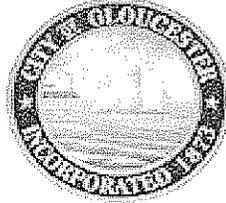


CITY CLERK  
GLOUCESTER, MA

11 JUL 28 AM 11:57



**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, August 4, 2011 – 1:30 p.m.

1<sup>st</sup> Fl. Council Conference Rm. – City Hall

**AGENDA**

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

1. *Continued Business - All items continued from the 07/21/11 meeting as follows:*
  - A) Invoice and request from DPW for payment of invoice for good procured without a purchase order for the Downtown Improvement Committee
  - B) Memorandum from CFO-Gloucester Public Schools requesting permission to pay an “extraordinary reimbursement” to School Department employee for classroom supplies and materials purchased outside of required procurement procedures
  - C) Communication from Gloucester Rotary Club re: Stage Fort Park
2. *Memorandum, Grant Application & Checklist from Police Chief re: FY11 Bulletproof Vest Program*
3. *Memorandum, Grant Application & Checklist from Police Chief re: grant funding through Office of Grants And Research Section of the MA Executive Office of Public Safety and Security*
4. *Memorandum Grant Application & Checklist from Police Chief re: grant for Portable Breath Test Devices*
5. *Grant Application & Checklist from Harbormaster re: acceptance of grant funds of \$9,500 for the on-going Pump-Out Boat Program*
6. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor’s Report*

**COMMITTEE**

**Councilor Steven Curcuru, Chair**  
**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  
Jim Duggan  
Kenny Costa  
Jeffrey Towne  
Tom Markham/Dr. Safier  
Chief Michael Lane  
Jim Caulkett  
Mike Hale/Mark Cole

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.

**RILEIGHS OUTDOOR DECOR**  
 PO Box 4365  
 Bethlehem, PA 18018

6/10 1103453

10 1000 10470 5218

**Invoice**

Invoice Number:  
17330

Invoice Date:  
May 27, 2011

Page:  
1

Voice: (877)444-8888 TOLL FREE  
 Fax: (610) 432-0242

[cmann@rileighsdecor.com](mailto:cmann@rileighsdecor.com)

Sold To: DPW/City of Gloucester  
 Shirley Henderson  
 9 Dale Avenue  
 Gloucester, MA 01930

Ship to:

Quantity	Item	Description	Unit Price	Extension
20.00	ROD FLEX	Deluxe Banner Bracket Kits	79.00	1,580.00
40.00	ROD BANDS/LONG	39" Long Bands	3.95	158.00
9.00		Custom Banners	80.00	720.00

*Michael B. Hill*

Subtotal	2,458.00
Sales Tax	
Freight	73.31
Total Invoice Amount	2,531.31
Payment Received	
<b>TOTAL AMOUNT DUE</b>	<b>2,531.31</b>

Past Due Balances are Subject to a Monthly Finance Charge of 1.5%

# Purchase Order

**CITY OF GLOUCESTER**

**No. 1103453**

City Hall

9 Dale Avenue

Gloucester MA 01930

Prices as quoted are less any and all federal taxes.  
Please indicate delivery date and any and all discounts.

Invoice/Inquiries to above address  
All invoices must reference PO number  
Sales Tax Exempt #: E-046001390

P.O. Date: 06/01/2011

Questions ? Purchasing (978) 281-9710

Account:

P.O. Issued To :

Ship To:

Reference:

RILEIGHS OUTDOOR DECOR  
PO BOX 4365  
BETHLEHEM PA 18018

Poplar Street DPW  
Attn: Michael Hale  
28 Poplar Street  
Gloucester MA 01930  
(978) 281-9785

Contact: 27243

Location: Poplar Street DPW

Phone:

Fax:

Project: undesignated

Req# 3739

Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
2550	EA		Downtown Improvement Commissions- Banners & Brackets	101000.10.470.52180.0000.00.000.00.052	1.00	2,550.00	0.00	0.00

## APPROVAL SIGNATURES:

The unencumbered balance of the appropriation to be charged is sufficient to liquidate the amount of this order and the amount has been recorded as an encumbrance against said appropriation.

I hereby certify  
That this order is authorized by a properly executed and approved  
requisition on file in this office.

By \_\_\_\_\_

Auditor

City Purchasing Agent

Sub-Total:	2,550.00
Freight:	0.00
Tax:	0.00
<b>Total Amount:</b>	<b>2,550.00</b>

- To do business with the City of Gloucester, all vendors should be aware of Mass. Gen. Laws (c. 30B, c. 149, dec. 44 et seq., c30, sec. 39 et seq.)
1. No work, services, or supplies can be received by any City agency without a proper Purchase Order or Contract in place.
  2. All Purchase Orders/Contracts exceeding \$5000 in value will follow the quotation/fold process prior to award. No contracts for Construction-related services subject to MGL Chap. 149, and MGL Chap. 30, sec. 39 will be awarded until all required documentation is received, i.e., Certificate of Eligibility, Update Statement, etc.
  3. All invoices must detail the services performed and/or materials delivered. Any invoices submitted for work, services, or supplies performed or provided after the expiration date of a Purchase Order/Contract, or after the \$6 limit of a Purchase Order/Contract has been reached will likewise not be honored by the City. All packing slips for delivered goods which are submitted with invoice for payment must be signed by authorized personnel from the contracting City department at the time of delivery.
  4. Any work, services, or supplies provided without following the above mentioned guidelines are not the responsibility or liability of the City, and any invoice that violates these provisions will not be honored for payment.

## NOTES:

Order Via: **Mail**

**ENTITY COPY**



**THE GLOUCESTER PUBLIC SCHOOLS**  
OFFICE OF BUDGET & FINANCE

6 SCHOOL HOUSE ROAD  
GLOUCESTER, MASSACHUSETTS 01930

TEL: 978-281-9812

FAX: 978-281-9899

WWW.GLOUCESTERSCHOOLS.COM

TO: Mayor Carolyn Kirk  
FROM: Thomas Markham, CFO *John J. Madama*  
RE: Request for extraordinary reimbursement  
DATE: June 16, 2011

This memo is to request an extraordinary reimbursement be made to John Madama, a school department employee, as he purchased classroom supplies and materials outside of the required procurement procedures of the City of Gloucester and he seeks to be paid back. Mr. Madama seeks \$819.64 for purchases he made between April 19, 2011 and May 17, 2011.

This matter was brought before the Gloucester School Committee on June 8, 2011 and they voted to authorize me to seek extraordinary reimbursement for Mr. Madama, through your office, from the City Council. I have attached hereto the memo to the School Committee along with the completed school department reimbursement forms, receipts and other back-up material.

