



CITY CLERK
GLOUCESTER, MA

12 MAR 30 AM 8: 50

GLOUCESTER CITY COUNCIL

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

Budget & Finance Committee

Thursday, April 5, 2012 – 6:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. Continued Business:

- A) *Review and Recommendations for Disposition of real property re: Magnolia School House (a.k.a. Blynman School) (Cont'd from 03/22/12)*
2. *Memorandum from Administration re: Moody's Investors Service Bond Rating Report as of 3/7/12*
3. *Memorandum from CFO for the Gloucester Public Schools re: reimbursement for services procured without a purchase order in place*
4. *Grant Application & Checklist from Senior Center Coordinator re: FY12 Service Incentive Grant in the Amount of \$6,100*
5. *Special Budgetary Transfer (#2012-SBT-28) from Department of Public Works*
6. *Addendum to Mayor's Report re: Special Budgetary Transfer Request (#2012-SBT-27) from City Council*
7. *Memorandum from City Auditor re: City's Financial Statement Audit Contract for FY12, FY13 & FY14*
8. *Memorandum from City Auditor re: Employee Conference/Training, Travel, Meals & Lodging Expense Documentation Policy*
9. *Communication from Business Manager of the North Shore Regional Vocational School District re: FY13 Preliminary Budget Summary*
10. *Grant Application & Checklist from Emergency Mgmt. Dir. Re: Emergency Mgmt. Performance Grant In the amount of \$6,000*
11. *CC2012-019 (Hardy) Election of City Auditor pursuant to the City of Gloucester City Charter Section 2-7(a)*
12. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

COMMITTEE

Councilor Paul McGeary, Chair
Councilor Joseph Ciolino, Vice Chair
Councilor Melissa Cox

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
Mike Hale
Lucy Sheehan
Dr. Richard Safier/Tom Markham
Jonathan Pope
Miles Schlichte

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.

City of Gloucester

CITY CLERK
GLOUCESTER, MA

Office of the Purchasing Agent

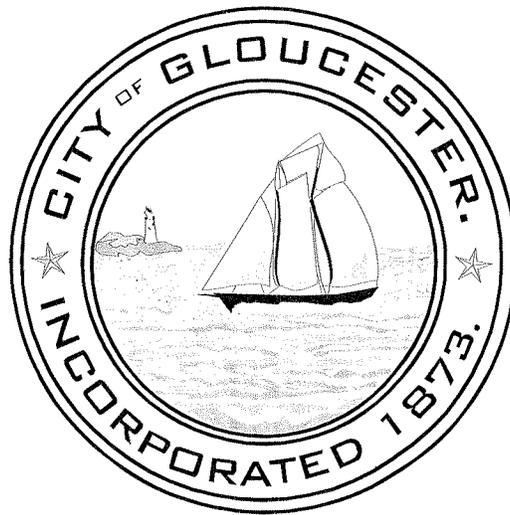
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City Hall, 9 Dale Avenue

Gloucester, Massachusetts 01930

Telephone 978 281 9710 Fax 978 281 8763

www.gloucester-ma.gov



REQUEST FOR PROPOSALS #12093

SALE OF

MAGNOLIA SCHOOL HOUSE

46 Magnolia Avenue, Gloucester, MA

Request for Proposal Available:

Proposal Submission Deadline:

DRAFT FOR CITY COUNCIL APPROVAL

SECTION 1: NEWSPAPER ADVERTISING

To: Cape Ann Beacon

From: Donna Compton, Purchasing Agent

Date: TBD

Re: **Please run this ad on the Records/Legal page as small as possible on Fri and again on Friday,**

**CITY OF GLOUCESTER, MA.
REQUEST FOR PROPOSALS # 12093
Sale of Blynman (Magnolia) School House**

Pursuant to M.G.L.c 30B, the City is seeking proposals for the Sale of City owned land and building located at 46 Magnolia Ave., shown on assessor's map 174, lot 3. The property is listed as 2,160 sf 1st flr area, 1,040 sf finished & 1,120 sf unfinished basement area. The City seeks to have services rendered to Magnolia and other local residents by requiring that the property be utilized for a Historical Museum and programs. The RFP package will be available on **TBD** at the Office of the Purchasing Agent. Proposals must be received and will be opened at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than **TBD**. The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City. **The City shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing services, etc.**

Donna Compton
Purchasing Agent

SECTION 2: CENTRAL REGISTER POSTING

CITY OF GLOUCESTER, MA
REQUEST FOR PROPOSALS #12093
Sale of Magnolia School House

SECTION 3: INTRODUCTION:

Pursuant to M.G.L.c 30B, the City of Gloucester requests sealed proposals for the sale of a fee interest in City owned land and building located at 46 Magnolia Avenue, Gloucester, MA for as long as the bidder is in existence and remains the owner of the property, the fee shall thereafter revert to the City of Gloucester. The property is known as 46 Magnolia Avenue Gloucester Massachusetts and known as the Magnolia School House. The property offered for sale includes the school house and grounds. The property is offered as is, it is incumbent upon any bidder to undertake its due diligence regarding the lot size, any restrictions on the property and permitting requirements to use the property as offered. The city makes no representations regarding the lot size, encumbrances upon the property or the permitting requirements to use the property as offered. The City seeks to have services rendered to Magnolia and other local residents by requiring that the property be utilized for a Historical Museum and programs. The successful proposer shall warrant and guarantee that the existing building shall not be demolished at any time nor shall the facade be altered in any material fashion or manner. The Purchasing Agent has issued this RFP after determining that the selection of the most advantageous offer requires comparative judgment of these factors.

