

DEPARTMENT OF CITY CLERK

CITY HALL

JANUARY 9, 2012

The Commissioners of Dexter Donation meets this day at 4:00 o'clock P.M., in the Council Chambers, Third Floor, City Hall.

PRESENT: Gonzalo Cuervo, Shannon W. McDonald, Luis Pimentel and Pleshette Mitchell – 4.

ABSENT: Dale Santos and Isabel Reyes – 2.

Also present are Anna Corominas, Project Manager, Mayor's Office; Amy Crane, Assistant City Solicitor, Law Department; Anna M. Stetson, City Clerk and Sheri A. Petronio, Assistant Clerk.

**DISCUSSION RELATIVE TO TREASURER'S REPORT.**

CHAIRMAN CUERVO: Welcome everybody to the first meeting of the Commissioners of Dexter Donation of 2012. I would like to review the agenda for today's meeting beginning with the discussion relative to the Treasurer's Report, a copy of which has been provided. We have in house cash balances of two funds, and I would just like to make a note to the Solicitor's Office, in a previous meeting we had voted on the consolidation of the funds into a single fund. I believe the dollars were consolidated, but the question is, will Fund 825 cease to exist all together.

MS. CRANE: Okay.

CHAIRMAN CUERVO: That way we don't have a fund with a zero balance. The in house cash balance is Fund 825, which we had previously requested to be eliminated and has a zero balance, and Fund 803 Dexter Donation Trust has a balance of \$15,102.00. Regarding the portfolio earnings available for expenditure, we're going to be scheduling our follow-up meeting at the end of the application period for the Dexter Donation, at which time representatives from

Wainwright Investment Council of Boston will make a presentation as to the exact amount of money that we have in the trust and what percentage of that is available for disbursement this year. Moving onto the third item outstanding grants, you see a number of grants here for a total of \$5,100.00. It's my understanding that the Law Department prepared a letter that was sent out to all the organizations that were awarded grants last year asking them to return the completed contract by a set period of time. It's my understanding that some of the applicants did return their contracts and have been awarded checks. I believe these are the organizations that have not returned documentation.

MS. COROMINAS: Correct. We have \$3,000.00 in pending contracts from this \$5,100.00. So, in all actuality once I get the signature from Mr. Padwa, it's going to be a total of \$2,100.00 in outstanding grants.

CHAIRMAN CUERVO: So, \$3,000.00 is the grants that did return their contract in time.

MS. COROMINAS: Correct.

CHAIRMAN CUERVO: So, the total outstanding grants balance will be \$2,100.00.

MS. COROMINAS: Correct.

MR. PIMENTEL: Was a check issued to them?

MS. COROMINAS: Yes.

MR. PIMENTEL: When we're talking about the \$5,100.00, is this coming out of the \$15,102.00 or is it something that has been separated already.

CHAIRMAN CUERVO: If we go back to the balance of Fund 803, \$15,102.00, that's the current balance. So, if the outstanding grants end up being \$3,100.00 you would subtract \$3,100.00 from the \$15,102.00.

MR. PIMENTEL: Okay. Thank you.

CHAIRMAN CUERVO: The second item on the agenda is discussion and scheduling of application process for submission of proposals and distribution of funds.

**DISCUSSION AND SCHEDULING OF APPLICATION PROCESS FOR SUBMISSION OF PROPOSALS AND DISTRIBUTION OF FUNDS.**

CHAIRMAN CUERVO: We have updated the application for the grants and we wanted to circulate that application. We're trying to make it easier for the applicant to fill it out and easier also for the Clerk's Office to process it so that the applicant can download a word document, fill in the information in the text blocks and it will be legible and easy to photo copy and easy to read for the Clerk's Office when they process them. So, I wanted to see who would entertain a motion to set February 24<sup>th</sup> as the deadline for submitting applications.

MS. STETSON: That's the last day they can come in.

CHAIRMAN CUERVO: February 24<sup>th</sup> at 4:00 o'clock.

