

CITY CLERK
GLOUCESTER, MA

11 JUN -2 PM 2:03



GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051

CITY COUNCIL STANDING COMMITTEE

Budget & Finance Committee

Thursday, June 9, 2011 – 6:30 p.m.
1st Fl. Council Conference Rm. – City Hall

AGENDA

(Items May be taken out of order at the discretion of the Committee)

1. *Continued Business from 05/19/11:*
 - A) Appropriation request to fund first year of Police Contract and additional appropriation requests
From free cash: Discussion related to \$19,793.00 to Budget & Finance in order to reconsider the use of the funds
 - B) Special Budgetary Transfer Request (#2011-SBT-27) from Treasurer's Office (\$6,505.59)
2. *Special Budgetary Transfer Request (#2011-SBT-36) from Information Services Department (\$200.00)*
3. *Special Budgetary Transfer Request (#2011-SBT-37) from Mayor's Office (\$2,035.16)*
4. *Special Budgetary Transfer Request (#2011-SBT-38) from DPW (\$26,500.00)*
5. *Special Budgetary Transfer Request (#2011-SBT-39) from DPW (\$21,000.00)*
6. *Special Budgetary Transfer Request (#2011-SBT-40) from Treasurer/Collector's Office (\$91,553.50)*
7. *Memorandum from CAO re: payment of invoices without a contract for the Green Repair Project*
8. *Memorandum from DPW Director re: request for funding for athletic and recreational facilities*
9. *Memorandum from Police Chief re: grant available from the U.S. Dept of Justice, Office of Community Oriented Policing Services*
10. *Memorandum from Community Development Director re: permission to apply for \$500,000 grant for Newell Stadium Renewal Project*
11. *Memorandum from Community Development Director re: permission to apply for grants up to \$190,909 to Fund focused recreational, accessibility and public safety improvements at Burnham's Field*
12. *Memorandum from Community Development Director re: City Council acceptance of additional grant funds In the amount of \$30,000 for Mass In Motion/Get Fit Gloucester program*
13. *Memorandum from Community Development Director re: City Council acceptance of Seaport Bond funds Expected to be in the amount of \$50,000 for the Harbor Plan Implementation*
14. *Memorandum from Community Development Director re: City Council acceptance of Seaport Advisory Council grant funding in the amount of \$700,000 for design and construction of the downtown and Waterfront Harborwalk*
15. *Memo from the Mayor's office on financial issues re: School Department*
16. *Request from School Committee for Council Support and Vote re: Charter Funding Resolution*
17. *Memorandum from Larry Durkin, Environmental Engineer re: Loan Authorization of \$4.5 million to Fund 1st year of the Phase 3 Public Water System Upgrades*
18. *Discussion with Community Development Director, Acting Health Department Director and School Department CFO on FY11 Year End financial procedures*

19. *Ongoing City Financial Review*
20. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization
And Auditor's Report*

COMMITTEE

Chair, Councilor Steven Curcuro

Councilor Paul McGeary, Vice Chair

Councilor Jacqueline Hardy

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Kenny Costa
Jim Duggan
Jeffrey Towne
Mike Hale
Police Chief Michael Lane,
Sarah Garcia
Max Schenk
Tom Markham

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Wof-D

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2011

INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2011-SBT- 27 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Treasurer _____

DATE: 4/25/2011 BALANCE IN ACCOUNT: \$ 38,150.00

(FROM) PERSONAL SERVICES ACCOUNT # _____
Unifund Account # _____
(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account # 101000.10.145.53170.0000.00.000.00.052
Treasurer/Collector, Fin Serv-Bond Council
Account Description

DETAILED EXPLANATION OF SURPLUS: Unspent funds in FY11

(TO) PERSONAL SERVICES ACCOUNT # _____
Unifund Account # 101000.10.541.51250.0000.00.000.00.051
(TO) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account # _____
Council-on-Aging, Sal/Wage - PT Pos
Account Description

DETAILED ANALYSIS OF NEED(S): To eliminate deficit in line item.

TOTAL TRANSFER AMOUNT: \$ 6,505.59 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ 31,644.41
TO ACCOUNT: \$ -

APPROVALS:

DEPT. HEAD: _____ DATE: 4/25/11
ADMINISTRATION: _____ DATE: 5/4/11
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

RECEIVED

MAY 11 2011

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2011

Mayor's Office

INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2011-SBT- 36 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: 155 - Information Services Dept

DATE: 6th May '11 BALANCE IN ACCOUNT: \$ 26,671.07 ✓

(FROM) PERSONAL SERVICES ACCOUNT # _____ Unifund Account # _____
(FROM) ORDINARY EXPENSE ACCOUNT # _____ Unifund Account # _____
101000.10.155.52850.0000.00.000.00.052 ✓
Software lease/purchase
Account Description

DETAILED EXPLANATION OF SURPLUS: Several budgetted projects coming in under budget

(TO) PERSONAL SERVICES ACCOUNT # _____ Unifund Account # _____
(TO) ORDINARY EXPENSE ACCOUNT # _____ Unifund Account # _____
101000.10.155.51100.0000.00.000.00.051
Wages - Full Time
Account Description

DETAILED ANALYSIS OF NEED(S): Under funding of payroll due to incorrect numbers used in budget process.

TOTAL TRANSFER AMOUNT: \$ 200.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ 26,471.07 ✓
TO ACCOUNT: \$ 18.50 ✓

APPROVALS: [Signature]

DEPT. HEAD: [Signature: Althea Wells]

ADMINISTRATION: [Signature]

BUDGET & FINANCE: _____

CITY COUNCIL: _____

DATE: 6th May 2011
DATE: 5/17/11
DATE: _____
DATE: _____

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2011

****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER: MAYOR
#2011-SBT

37 DATE: 5/12/2011 BALANCE IN ACCOUNT \$14,215.56

(FROM) PERSONAL SERVICES ACCOUNT#: _____ Unifund Acct #
101000.10.121.51200.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT#: _____ Unifund Acct #

Mayor, Sal/Wage-Temp Pos
Account Description

EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT#: _____ Unifund Acct #
101000.10.563.51200.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT#: _____ Unifund Acct #

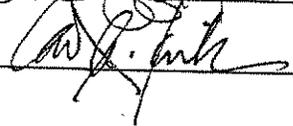
Tourism, Sal/Wage-Temp Pos.
Account Description

ANALYSIS OF NEED(S): To cover salary for Welcome Center Coordinator through end of
EY11

TOTAL TRANSFER AMOUNT \$2,035.16 NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$12,180.40

TO ACCOUNT: \$0.00

APPROVALS:
DEPT. HEAD: 
ADMINISTRATION: 
BUDGET & FINANCE: _____
CITY COUNCIL: _____

DATE: 5-12-11
DATE: 5/17/11
DATE: _____
DATE: _____

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2011

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER: DPW
TRANSFER # 11
#2011-SBT-38 DATE: 5/17/2011 BALANCE IN ACCOUNT \$34,688.00 ✓

(FROM) PERSONAL SERVICES ACCOUNT#: _____ Unifund Acct #
101000.10.470.51100.0000.00.000.00.051 ✓

(FROM) ORDINARY EXPENSE ACCOUNT#: _____ Unifund Acct #

Public Services Permanent Positions
Account Description

EXPLANATION OF SURPLUS: Funds available for transfer

(TO) PERSONAL SERVICES ACCOUNT#: _____ Unifund Acct #

(TO) ORDINARY EXPENSE ACCOUNT#: _____ Unifund Acct #
101000.10.470.52110.0000.00.000.00.052
Public Services Electric
Account Description

ANALYSIS OF NEED(S): Funds needed to replace the monies transferred to Facilities Heating Oil to correct a budgeting deficit

TOTAL TRANSFER AMOUNT: \$26,500.00 ✓ NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$8,188.00 ✓
TO ACCOUNT: _____

APPROVALS: Michael S. Hlc
DEPT. HEAD: _____
CHIEF FINAN. OFCR. J. J. Truitt
ADMINISTRATION: John H. Fink
BUDGET & FINANCE: _____
CITY COUNCIL: _____

\$43,255.00
DATE: 5/18/11
DATE: 5/18/11
DATE: 5/18/11
DATE: _____
DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2011**

INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2011-SBT- 39 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: DPW

DATE: 5/18/2011 BALANCE IN ACCOUNT: \$ 22,740.86

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.411.51100.0000.00.000.00.051
Unifund Account #
 (FROM) ORDINARY EXPENSE ACCOUNT # Engineering, Sal/Wage Perm Position
Unifund Account #
Account Description

DETAILED EXPLANATION OF SURPLUS: Vacancy - Lag funds.

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.499.52130.0000.00.000.00.052
Unifund Account #
 (TO) ORDINARY EXPENSE ACCOUNT # DPW, Other, Street Light Power/Service
Unifund Account #
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to replace the monies transferred to School Facilities Heating Oil which was used to pay invoices outstanding due to deficit in the funding in this account.

TOTAL TRANSFER AMOUNT: \$ 21,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 1,740.86
 TO ACCOUNT: \$ 55,076.00

APPROVALS: JST
 DEPT. HEAD: Michael B Hale JST DATE: 5/18/11
 ADMINISTRATION: Chad H. Pike DATE: 5/18/11
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2011**

INTER-departmental requiring City Council approval - 6 Votes Required
 INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2011-SBT- 40 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Treasurer/Collector

DATE: 5/18/2011 BALANCE IN ACCOUNT: \$ 91,553.50

(FROM) PERSONAL SERVICES ACCOUNT # _____ Unfund Account # _____
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ Unfund Account # 101000.10.145.59100.0000.00.000.00.059
Treas/Collector, Debt Principal
 Account Description

DETAILED EXPLANATION OF SURPLUS: Anticipated conversion of short-term to long-term debt not realized in FY11.