SECTION 4: RFP AVAILABILITY/DEADLINE

The Request for Proposal package will be available on **TBD** at the Office of the Purchasing Agent. Proposals must be received and will be opened at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than **TBD** local time.

SECTION 5: LOT DESCRIPTION: shown on assessor's map 174, lot 3.

The building is listed as: **2,160 SF finished area on first floor, 1040 SF finished basement and 1,120 sf unfinished basement**

SECTION 6: ZONING: R-30 Residential, a Museum is a use permitted only by special permit. The successful bidder is responsible for obtaining all permits necessary to use the premises in accordance with this RFP.

SECTION 7: RESTRICTIONS:

Use of the property is restricted to providing a Historic Museum. The Zoning in effect requires that the successful bidder obtain a special permit to use the property as a Historic Museum. If the successful bidder fails to obtain all necessary permits to use the property as a historic museum, the property shall revert to City.

SECTION 8: RFP TERMS AND CONDITIONS:

1. The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, Massachusetts.
2. The City shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing services, etc.
3. All proposals must comply with the provisions of Massachusetts General Laws chapter 30B and any other applicable Federal, State and Municipal laws and/or ordinances.
4. The City reserves the right to issue addenda to this RFP. If it becomes necessary to revise any part of this RFP, addenda will be provided in writing to all prospective offerors who have requested a copy of this RFP. The addenda shall be deemed a part of this RFP.
5. Offeror's responses to this RFP may be modified only by written and sealed communication with the Office of the Purchasing Agent. Any such written and sealed communication must be received by the Office of the Purchasing Agent before the deadline for proposal submission. Proposals submitted in response to this RFP may be withdrawn only by communicating the intent to withdraw a proposal in a written and sealed communication to the Office of the Purchasing Agent before the deadline for submission.
6. By submission of a proposal, the offeror agrees, if its proposal is accepted: to enter into a contract with the City that incorporates all the requirements of this RFP. The offeror further accepts all of the terms and conditions of this RFP.

SECTION 9: PROPOSAL SUBMISSION REQUIREMENTS:

1. The timetable for the City to issue a purchase and sales agreement is, as soon as possible after the bid opening, but within 45 days. If additional time is required, a change order will be issued and authorized by the mutual assent of the City and bidder.
2. Each proposer must include a signed "Non-Collusion Statement". The City will reject any bid for failure to submit the signed "Non-Collusion Statement".
3. Each proposer must complete the "Reference Form" included in the RFP. Proposers are required to show a minimum of five years of successfully operating a museum. This form is part of the evaluation criteria.

4. Proposals must be submitted in a sealed package in the following manner:**A. Package:** Clearly mark (label) in the lower left-hand corner of the envelope

- RFP # 12093
- Sale: Magnolia School House
- Proposer's name and address
- Opening date: **TBD**
- Time of opening: 11:00 AM

B. Include in Package: Five copies of your Proposal, including, but not limited to:

1. A description of the method the applicant intends to use to manage the project, if awarded the contract.
2. Description of the qualifications of the key participants whom the Proposer plans to utilize.
3. Any other information the Proposer considers relevant
4. Non-Collusion Statement
5. References

SECTION 10: PROPOSAL EVALUATION:

This section describes the criteria and process to be used by the City of Gloucester in evaluating proposals received in response to the RFP. All proposals will be evaluated by the City of Gloucester.

SECTION 11: MINIMUM CRITERIA:

The City of Gloucester will conduct a preliminary review of each proposal to determine whether it meets the minimum criteria listed below. Proposals that do not meet these minimum criteria **may** be disqualified from further consideration

1. The proposal includes all information required in this Request for Proposal
2. The proposers agrees to meet the City of Gloucester's sale terms.
3. The proposal meets the City's identified need for Gloucester Historical Museum services.

The City of Gloucester will be evaluating all Proposals to qualify them as being responsible and responsive to the requirements of the RFP. All Proposals **must include** the following elements to be considered valid for this property sale:

1. Description of Proposer and Affiliates

A description of the Proposer Buyer whether an individual, Corporation, Partnership, Trust, etc. If the Proposer is a team, include a list of members.

2. Proposer Contact Information

Include the primary contact name, address, phone and fax number. Provide the address, contact name and phone number for each member of the Proposer's team.

3. Bid Price Sheet

The Proposal must clearly state in written word and numerical form the amount of the bid. The City of Gloucester reserves the right to reject any and all bids. The City of Gloucester has established a **minimum bid price of \$1,000.00**.