MR. MC DONALD: I make a motion that February 24<sup>th</sup> at 4:00 o'clock be the deadline for submission of the Dexter Donation application.

MS. MITCHELL: Second.

On motion of Mr. McDonald, seconded by Ms. Mitchell, it is voted to approve February 24<sup>th</sup> at 4:00 o'clock to be the deadline for submission of the Dexter Donation applications.

CHAIRMAN CUERVO: All those in favor.

COMMITTEE: Aye.

CHAIRMAN CUERVO: All those opposed. The "Ayes" have it.

Motion Carries.

MR. PIMENTEL: Some organizations don't get their application in on time so, is it possible that we can be flexible with some of the organizations because if

we close it totally some organizations don't have a chance to put everything together so this way they can be part of this benefit. So, if they don't get it in by the 24<sup>th</sup> can we give them an extension of ten days or something like that. That's what I'm suggesting.

MS. STETSON: We have accepted the applications after that date, but we prefer to have them so that we have a timeline. We work on deadlines and we have to have a stop point as some point in time, but if applications come in they are considered and if there is money then it's up to the Chairman and he will make that determination to pass it out.

MR. PIMENTEL: Right, I understand. What I'm trying to avoid is just because we have the deadline on February 24<sup>th</sup>, there are some organizations that submit theirs a little bit late and just because they submitted it late they have no chance to receive those funds.

CHAIRMAN CUERVO: The Clerk's Office has actually been very understanding with certain cases that under certain circumstances the organizations maybe needed a little extra time or they have a valid reason for that, the Clerk's Office has been very flexible when it comes to that. I think we really do need to set a definitive date and February 24<sup>th</sup> is seven weeks.

MS. STETSON: That's plenty of time.

CHAIRMAN CUERVO: So, what I would recommend to all the commissioners, you know who those organizations are. Whether they have applied in the past or it's an organization that you're familiar with who can benefit from this process, you should really get the word out to them. Direct them to the website so they can download the application and they can begin the process and we can try to help as many people as possible within the parameters of the Dexter Donation Commission.

MR. PIMENTEL: That's the reason I'm suggesting to extend the period of time because last year I had some of them that have applied and they didn't have an opportunity to submit the application.

MS. STETSON: We haven't denied anyone an application.

MR. PIMENTEL: No. For a certain reason they didn't submit it. That was the reason. They understood that there was a deadline.

CHAIRMAN CUERVO: Okay. We will take that into consideration.

MS. STETSON: A good idea maybe would be for you to take some of the applications yourself, drop them off in your neighborhood community centers, at the schools or wherever you think. Drop them off to them and let them know this is what the deadline is just to give them a heads up.

CHAIRMAN CUERVO: I think once we have a definitive answer from Wainwright Investment, we can decide to proceed similarly to what we did last year where we ended up breaking it up into two rounds of funding so that folks who weren't funded in the spring were able to apply for funds in the fall. That way we can better utilize it.

MS. MITCHELL: In review of this application, I think we should have the information on whether they have applied and received grants in the past. On the application it doesn't have any of that there. It would be worth our while to know whether the organizations have received any grant and what that grant amount was in the past.

CHAIRMAN CUERVO: We can add that to the narrative request that's not a problem at all.

MS. STETSON: So, we're going to change this application then.

CHAIRMAN CUERVO: I would like to entertain a motion to add the indicator of past grants to the application.

MS. STETSON: Then you will update the website also.

CHAIRMAN CUERVO: So, would anybody like to entertain that motion.

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MS. MITCHELL: I move to update the application to include past grants received.

MR. PIMENTEL: Second.

On motion of Ms. Mitchell, seconded by Mr. Pimentel, it is voted to update the application to include grants received.

CHAIRMAN CUERVO: All those in favor.

COMMITTEE: Aye.

CHAIRMAN CUERVO: All those opposed. The "Ayes" have it.

Motion Carries.

**ADJOURNMENT:** On motion of Mr. McDonald, seconded by Mr. Pimentel, it is voted to adjourn the meeting at 4:45 o'clock P.M.



City Clerk



Assistant Clerk