(TO) PERSONAL SERVICES ACCOUNT # _____ Unfund Account # _____
 (TO) ORDINARY EXPENSE ACCOUNT # _____ Unfund Account # 101000.10.472.52103.4111.00.200.00.052
School Facilities - Gas
 Account Description

DETAILED ANALYSIS OF NEED(S): To provide additional funding necessary for the remainder of FY11. This is our best estimate at this time. We are holding invoices to be paid until this transfer is authorized.

TOTAL TRANSFER AMOUNT: \$ 91,553.50 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ _____
 TO ACCOUNT: \$ 92,315.58

APPROVALS:
 DEPT. HEAD: [Signature] DATE: 5/18/11
 ADMINISTRATION: [Signature] DATE: 5/18/11
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Date: May 17, 2011

Re: Green Repair Project

Attached are invoices as they pertain to services rendered by the Owner's Project Management (KBA Architects) and the Designer (CGKV Architects, Inc.) for the Green Repair Project through the MSBA, for the replacement of the roofs at the Beeman, East Gloucester, Veteran's Memorial and Plum Cove Elementary Schools and the O'Maley Middle School.

Although a contract has been executed, the dates on the invoices reflect that the services were performed while the contract was not yet in place.

I respectfully request that this matter be referred to the Budget and Finance Committee for review and discussion.

Thank you

CGKV Architects, Inc.

INVOICE

97 Marion Street
Somerville, MA 02143
Tel. 617-504-8196
Fax. 617-812-6364
cgkvarchitects.com

INVOICE #: 1-1
DATE: May 10, 2011
P.O. #: TBD

City of Gloucester
Attn: Mr. James A. Duggan
Chief Administrative Officer
9 Dale Avenue
Gloucester, MA 01930

PROJECT: O'Maley Middle School - Green Repair Program
For Professional (Basic) Services: April 12, 2011 to April 30, 2011

Basic Services

Phase	Fee	Percent Complete	Earned to Date	Previously Invoiced	Total This Invoice
Schematic Design	40,070.00	90%	36,063.00	0.00	36,063.00
Construction Documents	67,730.00	0%	0.00	0.00	0.00
Bidding	1,500.00	0%	0.00	0.00	0.00
Construction Administration	18,000.00	0%	0.00	0.00	0.00
Completion	2,700.00	0%	0.00	0.00	0.00
Total Fee - Basic Services	130,000.00		36,063.00	0.00	36,063.00

Total This Invoice	\$ 36,063.00
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CGKV Architects, Inc.

INVOICE

97 Marion Street
Somerville, MA 02143
Tel. 617-504-8196
Fax. 617-812-6364
cgkvarchitects.com

INVOICE #: 5-1
DATE: May 10, 2011
P.O. #: TBD

City of Gloucester
Attn: Mr. James A. Duggan
Chief Administrative Officer
9 Dale Avenue
Gloucester, MA 01930

PROJECT: Veterans' Memorial Elementary School - Green Repair Program
For Professional (Basic) Services: April 12, 2011 to April 30, 2011

Basic Services

Phase	Fee	Percent Complete	Earned to Date	Previously Invoiced	Total This Invoice
Schematic Design	14,645.00	85%	12,448.25	0.00	12,448.25
Construction Documents	25,180.00	0%	0.00	0.00	0.00
Bidding	900.00	0%	0.00	0.00	0.00
Construction Administration	7,900.00	0%	0.00	0.00	0.00
Completion	2,100.00	0%	0.00	0.00	0.00
Total Fee - Basic Services	50,725.00		12,448.25	0.00	12,448.25

Total This Invoice

\$ 12,448.25

CGKV Architects, Inc.

INVOICE

97 Marion Street
Somerville, MA 02143
Tel. 617-504-8196
Fax. 617-812-6364
cgkvarchitects.com

INVOICE #: 3-1
DATE: May 10, 2011
P.O. #: TBD

City of Gloucester
Attn: Mr. James A. Duggan
Chief Administrative Officer
9 Dale Avenue
Gloucester, MA 01930

PROJECT: East Gloucester Elementary School - Green Repair Program
For Professional (Basic) Services: April 12, 2011 to April 30, 2011

Basic Services

Phase	Fee	Percent Complete	Earned to Date	Previously Invoiced	Total This Invoice
Schematic Design	12,365.00	85%	10,510.25	0.00	10,510.25
Construction Documents	22,210.00	0%	0.00	0.00	0.00
Bidding	900.00	0%	0.00	0.00	0.00
Construction Administration	7,900.00	0%	0.00	0.00	0.00
Completion	2,100.00	0%	0.00	0.00	0.00
Total Fee - Basic Services	45,475.00		10,510.25	0.00	10,510.25

Total This Invoice	\$ 10,510.25
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CGKV Architects, Inc.

INVOICE

97 Marion Street
Somerville, MA 02143
Tel. 617-504-8196
Fax. 617-812-6364
cgkvarchitects.com

INVOICE #: 4-1
DATE: May 10, 2011
P.O. #: TBD

City of Gloucester
Attn: Mr. James A. Duggan
Chief Administrative Officer
9 Dale Avenue
Gloucester, MA 01930

PROJECT: Plum Cove Elementary School - Green Repair Program
For Professional (Basic) Services: April 12, 2011 to April 30, 2011

Basic Services

Phase	Fee	Percent Complete	Earned to Date	Previously Invoiced	Total This Invoice
Schematic Design	10,765.00	85%	9,150.25	0.00	9,150.25
Construction Documents	18,860.00	0%	0.00	0.00	0.00
Bidding	900.00	0%	0.00	0.00	0.00
Construction Administration	6,900.00	0%	0.00	0.00	0.00
Completion	1,800.00	0%	0.00	0.00	0.00
Total Fee - Basic Services	39,225.00		9,150.25	0.00	9,150.25

Total This Invoice	\$ 9,150.25
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CGKV Architects, Inc.

INVOICE

97 Marion Street
Somerville, MA 02143
Tel. 617-504-8196
Fax. 617-812-6364
cgkvarchitects.com

INVOICE #: 2-1
DATE: May 10, 2011
P.O. #: TBD

City of Gloucester
Attn: Mr. James A. Duggan
Chief Administrative Officer
9 Dale Avenue
Gloucester, MA 01930

PROJECT: **Beeman Memorial Elementary School - Green Repair Program**
For Professional (Basic) Services: April 12, 2011 to April 30, 2011

Basic Services

Phase	Fee	Percent Complete	Earned to Date	Previously Invoiced	Total This Invoice
Schematic Design	13,345.00	85%	11,343.25	0.00	11,343.25
Construction Documents	23,230.00	0%	0.00	0.00	0.00
Bidding	900.00	0%	0.00	0.00	0.00
Construction Administration	7,900.00	0%	0.00	0.00	0.00
Completion	2,100.00	0%	0.00	0.00	0.00
Total Fee - Basic Services	47,475.00		11,343.25	0.00	11,343.25

Total This Invoice	\$ 11,343.25
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Knight, Bagge & Anderson, Inc.

Building P - Six Thirteenth Street
Charlestown, MA 02129

Invoice

Invoice Number: 1
Invoice Date: April 28, 2011

To: City of Gloucester
Office of the Mayor
9 Dale Avenue
Gloucester, MA 01930

Attention: James A. Duggan, Chief Adm. Officer

Project: PM0511-A Gloucester - OPM - O'Maley Middle School Roof
Manager: Kevin J. Buckley
Professional Services for the Period: 3/25/2011 to 4/23/2011

<u>Phase</u>	<u>Phase Fee</u>	<u>% Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Schematic Design	\$3,000.00	100.00	\$3,000.00	\$0.00	\$3,000.00
Construction Documents	\$25,148.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$6,772.00	0.00	\$0.00	\$0.00	\$0.00
Construction Administration	\$26,752.00	0.00	\$0.00	\$0.00	\$0.00
Closeout	\$4,000.00	0.00	\$0.00	\$0.00	\$0.00
Clerk Of Works (Est. 10 Wk. Const.)	\$10,000.00	0.00	\$0.00	\$0.00	\$0.00
Totals:			<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>

Billing Fee: \$75,672.00

Project Totals:

Invoice Amount

\$3,000.00

Knight, Bagge & Anderson, Inc.

Building P - Six Thirteenth Street
Charlestown, MA 02129

Invoice

Invoice Number: I
Invoice Date: April 28, 2011

To: City of Gloucester
Office of the Mayor
9 Dale Avenue
Gloucester, MA 01930
Attention: James A. Duggan, Chief Adm. Officer

Project: PM0511-B Gloucester - OPM - Veterans Elementary School Roof
Manager: Kevin J. Buckley
Professional Services for the Period: 3/25/2011 to 4/23/2011

<u>Phase</u>	<u>Phase Fee</u>	<u>% Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Schematic Design	\$3,000.00	100.00	\$3,000.00	\$0.00	\$3,000.00
Construction Documents	\$11,317.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$3,047.00	0.00	\$0.00	\$0.00	\$0.00
Construction Administration	\$12,038.00	0.00	\$0.00	\$0.00	\$0.00
Closeout	\$1,800.00	0.00	\$0.00	\$0.00	\$0.00
Clerk of Works (Est. 10 Wk.Const.)	\$10,000.00	0.00	\$0.00	\$0.00	\$0.00
Totals:			\$3,000.00	\$0.00	\$3,000.00

Billing Fee: \$41,202.00

Project Totals:

Invoice Amount

\$3,000.00

Knight, Bagge & Anderson, Inc.