I respectfully request that this matter be included in an upcoming Mayor's Report and brought before the City Council for action before June 30, 2011.

Thank you.



**THE GLOUCESTER PUBLIC SCHOOLS**  
OFFICE OF BUDGET & FINANCE

6 SCHOOL HOUSE ROAD  
GLOUCESTER, MASSACHUSETTS 01930

TEL: 978-281-9812

FAX: 978-281-9899

WWW.GLOUCESTERSCHOOLS.COM

TO: Gloucester School Committee  
FROM: Thomas Markham, CFO   
RE: Request for extraordinary reimbursement  
DATE: June 8, 2011

This memo is to request an extraordinary reimbursement be made to John Madama as he purchased classroom supplies and materials outside of the required procurement procedures of the City of Gloucester and he seeks to be paid back. Mr. Madama seeks \$819.64 for purchases he made between April 19, 2011 and May 17, 2011.

On several occasions in the past I have informed Mr. Madama that purchases of classroom supplies and materials must be planned in advance and procured in compliance with both state and city requirements. On May 18, 2011 he brought forward the above referenced reimbursement documents (attached) which I reluctantly approved at the request of the Assistant Superintendent. However, I noted that it was quite likely that the City Auditor would not process this payment without further approval.

The City Auditor, in fact, removed this reimbursement request from the May 27, 2011 ordinary warrant informing me that he sought both School Committee and City Council approval before he would process this reimbursement. I have met with Mr. Madama and Dr. Trubisz informing them of the situation, reminding them again about following proper purchasing procedures, and requested Mr. Madama's presence at upcoming meetings of the both bodies. Further, Mr. Madama assured me that he would be following proper procedures in the future.

I request that the School Committee approve this extraordinary reimbursement at the School Department level and authorize me to forward a request for City approval to the City Council for their review and consideration.

Thank you.



# Gloucester Public Schools

## Expense Reimbursement Request

Name: JOHN MADAMMA

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School/Project: ROBOTICS EVENT

Date: 5/11/11

PAID  
MAY 27 2011

Expense Account Number: 285030.20.370.54040.3520.00.000.00.054

Receipt Date	Vendor/Merchant	Description	Amount
4/19	FARGO	GEARBOX KIT	41.90
4/28	MIKE'S PLACE	FOOD FOR STAFF	44.79
4/29	MIKE PLACE	" "	41.55
4/19	STOP & SHOP	BATTERY	5.99

Total Reimbursement Amount: \$ 134.23

Employee Signature: [Signature] Date: 5/11/11

Supervisor's Signature: [Signature] Date: 5/17/11

CFO: [Signature] Date: 5/18/11

Mike's Place  
 8 Railroad Avenue  
 Gloucester, MA 01930  
 (978) 282-0777

Server: SCHENEIDER Station: 4

Order #: 370108 Pick Up (Phone)  
 (978) 290-3989 alex  
 Guests: 1

>> SETTLED <<

5 LG CHEESE PIZZA(m) 43.75  
 2 <SPECIAL DISCOUNT> -11.02  
 2 2 LITER 5.88  
 Coke  
 1 2 LITER 2.94  
 SPRITE  
 30 SIDE OF PLATES 0.00  
 CUPS

SUB TOTAL: 41.55  
 State & Local Taxes: 2.91

AMOUNT DUE: \$44.46

Cash Tendered: 60.00

CHANGE: -15.54

Created: 4/29/2011 11:21:58 AM  
 SETTLED: 4/29/2011 11:49:59 AM

THANK YOU!



Stop & Shop

STOP & SHOP #410  
 GLOUCESTER, MA  
 978-281-0010  
 WWW.STOPANDSHOP.COM

WELCOME, I'M KAYLEE! 12:31pm 4/19/11  
 Tran 84428 Terminal 14 Cashier 00106

Customer Card Number 1099900001  
 GENERAL MERCHANDISE  
 DURACELL CT AAA 8.49 T  
 Stop & Shop Card Savings -2.50  
 Price with your card 5.99  
 Total before savings \$8.49  
 Your Total Savings \$2.50  
 Total after savings \$5.99  
 Tax paid \$0.37  
 Total \$6.36  
 Cash Tnd \$7.00  
 Change \$0.64

YOUR SAVINGS SUMMARY

Stop & Shop Card Savings \$2.50  
 Total Stop & Shop Card Saving \$2.50  
 Your Total Savings \$2.50

\*\*\*\*\*

THANK YOU FOR SHOPPING AT STOP & SHOP.  
 WE'VE ENJOYED SERVING YOU, AND WE  
 LOOK FORWARD TO SERVING ALL YOUR  
 FUTURE SHOPPING NEEDS.

ANDREW ZINER, STORE MGR 978-281-0010

STOP & SHOP #410



THANK YOU!

Created: 4/28/2011 11:01:12 AM  
 SETTLED: 4/28/2011 11:21:11 AM

Server: ROBERTA Station: 2  
 Order #: 369632 Pick Up (Phone)  
 (978) 290-3989 alex  
 Guests: 1

>> SETTLED <<

1 2 LITER 2.94  
 SPRITE  
 6 LG CHEESE PIZZA(m) 52.50  
 SIDE cups 20 cups  
 30 plates  
 <SPECIAL DISCOUNT>  
 2 2 LITER -16.53  
 Coke 5.88

SUB TOTAL: 44.79  
 State & Local Taxes: 3.74

AMOUNT DUE: \$47.93

Cash Tendered: 100.00  
 CHANGE: -52.07

Mike's Place  
 8 Railroad Avenue  
 Gloucester, MA 01930  
 (978) 282-0777



Fargo Enterprises, Inc.  
 Home of [www.Micro-Tools.com](http://www.Micro-Tools.com)  
 1270 Callen St  
 Vacaville, CA, 95688  
 U.S.A.  
 Phone: (707) 446-1120  
 Fax: (707) 446-3319

**invoice**

**3**

Date	Page
Apr 19, 2011	1
Invoice Number	
*IN000240186*	



Sold To:

John Madama  
 978-281-8770  
**RUSH ORDER**  
**EXPEDITED**  
**DO NOT DELAY**

Ship To:

JOHN MADAMA  
 16 ROCKY NECK AVE  
 2ND FLOOR REAR  
 GLOUCESTER, MA 01930  
 US  
 978-281-8770

<b>Order No.</b> AMA10300170425125828	<b>Order Date</b> Apr 19, 2011	<b>Customer No.</b> AMAZON	<b>PO Number</b> 103-0017042-5125828	<b>Ship Via</b> UPS 3 Day Select	<b>Terms</b> AMAZON
--	-----------------------------------	-------------------------------	---	-------------------------------------	------------------------

Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	Bin	Extended Price
2	2	0	21-130 FRT	2-in-1 Gearbox Kit Shipping charge	9.95	F030A	19.90 22.00

**PAID: In Full By Amazon**

We want you to be 100% satisfied with the products and our customer service.  
 Any Question, Complaints, Concerns about your order?  
 Please do call us at (800) 359-2878, or email us at [orders@micro-tools.com](mailto:orders@micro-tools.com).