4. Evidence of Financial Ability

Provide information, as provided in paragraph 6, that will demonstrate to the City that the Proposer has the financial ability to purchase, develop, and financially sustain the property. Such evidence may include Financial Statements of proposer and/or its affiliates, letters of intent from lenders and lender references showing sources of funds for acquisition, construction or site development, permanent financing and any proposed real estate development/environmental cost cap insurance products. The City shall decide if the evidence is sufficient.

5. Certificate of Non Collusion

- 6. Project Description:** The Proposer must provide a narrative description of the proposed use of the property. This narrative description is required so that the City can determine if the proposed use is in compliance with the terms and conditions of the RFP and other municipal laws and regulations.

SECTION 12: AWARD OF SALE:

The City will determine the most advantageous proposal from a responsible and responsive Proposer, that meets the stated objective, taking into consideration all evaluation criteria set forth in this Request For Proposal.

SECTION 13: REFERENCES

References: Request for Proposal: #12093

Sale: Magnolia School House

Name of Proposer	
Proposer's Address	

Proposer must provide references for all contracts or similar ventures performed within the past five years of similar size and scope to this project.

Reference		Contact	
Address		City, State, Zip	
Telephone		Fax	
Description of similar project performed			

Reference		Contact	
Address		City, State, Zip	
Telephone		Fax	
Description of similar project performed			

Reference		Contact	
Address		City, State, Zip	
Telephone		Fax	
Description of similar project performed			

Reference		Contact	
Address		City, State, Zip	
Telephone		Fax	
Description of similar project performed			

Reference		Contact	
St. Address		City, State, Zip	
Telephone		Fax	
Description of similar project performed			

This form may be duplicated, if additional space is required

SECTION 14: CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Bidder: _____ Address: _____

Authorized Signature _____ Title: _____

Telephone _____ Fax _____

SECTION 15: TAX COMPLIANCE

IF A CORPORATION:

State in which Incorporated _____

President _____

Treasurer _____

Secretary _____

If a foreign (out of State) corporation - are you registered to do business in Massachusetts? YES ____ NO _____. If you are selected for this work, you are required under Massachusetts General Law Chapter 38D, to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate to the awarding authority prior to award.

IF A PARTNERSHIP (Name All Partners):

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____
_____	_____	_____	_____

IF AN INDIVIDUAL:

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:

<u>Name of Firm</u>	<u>Business Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

<u>Name of Individual</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

ATTESTATION CLAUSE

Pursuant to MGL c 62C sec 49A. I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

Social Security No. Or Federal Identification No _____ Signature or Individual or Corporate Name _____

Corporate Officer (If Applicable)

The City reserves the right to reject any and all bids or to accept the bid deemed in the best interest of the City of Gloucester, MA.

**SECTION 16: HAZARDOUS MATERIALS RELEASE ("Hold Harmless" Agreement)
RELEASE REGARDING HAZARDOUS MATERIALS
Magnolia Schoolhouse, 46 Magnolia Avenue, Gloucester, MA 01930**

The City assumes no liability for any release of hazardous materials on the property. The Proposer has not relied upon any representations by the City with respect to hazardous materials, except to the extent disclosed herein.

The Proposer agrees to release and hold harmless the City of Gloucester from any liability arising out of any hazardous materials that may be present on the property.

Proposer _____ Date: _____

PURCHASE & SALE AGREEMENT - DOCUMENT WILL BE SUPPLIED TO SUCCESSFUL PROPOSER

Evidence of Financial Ability *(additional information or reports may be attached).*

Evidence of proposed sources of funds and financing clearly demonstrates financial ability to acquire and maintain the property. Proposer clearly identifies sources and uses of funds.

Financial Information *(List and attach information)*

Financial statements of proposed Buyer or affiliates. Letters of interest from lenders and lender references indicate level of financing proposed by each source.

Site Development Proposal *(additional information or reports may be attached).*

Proposed development with cost estimates.

SECTION 17: PRICE PROPOSAL SHEET RFP 12093

All Proposers shall submit bids in strict accordance with the submission requirements listed below. Any Proposer failing to provide all of the following submission requirements will be considered "non-responsive" and their proposal may be rejected without further consideration

PRICE PROPOSAL

Location	Total Bid Price
Magnolia Schoolhouse, 46 Magnolia Ave - AWARD LINE	

METHOD OF AWARD:

The City of Gloucester will review all proposals submitted for full compliance with the requirements contained in RFP #12093. The City's objective is to award an agreement to the responsive and responsible Proposer who is in full compliance with the requirements of the RFP and who submits the highest bid price. The highest bid must meet or exceed the minimum bid set by the City Council which is \$1,000.00.

BIDDERS SIGNATURE:

I understand the terms and conditions contained in RFP 12093 and in accordance submit this bid.