Building P - Six Thirteenth Street
Charlestown, MA 02129

Invoice

Invoice Number: 1
Invoice Date: April 28, 2011

To: City of Gloucester
Office of the Mayor
9 Dale Avenue
Gloucester, MA 01930
Attention: James A. Duggan, Chief Adm. Officer

Project: PM0511-C Gloucester - OPM - East Gloucester Elementary School Roof
Manager Kevin J. Buckley
Professional Services for the Period: 3/25/2011 to 4/23/2011

<u>Phase</u>	<u>Phase Fee</u>	<u>% Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Schematic Design	\$3,000.00	100.00	\$3,000.00	\$0.00	\$3,000.00
Construction Documents	\$9,430.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$2,540.00	0.00	\$0.00	\$0.00	\$0.00
Construction Administration	\$10,032.00	0.00	\$0.00	\$0.00	\$0.00
Closeout	\$1,500.00	0.00	\$0.00	\$0.00	\$0.00
Clerk of Works (Est. 10 Wk. Const.)	\$10,000.00	0.00	\$0.00	\$0.00	\$0.00
Totals:			<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>

Billing Fee: \$36,502.00

Project Totals:

Invoice Amount

\$3,000.00

Knight, Bagge & Anderson, Inc.

Building P - Six Thirteenth Street
Charlestown, MA 02129

Invoice

Invoice Number: I
Invoice Date: April 28, 2011

To: City of Gloucester
Office of the Mayor
9 Dale Avenue
Gloucester, MA 01930

Attention: James A. Duggan, Chief Adm. Officer

Project: PM0511-D Gloucester - OPM - Plum Cove Elementary School Roof
Manager Kevin J. Buckley
Professional Services for the Period: 3/25/2011 to 4/23/2011

			Billing Fee:		\$28,668.00
<u>Phase</u>	<u>Phase Fee</u>	<u>% Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Schematic Design	\$3,000.00	100.00	\$3,000.00	\$0.00	\$3,000.00
Construction Documents	\$6,287.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$1,693.00	0.00	\$0.00	\$0.00	\$0.00
Construction Administration	\$6,688.00	0.00	\$0.00	\$0.00	\$0.00
Closeout	\$1,000.00	0.00	\$0.00	\$0.00	\$0.00
Clerk of Works (Est. 10 Wk. Const.)	\$10,000.00	0.00	\$0.00	\$0.00	\$0.00
Totals:			<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>

Project Totals:

Invoice Amount

\$3,000.00

Knight, Bagge & Anderson, Inc.

Building P - Six Thirteenth Street
Charlestown, MA 02129

Invoice

Invoice Number: 1
Invoice Date: April 28, 2011

To: City of Gloucester
Office of the Mayor
9 Dale Avenue
Gloucester, MA 01930

Attention: James A. Duggan, Chief Adm. Officer

Project: PM0511-E Gloucester - OPM - Beeman Elementary School Roof
Manager: Kevin J. Buckley
Professional Services for the Period: 3/25/2011 to 4/23/2011

<u>Phase</u>	<u>Phase Fee</u>	<u>% Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
Schematic Design	\$3,000.00	100.00	\$3,000.00	\$0.00	\$3,000.00
Construction Documents	\$10,688.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$2,878.00	0.00	\$0.00	\$0.00	\$0.00
Construction Administration	\$11,370.00	0.00	\$0.00	\$0.00	\$0.00
Closeout	\$1,700.00	0.00	\$0.00	\$0.00	\$0.00
Clerk of Works (Est. 10 Wk. Const.)	\$10,000.00	0.00	\$0.00	\$0.00	\$0.00
Totals:			<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>

Billing Fee: \$39,636.00

Project Totals:

Invoice Amount

\$3,000.00

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mhale@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: 15 May 2011

To: Mayor Carolyn Kirk
CAO, James Duggan

From: Michael B. Hale, Director of Public Works

RE: Request for Funding - Athletic and Recreational Facilities

This memo is to request a loan authorization of \$450,000 from the City Council to fund long overdue improvements to two recreational facilities - the Nate Ross Field (\$50,000) and the Dorothy Talbot Memorial Rink (\$400,000).

Nate Ross Field

The Nate Ross baseball field is home to the Gloucester High School Varsity baseball team, the American Legion baseball team, the Gloucester Senior Babe Ruth baseball program and the Gloucester Senior League baseball program. The field is used on a daily basis from the first of April to mid summer and then again in the fall from September to late October. Some of the amenities that currently exist at the field include an irrigation system, electronic scoreboard and lights for evening ballgames. The field's deteriorating condition has raised concerns for the safety of players and spectators.

During a tour of the Nate Ross Field in the spring of 2010 attended by you, myself, the Athletic Director, varsity coach, and parents several deficiencies and safety concerns were identified that need to be addressed. The right field fence separates the baseball field from the O'Maley School track and is in need of replacement. The player's benches for both home and away teams need to be replaced. Currently, there is no separation between the player's bench area and the fans that stand along the fence. The entire bench area should be enclosed with a 6 foot high chain link fence to protect the players and team staff. There is a small set of bleachers on the home field side which seat approximately 25-30 people. An appropriate set of bleachers would accommodate at least 100 spectators and needs to include safety fencing along the sides and back row of the bleachers.

Currently there is no safe place for either the home team or visiting team to have a pitcher warm up. A fully enclosed bullpen (6 foot high chain link) that has room for two pitchers to warm up side by side is appropriate for player and spectator safety. Both teams could use this bullpen as the space on the visiting team side is very limited. There are drainage issues in both the outfield and infield areas in need of attention to protect the investment made in the field over the years. The outfield needs drainage ditches installed that will direct water away from the playing surface to the sides of the field. The infield issue could be solved with the purchase of an infield cover that will keep the water off of the clay base paths. There is a serious lack of off street parking at this field. One solution would be to pave over two existing grass areas around the skate park that would provide parking for at least 25-30 vehicles.

Dorothy Talbot Memorial Rink

As you are aware, on 1 July 2010, the Department of Public Works assumed maintenance responsibility for most Gloucester School Department facilities, including the Dorothy Talbot Memorial Rink. Last September, Public Works toured the rink with members of the Gloucester City Council to view the state of the facility. Significant deficiencies with the mechanical elements of the rink as well as safety issues with rink's boards and glass were noted by rink professionals and committees. These issues were observed by all on the rink tour. Since the merger of the city and school facilities, the Gloucester City Council voted the creation an enterprise account for the Talbot Rink. The proposed improvements will be funded through the revenue generated by the Talbot Rink.

Of the most necessary mechanical improvements, the rink dehumidification system has been nonfunctioning for a number of years. Without an efficient dehumidification system, moisture precipitates, forming fog over the rink and condensation inside the building as well as on the ice sheet. This condensation affects wood, metal and synthetic surfaces causing rust and mold, reducing the life of the surface materials inside the building. As the moisture condenses on the ice surface, the refrigeration system must work hard to freeze the condensate, removing its heat through several inches of ice. This results in significant energy costs. Another mechanical element in need of replacement is the condensers. These units sit outside of the rink and have reached the end of their useful life. Condensers are one of the primary elements of making ice, without condensers, there is no ice surface.

The dasherboard system at the Talbot Rink has past its life expectancy. Maintenance staff has made every reasonable effort to repair the boards and replace broken glass panels. The boards have significant rot along the ice surface and alignment issues. The cap rail has considerable damage throughout the entire dasherboard system. The support mechanism for the dasherboard system is deficient resulting in sagging or bulging sections of boards. There are many dangerous catch points that could injure skaters during recreational and competitive events. There are no additional repairs that will save the existing dasherboard system; the time has come to replace them.

As part of Green Buildings Program, the grant provides for some funding for a low E ceiling. A low E ceiling will help deflect heat from the outside, reducing cooling costs to the rink, reducing total energy costs. Most modern rinks have taken advantage of the use of low

E ceiling materials. The fund provided under the program will cover approximately 60% of the necessary funding, and this loan request would support the balance.

This department intends on installing all rink components during the summer when the rink is off line for the months of June, July and August. We are developing a comprehensive package on the replacement elements for this facility and will be available for questions from the City Council.

In summary, with support of this funding requested and the existing commitment to Newell Stadium, the City of Gloucester will have the means to address years of noted deficiencies to our major recreational facilities and athletic fields. These improvements will benefit the young athletes, programs and spectators for many years.

Property: Talbot Rink Loan Order



CITY OF GLOUCESTER

POLICE DEPARTMENT
197 MAIN STREET
GLOUCESTER, MA 01930

RECEIVED

MAY 5 2011

Mayor's Office

To: Jim Duggan, Chief Administrative Officer
From: Chief Mike Lane
Re: Request permission to apply for grant
Date: May 5, 2011

Dear Jim,

Recently, the Gloucester Police Department received notification of the availability of a grant offered by the U.S. Dept of Justice, Office of Community Oriented Policing Services. Grant awardees would be provided 100% funding for approved entry level salaries and benefits for 3 years for newly hired, full-time sworn officer positions. At the completion of the three year period, the City would be required to maintain those positions for a minimum one year period.

In past years, the Gloucester Police Dept has applied for this same grant, but has not received an award. It is our hope that we would fare better in this round of applications.

I am requesting that you submit this request, and accompanying paperwork, in the next Mayors report for submission to the full City Council so that the matter can be referred to the Budget and Finance Subcommittee for consideration.

Please contact me if you have any questions. Thank you

Chief Mike Lane



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal Other _____

Name of Grant: Cops Hiring Program - US Dept of Justice

Department Applying for Grant: Gloucester Police Dept

Agency-Federal or State application is requested from: US Dept of Justice

Object of the application: to obtain funds to hire F-T. Police Officers

Any match requirements: NO

Mayor's approval to proceed: [Signature] 5/17/11
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

Mike Lane

From: Cops_Info [Cops_Info@usdoj.gov]
Sent: Monday, May 02, 2011 6:05 PM
To: Michael Lane - Police
Subject: COPS Hiring Program (CHP) Solicitation - NOW OPEN!



