**Budget & Finance Standing Committee**
**Thursday, July 9, 2026 – 5:30 p.m.**
**City Hall**
**1st Floor Council Conference Room**
**9 Dale Avenue**
**Gloucester, MA 01930**
**and via Zoom**
**-Minutes-**

**Present: Chair Councilor Scott Memhard; Vice Chair Councilor Tony Gross; Councilor Patti-Ann Page**

**Also Present: CAO, Kelly Dolan; CFO, Conor MacCorkle; Auditor, Kenny Costa; Library Director, Jenny Benedict (remote); Community Development Director, Alex Koppelman (remote)**

**Meeting called to order at 5:34 p.m.**

*This meeting was conducted in-person and remotely via ZOOM.*

**Councilor Memhard** announced the names of the B&F Committee members in attendance and City staff who were in attendance in person and on Zoom.

**1. Memorandum from the Chief Financial Officer regarding FY26 year-end budget transfers**

**Summary of Discussion:** **CFO, Conor MacCorkle** stated that there had been 187 ordinary budget transfers, which were direct transfers within an organization which totaled $1.3 million. He stated that there were 38 special budget transfers, which required City Council approval, which totaled $1.4 million. He stated that there were five supplemental appropriations totaling $115,947. He stated that line items were balanced first by ordinary transfers, and if there was any remaining balance then a special budget transfer was done.

There was a brief discussion regarding electricity usage in municipal buildings.

There was a brief discussion regarding the Wayfinding sign project.

**#2026-SBT-20**
COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council approve the following Special Budgetary Transfer (2026-SBT-22) for the purpose of funding and making whole Fiscal Year 2026 account deficits totaling $1,444,231.35 in the following accounts:

| FROM ACCOUNT | | TO ACCOUNT | | |
|---|---|---|---|---|
| **ORG** | **OBJECT** | **ORG** | **OBJECT** | **AMOUNT** |
| 0121152 - POLICE-UNIFORM ORDINARY MAINT | 530028 - SOFTWARE SERVICES | 0112151 - EXEC - MAYOR PERSONAL SERVICES | 511000 - SALARIES | 7,000.00 |
| 0114152 - BD OF ASSESSORS ORDINARY MAINT | 530016 - PROPERTY DATA SERVICES | 0114151 - BD OF ASSESSORS PERSONAL SVC | 519011 - RMT SICK LEAVE BUYBACK | 19,800.00 |