**Thank You!!**

\* **On-Line Store: [www.Micro-Tools.com](http://www.Micro-Tools.com)** \*

Sensor Cleaning Instructions: [CleaningDigitalCameras.com](http://CleaningDigitalCameras.com) • Watch Repair Tool Help: [WatchRepairToolGuide.com](http://WatchRepairToolGuide.com)

<b>RUSH ORDER</b> <b>EXPEDITED</b> <b>DO NOT DELAY</b>			
--	--	--	--

Comments:	Tax summary:	Subtotal	41.90
	OED001 0.00	Total sales tax	0.00
		Total amount	41.90
		Less payment	0.00
		Less pmt. disc	0.00
		Amount due	41.90

Date: Apr 19, 2011 Page: 1  
**Order Number**  
 AMA-10300170425125828

**Picking Slip**



Fargo Enterprises, Inc.  
 Home of [www.Micro-Tools.com](http://www.Micro-Tools.com)  
 1270 Callen St  
 Vacaville, CA 95688  
 U.S.A.  
 Phone: (707) 446-1120  
 Fax: (707) 446-3319



Sold To: **RUSH ORDER**  
 John Madama  
**EXPEDITED**  
**DO NOT DELAY**

Ship To:  
 JOHN MADAMA  
 16 ROCKY NECK AVE.  
 2ND FLOOR REAR  
 GLOUCESTER, MA 01930  
 US

Reference .FS	PO Number 103-0017042-5125828	Customer No. AMAZON	Ship Via USPS First Class Mail	Ship Date Apr 19, 2011
------------------	----------------------------------	------------------------	-----------------------------------	---------------------------

Picking Sequence	Qty. Ordered	UOM	Qty. Shipped	Qty. Backord.	Item Number	Description
<b>F03DA</b>	<b>2</b>	EA			21-130	2-in-1 Gearbox Kit
<b>RUSH ORDER</b> <b>EXPEDITED</b> <b>DO NOT DELAY</b>						

**F**



# Gloucester Public Schools

## Expense Reimbursement Request

Name: JOHN MADAMA

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

School/Project: ROBOTICS EVENT

Date: 5/11/11

PAID  
MAY 27 2011

Expense Account Number: 285030.20.370.54040.3520.00.000.00.054

Receipt Date	Vendor/Merchant	Description	Amount
4/28	ACE	BATTERIES	63.92
4/27	RADIO SHACK	BATTERIES	10.98
4/19	PITSCO	Hyper Line TRACKERS	180.29
4/19	DELTA/FREM	SOLAR CAR	82.66
Total Reimbursement Amount:			\$ 337.85

Employee Signature: \_\_\_\_\_

Date: 5/11/11

Supervisor's Signature: \_\_\_\_\_

Date: 5/17/11

CFO: \_\_\_\_\_

Date: 5/18/11

# PITSCO

## EDUCATION

CATALOG 800-835-0686
  CURRICULUM 800-828-5767
  HEARLIHY 866-622-1003

P.O. Box 844168  
 Dallas, TX 75284-4168  
 Invoice inquiry 1-888-774-8726

Bill To: 180928  
 JOHN MADAMA  
 16 ROCKY NECK AVE  
 GLOUCESTER, MA 01930

Ship To: 180928  
 JOHN MADAMA  
 16 ROCKY NECK AVE  
 SECOND FLOOR- REAR  
 GLOUCESTER, MA 01930

Original Invoice 477205-1 Date 04-19-11

Purchase Order	Invoice Amount	Amount Due	Page
MADAMA	\$180.29	\$0.00	1

Payment Terms: Credit Card Cybersource  
 Freight Terms: Prepay & Add

No	Number	UM	Qty	UM	Qty	Price	Price
1	57482	01 HYPER LINE TRACKER KIT EA	2	EA	2	64.95	129.90
THANK YOU FOR YOUR ORDER!  Additional Charges RUSH CHARGES-CD FREIGHT - CD 8%							40.00 10.39
Bill of Lading Information for shipment number 1							
Packslip Number		Bill of Lading Number		Carrier Name		Shipment Method	
1		126904110201458463		UPS		UPS 2nd Day	

**PITSCO**  
EDUCATION

**HEARLIHY**  
A DIVISION OF PITSCO

Bill To: 180928

Please remit lower portion with payment to:

# PITSCO

## EDUCATION

P.O. Box 844168  
 Dallas, TX 75284-4168

Invoice	477205-1	Purchase Order	MADAMA
Date Due	05-19-11	Amount Due	\$0.00
Payment Terms	CCC	Amount Enclosed	

04/25/2011	Memo: FLANNAGAN'S GLOUCESTER MA 5644				
04/25/2011	POS Debit	\$22.68			\$5,191.56
04/25/2011	Memo: HOMETOWN ACE H GLOUCESTER MA 5644				
04/25/2011	POS Debit	\$87.27			\$5,214.24
04/25/2011	Memo: STOP & SHOP #4 GLOUCESTER MA 5644				
04/25/2011	Check	<u>342</u>	\$775.00		\$5,301.51
04/21/2011	DBT Purchase		\$27.00		\$6,076.51
04/21/2011	Memo: BERTUCCI'S #021 WEST PEABODY MA 5644				
04/21/2011	Check	<u>344</u>	\$72.24		\$6,103.51
04/21/2011	DBT Purchase		\$82.66		\$6,175.75
04/21/2011	Memo: SSI DELTACPOFREYNE800-258-1302 WI 5644				
04/21/2011	DBT Purchase		\$180.29		\$6,256.41
04/21/2011	Memo: PITSCO INC 620-231-0000 KS 5644				
04/21/2011	Direct Deposit			\$1,819.36	\$6,438.70
04/20/2011	Memo: CITY OF GLOUCEST PAYROLL				
04/20/2011	DBT Purchase		\$29.33		\$4,619.34

# Delta Education

100 Paragon Parkway  
MANSFIELD OH 44903  
Toll Free Phone: 800-258-1302  
Toll Free Fax: 800-282-9560  
www.delta-education.com

Ship To: JOHN MADAMA  
16 ROCKY NECK AVE  
GLOUCESTER MA 01930

# Packing Slip

Printed: 04/20/11 08:27:56

(Last) Page: 1

Order Number: 17727571  
Ship Date: 04/19/11  
Customer Number: 1340390  
Shipper Number: 07431961  
Customer PO: CC041911  
Attn: JOHN MADAMA

Order Information: ATTN UPS:NO SIGNATURE REQ'D FOR THIS ORDER

### Delivery Information:

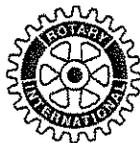
- Your order may ship in multiple boxes and may deliver at different times.
- One packing slip is provided per shipment; there is not one included in every carton.