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, Washington, D.C. 20530



May 2, 2011

**RE: COPS Hiring Program (CHP) Solicitation –
NOW OPEN!**

Dear Colleague,

The Office of Community Oriented Policing Services (COPS) is pleased to announce that the application period for the Fiscal Year (FY) 2011 COPS Hiring Program (CHP) is now open. CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to impact their community policing capacity and problem solving efforts. Subject to funding availability, just over \$200 million in grant funding may be available for the hiring and rehiring of career law enforcement officers.

FY 2011 CHP grants will provide 100 percent funding for approved entry-level salaries and benefits for three years (36 months) for newly-hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. There is no local match requirement or cap on the amount of funding that can be requested per officer position, but CHP grant funding will be based on your agency's current entry-level salary and fringe benefits packages. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5% of their actual sworn force strength reported at the time of application, up to a maximum of 50 officers. The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

At the conclusion of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of one year (12 months). The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant.

All applicants should thoroughly review the *Before Preparing Your Application* guidance, which is attached to this letter, for detailed information on how to begin preparations for submitting your application.

Applications for FY 2011 CHP grants are currently being accepted in a two-part process. Please note that both parts of the application must be completed by the deadline. First, applicants must apply online via www.grants.gov to complete the Standard Form 424 (SF-424). The SF-424 is a government-wide standard form required for competitive grant application packages. Once the SF-424 has been submitted, you will receive an email from the COPS Office with instructions on completing the second part of the application process through the COPS Office Online Application System found on the COPS Office website at www.cops.usdoj.gov. The COPS Office wants to ensure that your agency has sufficient time to complete all required pre-application steps, and therefore encourages you

5/5/2011

to join the thousands of law enforcement agencies that have already visited the COPS Office website at www.cops.usdoj.gov to establish or update their online account through the "Account Access" feature. For more information on the two-part process required to apply for the CHP program this year, please refer to the **Step-by-Step Instructions for Two-Part Application Submission Process** by visiting the following link (<http://www.cops.usdoj.gov/default.asp?Item=2367>). We strongly urge your agency to review this information prior to applying.

To access the CHP Application Guide (i.e., application instructions), please visit COPS online at www.cops.usdoj.gov and choose the COPS Hiring Program from the "Grants & Funding" link at the top. The website will also allow you to review important information regarding FY 2011 CHP eligibility, details on application procedures, the COPS nonsupplanting requirement, and other frequently asked questions regarding the program.

Applications must be submitted by **May 25, 2011, at 8:59 PM, EDT**. Please note that both parts of the two-part application process must be completed by this deadline. Any incomplete applications submitted after this deadline will not be accepted or considered for funding under this program. Also, note that applicants who do not complete the required pre-application steps as outlined on the COPS website in time to submit the application will not be considered for funding; therefore, if your agency is interested in this funding opportunity, you are encouraged to begin the necessary steps immediately.

The COPS Office looks forward to working with your agency. If you would like more information or require technical assistance during the solicitation process, please visit the COPS Office website at www.cops.usdoj.gov, or call the COPS Office Response Center at 1.800.421.6770.

Sincerely,



Bernard K. Melekian
Director

Before Preparing Your Application

The COPS Office wants to ensure that your agency has sufficient time to complete your FY 2011 CHP application now that the solicitation is open. We strongly recommend that your agency begin preparations for submitting your application at this time. To minimize delays in submitting your application, please take some time now to address the following items.

- Register at www.grants.gov to apply for federal funding. In order to apply for a grant, your agency must complete the Grants.gov registration process. The registration process can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. Therefore, you should register early. You must have a Data Universal Numbering System (DUNS) number and be registered with the Central Contractor Registration (CCR) database to begin your application with Grants.gov. For additional instructions on how to register with Grants.gov please visit http://www.grants.gov/applicants/get_registered.jsp.
- All Applicants must have a Data Universal Numbering System (DUNS) number prior to submitting an application for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. Please note that obtaining a DUNS number may take one to two business days. To obtain or verify your DUNS number, please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>.
- All Applicants must be registered with the Central Contractor Registration (CCR) database prior to submitting an application for COPS funding. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active CCR registration with current information at all times during the grant application process. If awarded, you must also maintain the currency of your information in the CCR until you submit the final financial report or receive the final payment under this grant, whichever is later. This requires that you review and update your information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. If you have an active CCR registration that is set to expire before September 30, 2011, you must renew your CCR registration before completing the application. Please note that the CCR verification process may take up to two weeks to complete. To register or to verify that your CCR registration has not expired, please visit www.ccr.gov.
- Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible at www.fsrs.gov, is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA. The subaward information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award, furthering Federal spending transparency. **Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.**
- All applicants should note that all recipients, as a condition of receipt of federal assistance, must acknowledge and agree that they will not, on the ground of race, color, religion, national origin (which includes limited English proficiency), gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E, G and I) of the Code of Federal Regulations.
- Visit the "Account Access" portion of the COPS web site at www.cops.usdoj.gov to determine if your agency currently has an active online account and/or how to create one. If you do not remember your password, you can use this site to have a password reminder sent to you. Please note that the COPS Agency Portal ("Account

Access”) has recently been modified. Answers to frequently asked questions regarding the COPS Agency Portal can be found at: <http://www.cops.usdoj.gov/Default.asp?Item=2566> or by contacting the COPS Office Response Center at 1.800.421.6770.

- If your agency was never assigned a password or you need assistance creating an account and/or system access, or you would like to verify your agency’s correct ORI number, call 1.800.421.6770 between 9:00 a.m. and 5:00 p.m. Eastern Daylight Time, or e-mail askcopsrc@usdoj.gov.
- Once logged into “Account Access,” your agency will be able to add additional user accounts and also update your agency contact and address information. Please take this time to ensure that your agency’s Law Enforcement Executive, Government Executive, and point of contact information are current with our office.
- You will be required to provide the unique Geographic Names Information System (GNIS) identification number assigned to your agency. The GNIS database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. To look up your GNIS Feature ID, please visit their website at: <http://geonames.usgs.gov/domestic/>.
- This year’s program will place a stronger emphasis upon the three tenets of community policing (community partnerships, problem-solving, and organizational transformation) as outlined by the COPS Office and as it relates to the CHP grant. For more information on community policing, please refer to “Community Policing Defined” by visiting the following link <http://www.cops.usdoj.gov/Default.asp?Item=36>.

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING

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CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn Kirk

THRU: Sarah Garcia, Community Development Director *Sarah Garcia*

FROM: Stephen Winslow, Senior Project Manager

RE: Newell Stadium Renewal Project – Request to Submit Grant Application

DATE: May 16, 2011

The Community Development Department seeks your assent to submit a grant request for \$500,000 in order to pay a portion of cost to purchase and install "field turf" as part of the Newell Stadium Renewal Project.

The Department plans to prepare a grant application to the PARCs grant program run by the Massachusetts Division of Conservation Services. The PARCs program provides matching grants of 56% of project costs, up to a total of \$500,000. If the application succeeds in securing a \$500,000 grant, the City of Gloucester must document at least \$892,857.10 is spent on the purchase and installation of the field turf and provide \$392,857.10 local funds. The PARCs grant program will not provide funding for grandstands and other spectator orientated facilities.

Proposal Description

The Basic Information on "Renewal Plan"

- New 2800-seat stadium
- Wider "field turf" field
 - i. has ten times the playing capacity
 - ii. meets standards for lacrosse, soccer and field hockey
- New 8-lane, synthetic track
- New stadium lights and scoreboard
- Improved practice field
- Bathroom foundation under construction

Project Budget

- Current Project Cost Estimate: between \$3.3 and \$3.9 million.
- Key variable – the length of time to "surcharge" the field to ensure it stays level for 20+ years. Time is Money. Cost could be as high as \$1 million for expedited surcharging. The Newell Building Committee's preliminary review indicates a sensible course will be to plan for the loss of one season of use of the field – most likely the Fall 2012 Football season. This should save \$500,000 in the cost to surcharge the field.

CURRENT PROJECT ESTIMATE WITH DIFFERENT SURCHARGE ESTIMATES

16	Fill Option #1						
16a	install temporary fill (4-ft high) for 10 months and remove	CY	27900	\$	16.00	\$	502,260.00
						Subtotal	\$ 3,161,857.47
						Contingency (5%)	\$ 158,862.87
						Total	\$ 3,320,720.34
17	Fill Option #2						
17a	install temporary fill (6-8 inch) for 7 months and remove	CY	41800	\$	16.00	\$	752,400.00
						Subtotal	\$ 3,431,857.47
						Contingency (5%)	\$ 171,582.87
						Total	\$ 3,603,450.34
18	Fill Option #3						
18a	install temporary fill (6-8 inch) for 5 months and remove	CY	55700	\$	16.00	\$	1,002,600.00
						Subtotal	\$ 3,682,857.47
						Contingency (5%)	\$ 184,162.87
						Total	\$ 3,868,160.34

Funding Plan

- \$1.5 million in donations and sponsorships
 - i. Over \$270,000 paid or pledged to GFAA for the project
 - ii. GFAA has hired a fundraising consultant to a fundraising plan including a fundraising pyramid including selling naming rights for the field and track, press box, scoreboard and major eight donor banners.
- The Council preliminarily committed \$1.5 million in Bond Funds
- The PARC Grant can provide the final piece -- \$500,000

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CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn Kirk
THRU: Sarah Garcia, Community Development Director *Local Services*
FROM: Stephen Winslow, Senior Project Manager
RE: Burnham's Field - Request to Submit Grant Applications

DATE: May 16, 2011

The Community Development Department seeks your assent to submit requests for grants of up to \$190,909 in order to fund focused recreational, accessibility and public safety improvements at Burnham's Field. These grant applications if successful will require a \$150,000 match from the City which can be funded over the course of two years with Community Development Block Grant Funds.