Signature of proposer or authorized agent

Print or type name of proposer

Title

Name of Business

Business Address

Telephone

Fax

SECTION 18: Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addressees of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by MGLc 7 Sec. 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: **City of Gloucester, MA.**
2. Complete legal description of the property: **Magnolia School House
(formerly Blynman School)
46 Magnolia Avenue
Gloucester, MA. 01930
Map No. 174 Lot No. 3**
3. Type of transaction: Sale:
4. Seller: **City of Gloucester, Ma.**

Purchaser N/A
5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. **Note:** If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name	Address

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or position

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item #1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item #4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

Signature		Title	
Printed name		Date	

CONTRACT TERMS AND CONDITIONS

The following terms and conditions shall apply to the sale of the property described within this RFP:

1. The City's Responsibility:

- a. The City of Gloucester's City Solicitor and CFO shall conduct a review of the Successful Proposer's property tax history. A delinquency, lien, etc. for any fee, charge, preexisting payment agreement with the Treasurer/Collector or tax in the payment of taxes on any property in the City of Gloucester or any other city shall be cause to reject the Proposer's bid. Applicant(s) must also state if they ever had property in which the City of Gloucester foreclosed, and the circumstances leading to the previous foreclosure(s)

2. The Successful Proposer's Responsibility:

- a. The Successful Proposer shall complete a thorough on site inspection before submitting a proposal.
- b. The Successful Proposer agrees to purchase the property **"AS-IS"**.
- c. The Successful Proposer agrees to be solely responsible for obtaining any and all permits, approvals, waivers, releases or any other requirements necessary to use or rehabilitate the property.
- d. The Successful Proposer agrees the development of the property shall be in compliance with all applicable Federal, State and Municipal Laws and Regulations.
- e. The Successful Proposer agrees to execute a Purchase and Sales Agreement with the City within **forty five (45)** days of the Notice of Award.
- f. The Successful Proposer agrees to remit the full bid price and complete the sales agreement and closing within **ninety (90)** days of the execution of the Purchase and Sales Agreement, with an option to extend the time for closing an additional ninety (90) days upon good cause shown.
- g. The Successful Proposer understands that if they fail to complete the Purchase and Sales Agreement within **forty five (45)** days or fails to complete the sales agreement and closing within **ninety (90)** days (unless extended in writing by the City), the City shall revoke the notice of award and retain all moneys received as liquid damages.

PART VII MISCELLANEOUS

1. Amendments/Modifications to Proposals

The Proposer may at any time prior to the deadline for submission of the Proposals, amend or modify a Proposal by submitting the amendment/modification to the address specified in Part V of the RFP, in a sealed package and clearly marked with the following information:

TITLE: "RFP 12093, Proposal for Disposition by Sale of Magnolia Schoolhouse"
 FROM: Name and address of Proposer(s)
 TO: City of Gloucester, Office of the Purchasing Agent
 9 Dale Avenue, Gloucester, MA 01930
 DUE: TBD

2. Withdrawal of Proposals

Any Proposer may withdraw its Proposal at any time prior to the deadline established in this RFP. The Proposer wishing to withdraw a proposal must provide a written authorization and or acknowledgment that he or she is withdrawing the Proposal and the City of Gloucester is held harmless from any responsibility as a result of the Proposal withdrawal.

3. Rejection of Proposals

The City of Gloucester reserves the right to reject any or all proposals. The City has established a minimum bid price of **\$1,000.00**.

4. Authorization to Sell

All proposers are hereby notified that property described herein has been declared surplus property by the Gloucester City Council with the authorization to issue a Request for Proposals with conditions.

5. Addendum

Any addendum to the RFP will be sent by mail or fax to those proposers who have registered with the Office of the Purchasing Agent and received a copy of the RFP. The City will not be responsible for notifying anyone who received a copy of the RFP from any other source. If it is not possible to notify all parties who received an RFP prior to the deadline for submission, the City reserves the right to extend the deadline for submission through proper notice.

6. Conditions

Submission of a proposal in response to this RFP constitutes an agreement by Proposer and any and all grantees in any subsequent deed from the City to be bound by and comply with all provisions of the entire RFP, including the following conditions, which shall survive the execution and acceptance of a deed of the subject property.

- a. That the property in question, whether occupied or not shall be in compliance with any and applicable Building, Sanitary and Health Codes by the Successful Proposer.
- b. That upon conveyance, the deed and any other documents or plans relevant to the closing shall be recorded at the Successful Proposer expense in the Registry of Deeds.
- c. That the Successful Proposer shall also pay for any documentary tax stamps, as may be applicable to the sale of this property.
- d. That the Successful Proposer has paid all taxes as may be due in compliance with MGL, Chapter 62, Section 49A as amended. *See section 15*
- e. That the Successful Proposer must comply with, execute, and include with the proposal the affidavit of compliance with the provisions of MGL, Chapter 7, Section 40J. *See section 18*

- f. That a failure by the Successful Proposer of the subject property, to comply with any provision or condition hereof shall, at the option of the City require that the Successful Proposer and any and all grantees shall re-convey the subject property to the City of Gloucester for the same price which Proposer paid for the acquisition thereof. This condition shall be applicable for the duration of the property interest.
- g. That the Proposer has not relied upon any representations by the City regarding the presence of any hazardous materials on the property, and holds the City harmless from any and all liability for the same.
See copy hereto attached marked Exhibit D.