The following items are in this shipment:

Line	Product No	Cust Item No	Description	UOM	Qty Ord	Qty Ship	Qty B/O
	1360729	1360729	KIT SOLAR PHOTON RACER	EA	2	2	

\$ 82.66

JOIN OUR NEW CUSTOMER PANEL AND TELL US WHAT YOU THINK! USE THIS SURVEY LINK TO JOIN:  
<http://www.surveymonkey.com/s/SS2>



**ROTARY INTERNATIONAL**

GLOUCESTER ROTARY CLUB

P.O. Box 1228, Gloucester, Massachusetts 01930

Mrs. Jackie Hardy  
City Council President  
City Hall  
9 Dale Avenue  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
11 JUL -5 AM 11:32

June 29, 2011

Dear President Hardy,

The Gloucester Rotary Club is proud of its Centennial Project that saw the donation of playground equipment, park benches, pic nic tables and benches, handicap accessibility, and plantings to Gloucester's historic Stage Fort Park. The club has also, when possible done work at the park in terms of bulb plantings and spreading of bark mulch to enhance the aesthetics of the park area.

While the club has contributed significantly to the rehabilitation of Stage Fort Park as well as provided support for other organizations in our community, The Gloucester Rotary Club does not have the financial resources to continue to absorb and assume all costs for equipment at the park or maintaining the grounds and safety needs of the park and play areas.

Rotary has been awaiting written confirmation from the City of its having assumed responsibility for this equipment and site so that Rotary is held harmless -- the club's receipt of such confirmation at your earliest convenience would be greatly appreciated.

On behalf of the Gloucester Rotary Club please accept our appreciation for your assistance with this matter.

Best Regards

A handwritten signature in cursive script, appearing to read "Josh Arnold".

Josh Arnold  
Rotary Club President



# CITY OF GLOUCESTER

POLICE DEPARTMENT  
197 MAIN STREET  
GLOUCESTER, MA 01930

To: Jim Duggan, Chief Administrative Officer  
From: Chief Mike Lane  
Date: July 11, 2011  
Re: Permission to apply for Bulletproof vest grant

Dear Jim,

The Gloucester Police Department is seeking permission to apply for a grant offered by the U.S. Dept of Justice through its Bureau of Justice Assistance office. The grant allows for the purchase of bulletproof vests for law enforcement officers. Currently, 17 vests have passed their expiration date and are need of replacement.

The Bulletproof Vest Partnership offered through the Dept of Justice will pay 50% of the cost of the grants, the balance will be paid by the State of Massachusetts once they have determined that the Dept of Justice has paid their portion. There is no match required by the City of Gloucester.

Should Gloucester be awarded any grant funding, vests would have to be received by and funds expended by August 31, 2013. Further, should Gloucester Police received funding for vests, there is a federal mandate that any department receiving funding have in place a mandatory wear policy for these vests.

I request that this letter by submitted into the Mayor's report for submission to the full City Council so that the matter may be referred out to Budget and Finance for consideration and and eventual full Council vote. I apologize for the delay in submitting this request. Please feel free to call me if you have any questions. Contained herein is paperwork further explaining the grant.

Thank you for your attention to this matter.

*Chief Mike Lane*



City of Gloucester  
Grant Application and Check List

Granting Authority: State  Federal  Other \_\_\_\_\_

Name of Grant: FY11 Bulletproof Vest Program

Department Applying for Grant: POLICE

Agency-Federal or State application is requested from: U.S. Dept. of Justice  
STATE EXEC. OFFICE OF PUBLIC SAFETY

Object of the application: Purchase 17 Bulletproof Vests - Value \$15,215.00

Any match requirements: NONE

Mayor's approval to proceed: [Signature] 7/19/11  
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

FORM: AUDIT GRANT CHECKLIST - V.1

Mike Lane

---

**From:** owner-bvp-list@ojp.usdoj.gov  
**Sent:** Friday, July 01, 2011 5:40 PM  
**To:** undisclosed-recipients;; @gloucester-ma.gov  
**Subject:** Bulletproof Vest Partnership FY 2011 Application Reminder

Dear BVP Participant:

**REMINDER:** All applications must be submitted online at <http://www.ojp.usdoj.gov/bvpbasi/> by 6:00 pm (e.d.t.), Wednesday, July 13, 2011. If you have already submitted a FY 2011 application for your jurisdiction, there is no need to take any action.

Important Information Regarding FY 2011 BVP Funds:

1. In October 2010 and again in March 2011, the Attorney General announced that DOJ's Bulletproof Vest Partnership (BVP) program will include a new application requirement to ensure that agencies receiving funding for reimbursement of body armor purchases have a written mandatory wear policy for uniformed patrol officers, in place when the FY 2011 BVP applications are submitted. Please see the BVP mandatory FAQs for further guidance on this new requirement: <http://www.ojp.usdoj.gov/bvpbasi/docs/FAQsBVP MandatoryWearPolicy.pdf>
2. FY 2011 BVP funds may only be used toward the purchase of vests ordered on or after April 1, 2011.
3. Each vest purchased with FY 2011 funds must meet National Institute of Justice (NIJ) standards on the date it was ordered. Please see this website for the latest NIJ compliant vests: <http://www.justnet.org/pages/BallisticCPL.aspx> and <http://www.justnet.org/pages/StabCPL.aspx>
4. To draw down FY 2011 BVP funds, vests must be received and the request for payment submitted to the BVP system by August 31, 2013.

To ensure that program participants are submitting applications that accurately reflect their vest needs for the next two years, please review the program guidance below. Prior to submitting an application for FY 2011 BVP funds:

1. Verify that the number of vests indicated on the application does not exceed actual agency needs. Review all currently deployed vests for those that will need to be replaced during the next two years, according to the replacement cycle indicated on your BVP system profile. Applications for funds should reflect the number of vests your agency needs to replace within the next two years, and vests for officers your agency anticipates hiring in the next two years. (New hires can be anticipated based on the average number of officers hired over the most recent three years.)
2. Ensure that the application accurately reflects the current market cost for the vests identified on the application.
3. Review previous year(s) BVP funding to identify any unspent funds that might currently be available for BVP needs.