The Department plans to prepare grant applications to:

- The PARCs grant program run by the Massachusetts Division of Conservation Services, and
- The Natural Resource Damages (NRD) Fund run by the Massachusetts Department of Environmental Protection for the Community Revitalization and Restoration Projects in Essex County Projects¹.

Proposal Description

Burnham's Field is a 6.7 acre park located off Pleasant Street in Downtown Gloucester between Saint Ann's School and Burnham Street. Pedestrian access is from Pleasant Street and from Burnham Street on un-paved dirt paths that cross the grass. DPW vehicles access the field via a gate from the parking lot. Major renovations to the grass field were completed in 1984. The field currently has two softball/baseball diamonds, 2 basketball courts, a swing set and a play structure. The field area includes an unpaved parking lot and several lampposts that surround the play structure. Wood chips make up the surfaces beneath the swing set and play structure. These areas are not compliant with ADA standards.

Neighborhood residents have regularly complained about vandalism, trash and unruly activity in the field. Police have a difficult time patrolling the area due to their inability to readily see or enter the area in a cruiser.

¹ The Community Development Staff also assessed whether the Newell Renewal project would be eligible under the NRD Fund grant. The NRD Fund grant emphasized the desire to focus on trashy areas that can be improved for neighborhood recreation. After discussion with the NRD grant manager, Newell did not appear to meet the NRD Fund grant eligibility criteria while Burnham's Project may.

The project will allow the City to design and construct targeted improvements at Burnham's field to replace damaged fences and play equipment, improve accessibility for all residents and enhance to ability of the City and the neighborhood to maintain a safe park environment.

The City will hire a landscape design consultant to work with the neighborhood and Police Department to develop a list of affordable improvements that will:

1. enhance the play area including an ADA accessible structure and a water play area
2. create accessible pathways that will also improve police access to patrol the field
3. encourage greater neighborhood use and oversight of the area through the inclusion of garden plots or other amenities.

The project budgets \$50,000 for survey and design and \$290,909 for construction. A preliminary budget that lists possible improvements and a security camera system is included below.

Preliminary List of Improvements to Burnham's Field (Prepared 5/16/2011)

<u>Sources</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>Total</u>
CDBG Funds FY 2011	\$50,000	\$0	\$50,000
CDBG Funds FY 2012		\$100,000	\$100,000
PARC Funds (56%)		\$190,909	\$190,909
Total Funding Sources	\$50,000	\$290,909	\$340,909

<u>Improvement</u>	<u>Quantity</u>	<u>Unit</u>	<u>Cost/per Unit</u>	<u>Item Cost</u>
Mobilization/ Solid Waste Removal	1	Each	\$6,500	\$6,500
Demolition	5	Crew - Days	\$200	\$1,000
Accessible Play Structure & Swings	1	Structure	\$52,000	\$52,000
ADA Play Surface - Rubber Mulch	1600	Square Foot	\$13	\$20,800
Paved Seating Area	2400	Square Feet	\$4	\$9,600
Asphalt Walk - 8-foot wide	750	Linear Foot	\$42	\$31,500
Crushed Stone Walk 8-foot wide	720	Linear Foot	\$24	\$17,280
Replace Fence - 4-foot High	140	Linear Feet	\$80	\$11,200
Water Play Feature	1	Installation	\$16,000	\$16,000
Trees	12	Tree 2-3" Caliper	\$1,000	\$12,000
Fence for Garden	150	linear feet	\$80	\$12,000
Security System	1	Camera	\$3,000	\$3,000
Lighting Improvements	12	Units	\$1,800	\$21,600
Lighting Conduit	1470	Linear Feet	\$12	\$17,640
Plaque	1	Stone	\$2,000	\$2,000
Secure Trash / Recycling Barrels	3	Each	\$1,000	\$3,000
<u>Parking Lot - ADA Surface, 6" deep**</u>	<u>7280</u>	<u>Square Feet</u>	<u>\$3.75</u>	<u>\$27,300</u>
Construction Total				\$264,420
Contingency (~10%)				\$26,489
Survey/Design*				\$50,000
Project Total				\$340,909

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CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn Kirk
FROM: Sarah Garcia, Community Development Director
RE: City Council Acceptance of Mass in Motion grant
Funds for Get Fit Gloucester program
DATE: May 16, 2011

Health Resources in Action has granted an extension of funding to the City of Gloucester's Mass in Motion grant. This funding supports the Get Fit Gloucester program, most critically with our Senior Project Manager position. The grant has been extended to December 2012 with an additional \$30,000 in funding.

The Mass in Motion program has provided a focus on creating lasting positive change by working on systemic, policy and environmental changes that promote healthy lifestyles.

The Mayor and City Council first supported this effort with initiation and approval of an Ordinance creating the Open Space and Recreation Committee (OSRC) and appointing and confirming the first members. The members reflect a broad constituency, drawn from diverse wards and reflecting interests in our parks as well as our open lands.

The OSRC and the Community Development Department developed the 2011-2017 Open Space and Recreation Plan which both created a comprehensive resource of data about the city's holdings, but also laid down a clear framework for actions to follow. The vision in this plan (attached) has led to investment in downtown parks and to a practical land-use study for the North Gloucester Woods. The plan also makes the city eligible for the grants necessary to support these projects.

Under the umbrella of the Mass in Motion (Get Fit Gloucester) program the city departments of Community Development, Public Works and the Schools have created project linkages.

- This has enabled sidewalk improvements identified by the planning staff, funded by the CDBG staff, and implemented by the DPW staff when DPW embarks on their yearly paving program.
- It has linked the planners to the builders in the Newell Stadium project, creating momentum and grant opportunities for this key city need.
- It has led to collaboration between the Community Development, DPW, and the Gloucester Little League on improvements to the Green Street playground, parking and ballfield areas.

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CITY OF GLOUCESTER

COMMUNITY DEVELOPMENT DEPARTMENT

The Mass in Motion (Get Fit Gloucester) program established a partnership with health professionals, land stewardship nonprofits, schools and seniors in the community. This partnership meets regularly, creating mutual support for grant applications and projects that create environmental and systemic change to support health.

- The community garden at Burnham's field includes cooperation between the Open Space and Recreation Committee, the Food Project, CDBG program, and city staff.
- The School Department, Cape Ann Farmers Market Backyard Growers and the Food Project successfully received a CHANA grant that will help the backyard and schoolyard garden programs, with a new garden built at Veterans School.
- The new School Food Service Director has taken the initiative to offer healthier meals including a whole new salad bar arrangement at the O'Maley school.
- The Health Department, Addison Gilbert and the Chamber of Commerce collaborated on the Gloucester Health Fair. Community Development hosted a table on community gardening.
- The partnership produced the Get Fit Guide to Local Physical Activity and Healthy Food Resources.

With the current extension of funding, Health Resources in Action will have invested \$150,000 over 2½ years in the City of Gloucester for lasting improvements for a healthy living environment. Their support has made a world of difference.

Please ask the City Council to accept the additional grant funding of \$30,000. Thank you.

SECTION 6: COMMUNITY VISION

A. Description of Process

See Community Outreach Sections.

B. City of Gloucester Open Space and Recreation Vision Statement

Here is our vision for open space and recreation in Gloucester. We envision a time when Gloucester residents will take great pride in caring for Gloucester's open space and recreation assets to ensure they are fully enjoyed and valued. Recreation areas offer safe and enjoyable fitness opportunities for residents of all ages, abilities and income levels. The unique beauty of the Gloucester landscape has a long tradition of inspiring visual artists and writers. Preservation of open space will continue to promote Gloucester's rich artistic tradition.

We envision a Gloucester in which gateways to trails, parks and playgrounds will have attractive signs, adequate parking and accessible paths. Guidebooks and maps will be readily available on- and off-line, providing clear information about the access to and appropriate use of the City's open space and recreational lands. Through education and example, Gloucester residents of all ages will come to value and protect open space and recreation land; for example, dumping will no longer occur and residents will use boardwalks and stay off beach dunes to protect barrier beaches.

We envision a time when Gloucester will have a full inventory of its open spaces and understand the level of protection of those spaces. The community will identify their appropriate uses and adopt the appropriate regulations and management practices to protect and preserve them. The City will adopt regulations and practices that ensure no net loss of wetlands, protect critical habitat and enhance recreational areas.

We envision a Gloucester that undertakes an honest evaluation of public and undeveloped private open space to determine where public access exists on protected rights of way and if convenient public access respectful of property owners' interests exists or is possible without hurting the environment..

We envision a Gloucester where open space protection will focus on preserving continuous tracts of land and strategically adding adjacent lands and in-fill parcels to protect and strengthen their natural character. This will include acquiring tracts necessary to restore prime habitats.

We envision a Gloucester in which the community supports the improvement and maintenance of existing parks, fields and playgrounds so that they are safe, clean and well-maintained. In our vision, a private-public partnership will build a new track and athletic field next to Gloucester High School. A completely renovated Burnham's Field will become a safe and active centerpiece enjoyed by residents from Downtown and all over Gloucester. The City will dedicate land to add recreational facilities for youth and

high school sports in a way that's consistent with preserving and enhancing the environment.

We envision a Gloucester where the community supports management plans for major tracts of lands, including the watershed lands around Ravenswood and Dogtown. The management plans will include strategies to protect the City's water supply and maintain their ecological significance. Private and public partners will fund staff dedicated to developing, implementing and enforcing the management plans.