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|---|---|---|---|---|
| 0121152 - POLICE-UNIFORM ORDINARY MAINT | 524006 - R&M - COMMUN. EQUIP. | 0114551 - TREAS/COLL PERSONAL SERVICES | 511000 - SALARIES | 19,000.00 |
| 0112152 - EXEC - MAYOR ORDINARY MAINT | 578001 - CONTINGENCY-EMERGENCY | 0114552 - TREAS/COLL ORDINARY MAINT | 530010 - LEGAL SERVICES | 29,000.00 |
| 0194552 - LIABILITY INSURANCE ORDINARY | 574004 - SELF INS-AUTO INS | 0114552 - TREAS/COLL ORDINARY MAINT | 530026 - BANK CHARGES | 50,000.00 |
| 0118152 - COMM DEV ORDINARY MAINT | 520000 - PURCHASE OF SERVICES | 0118151 - COMM DEV PERSONAL SERVICES | 511000 - SALARIES | 2,000.00 |
| 0121151 - POLICE-UNIFORM PERSONAL SERV | 511000 - SALARIES | 0121051 - POLICE-ADMIN PERSONAL SERV | 519011 - RMT SICK LEAVE BUYBACK | 69,895.54 |
| 0121151 - POLICE-UNIFORM PERSONAL SERV | 511000 - SALARIES | 0121251 - POLICE-CRIM INV PERSONAL SVCS | 511000 - SALARIES | 65,000.00 |
| 0190151 - HEALTH & LIFE INS PERSONAL SVC | 517003 - HEALTH INSURANCE | 0122051 - FIRE PERSONAL SERVICES | 513000 - OVERTIME | 177,184.31 |
| 0122052 - FIRE ORDINARY MAINTENANCE | 530025 - IN SERVICE TRAINING OM | 0122051 - FIRE PERSONAL SERVICES | 513000 - OVERTIME | 112,000.00 |
| 0129152 - EMG MGMT ORDINARY MAINT | 520000 - PURCHASE OF SERVICES | 0122051 - FIRE PERSONAL SERVICES | 513000 - OVERTIME | 34,000.00 |
| 0194552 - LIABILITY INSURANCE ORDINARY | 574001 - BUILDING INSURANCE | 0122051 - FIRE PERSONAL SERVICES | 513000 - OVERTIME | 42,000.00 |
| 0142152 - DPW-ADMIN ORDINARY MAINT | 573000 - DUES AND MEMBERSHIPS | 0142151 - DPW-ADMIN PERSONAL SERVICES | 511000 - SALARIES | 250.00 |
| 0142358 - DPW-SNOW REMVL CAPITAL OUTLAY | 585000 - EQUIPMENT | 0142352 - DPW-SNOW REMVL ORDINARY MAINT | 529002 - SNOW REMOVAL | 25,600.00 |
| 0149951 - DPW-CENTRAL SERV PERSONAL | 512000 - SALARIES & WAGES TEMPOR'Y | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 35,000.00 |
| 0151051 - BOARD OF HEALTH PERSONAL SVC | 511000 - SALARIES | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 42,000.00 |
| 0129651 - SHELLFISH PERSONAL SERVICES | 511000 - SALARIES | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 34,000.00 |
| 0141151 - DPW-ENGINEERING PERSONAL SVC | 511000 - SALARIES | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 24,000.00 |
| 0115552 - MGMT INFO SYS ORDINARY MAINT | 530028 - SOFTWARE SERVICES | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 13,000.00 |

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| 0192151 - PENSION/REG CONTRIB PERSONAL | 517004 - PENSION RETIREMENT FUND | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 12,900.00 |
| 0140351 - DPW-SOLID WASTE REC PERSONAL | 511300 - WAGES - HOURLY PERMANENT | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 12,000.00 |
| 0161051 - LIBRARY PERSONAL SERVICES | 511000 - SALARIES | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 11,000.00 |
| 0121151 - POLICE-UNIFORM PERSONAL SERV | 515004 - HOLIDAYS | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 30,000.00 |
| 0116351 - REGISTRATION PERSONAL SERV | 513000 - OVERTIME | 0147051 - DPW-PUBLIC SER PERSONAL SERV | 512000 - SALARIES & WAGES TEMPOR'Y | 5,000.00 |
| 0140352 - DPW-SOLID WASTE REC ORDINARY | 529004 - SOLID WASTE DISPOSAL CONTRACT | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 202,000.00 |
| 0191051 - WORKERS COMP PERSONAL SVC | 517001 - WORKER'S COMPENSATION | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 138,500.00 |
| 0121152 - POLICE-UNIFORM ORDINARY MAINT | 524006 - R&M - COMMUN. EQUIP. | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 34,000.00 |
| 0149952 - DPW-CENTRAL SERV ORDINARY | 548001 - MOTOR GAS AND OIL | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 33,000.00 |
| 0147052 - DPW-PUBLIC SER ORDINARY MAINT | 520000 - PURCHASE OF SERVICES | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 38,000.00 |
| 0151052 - BOARD OF HEALTH ORDINARY MAINT | 520000 - PURCHASE OF SERVICES | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 20,000.00 |
| 0129652 - SHELLFISH ORDINARY MAINT | 524037 - R&M - BOAT & MARINE MAINT | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 16,000.00 |
| 0121652 - POLICE-HARBOR ORDINARY MAINT | 548001 - MOTOR GAS AND OIL | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 13,000.00 |
| 0115551 - MGMT INFO SY PERSONAL SERVICES | 511000 - SALARIES | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521002 - NATURAL GAS | 27,000.00 |
| 0154352 - VETERANS BENEFITS ORDINARY MNT | 577001 - VETERANS BENEFITS - MEDICAL | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521002 - NATURAL GAS | 68,000.00 |
| 0114559 - TREAS/COLL DEBT SERVICE | 530027 - BOND ISSUANCE COST | 0170059 - DEBT SERVICE | 591000 - PRINCIPAL ON LNG TRM DEBT | 13,800.00 |