Your careful attention to actual vest needs will help ensure that all eligible jurisdictions submitting requests will receive the maximum allowable based on the appropriation and distribution guidelines.

For questions regarding this email or for assistance with the online application process, please do not hesitate to call the BVP Help Desk at 1-877-758-3787, or email [vests@usdoj.gov](mailto:vests@usdoj.gov).

Sincerely,

7/11/2011

The BVP Program Team  
Bureau of Justice Assistance  
<http://www.ojp.usdoj.gov/bvpbasi/>

**Mike Lane**

---

**From:** vests@usdoj.gov  
**Sent:** Wednesday, July 06, 2011 8:07 AM  
**To:** Michael Lane - Police  
**Subject:** Your Application has been forwarded to BVP for approval

Thank you for submitting an online Bulletproof VestPartnership (BVP) application. Your application will be safeguarded until the current application period closes on July 07, 2011.

**Funding Decisions and Notification:** When this application period closes, the following will occur: Each application is checked against the availability of funds to cover a portion of its total cost, in keeping with established rules and statutory set-asides. Once funding decisions are made, Congress is notified, followed by an electronic (email) message to the primary jurisdiction contact regarding the specific level of funding available. After this notification, DOJ requires additional time to create or update each jurisdiction's financial account. You will then be notified again (via email) that funds are available for drawdown through the payment request process in your online handbook. Assuming there are no changes or significant delays in the above processes, online payment requests for the 2011 applications should be available no later than July 1, 2011.

**Formula and Matching Requirements:** The program requires that each applicant jurisdiction be responsible for providing at least 50 percent of the cost of each qualifying vest purchased. Tribal governments may use other federally-appropriated funds to provide their portion of the total cost; all other jurisdictions must use non-federal funds. Non-federal fund sources include state and/or local jurisdiction revenues, private or personal funds, and contributions from insurance or workman's compensation consortiums. Asset forfeiture funds may also be used to meet the jurisdiction's financial requirement. By submitting this application, you have already certified that you understand and will abide by the following: "Funding availability, levels, and percentages are uncertain. There is no guaranteed funding level associated with any application submitted to the BVP program. Jurisdictions agree to meet their financial and contractual obligations associated with any purchase transactions, regardless of the level of funding received through this application."

**Purchasing NIJ-approved Vests:** BVP program funds may only be used to help defray the costs of NIJ-approved vest makes and models. Any ballistic or stab vest meeting applicable NIJ standards is eligible for funding. Vests contained in your application provide a basis for funding decisions. However, you are not obligated to purchase those exact vest makes and models. You may use BVP funds to help defray the costs of any NIJ-approved vest. Simply reflect any changes in the online receipt report(s), when you initiate the online payment process. BVP funds remain in your "account" through the end of the fourth federal fiscal year following the year of this application. Therefore, you have ample time to make and complete eligible purchases.

**Need Assistance?** Please call the BVP technical support helpdesk at 877-758-3787 (toll free). Thank you and continued success in providing lifesaving body armor for your eligible officers and employees.

BVP Technical Support Team



# CITY OF GLOUCESTER

POLICE DEPARTMENT  
197 MAIN STREET  
GLOUCESTER, MA 01930

To: Jim Duggan, Chief Administrative Officer  
From: Chief Mike Lane  
Date: July 1, 2011  
Re: Permission to apply for Bryne Grant

Dear Jim,

Recently the Gloucester Police Department has been made aware of the availability of grant funding offered through the Office of Grants and Research section of the Mass Executive Office of Public Safety and Security. This grant opportunity expects \$5 million dollars to be available to local government agencies to fund a variety of initiatives to include technology upgrades and improvements. Minimum grant awards will be \$ 25,000. The Gloucester Police Department will be seeking to purchase new portable radios in order to replace portable radios currently in use that are no longer serviceable and are outdated and inadequate. Additionally, any new radios purchased under this grant will be narrow band programmable, a requirement under the new Federal mandate that takes effect on January 1, 2013.

There is no match requirement to this grant.

Grant applications are due to the Office of Grants and Research on or before July 14, 2011 and awards are expected to be announced on or about October 17, 2011.

I am requesting that this letter be placed in the Mayors Report and that this permission to apply be submitted to the full City Council for referral out to the Budget and Finance SubCommittee for their consideration.

Please contact me should 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: 2011 Edward Byrne JAG Program

Department Applying for Grant: Gloucester Police

Agency-Federal or State application is requested from: Mass EOPSS

Object of the application: to obtain funding to purchase 70 portable radios

Any match requirements: NO

Mayor's approval to proceed: [Signature] 7/19/11  
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

FORM: AUDIT GRANT CHECKLIST - V.1

Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants & Research

Availability of Grant Funds (AGF)  
2011 Edward J. Byrne Memorial Justice Assistance Grant Program

**Program Overview**

The Executive Office of Public Safety and Security's Office of Grants & Research (OGR) is responsible for administering the Edward J. Byrne Memorial Justice Assistance Grant (Byrne JAG) Program, a grant program originating from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The Byrne JAG Program is authorized by the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and is designed to provide seed money to support a broad range of activities to prevent and control crime based on local needs and conditions.

The JAG Program provides Massachusetts critical funding necessary to support a range of program areas including law enforcement; prosecution and court programs; prevention and education programs; corrections and community corrections; drug treatment and enforcement; crime victim and witness initiatives; and planning, evaluation, and technology improvement programs.

**Contents of this AGF**

- I. Important Highlights.....1
- II. Grant Compliance Details.....3
- III. Application Process.....5
- IV. Notification of Awards.....10
- V. Proposal Checklist.....10

**Important Highlights**

**Key Dates**

AGF Posted: May 24, 2011

Proposals Due: July 14, 2011

Award Announcements Anticipated: On or about October 17, 2011.

Anticipated Grant Period: Approximately November 15, 2011 through November 14, 2012.