In our vision, Gloucester's children and youth will take pride in the open space and recreation areas of the City and become more involved in the improvement and stewardship of open space and recreation areas through education, community participation, volunteer actions and paid service.

We envision a Gloucester in which public landings provide open and well-maintained access to the water and include new amenities to allow easier public use. Open Space and Recreation Plans will complement Waterway Board activities to maintain and improve public access to the water.

In our vision, Gloucester residents and tourists of all ages will enjoy a pathway network that connects major recreation areas and open space to Downtown and village centers. The "Green Path Network" will provide trails for fitness and enjoyment with surfaces and slopes that can accommodate casual walkers, wheelchairs, strollers and recreational bicyclists. Users will have additional safe routes across Gloucester and motor vehicle highway routes that will no longer serve as barriers to walkers, hikers and bicyclists.

We envision a Gloucester in which open space and recreation land planning, use and management will thoughtfully consider the current and projected impacts of climate change including changing habitats, rising sea-levels and the value of undeveloped land in mitigating the impacts of climate change.



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal _____ Other X _____

Name of Grant: Mass in Motion – Get Fit Gloucester (GFG)

Department Applying for Grant: Community Development

Agency-Federal or State application is requested from: Health Resources in Action

Object of the application: Funding for GFG program

Any match requirements: no

Mayor's approval to proceed: [Signature] 5/17/11
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



City of Gloucester
Grant Application and Check List (Continued)

The following are documents needed by the Auditing Office for grant account creation:

1. Grant Application - *n/a - renewal of existing grant*
2. Grant Award Letter/Standard Contract Approval Form - *attached*
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.



Health Resources in Action
Advancing Public Health and Medical Research

95 Berkeley Street, Suite 208
Boston, MA 02116
617.451.0049 | Fax: 617.451.0062
TTY: 617.451.0007 | www.hria.org

May 6, 2011

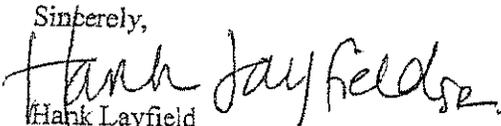
Sarah Garcia
Director
Community Development
3 Pond Road
Gloucester, MA 01930

Dear Ms. Garcia:

Congratulations! On behalf of the Massachusetts Department of Public Health, Blue Cross Blue Shield of Massachusetts, Blue Cross Blue Shield of Massachusetts Foundation, The Boston Foundation, Harvard Pilgrim Health Care Foundation, MetroWest Community Health Care Foundation, and Tufts Health Plan Foundation, Health Resources in Action is pleased to provide a six month grant for \$30,000.00 to the Town of Gloucester. This funding is to continue the policy, systems, and environmental change work you have been engaged in to support healthier eating and active living. This award of \$30,000 will cover the period of May 15, 2011 through December 31, 2011. You will receive the first of two installments once your final year end report, proposed budget, and updated Community Action Plan for this new funding period is received by HRIA. These items are due any time on or before Thursday, June 30, 2011.

Should you have any questions about the grant award or reporting requirements, please do not hesitate to contact Judi Foley, Director of Special Projects at 617-922-5632 or jfoley@hria.org. We are pleased to continue to support the Mass in Motion Municipal Wellness and Leadership Grants program and look forward to working with you in the coming months.

Sincerely,


Hank Jayfield
Chief Financial Officer

City Hall Annex
Three Pond Road
Gloucester, MA
01930



TEL 978-281-9781
FAX 978-281-9779
sgarcia@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn Kirk
FROM: Sarah Garcia, Community Development Director
RE: City Council Acceptance of Seaport Bond
Funds for Harbor Plan Implementation
DATE: May 16, 2011

The Seaport Advisory Council is providing funding for the Port Professionals in the four second-tier Massachusetts ports: Gloucester, Salem, New Bedford, and Fall River for FY12.

In accordance with the recommendation of our City's Harbor Plan, harbor coordination is an integral function of the Community Development Department. We have used this funding for a portion of the Community Development Director salary and associated Harbor Plan implementation work.

Please forward our request to the City Council to accept the expected \$50,000 from the Seaport Advisory Council.

This funding is administered through the Executive Office of Environmental Affairs and the Seaport Advisory Council. The scope of services under that contract is attached.



City of Gloucester
Grant Application and Check List

Granting Authority: State Federal _____ Other _____

Name of Grant: Harbor Plan Coordinator grant

Department Applying for Grant: Community Development

Agency-Federal or State application is requested from: Seaport Advisory Council

Object of the application: Funding for Harbor Plan Coordinator

Any match requirements: no

Mayor's approval to proceed: *[Signature]* 5/17/11
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

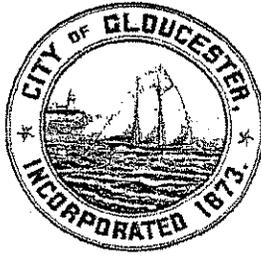
City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



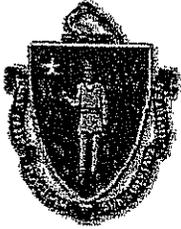
City of Gloucester
Grant Application and Check List (Continued)

The following are documents needed by the Auditing Office for grant account creation:

1. Grant Application *n/a.*
- ✓ 2. Grant Award Letter/Standard Contract Approval Form
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.



Commonwealth of Massachusetts

Seaport Advisory Council

40 Center Street

Fairhaven, Massachusetts 02719

Internet: <http://www.state.ma.us/seaports>

TELEPHONE
(508) 999-3030

FASCIMILE
(508) 999-6442

DEVAL PATRICK
GOVERNOR

TIMOTHY MURRAY
LIEUTENANT GOVERNOR
COUNCIL CHAIRMAN

LOUIS ELISA
DIRECTOR OF PORT DEVELOPMENT
EXECUTIVE SECRETARY

April 13, 2011

Sarah Garcia
Community Development Director/Harbor Coordinator
3 Pond Road
Gloucester, MA 01930

At the Seaport Advisory Council meeting on April 7, 2011, the Council authorized an appropriation of \$50,000 from the Environmental Bond Bill to fund the Harbor Coordinator position. This letter is a confirmation of the Council's unanimous vote to approve funding. Funds will be made available to the City beginning in fiscal year 2012. I can be reached at (508) 999-3030 if you have any questions or need further assistance.

Sincerely,

A handwritten signature in cursive script that reads "Ellen Cebula".

Ellen Cebula
Deputy Director

City Hall Annex
Three Pond Road
Gloucester, MA 01930



TEL 978-281-9781
FAX 978-281-9779
sgarcia@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn Kirk
FROM: Sarah Garcia, Community Development Director
RE: City Council Acceptance of grant funding
Additional funds for Harbor Walk
DATE: May 11, 2011

The Seaport Advisory Council has awarded an additional \$700,000 to the City of Gloucester for design and construction of the downtown and waterfront Harborwalk.

This grant gives much needed flexibility for the initial phase expected to be bid and built in the summer and fall of 2011. It will allow for construction supervision from the designers, the inclusion of lighting and the addition of local art installations along the walk. The additional funding will also allow a second phase of the walk to be conceptually developed over the winter of 2012. In public meetings, the importance of connecting the downtown loop westerly to the Boulevard and easterly to the cruise ship terminal has been discussed.

The 2009 Harbor Plan and Designated Port Area Master Plan identified the Harbor Walk strategy.

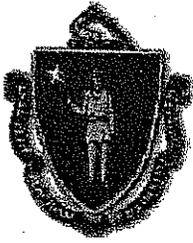
"Create linked public access segments that can create a critical mass to attract investment. A continuous, active waterfront corridor can stimulate the new investment needed from emerging maritime commerce as well as serving the widely-expressed desire from citizens for access along the harbor." (Section 4-2, The Role of Supporting commercial Use and Public Access.)

The draft 2010 Harbor Economic Development Plan identifies the "Future Public Realm" on a map that looks at opportunities for a harbor walk from Stacey Boulevard to Cruiseport.

The current Harbor Walk proposal builds upon existing built portions, linking them to create a continuous waterfront walk from the Visitor's Center at the Chamber of Commerce to the recently purchased I4-C2. This section of the walk will emphasize connections to downtown – both Main Street and the Civic Center – to reestablish the essential economic link between downtown and the waterfront. Please find attached the analysis performed by the project managers in Community Development.

Please forward our request to the City Council for acceptance of the grant funding from the Seaport Advisory Council. Thank you.

Attached: 2010 draft Harbor Economic Development Plan "Future Public Realm" map
Gloucester Harbor Walk map and segment analysis



Commonwealth of Massachusetts

Seaport Advisory Council

40 Center Street

Fairhaven, Massachusetts 02719

Internet: <http://www.state.ma.us/seaports>

DEVAL PATRICK
GOVERNOR

TIMOTHY MURRAY
LIEUTENANT GOVERNOR
COUNCIL CHAIRMAN

LOUIS ELISA
DIRECTOR OF PORT DEVELOPMENT
EXECUTIVE SECRETARY

TELEPHONE
(508) 999-3030

FASCIMILE
(508) 999-6442

April 13, 2011

Sarah Garcia
Community Development Director/Harbor Coordinator
3 Pond Road
Gloucester, MA 01930



At the Seaport Advisory Council meeting on April 7, 2011, the Council authorized an appropriation of \$700,000 from the Environmental Bond Bill to fund Phase II of the Harborwalk. This letter is a confirmation of the Council's unanimous vote to approve funding. Funds will be made available to the City beginning in fiscal year 2012. The Department of Conservation and Recreation (DCR), as the lead state agency for this project, will administer the funding. Mike Driscoll at (781) 740-1600, x107 is the point of contact for this project at DCR. I can be reached at (508) 999-3030 if you have any questions or need further assistance.

