the funds were originally intended to cover: police detail work and personnel work. Discussion followed on the estimated salary and hours needed for a Human Resource person, part time. There was Council consensus to use the \$5,000 (Salary Compensation Study) and the excess funds under Finance Office (Clerks) to fund the position.

D. Brennan suggested creating a new line item under Personnel Dept., line item: Wages/Fringe Benefits, Human Resource Coordinator for that position. Councilor Henry agreed and stated we could reduce the Finance Dept., Clerks (3) to Clerks (2) and use \$30,000 of those funds added with Other Operational Expenses, Salary Compensation Study, \$5,000 and fund the new line item for HR Coordinator. Council consensus was to handle that item as D. Brennan suggested.

2. Capital Expenses: Councilor G. Steere questioned the Public Works Director as to whether he felt his Capital expenses were covered. Discussion followed on the enclosed landscaping trailer and it was decided to include the \$11,000, for trailer, back in the capital budget. Councilor Henry questioned the amount for paving (\$100,000) was low to which G. Treml responded it was a pick and chose type of thing. Councilor G. Steere stated he felt we should be spending \$300,000 on paving each year to avoid borrowing later on to repair roads. The "Salt & Sand" accounts were discussed. G. Treml stated he increased the number at the suggestion of the budget board chair last year but it was cut back by the Budget Board. Councilor G. Steere questioned how much we could trim off Rubber Tire Excavator line item and still outfit the machine. G. Treml stated we could change it to \$140,000 (-\$35,000) and that amount would still be enough to outfit the excavator.

Councilor G. Steere discussed the work that currently needs to be done at the Police Station and the funding needed. The Chief and Council discussed potential grant funds and how they could possibly be applied to other projects. The consensus was to put the difference of \$24,000 into the Police Dept. "Drainage wall" line item as that issue needs to be fixed before funds can be spent on regrading and paving parking lot.

Councilor G. Steere asked the Budget Board Chair if he had any opinions on these proposed changes. D. Steere advised that Council could do as they desire. There was discussion regarding the use of Surplus Funds and the current status of that fund. D. Steere also reminded Council there may be funds left over from previously allocated

capital projects which are now complete. G. Trembl stated there are funds left over from the Pavilion project and the Tennis Court repairs but that the Planner will need those funds for matching funds towards the DEM grant she is pursuing. D. Steere stated there is \$50,000 currently in a Matching Funds account and with a DEM grant you could also use in-kind services for matching. D. Steere reviewed some of the projects he was aware of where there are dollars left over as the work was done. D. Steere stated that according to the Town Charter if the funds are not used in two fiscal years it reverts back to the capital account.

Councilor W. Steere asked the Planner when the answer on grant applications would be. K. Scott spoke regarding the grant schedule (inaudible). K. Scott stated that, if successful, work probably wouldn't begin until the summer of 2020. Councilor W. Steere indicated the basketball courts, at GMP, are not usable at this time. Councilor G. Steere asked the Finance Director about the process of reassigning funds. D. Brennan will put together the information on these available funds for Council.

Councilor W. Steere questioned the Legal Department budget proposal by the Budget Board.

Regarding funds to hire consultants to assist as needed for Planning applications, K. Scott stated of the \$10,000 transferred from Comp. Plan funds, \$6,000 has been spent. K. Scott stated there is still funds in the Comp. Plan funds account which can be transferred as needed.

Councilor G. Steere stated there are currently legal issues which do eat up the Legal Department's budget. Councilor W. Steere felt that the amount proposed should be increased by \$10,000 to \$135,000.

After discussion, there was a Council consensus to wait for D. Brennan to get a listing of available funds from leftover capital projects that are completed and determine what we want to fund further.

Councilor Henry questioned whether we had gotten a contract from the IT consultant as well as a reason for the increase in the salary amount. D. Brennan stated the consultant did agree to a contract and further that some of the increase is for expenses, non salary. J. Fecteau stated the IT consultant did not request a salary increase and was not part of the budget process. Councilor Henry acknowledged that it was good to know that increase is based on payment of expenses also.

D. Brennan questioned if the grant match will be for part of recreation projects we

may be able to transfer capital funds to cover the match.

G. Treml will get estimates on the work needed on the basketball courts at GMP.

D. Steere suggested that instead of adding new funds to the Legal Department, Council should consider moving \$10,000 from the Finance Directors Benefits/Fringe line item into the Legal Department line item.

D. Brennan asked the Council what the capital number is they need to reach and where the funds would come from. Public Works projects would total \$526,130; Police Department would total \$217,000 & a new line item would be added for Recreation for \$85,000.

MOTION was made by Councilor Henry to ACCEPT for Public Hearing, to be held April 23, 2019, the 2019-2020 Budget Board Recommended Budget dated March 21, 2019 with amendments as follows:

1. Create under Personnel Office a line item for Wages/Fringe - Part Time HR Coordinator: \$30,000 (funds moved from Treasurer's Office Clerks line item)
 2. Decrease Line Item: Other Operational Expenses, Salary Compensation Study/Handbook from \$5,000 to \$2,000.
 3. Capital Expenses:
 - Public Works - Rubber Tire Excavator, reduce by \$35,000 for a new total of \$140,000
Fund (Enclosed) Landscaping Trailer for \$11,000
 - Police Dept. - Fund Drainage wall line item with \$24,000
 4. Decrease Line Item: Treasurer's Office - Clerk \$10,000 and move funds to Legal Department Line item increasing to \$135,000
- seconded by Councilor Forgue

Discussion: None

VOTE: AYES- G. Steere, W. Steere, Reichert, Henry and Forgue
NAYS-0

MOTION PASSED

V. MOTION was made by Councilor Forgue to Adjourn at 8:40 p.m., seconded by Councilor Henry

Discussion: None

VOTE: AYES- G. Steere, W. Steere, Reichert, Forgue and Henry
NAYS-0

MOTION PASSED

Posted