**Funding Overview**

OGR expects to award \$5 million as a result of this AGF. Approximately one third of the funding will be awarded to local units of government and/or local private, non-profit or public agencies. \$1 million of the funds may be awarded to expand the capacity and use of electronic monitoring programs for pre-trial probationers and persons under post-release supervision. The remainder will be awarded for other allowable Byrne JAG purpose areas. All awards will range from a minimum of \$25,000 to a maximum of \$250,000. Awards will be for one year only; however, OGR may permit grantees to apply for continuation funding at the close of the program year based on successful grant compliance and the availability of federal funds. Agencies may submit only one application for consideration. Any agency that submits more than one application will be disqualified. *The only exception will be that those agencies applying for electronic monitoring may also submit a second application for another program priority.*

### Byrne JAG Purpose Areas

Proposed programs may be for activities related to any of the seven federal allowable Byrne JAG purpose areas:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

For additional information on sample programs that fall under each purpose area, please visit the BJA website at <http://www.ojp.usdoj.gov/EIA/grant/byrnepurpose.html>.

### Massachusetts Program Priorities

Preference will be given to direct prevention or intervention programs that address the following Massachusetts funding priorities and that replicate science-based, proven effective, evidence-based programs.

- **Reentry** – Adult and juvenile reentry programs that improve community safety and reduce recidivism.
- **Youth Violence** – Programs that improve community safety by reducing gang and youth violence, juvenile delinquency, and related gang activities, including education, prevention, intervention and enforcement programs.
- **Drugs, Alcohol, and Other Substance Abuse** – Programs that improve community safety by decreasing the demand for or availability of illegal drugs and alcohol. Education, prevention, treatment, and enforcement programs would be eligible.
- **Sexual Assault** – Programs that improve community safety and provide services to victims of sexual assault. Education, prevention, investigative, and treatment programs would be eligible.
- **Domestic Violence** – Programs that improve community safety and provide services to victims of domestic violence. Education, prevention, investigative, and treatment programs would be eligible.
- **Smart Policing** – Evidence-based and data-driven law enforcement efforts.
- **Electronic Monitoring** – Programs that expand the capacity and use of electronic monitoring for pre-trial probationers and persons under post-release supervision.
- **Technology** – Programs that increase community safety and/or enhance the criminal justice system through increased efficiency, information sharing, access to tools, or distance learning.

**Applicant Eligibility.** Programs may receive funding for project implementation. There is no match requirement. Eligible applicants include: non-profit agencies, community-based and faith-based organizations, local police departments, local units of government (i.e., city or town), and state agencies. Two or more entities jointly preparing an application must designate one body to take the lead role for fiscal and administrative purposes. Please be advised that non-profit agencies may *not* sub-contract funds to state agencies or local units of government. State and local governmental agencies however *may* sub-contract to non-profit agencies.

## II. Grant Compliance Details

**Fund Disbursement.** This is a reimbursement grant. Reimbursement requests and required back-up documentation will be submitted to OGR on a quarterly basis. Details about the reimbursement process will be provided at the time awards are made.

**Project Duration.** Applicants should apply for up to twelve months of funding. The anticipated funding cycle for most projects will begin on November 15, 2011 and end November 14, 2012.

**Subgrantee Requirements.** Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

### 1. Grants Management

- Submission of satisfactory and timely quarterly progress reports and quarterly financial reports/requests for reimbursement with all required back-up documentation.
- Timely submission of performance measures via the Performance Measurement Tool (PMT) online platform through the U.S. Department of Justice. Numerical data are reported quarterly and narrative annually.
- Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
- Grant funds are subject to federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive Byrne JAG funding along with other federal funds must treat the funds independently with separate cost and reporting centers. An audit trail is required for the federal and matching portions of the project each year and is expected to be accessible upon the request of OGR. The sources of receipts, expenditures, and disbursements for each portion of funding are to be accounted for separately.
- Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources. All applicants must submit the attached statement on non-supplanting with their application as assurance that supplanting will not take place.
- All costs paid with grant funds must be direct and specific to the implementation of the Byrne JAG-funded project.
- No grant funds may be spent for construction, office furniture, or other like purchases.
- In-state travel costs associated with the Byrne JAG funds shall include mileage rates not in excess of \$0.45 per mile, actual tolls, or actual parking. No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.
- No grant funds may be spent for food or beverages unless in the budget as approved by OGR for eight-hour trainings, meetings or conferences per OJP guidelines: <http://www.ojp.usdoj.gov/financialguide/part3/part3chap7.htm>  
Per direction of ANE, for Executive Branch Agencies, food may be considered a non-essential item and therefore inclusion of food in budgets (even consistent with OJP guidelines) will be subject to review by OGR.
- No consultant or trainer may be paid more than \$450 for an eight-hour work day or \$56.25/hour without the prior written approval from OGR and the U.S. Department of Justice. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.

## 2. Procurement

- Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the Byrne JAG award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once an award is made. *For the grant application, submit a letter of collaboration signed by the parties that explains the relationship of the agencies that will enter into a formal MOU if awarded; mark the letter Attachment F.*
- Non-profit agencies may not sub-contract to state agencies or local units of government. However, state and local governmental agencies may subcontract to non-profit agencies.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

## 3. Other Requirements

- All subrecipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS prior to contracting.
- Subrecipients that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget's Circular A-133. The Office of Grants and Research annually asks subrecipient fiscal managers to complete a form certifying that this requirement has been met and that there are no audit findings associated with the use of these funds. The state fiscal year 2010 certifications are now due. Agencies must submit the form with their application in order to be eligible to receive funds from this AGF.
- All subrecipients must complete an Equal Employment Opportunity Plan (EEO) certification form, responding to either Section A- Declaration Claiming Complete Exemption from the EEO Requirement, Section B- Declaration Claiming Exemption from the EEO Submission Requirement and Certifying that an EEO is on File for Review or Section C-Declaration Claiming EEO Submission Requirement. Some subrecipients may be required to submit their EEO or EEO Short Form to the U.S. Department of Justice, Office for Civil Rights. Each Subrecipient's Certification, EEO, or EEO Short Form will need to be submitted to OGR in accordance with 28 CFR 42.301-308. Details will be provided prior to contracting.
- The Anti-Lobbying Act of 18 U.S. Code § 1913 prohibits the use of federal funds for "grassroots" campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislative or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.
- OGR subgrant conditions must be signed and dated if an award is made.

#### 4. Reporting Alleged Waste, Fraud and Abuse

- It is the responsibility of the subrecipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports may be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.

U.S. Department of Justice  
Office of the Inspector General Field Office  
1 Battery Park Plaza, 29th Floor  
New York, NY 10004  
212-824-3650  
<http://www.usdoj.gov/oig/>

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)

### **III. Application Process**

This section describes: (A) specific information on the required sections for a proposal, and (B) the proposal review criteria.

#### **(A) Application Instructions, Requirements, and Required Sections**

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

##### **Instructions:**

- Binder or paper clipped (please do not staple proposal or attachments);
- Typed, single-spaced in 12-point font with one-inch margins.