Sincerely,

Ellen Cebula
Deputy Director



City of Gloucester
Grant Application and Check List

Granting Authority: State Federal Other

Name of Grant: Harborwalk

Department Applying for Grant: Community Development

Agency-Federal or State application is requested from: Seaport Advisory Council

Object of the application: Harborwalk

Any match requirements: Yes - 20%

Mayor's approval to proceed: *[Signature]* 5/17/11
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote

City Clerk's Certification of Vote to City Auditor: _____
Cert

City Auditor:
Assignment of account title and value of grant: _____
Title

Ellen is sending us the award letter.

Auditor's distribution to managing department: _____
Department

NOTE: A copy of all grant paperwork must be submitted to the



City of Gloucester
Grant Application and Check List (Continued)

The following are documents needed by the Auditing Office for grant account creation:

1. Grant Application
2. Grant Award Letter/Standard Contract Approval Form
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.



Commonwealth of Massachusetts

Seaport Advisory Council

40 Center Street

Fairhaven, Massachusetts 02719

Internet: <http://www.state.ma.us/seaports>

TELEPHONE
(508) 999-3030

FAX
(508) 999-6442

DEVAL L PATRICK
GOVERNOR

TIMOTHY P MURRAY
LIEUTENANT GOVERNOR
COUNCIL CHAIRMAN

RICHARD ARMSTRONG
DIRECTOR OF PORT DEVELOPMENT
EXECUTIVE SECRETARY

SEAPORT PROJECT REVIEW FORM

COMMONWEALTH OF MASSACHUSETTS

SEAPORT ADVISORY COUNCIL

SEAPORT IMPROVEMENT GRANTS

Date 8-2-2010

Project Name or Title: Port of Gloucester Harbor Walk

Waterway or Water-Dependent Facility: Inner Harbor (DPA)

City/Town: City of Gloucester

Municipal Contact Person: Sarah Garcia, CD Director

Address: 3 Pond Road

City/Town: Gloucester, MA Zip Code: 01930

Telephone: 978-281-9781 Fax: 978-281-9779

E-mail: sgarcia@gloucester-ma.gov

Brief Description of Project:

(Include summary of proposed project, project benefits to the commercial maritime industry, cost estimate, and any related issues)

In 2009, the Seaport Advisory Council supported the \$1.2 million acquisition of the key I4-C2 parcel located on the Harbor Cove portion of the DPA. The City is now positioned to connect the I4-C2 public wharves easterly to the downtown and the Maritime Heritage Center and westerly to St. Peters Park and the Visitors Center with a unified core Harbor Walk. The 2009 Harbor Plan and the 2010 Harbor Economic Development Study identified the connections necessary for this Harbor Walk and the City's

Community Development Department has developed detailed alternatives for each section of the Walk. The proposed Harbor Walk creates a strong downtown/waterfront connection that will stimulate economic investment on the waterfront. Parcel 14-C2 becomes a central anchor for the project. The Harbor Walk will support all three legs of the harbor economy: the fishing industry, the visitor-based industry, and the maritime economy.

Project Information

Type of Project (Coastal Facilities Improvement / Dredge / Sunken Vessel / Fisheries / Other – Please describe)

Coastal Facilities Improvement

Cost Estimate - please detail: \$1,200,000

Other Related Costs (if any): _____

Total Estimated Project Cost: \$1,200,000

Proposed Local Cost Share: in-kind

Source of local funds (Please identify funds from federal or other state funding sources)

in-kind

If Local Cost Share is to be all or part In-Kind Services in Lieu of Cash, Please Describe:

The Community Development Department will direct, coordinate, and oversee the projects.

Preliminary Project Schedule: Engineering/Design/Permitting
(Construction projects)

Start Date: January, 2010

End Date: December, 2011

Construction/Implementation

Start Date: June, 2010

End Date: December, 2012

Preliminary Project Schedule:
(Feasibility / Harbor Study /
Other Projects)

Implementation

Start Date: _____

End Date: _____

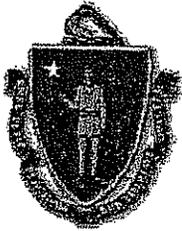
Design Consultant (if selected): _____

Current Project Status:

		(Circle one)
Initial Feasibility:	Y	N
Design / Engineering Complete:	Y	N
Permits Acquired:	Y	N
Construction Started:	Y	N

Permits in Hand or Applied for:

Environmental Notification Form filed?	Y	N
Notice of Intent filed/	Y	N
Water Quality Certificate application filed?	Y	N
Chapter 91 Permit application filed?	Y	N
CZM Consistency Certification filed?	Y	N
Other: _____	Y	N



Commonwealth of Massachusetts

Seaport Advisory Council

40 Center Street

Fairhaven, Massachusetts 02719

Internet: <http://www.state.ma.us/seaports>

DEVAL PATRICK
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TIMOTHY MURRAY
LIEUTENANT GOVERNOR
COUNCIL CHAIRMAN

LOUIS ELISA
DIRECTOR OF PORT DEVELOPMENT
EXECUTIVE SECRETARY

TELEPHONE
(508) 999-3030

FACSIMILE
(508) 999-6442

April 13, 2011

Sarah Garcia
Community Development Director/Harbor Coordinator
3 Pond Road
Gloucester, MA 01930

At the Seaport Advisory Council meeting on April 7, 2011, the Council authorized an appropriation of \$700,000 from the Environmental Bond Bill to fund Phase II of the Harborwalk. This letter is a confirmation of the Council's unanimous vote to approve funding. Funds will be made available to the City beginning in fiscal year 2012. The Department of Conservation and Recreation (DCR), as the lead state agency for this project, will administer the funding. Mike Driscoll at (781) 740-1600, x107 is the point of contact for this project at DCR. I can be reached at (508) 999-3030 if you have any questions or need further assistance.

Sincerely,

Ellen Cebula
Deputy Director

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TO: City Council
FROM: Carolyn A. Kirk, Mayor
DATE: May 26, 2011
RE: Mayor's Report for the May 31, 2011 Special City Council Meeting

11 MAY 26 PM 3:14
CITY CLERK
GLOUCESTER, MA

Councilors:

We are forwarding to you a request from the School Committee for City Council consideration of the following resolution which was adopted by a 6-0 vote of the School Committee at its meeting of May 25, 2011. *Please refer this matter to the Budget and Finance subcommittee for review and approval.*

MOTION BY THE GLOUCESTER SCHOOL COMMITTEE:

The School Committee adopts the following resolution regarding charter school funding and, subsequently forwards to the Gloucester City Council for their discussion and vote and encourages their approval.

Whereas Massachusetts funds charter schools by withholding aid to the cities and towns that send students to charter schools, and

Whereas the amount of such aid withheld for each student leaving to attend a charter school exceeds by a large factor the amount of per pupil aid that the district receives from the state, and

Whereas the loss of monies to a district results in either reducing programs in the local public schools or raising local taxes, thus shifting additional costs onto local taxpayers without their approval,

We call on the state to change the funding mechanism so that Commonwealth charter schools, which are approved and supervised solely by the state, be funded directly out of a line item in the state budget.

WATER COMPLIANCE OFFICE
50 ESSEX AVENUE
GLOUCESTER, MA 01930



LAWRENCE A. DURKIN, P.E.
TEL 978-281-9792
FAX 978-281-9724
ldurkin@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: May 20, 2011

To: Mayor Carolyn Kirk
James Duggan, Chief Administrative Officer
Michael Hale, Director of Public Works

From: Lawrence Durkin, P.E. - Environmental Engineer - DPW

Re: Request for Funding - Phase 3 Public Water System Upgrades – DWSRF #3509

This memo requests a loan authorization of \$4,500,000 from the City Council to fund the first year of the Phase 3 Public Water System Upgrades, which are necessary to provide safe, adequate, and compliant drinking water to the City of Gloucester (city).

Phase 3 Public Water System (PWS) Upgrades

The city is required to appropriate this first year Phase 3 money by June 30, 2011, in order to receive a two percent interest loan under Massachusetts Department of Environmental Protection (MassDEP) Drinking Water State Revolving Fund (DWSRF) project #3509.

Statewide Gloucester ranked second and received authorization from MassDEP in their April 20, 2011, MassDEP DWSRF - Final Drinking Water 2011 Intended Use Plan and Project Priority List (<http://www.mass.gov/dep/water/wastewater/dwsrf.htm>) for a multiyear loan amount of \$9,665,000 with \$4,500,000 available for the 2011 DWSRF program, with the remainder in 2012. MassDEP also ranked Gloucester as an Environmental Justice (EJ) Community. Under EJ, with contracts for construction executed by April 1, 2012, the city will receive some principal loan forgiveness, reducing the full loan amount by a percentage to be determined by MassDEP. In 2010 the EJ principal forgiveness was 30%.

This project was initiated on behalf of the city by Fay, Spofford & Thorndike (FST), who submitted a 2011 MassDEP Project Evaluation Form (PEF) on August 31, 2010. The Phase 3 work closely follows the Emergency Phase 1 & 2 PWS Upgrades performed in response to the 2009 Boil Order and were funded per DWSRF project #3484. Both Emergency Phase 1 & 2 PWS Upgrades are nearly complete and are currently completing final punch list items.