ATTACHMENT "A"
ASSESSOR'S INFORMATION

CURRENT OWNER GLOUCESTER CITY OF		TOPO.	UTILITIES	STRI./ROAD	LOCATION	CURRENT ASSESSMENT	
FULLER SCHOOL						Code	Assessed Value
GLOUCESTER, MA 01930 0000						9310	184,200
Additional Owners:						9310	128,600
		Other ID:	SUPPLEMENTAL DATA		VISION		
		0174 0003 001			108 GLOUCESTER, MA		
		GIS ID: 9287	ASSOC PID#		Total: 312,800		
			10/30/1894		PREVIOUS ASSESSMENTS (HISTORY)		
			1428/139		Yr.	Code	Assessed Value
			SALE DATE		2012	9310	275,100
			v/u v/i SALE PRICE V.C.		2012	9310	132,400
			0		2010	9310	196,500
					2010	9310	142,200
					Total:		312,800

RECORD OF OWNERSHIP GLOUCESTER CITY OF		BK-VOL/PAGE	SALE DATE	v/u	v/i	SALE PRICE	V.C.
		1428/139	10/30/1894			0	

EXEMPTIONS		Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
		2012	9310	275,100	2011	9310	196,500
		2012	9310	132,400	2010	9310	142,200
		Total:		407,500	Total:		338,700

This signature acknowledges a visit by a Data Collector or Assessor

OTHER ASSESSMENTS		Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
		2012	9310	275,100	2011	9310	196,500
		2012	9310	132,400	2010	9310	142,200
		Total:		407,500	Total:		338,700

ASSESSING NEIGHBORHOOD		APPROXIMATE VALUE SUMMARY	
NBHD/SUB	NBHD NAME	Appraised Bldg. Value (Card)	184,200
3C/A	STREET INDEX NAME	Appraised XF (B) Value (Bldg)	0
	TRACING	Appraised OB (L) Value (Bldg)	0
		Appraised Land Value (Bldg)	128,600
		Special Land Value	0
		Total Appraised Parcel Value	312,800
		Valuation Method:	C
		Adjustment:	FISCAL-13 INTERIM
		Net Total Appraised Parcel Value	312,800

BUILDING PERMIT RECORD		VISIT/CHANGE HISTORY	
Permit ID	Issue Date	Type	Purpose/Result
9121-919	11/15/1999	CM	IN INTERIOR INSPECTIO
LA-5497	09/01/1995	RE	EX EXTERIOR INSPECTIO
			IN INTERIOR INSPECTIO
			VI VISIT INSPECTIO

LAND LINE VALUATION SECTION		BUILDING PERMIT RECORD	
B Use Code	Use Description	Zone D	Frontage
1	931C MUN IMP COMM	R-30	12,280 SF
		Depth	Units
			12,280
		Unit Price	8.73
		I. Factor	1.20
		S.A. Disc	6
		C. Factor	1.00
		ST. Idx	3C
		Adj.	1.00
		Notes- Adj.	
		Special Pricing	
		Adj. Unit Price	10.47
		Land Value	128,600
Total Card Land Units: 0.28 AC		Parcel Total Land Area: 0.28 AC	
		Total Land Value: 128,600	

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
FROM: Mayor Kirk
RE: Bond Rating
DATE: March 19, 2012

Councilors,

We are pleased to report that the most recent bond rating review of the city of Gloucester is favorable. The Administration would like to highlight a few areas of the Moody's Investors Service review which was issued on March 7, 2012:

Strengths

Moody's has applauded the fact that we now have had structurally balanced operations and growing reserve levels for the past two years. This is a result of tight expense control, and conservative budgeting. The Administration considers the City Council its partner in adhering to what can be difficult budget commitments but which are completely necessary for the overall financial health and well-being of the city.

We thank the City Council for responsibly carrying out its fiduciary obligations to the taxpayer.

What Could Change the Rating Up

The negative outlook on Gloucester was removed last year which was a significant accomplishment for the city. However, there is room to move the rating up. According to Moody's, a major factor in their decision to move the rating up is "tax base growth and diversification."

I ask the Council to keep in mind the connection between a strong, growing and diverse tax base and the city's bond rating. With the tens of millions of dollars in debt being issued for the CSO, sewer treatment plant, and water utility projects, even a minor positive adjustment in the bond rating can save hundreds of thousands of dollars. This results in savings for the ratepayer and the taxpayer in the city of Gloucester.

MOODY'S

INVESTORS SERVICE

Rating Action: MOODY'S ASSIGNS Aa3 RATING TO GLOUCESTER'S (MA) \$14.4 MILLION G.O. BONDS

Global Credit Research - 07 Mar 2012

AFFIRMATION OF Aa3 RATING APPLIES TO \$133 MILLION OF LONG-TERM GENERAL OBLIGATION DEBT, INCLUDING CURRENT ISSUE

New York, March 07, 2012 -- Moody's Rating

Issue: General Obligation Municipal Purpose Loan of 2012 Bonds; Rating: Aa3; Sale Amount: \$14,348,000; Expected Sale Date: 3/14/2012; Rating Description: General Obligation

Opinion

Moody's Investors Service has assigned a Aa3 rating to the City of Gloucester's (MA) \$14.348 million General Obligation Municipal Purpose Loan of 2012 Bonds. Concurrently, Moody's has also affirmed the Aa3 rating assigned to the city's \$118 million in outstanding general obligation bonds. The current bonds are secured by the city's general obligation limited tax pledge as debt service has not been excluded from the limits of Proposition 2 & half, however the debt service on the sewer component is raised in additional taxes levied (as opposed to the cost raised in sewer user fees) as permitted by Chapter 59, section 21C(n) of the Massachusetts General Laws.