City of Gloucester  
Grant Application and Check List

Granting Authority: State  Federal  Other

Name of Grant: Portable Breath Testing Grant

Department Applying for Grant: Police Dept

Agency-Federal or State application is requested from: Mass Exec Off Public Safety

Object of the application: to obtain PBT device

Any match requirements: none

Mayor's approval to proceed: [Signature] 7/19/11  
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

POLICE DEPARTMENT  
197 MAIN STREET  
GLOUCESTER, MA. 01930

To: Jim Duggan, Chief Administrative Officer  
From: Chief Mike Lane  
Date: July 14, 2011  
Re: Permission to Apply for PBT grant offering

Dear Jim,

Within the last week, the Gloucester Police Department has received notice of the availability of a grant offered by the Executive Office of Public Safety and Security. As stated, EOPSS is offering 30 Portable Breath Test Devices on a competitive basis to towns throughout the Commonwealth. Portable Breath Test Devices are about the size of a walkie-talkie, having a tube sticking out for breath samples to be input for analysis. These devices are commonly used by Officers in the field to conduct preliminary breath tests to determine whether or not to arrest possible OUIL suspects.

The deadline for submittal of application is July 29, 2011. There is no required match for this grant. Attached is the completed grant application. It appears to be an award of equipment, based upon the grant narrative.

I am requesting that this letter be included in the Mayors Report for submittal to the full City Council for referral out to Budget and Finance for their consideration.

Thank you. Please contact me should you have any questions.

Respectfully Submitted,

  
Chief Mike Lane

agrees to comply with the provisions of M.G.L. C. 111B § 8 (Protective Custody Statute), and any other regulations or policies established by OAT for the operation, storage and maintenance of all equipment.

The Department agrees that the Police Chief or Chief Executive Officer shall designate a certified breath test operator (BTO) as the Officer in Charge (OIC) of the equipment. An alternate BTO may also be designated. The OIC shall be the primary point of contact with OAT and shall be responsible for the care, maintenance and proper operation of all equipment. The OIC shall also be the Keeper of Records for the PBT records generated at their testing location and comply with all guidelines and policies established by the Office of Alcohol Testing. The Department agrees to participate with OAT for training on the PBT.

On a schedule determined by OAT, the Department agrees to deliver the equipment for certification or other testing deemed necessary by OAT. The Department also agrees to fully cooperate with OAT to perform an annual inventory of the equipment.

The Department recognizes that ownership of all equipment will remain exclusively and solely with OAT. Further, the Department agrees that all equipment must be returned to OAT within 30 days upon written notification of the Director of OAT. Any violation of the terms of this agreement may result in OAT requiring the Department to return the equipment.

This Agreement shall be fully binding upon the parties and their respective successors for the duration of the Department's use of the equipment described herein.

*Chief Michael W Lane*

Name of Chief of Police (Please print)

*Michael W Lane*

Signature (in blue ink)

*7-14-11*

Date (in blue ink)

All applications must be received by mail or hand-delivery at the Office of Alcohol Testing at the following address by the close of business on Friday, July 29, 2011.

Office of Alcohol Testing  
ATTN: Barbara O'Brien  
31 MacArthur Avenue  
Devens, MA 01434

Any inquires regarding this application may be directed to Barbara O'Brien by phone at 978-392-4050 or via email at [Barbara.O'Brien@pol.state.ma.us](mailto:Barbara.O'Brien@pol.state.ma.us). All applicants will be notified of the results of this award process in writing no later than Friday, August 19, 2011.

Please use the space below to provide any additional information you think might be helpful in determining the justification for the award. The Gloucester Police Dept. would benefit greatly from the receipt of a portable breath test machine. Currently we have no PBT machines in the cruisers. Should we be fortunate enough to be awarded a new machine, it would be assigned to the street in the busiest cruiser, which is the Downtown cruiser. Statistically, most of our OUIL arrests occur in the downtown area and this would be a very valuable tool in helping our officers make an arrest/don't arrest decision. Gloucester has a higher than average substance abuse rate, many of these abusers drive after consuming alcohol and drugs, and a PBT would be very beneficial in determining alcohol consumption. Should we receive a PBT, its maintenance would be under the direction of Lt. Auld, who is in charge of the department's breathalyzer machine. She is familiar with procedures for its use and care. We would be willing to release a statement to the local newspaper stating that we have obtained the device thru an award from EOPSS. Gloucester is known as a 'drinking town' and this would be an additional tool in the fight to keep intoxicated drivers off the roads. I believe our arrests for OUIL would increase, as would car stops, which is the prelude to OUI arrests. Thank you for considering us for this award.

Sincerely, Chief Michael W. Lane

The GLoucester Police Department acknowledges and agrees to comply with all requirements of this grant program. The applicant also understands and agrees that a grant award received as a result of this application is subject to State and Federal regulations governing highway safety projects and grant management requirements.

The Department awarded a PBT agrees that it will properly care for and maintain the equipment. The Department also agrees to provide all consumables. The consumables include: mouthpieces and dry gas calibration standards. The consumables will be purchased at the Department's own expense and must meet the specifications established by the Manufacturer and OAT.

The Department agrees to contact OAT to arrange for any and all repairs of the equipment. Authorized personnel under the direction of the Director of OAT shall complete all repairs incurred in the ordinary course of business during the warranty period. The Department agrees that, after the warranty period expires, it will be responsible for the cost of maintaining and repairing all equipment. The Department



CITY OF GLOUCESTER

POLICE DEPARTMENT

197 MAIN STREET

GLOUCESTER, MA 01930

Office of Alcohol Testing Grant Award Opportunity for Portable Breath Testing Units

Application Deadline: July 29, 2011

The Office of Alcohol Testing (OAT) of the Massachusetts Department of State Police received federal funding from the Executive Office of Public Safety and Security's Highway Safety Division (EOPSS/HSD) for the purchase of thirty (30) Alcotest 6810 Portable Breath Test (PBT) Instrument Kits during Federal Fiscal Year (FFY) 2011. OAT will now award these thirty units through an open process based on this application.

This application is open to all full-time State, Municipal and Campus Police Departments within the Commonwealth that have Chapter 90 arrest powers. Part-time departments are not eligible for this award opportunity.

This completed application must be received at OAT by mail or hand-delivery by the close of business on Friday, July 29, 2011. Late applications will not be accepted.