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| 0154151 - COUNCIL ON AGING PERSONAL | 514006 - LONGEVITY | 0170059 - DEBT SERVICE | 591000 - PRINCIPAL ON LNG TRM DEBT | 300.00 |
| 0154352 - VETERANS BENEFITS ORDINARY MNT | 577003 - VETERANS BENEFITS - FUEL | 0190351 - MEDICARE PERSONAL SVC | 517008 - MEDICARE INSURANCE | 15,000.00 |
| 700052 - WATERWAYS ORDNARY MAINTENANCE | 578001 - CONTINGENCY-EMERGENCY | 700059 - WATERWAYS DEBT SERVICE/OFU | 591500 - INTEREST ON LTD | 1.50 |
| | | | **TOTAL:** | 1,444,231.35 |

**[Note: The reference number for the above motion was stated as 2026-SBT-22. The correct reference number is 2026-SBT-20.]**

**[Note: The amounts of the following items were stated incorrectly and they should be as follows:**

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|---|---|---|---|---|
| 0194552 - LIABILITY INSURANCE ORDINARY | 574004 - SELF INS-AUTO INS | 0114552 - TREAS/COLL ORDINARY MAINT | 530026 - BANK CHARGES | 3,000.00 |

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|---|---|---|---|---|
| 0149952 - DPW-CENTRAL SERV ORDINARY | 548001 - MOTOR GAS AND OIL | 0147252 - DPW-FACILITIES MAINT ORDINARY | 521001 - ELECTRICITY | 34,000.00 |

**#2026-SA-22**

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation #2026-SA-22 in the amount of $4,000 (Four Thousand Dollars) from the Talbot Rink Enterprise Fund - Undesignated Fund Balance - Retained Earnings (“Free Cash”), Account #6900-359000 to the Talbot Rink Enterprise Fund, Personal Services - Overtime, Account #690051-513000. The purpose of this appropriation from the Talbot Enterprise Fund – Retained Earnings – (“Free Cash”) is to cover the deficit in the overtime budget account.

**#2026-SA-23**

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation request #2026-SA-23 in the amount of $30,000 (Thirty Thousand Dollars) from the General Fund, City Council, Professional & Technical Services, Account #0111152-530000, to the City Council Management Audit – Receipts Reserved for Appropriation, Account #32154-497001, for the creation of City Council Management Audit - Receipts for Appropriation Fund for future use as per the city charter section 7-12, for the City Council to conduct management audits.

**#2026-SA-24**

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation #2026-SA-24 in the amount of $29,947.42 (Twenty Nine Thousand Nine Hundred Forty Seven Dollars and Forty-Two Cents) from the General Fund, Registration – Ordinary Maintenance, Purchase of Services, Account #0116352-520000 to the Receipts Reserved for Appropriation – Special Revenue Fund, Elections, Transfers from General Fund, Account #32164-497001 for the purpose of provide funding for future election expenses.

**<u>#2026-SA-25</u>**
COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation #2026-SA-25 in the amount of $75,000 (Seventy Five Thousand Dollars) from the General Fund, Health & Life Insurance – Personal Services, Health Insurance, Account #0190151-517003, to the General Stabilization Fund, Transfers in from General Fund, Account #75004-497001 for the purpose of transferring funds intended for the Employee Wellness Program as required per the PEC contract.

**<u>#2026-SA-26</u>**
COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation #2026-SA-26 in the amount of $12,000 (Twelve Thousand Dollars) from the General Fund, Tourism – Ordinary Maintenance, Other Purchase of Services, Account #0156352-538000, to the General Stabilization Fund, Transfers in from General Fund, Account #75004-497001 for the purpose of transferring funds intended for the Wayfinding Signs project.