Approximately \$12.4 million of proceeds will be used to permanently finance a like amount of maturing BANs which were originally issued for water and sewer system upgrades. The remaining \$2 million will be used to finance ongoing renovations at city hall, although debt service is anticipated to be repaid using Community Preservation Act (CPA) funds.

SUMMARY RATING RATIONALE

The Aa3 rating reflects the city's moderately sized coastal tax base with average socioeconomic indices, an improving financial position, and an above average debt burden.

STRENGTHS

- Structurally balanced operations for two consecutive years and growing reserve levels
- Adequate financial policies and planning
- Moderately sized tax base with regional fishing port

CHALLENGES

- High fixed costs related to pension, OPEB, and debt service
- Limited margin under Proposition 2 & half;

WHAT COULD CHANGE THE RATING UP

- Maintenance of structurally balanced operations and improved reserve levels
- Significant tax base growth and diversification

WHAT COULD CHANGE THE RATING DOWN

- Failure to maintain structurally balanced operations
- Reduction of General Fund Balance and free cash
- Deterioration of the city's tax base
- Failure to address long term pension and OPEB obligations

The principal methodology used in this rating was General Obligation Bonds Issued by U.S. Local Governments published in October 2009. Please see the Credit Policy page on www.moody's.com for a copy of this methodology.

REGULATORY DISCLOSURES

Although this credit rating has been issued in a non-EU country which has not been recognized as endorsable at this date, this credit rating is deemed "EU qualified by extension" and may still be used by financial institutions for regulatory purposes until 30 April 2012. Further information on the EU endorsement status and on the Moody's office that has issued a particular Credit Rating is available on www.moody's.com.

For ratings issued on a program, series or category/class of debt, this announcement provides relevant regulatory disclosures in relation to each rating of a subsequently issued bond or note of the same series or category/class of debt or pursuant to a program for which the ratings are derived exclusively from existing ratings in accordance with Moody's rating practices. For ratings issued on a support provider, this announcement provides relevant regulatory disclosures in relation to the rating action on the support provider and in relation to each particular rating action for securities that derive their credit ratings from the support provider's credit rating. For provisional ratings, this announcement provides relevant regulatory disclosures in relation to the provisional rating assigned, and in relation to a definitive rating that may be assigned subsequent to the final issuance of the debt, in each case where the transaction structure and terms have not changed prior to the assignment of the definitive rating in a manner that would have affected the rating. For further information please see the ratings tab on the issuer/entity page for the respective issuer on www.moody's.com.

Information sources used to prepare the rating are the following: parties involved in the ratings, parties not involved in the ratings, confidential and proprietary Moody's Investors Service information, confidential and proprietary Moody's Analytics information.

Moody's considers the quality of information available on the rated entity, obligation or credit satisfactory for the purposes of issuing a rating.

Moody's adopts all necessary measures so that the information it uses in assigning a rating is of sufficient quality and from sources Moody's considers to be reliable including, when appropriate, independent third-party sources. However, Moody's is not an auditor and cannot in every instance independently verify or validate information received in the rating process.

Please see the ratings disclosure page on www.moody's.com for general disclosure on potential conflicts of interests.

Please see the ratings disclosure page on www.moody's.com for information on (A) MCO's major shareholders (above 5%) and for (B) further information regarding certain affiliations that may exist between directors of MCO and rated entities as well as (C) the names of entities that hold ratings from MIS that have also publicly reported to the SEC an ownership interest in MCO of more than 5%. A member of the board of directors of this rated entity may also be a member of the board of directors of a shareholder of Moody's Corporation; however, Moody's has not independently verified this matter.

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Please see ratings tab on the issuer/entity page on www.moody's.com for the last rating action and the rating history.

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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 *gm*
RE: Request for reimbursement
DATE: March 8, 2012

RECEIVED

MAR 9 2012

Mayor's Office

This memo is to request that a reimbursement be made to Gus Martinson, a school department employee, as he procured the services of a rental box truck to pick up donated classroom supplies and furniture, and he seeks to be paid back. Mr. Martinson seeks \$504.97 for vehicle rental and related costs he incurred in October and November 2011. It should be noted that Mr. Martinson had the approval of the school superintendent to both represent the school district in obtaining the items and in renting the truck.

This matter was brought before the Gloucester School Committee on January 11, 2012 and they voted to authorize me to seek this reimbursement for Mr. Martinson, 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, 2012.

Thank you.