I. Department Information	
Name of Police Department:	GLOUCESTER POLICE DEPARTMENT
Name of Police Chief:	MICHAEL W. LANE
Mailing Address:	197 MAIN STREET
City/Town:	GLOUCESTER
Zip Code:	01930
Main Telephone Number:	978-283-1212
Main Fax Number:	978-282-3026
Number of Sworn Personnel within the Department:	56
Does the Department have a Certified Drug Recognition (DRE) Expert on staff:	Y <input checked="" type="checkbox"/> N
If yes, please indicate the number of DRE's within the Department:	
If awarded this grant, does the Department plan to assign the PBT Unit to a DRE?	Y/N
Number of PBT Units currently in use at the Department:	NONE
Does the Department have an established PBT Policy?	Y <input checked="" type="checkbox"/> N
If yes, please attach a copy to this application. If the department does not currently have a PBT Policy in place, you must agree to establish a Policy by August 19, 2011. OAT will provide a sample PBT Policy to the Department upon request.	

II. Department Statistics	
Number of Breath Tests Given during calendar years 2010 and 2011 (to date):	443
Number of Breath Tests Refusals during calendar years 2010 and 2011 (to date):	41
Number of OUI Arrests during calendar years 2010 and 2011 (to date):	84



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012

FAX 978-978-281-4188

[jcaulkett@gloucester-ma.gov](mailto:jcaulkett@gloucester-ma.gov)

CITY OF GLOUCESTER  
HARBORMASTER'S OFFICE

**Memorandum**

From: Jim Caulkett, Harbormaster  
To: Mayor Carolyn Kirk  
Date: July 18, 2011  
Subject: Mayor's Report to Council

Mayor Kirk,

In your next Report to Council will you please include the attached contract and request to accept \$9500.00 in grant funds for the on going Pumpout Boat Program.

Sincerely,

Jim Caulkett



# *The Commonwealth of Massachusetts*

*Division of Marine Fisheries*

*Clean Vessel Act Pumpout Program*

*251 Causeway Street – Suite 400*

*Boston, Massachusetts 02114-2153*

## Massachusetts Clean Vessel Act Pumpout Grant Program

Dear Clean Vessel Act Subgrantee,

*Congratulations on winning a Massachusetts Clean Vessel Act Pumpout Grant!*

Enclosed is a contract that you must complete, sign and return as soon as possible. If you are a marina, yacht club or other private sector business, you must have a state vendor number in order to receive reimbursements for your pumpout expenses. If you are not listed as a state vendor, please complete and return the enclosed form ("Request for Verification of Taxation Reporting Information").

The contract will need a 6/30/2011 signature date in order to have an effective start date of 7/1/2011.

I have highlighted the lines which must be completed and enclosed all the forms that are necessary to complete the application process. For your convenience, I have enclosed a one-page list of invoicing instructions.

Please return the **ENTIRE** signed contract to my attention at the above address ASAP. **Do not separate the contract paperwork.**

As a reminder, please make sure that all bills from the present billing cycle 7/1/2010 thru 6/30/2011 are sent to my assistant, Eileen Feeney, at the Mass Division of Marine Fisheries 1213 Purchase Street 3<sup>rd</sup> floor, New Bedford, Mass 02740. The deadline for submitting Segment 16 reimbursements is July 31, 2011. The Segment 16 year started on July 1<sup>st</sup>, 2010 and will end on June 30, 2011. If you have any questions or need assistance, please contact me at (617) 626-1525.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Beaulieu".

Tom Beaulieu  
CVA Program Manager

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osd](http://www.mass.gov/osd) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Fish and Game <b>MMARS Department Code:</b> FWE	
<b>Legal Address: (W-9, W-4, T&amp;C):</b>		<b>Business Mailing Address:</b> DMF 251 Causeway St, Suite 400, Boston, Ma 02114	
<b>Contract Manager:</b>		<b>Billing Address:</b> DMF Quest Center, 1213 Purchase St. New Bedford, Ma 02740	
<b>E-Mail:</b>		<b>Contract Manager:</b> Jared Silva	
<b>Phone:</b>	<b>Fax:</b>	<b>E-Mail:</b> jared.silva@state.ma.us	
<b>Contractor Vendor Code:</b>		<b>Phone:</b> 617-626-1534	<b>Fax:</b> 617-626-1509
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD _____ (Note: The Address ID Must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b>	
		<b>RFR/Procurement or Other ID Number:</b>	

<p style="text-align: center;"><u>NEW CONTRACT</u></p> <p><b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only)</p> <p><input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget)</p> <p><input checked="" type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants §15 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u>, scope, budget)</p> <p><input type="checkbox"/> <u>Legislative/Legal Exemption or Other:</u> (Attach authorizing language/justification, scope and budget)</p>	<p style="text-align: center;"><u>CONTRACT AMENDMENT</u></p> <p>Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____</p> <p>Enter Amendment Amount: \$ _____ (or "no change")</p> <p><b>AMENDMENT TYPE:</b> (Check one option only. Attach details of Amendment changes.)</p> <p><input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget)</p> <p><input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> <u>Legislative/Legal Exemption or Other:</u> (Attach authorizing language/justification and updated scope and budget)</p>
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The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.

Commonwealth Terms and Conditions     Commonwealth Terms and Conditions For Human and Social Services

**COMPENSATION:** (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to Intercept for Commonwealth owed debts under 815 CMR 9.00.

Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended), \$ 9,500.00

**PROMPT PAYMENT DISCOUNTS (PPD):** Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days \_\_\_ % PPD; Payment issued within 15 days \_\_\_ % PPD; Payment issued within 20 days \_\_\_ % PPD; Payment issued within 30 days \_\_\_ % PPD. If PPD percentages are left blank, identify exemption: \_\_\_ statutory/legal or Ready Payments (G.L. c. 29, § 29A); \_\_\_ federal grant/trust; \_\_\_ initial payment (subsequent payments must be scheduled to support payee cash flow needs and standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

**BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:** (Enter the Contract title, purpose and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation.)

Provision of Services pursuant to the Clean Vessel Act

**ANTICIPATED START DATE:** (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the latest signature date below subject to any required approvals) and **no** obligations have been incurred **prior** to the Effective Date.

2. may be incurred as of \_\_\_\_\_, 20\_\_\_\_, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.

3. were incurred as of \_\_\_\_\_, 20\_\_\_\_, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

**CONTRACT END DATE:** Contract performance shall terminate as of 6/30/2012 with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

**CERTIFICATIONS:** Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**AUTHORIZING SIGNATORY FOR THE CONTRACTOR:**

X: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

**AUTHORIZING SIGNATORY FOR THE COMMONWEALTH:**

X: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Kevin Creighton

Print Title: Acting Chief Fiscal Officer