**2. Memorandum from the Chief Financial Officer & #2027-SA-1 in the amount of $45,000 regarding the replacement of critical components of the AC unit at O'Maley Middle School**

**<u>Summary of Discussion:</u> Conor MacCorkle** stated that the AC unit at O'Maley Middle School was in need of repair, and these funds would be used to fix it.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2027-SA-1 in the amount of $45,000 (Forty Five Thousand Dollars) from Building Maintenance Stabilization Fund, Undesignated Fund Balance, Account #7700-359000 to Building Maintenance Stabilization Fund - O'Maley AC, Repairs & Maintenance – HVAC, Account #770028-524010 for the purpose of replacing critical components of the air conditioning unit at O'Maley Innovation Middle School.

**3. Memorandum from the Community Development Director requesting acceptance of the PY26/FY27 Community Development Block Grant in the amount of $680,963**

**<u>Summary of Discussion:</u> Community Development Director, Alex Koppelman** stated that these were annual funds from the federal government. He stated that there were specific guidelines for how funds could be used, and they needed to benefit low-income communities. He stated that the Community Development Department had completed a five-year action plan and also submitted a yearly action plan as well. He stated that the funds would support housing programs, public facilities, and nonprofit programs.

**Councilor Memhard** asked how the amount compared to previous years. **Alex Koppelman** stated that it was on par with previous years.

**Councilor Page** asked if there was a way to get more funds in future years. **Alex Koppelman** stated that the amount of the funds was from a formula based on the population of the City.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, 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 in the amount of $680,963 for the Community

Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD) for Program Year 2026/Fiscal Year 2027.

**4. Memorandum from the Director of Public Works requesting acceptance of the 2026 Calendar Year Recycling Dividends Grant in the amount of $16,800**

**Summary of Discussion:** None.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council accept a state grant under MGL c. 44, §53A, a 2026 State Recycling Dividends Program grant under the Sustainable Materials Recovery Program from the Mass. Department of Environmental Protection (Mass DEP) for $16,800 for the purpose of enhancing the City of Gloucester's waste reduction programs. The grant has no match and unused funds may be rolled over to future fiscal years.

**5. Memorandum from the Library Director requesting the acceptance of the Library Early Learning Center Grant in the amount of $50,000**

**Summary of Discussion:** **Library Director, Jenny Benedict** stated that these funds came from a private foundation and could only be used to support building the library's operational capacity. She stated that the funds would be used to fund two part-time temporary early learning center assistants which will expand the capacity of the library to serve young children. She stated these would be paraprofessional positions within the library. She stated that verbal proficiency in either Portuguese or Spanish would be required for the positions to support bilingual programming.

**Councilor Page** asked if this was an initiative aimed at preschoolers and children under five years old. **Jenny Benedict** stated that it was.

COMMITTEE RECOMMENDATION: On a motion by Councilor Memhard, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to recommend that the City Council accept a private grant under MGL c. 44, §53A, a Library Early Learning Center Grant in the amount of $50,000 for the purpose of hiring two part-time temporary Library Early Leaning Center Assistants. The grant period is from July 15, 2026 to June 30, 2027 and there's no local match for this grant.

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

**Summary of Discussion:** **Auditor, Kenny Costa** stated that a new account would be created for the snow and ice deficit and follow Department of Revenue guidelines. He stated that the remaining deficit would be moved to a grant account, and when State grant monies came in, they would be applied to that account. He stated that the Mayor's office will need to create a three-year amortization once the final amount of the deficit was known. He stated that the amortization would not affect the general fund or the City's free cash.

**No motion offered.**

**MOTION: On a motion by Councilor Gross, seconded by Councilor Page, the Budget & Finance Committee voted, 3 in favor, 0 opposed, to adjourn at 6:19 p.m.**

**Submitted by: Lynds Jones, Legislative Aide.**

**Documents submitted at the meeting:** None.

**Matters appearing on the agenda that are to be continued: None.**

**Meeting Recording:** https://www.gloucester-ma.gov/1097/Past-Remote-Public-Meetings