THE GLOUCESTER PUBLIC SCHOOLS
OFFICE OF BUDGET & FINANCE

COPY

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 *Thomas Markham*
RE: Reimbursement for Gus Martinson
DATE: January 11, 2012

On the School Committee agenda is a request to seek permission from the City Council to reimburse Gus Martinson for the costs he incurred to rent a truck for the purpose of picking up donated furniture and classroom equipment from MIT's Lincoln Labs in Billerica, MA. The type of donated goods varied, but were all in excellent condition and included lab and office furniture, science lab equipment, computers and monitors, classroom technology, and light fixtures. MIT Lincoln Lab has estimated the value of these donated items in excess of \$23,000.

With the permission of the Superintendent, Mr. Martinson, a high school science teacher, arranged to obtain the donations themselves from a contact at Lincoln Lab. When his contact person called to invite us to gather the donations, Mr. Martinson had a very short window of time in which to arrange the logistics. He had offered to rent a U-Haul type truck using his personal credit card then seeking reimbursement from the school district. Dr. Safier and I had discussed this and knowing that U-Haul does not accept municipal purchase orders plus the immediate need for a decision, Mr. Martinson was authorized to rent the truck on behalf of the Gloucester Public Schools.

The retrieval of these donations required a total of three trips – two of which we seek to reimburse Mr. Martinson for the U-Haul rental. For the second of the three trips, Mr. Hale of the DPW offered a pick-up truck and a box trailer which were appreciated, but undersized for the need. The reimbursement for trip #1 is \$364.80 and for trip #3 is \$140.17 totaling \$504.97 due to Mr. Martinson for his efforts on the behalf of the school district.

I recommend that the School Committee authorize me to seek permission from the City Council to reimbursement Mr. Martinson a total of \$504.97 as the funding for the rental and use of the necessary U-Haul truck could not secured in advance without use of a credit card.

Thank you.

c: Dr. Richard Safier

Tom Markham
C.F.O. – Gloucester Public Schools
Gloucester, MA

Tom,

The following items (to the best of my knowledge) were donated by the warehouse facility for Lincoln Labs, located in Billerica, MA.

- Two solid wood conference tables
- Two small 3'x3' tables
- One wooden office credenza and matching bookcase (8'x8'x2')
- Three business chairs on rollers
- Two computer tables (5')
- Two stationary cloth/wood business chairs
- Three wooden lateral file cabinets
- One 5' wooden low office credenza cabinet
- Twenty flat screen monitors (~\$400-\$500 new)
- Twenty Low-end to Medium-end computers
- Two projectors

The warehouse manager may be sending us an actual breakdown of items, which I will provide you with, if one is received.

On a second note, we may have another opportunity within the next few weeks for additional items. I will keep you in the loop on those. I do know that they're trying to get rid of lighting fixtures.....do we have any interest in those?

...and on a final note: The total cost for the rental of the truck was \$364.80 (which is about \$112.00 over the normal rental for this operation.....an explanation is forthcoming when we meet).

Sincerely,

Gus Martinson
Gloucester High School
774-521-5362



Gloucester Public Schools

Expense Reimbursement Request

RECEIVED
OCT 27 2011

BY:

Name: Gus Martinson

Address: 10 Buckingham Dr.

City, State, Zip: Reading, MA 01867

School/Project: Gloucester High School

Date: 10/17/11

Expense Account Number: 101000.29.370.53006.1410.00.270.00.052

Receipt Date	Vendor/Merchant	Description	Amount
	Penske	Truck Rental	204.60
	U-Haul	Truck Rental	93.64
	Gas for ^{USA} Penske _{Petroleum} Truck	Gas	46.51
	Shell	Gas	20.05

Total Reimbursement Amount: \$ 364.80

Employee Signature: Gus D. Martinson Date: 10/17/11

Supervisor's Signature: Dr. Amy Good Date: 10/19/11

CFO: Date: 10/28/11

Rental Agreement Cover Sheet



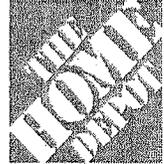
24/7 Roadside Assistance:
1-800-526-0798

Rental Agreement #:28701704

HOUSEHOLD LOCAL

Created by: B.TAYLOR
Completed by: B.TAYLOR
Entered At: 0111-37
Status: COMPLETED

Pick Up Date: 10/04/11 11:55 AM
Expected Return Date: 10/04/11 11:55 AM
Actual Return Date: 10/04/11 04:56 PM



BILLING INFORMATION

Invoice #: PO #: Billing Cycle: Unknown Terms: DIRECT BILL
Bill Start Date:10/04/11 11:55 AM
Remit To: PENSKE TRUCK LEASING CO.,L.P. - P.O.BOX 827380 PHILADELPHIA, PA 19182--738 USA

CHARGES

<u>Type</u>	<u>Quantity</u>	<u>Unit of Meas</u>	<u>Rate</u>	<u>Charge</u>
Unit #:604699	1	Day	\$80.00	\$80.00
Mileage Out: 11,122 In: 11,222	100	Miles	\$0.850	\$85.00
LDW \$0 Responsibility	1	Day	\$25.00	\$25.00
environmental fee	1	DY	\$2.00	\$2.00
Hand Truck Local Rental (1 Item(s) At 1 Days)	1	DY	\$0.00	\$0.00
<u>SUBTOTAL:</u>				\$192.00