PWS PHASE 3 UPGRADE
REQUEST FOR FUNDING

1

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

FST has prepared a proposal for Phase 3 PWS Upgrades that provides a detail scope of engineering services. Engineering costs are provided from FST Phase 3 proposal and estimated construction costs from the Phase 3 MassDEP PEF for DWSRF loans are summarized in Table 1. This memo's request for funding Phase 3 projects are detailed as follows:

- **Phase 3A - Water Storage Tank Mixing System Evaluation and Design:** For Bond Hill, Blackburn, and Plum Cove tanks and systems, Phase 3A includes cleaning and painting Plum Cove and Blackburn steel standpipe tanks and interior coating Bond Hill tank (concrete); installation of storage tank mixing systems at each tank to ensure adequate water mixing to help maintain the disinfectant residual, prevent thermal stratification, minimize the potential for nitrification (causes disinfectant reduction), and provide a chemical feed line incase disinfectant dosing is required at each tank site; and mechanical upgrades to the Fuller School Pump Station that supplies the Blackburn tank and high service area that supplies the Blackburn Industrial Area and Gloucester Crossing. Currently the Plum Cove tank has bare non painted steel both on the inside and outside of the tank. Interior tank corrosion can reduce the water's disinfectant residual and promote bio-film/bacterial growth. These surfaces require significant structural repairs due to corrosion and also require repainting. The Plum Cove tank's poor condition has been documented in MassDEP PWS Sanitary survey in October 2008, which required a plan for the rehabilitation of the tank by November 30, 2008. The tank and mixing system improvements have a useful life of approximately 20 – 30 years, depending on maintenance. Phase 3A tank upgrades and mixing systems are necessary to ensure adequate water system disinfection and allow chemical dosing at the tanks if necessary to control bacteria. Phase 3A Engineering & Construction Administration and Estimated Construction costs are in Table 1.
- **Phase 3 B - Lanesville Service Area Control Valve Analysis and Design:** The Plum Cove Tank in Lanesville has very serious water quality issues, some of which will be improved per Phase 3A improvements. Phase 3B addresses issues that ensure that water is circulated through the Plum Cove tank and kept fresh with sufficient disinfectant residual. Currently the tank fills to a level that is controlled by an altitude valve, which shuts off the supply to a set elevation that is lower than Bond Hill tank level, such that the tank does not overflow. The problem with the altitude valve is that there is limited filling and draining and flow through the tank which ensures a fresh supply of water. Currently the water in the tank tends to stagnate with little turnover and with time the residual disinfectant decreases. The poor condition of the tank that requires cleaning and repainting (Phase 3A) and the lack of flow through the tank has resulted in total coliform (non fecal) detections on August 26, September 8, and December 2, 2010. Also in the course of our water quality monitoring at the tank we have had to flush nine times at the tank in 2010 in response to low disinfectant residuals and the coliform detections. Until 2010 water quality monitoring was not required at the tanks by MassDEP. In order to ensure proper flow through the tank and maintenance of the water quality and residual disinfectant Phase 3B includes installation of an automatic control valve on the main line to Lanesville

that will close when the Plum Cove Tank is full and open when the water level has dropped between 5 and 10 feet. This automatic valve will essentially create an Annisquam and Laneville Service Area and ensure circulation through the Plum Cove tank and a maintain disinfectant residual. The MWRA has a similar system with their Blue Hill Storage Tank to ensure fresh water. The equipments useful life is approximately 20 – 30 years, depending on maintenance. Phase 3B Engineering & Construction Administration and Estimated Construction costs are in Table 1.

- **Phase 3C - Western Avenue and Phase 3D Commonwealth Avenue Neighborhood Water Main Replacement:** The city has had significant issues with pipe breaks on the two 20-inch lines that run along Western Avenue and the Commonwealth Avenue neighborhood is a key area with flow through it to other parts of the city. These water main replacement projects include replacement of 13,400 linear feet of 20-inch diameter transmission main in the Western Avenue area (Phase 3C) and replacement of approximately 20,000 feet of 8-inch diameter water mains in the Commonwealth Avenue neighborhood (Phase 3D). Because of numerous severe Western Avenue pipeline breaks the city is subject to a MassDEP Unilateral Administrative Order that requires 48 hour notification of any breaks. The Commonwealth Avenue neighborhood pipelines serve as conduits for main other parts of the city, thus it is important for water quality. The pipeline replacement improvements have a useful life of approximately 50 – 100 years, depending on maintenance. Phase 3C & D Engineering & Construction Administration and Estimated Construction costs are in Table 1.
- **Phase 3E – Public Water System Master Plan Update:** Last updated in 1998 the PWS Master Plan will be updated that reflects PWS Phase 1, 2, and 3 (A, B, C, D) upgrades and an evaluation of the full PWS to allow the city to prioritize capital improvements for the next +20 years. Water Treatment Plants (WTPs) and pump station building infrastructure and security needs to be assessed, with cost developed, and improvements prioritized. For example the Babson and West Gloucester WTPs building and building systems are over 40 years old now with limited improvements. Various issues including the loss of heat could cause the plants not to be able to produce compliant drinking water. The PWS Master Plan will also assess the condition for the city's water distribution system and prioritize areas for improvement. Thus helping, the city to get the most benefit out a pipeline improvement/replacement program. The PWS Master Plan can be used a well to support a city wide infrastructure master plan, necessary to prioritize limited resources. The PWS Master Plan should be updated every 10 years. Phase 3E Engineering Cost is in Table 1.

Table 1 – PWS Phase 3 Upgrades Total Cost Estimate

Phase	Engineering Cost	Estimated Construction Cost	10% Contingency	Police Details	Phase 3 Total Cost
3A - Water Storage Tank Mixing System Evaluation and Design	\$138,200	\$1,400,000	\$140,000	\$0	\$1,678,200
3B - Lanesville Service Area Control Valve Analysis and Design	\$45,500	\$300,000	\$30,000	\$50,000	\$425,500
3C - Water Main Replacement Western Avenue and Commonwealth Avenue Neighborhood	\$620,800	\$3,800,000	\$380,000	\$240,000	\$5,040,800
3D - Water Main Replacement Western Avenue and Commonwealth Avenue Neighborhood	\$413,000	\$2,200,000	\$220,000	\$160,000	\$2,993,000
3E - Public Water System Master Plan Update	\$95,000	\$0	\$0	\$0	\$95,000
Phase 3 Total Cost	\$1,312,500	\$7,700,000	\$770,000	\$450,000	\$10,232,500

Per MassDEP the City needs to appropriate \$4,500,000 for the Phase 3 Upgrades 2011 activities by June 30, 2011, to initiate the first year of a multi-year project.

The Engineering cost includes both design (not eligible for DWSRF loan) and construction administration services (eligible for DWSRF loan). Of the \$1,312,500 Engineering total the design fee is \$567,500, which the city must fund, and the \$745,000 for construction Administration which is covered by the loan.

Based upon Table 1, I recommended a total Phase 3 PWS Upgrade loan request of \$10,500,000. This is \$267,000 more than the total cost estimate, but I recommend this because of anticipated unforeseen costs and conditions. This means subsequent to the \$4,500,000 another \$6,000,000 will need to be appropriated in the future.

In my opinion, more critical than the Phase 3D Commonwealth Avenue Pipeline Replacement project, are key improvements at the West Gloucester Water Treatment Plant (WTP). These improvements are necessary to get West Gloucester WTP into the same condition as the Babson WTP. Recommended West Gloucester WTP (Phase 4 PWS Upgrades) improvements include: replacement of +40 year old original finished water pumps, sedimentation basin flights and chain systems that remove sludge from the plant, and flocculation systems; installation of a generator automatic transfer switch; and the addition of filter back wash recycling system that could re-use 30 to 60 million

gallons of a water a year. The filter backwash recycling system would lower the demand on the reservoirs giving the city a greater water capacity and reduce the recycled backwash water volume received at the wastewater plant. These West Gloucester WTP Improvements could constitute a 2012 MassDEP DWSRF PEF submission, as they cannot be added to the 2011 loan amount. The city could forgo the Commonwealth Avenue project if funds are limited to do the West Gloucester WTP improvements, which would be my recommendation. These Phase 4 PWS Upgrades at the West Gloucester WTP, would replace original equipment and provide other improvements that establish the city's two primary water plants at the same modern level, and best ensure protection against the worst case failure of original plant systems that could cause an emergency two to three day switchover to the other water treatment plant and a potential several day water production shortfall.

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CITY CLERK
GLOUCESTER, MA
11 MAY 25 AM 10:56

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

May 20, 2011

Dear Chairman Gilman and Superintendent Safier,

There seem to be three pieces of year-end business that need to be wrapped up:

1. Honoring the commitment made by Interim Superintendent Connelly to assist the city in its snow and ice deficit in the amount of \$100,000 by using some of the leftover balances in the FY11 school budget that stands at approximately \$144,000 with \$75,000 subtracted;
2. Funding the deficit balances in the school utility accounts in the range of \$340,000 to \$365,000;
3. Resolving the \$75,000 MOU dispute.

In the interest of closing out these items swiftly so as to not bog down the new Superintendent with old business, here is how the city would like to proceed:

- The city will continue to seek City Council approval on transfers from city budgeted items to cover the deficits in the school utility accounts, which amounts to a sum far greater than \$75,000. It was revealed during this past week's School Committee B&F meeting that these accounts were underfunded by \$255,000 and that shortfalls have typically been made up by using the school maintenance accounts and deferring maintenance of the buildings which is not a choice available to the city.
- The city will reduce its request for the schools to make good on the promise made by Interim Superintendent Connelly for assistance in the snow and ice deficit from \$100,000 to \$25,000. This will allow the School Committee to allocate those remaining funds as it sees fit whether it be to offset athletic fees, pay for school books, etc.

Going forward, the FY12 budget contains much more genuine budgeting levels for school maintenance, school utility accounts, and expenses associated with the Talbot Rink including capital improvements so we do not anticipate these issues arising again.

Certainly there have been bumps in the road as we've implemented the MOU, but by and large there has been a vast improvement in taking care of the maintenance needs of the schools. We look forward to the annual review of the agreement coming up in July. Thank you.

Sincerely,

Carolyn A. Kirk
Mayor

cc: School Committee and City Council Members