TAXES

MA SALES TAX	\$12.00
MA CHAPTER 696 SURCHARGE	\$0.60
<u>TOTAL DUE:</u>	
\$204.60	

PAYMENTS AND REFUNDS

<u>Pay Type</u>	<u>Trans</u>	<u>Date</u>	<u>Card #</u>	<u>Approval Code</u>	
THD Payment(CC)	DPST	10/04/2011			(\$279.43)
THD Payment(CC)	PYMT	10/04/2011			\$74.83
<u>PAYMENT:</u>					(\$204.60)
<u>NET DUE:</u>					\$0.00

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Customer acknowledges that Customer has read, or been given and opportunity to read, the Rental Agreement, including this Cover Sheet, the General Terms and Conditions, as well as any attachments hereto and agrees to be fully bound by its terms. To the extent the Customer had purchased Limited Damage Waiver coverage, Customer acknowledges reading, understanding, and agreeing with the disclosures, exclusions, and terms and conditions applicable to Limited Damage Waiver as set forth in Attachment D to the Rental Agreement.

By: _____
Customer/Authorized Signatory

U-HAUL EQUIPMENT CONTRACT **In-Town Return (IN)**

Contract No.: 97608298
 Tuesday 10/4/2011 6:05 PM
 U-Haul Moving & Storage of
 Wilmington
 (798075)
 687 Main St Rte 38
 WILMINGTON, MA. 01887
 (978)658-3004

Customer Name: david martinson
 10 BUCKINGHAM DR
 READING, MA 01867
 Cust Ph - Email:
 7745215362
 7819443118
 martinson44@yahoo.com

Rental Date/Time: 10/4/2011 9:54 AM
 Return Date/Time: 10/4/2011 6:05 PM

Chargeable Rental Periods: 1

Equipment	MI Out	MI In	MI Rate	MI Charge	Coverage	Missing or Damage Charge	Rental Rate	Rental Charge	Actual Charges
26' TRUCK JH 1696B Plate: AD63537 State: AZ	44248.0	44290.0	\$0.79 X 42.0	\$33.18	SafeMove \$14.00	\$0.00	\$39.95	\$39.95	\$87.13

FUEL TANK CAPACITY: 57 GALLONS



Environmental Fee: \$1.00
 SubTotal: \$88.13
 Rental Tax: \$5.51
 Rental Charges: \$93.64
 Previous Paid: \$0.00

Card Type: VISA
 Account: XXXXXXXXXXXX0748
 Auth: 08679B
 Credit Card Payment: \$93.64
 Net Paid Today: \$93.64

I confirm that during the term of my rental there was not an accident involving the rented U-Haul equipment and no incidence where this equipment struck or otherwise caused damage to any person or property either while on a public road or private property. There was no injury or damage sustained by me or any other drivers or passengers of this equipment.

X _____ Robert Brass
 Customer Signature - (david martinson)

How are we doing? Please go to <http://www.uhaul.com/review> and let us know if you received the level of quality and service you expect from this U-Haul location.

JS1 PETROLEUM
 783 ROGERS ST
 LOWELL, MA 01852
 MA
 JS1 PETROLEUM
 783 ROGERS ST
 LOWELL, MA 01852
 0158200001
 10/04/11 16:43:14
 JI 311

 ACCT# 0748
 RCPT# 7-3365
 IN AF 164300
 REF# 81 86-076
 AUTH# 00 APPR 05157B
 PUMP# 6
 SELF 11.572G
 PROSE/GAL \$4.019
 FUEL TOTAL \$46.51
 TOTAL \$46.51

THANK YOU
 PLEASE
 COME AGAIN

SELL
 536 MAIN STREET
 WILMINGTON, MA
 01887
 575-4922701

10/04/2011 05:01:20 PM 19220160

XXXX XXXX 0148 VISA
 PRINCE 050801
 AUTH 048848

PUMP 2
 REGULAR 5.8925
 PRICE/GAL 3.399
 FUEL TOTAL 1 20.03
 Subtotal = \$ 20.03
 Tax = \$ 0.00
 Total = \$ 20.03

CREDIT

Save 10cents/gal instantly at Shell when you earn 100 points at Stop & Shop.

Pick up a brochure at your local Shell for more details.



Gloucester Public Schools

Expense Reimbursement Request

Name: Gus D. Martison
 Address: 33 Westwind Circle
 City, State, Zip: Osterville, MA 02655
 School/Project: Gloucester High School
 Date: _____

DEC 23 2011

Expense Account Number: PJ # 1201923

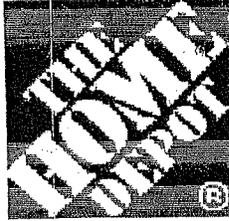
101000 29.370.53006.1410.00 270 00 058 partial

Receipt Date	Vendor/Merchant	Description	Amount
11/22/11	Home Depot	Truck Rental	147.24
		Refund	7.07
		Total	\$140.17
Total Reimbursement Amount:			\$0.00

Employee Signature: Gus Martison Date: 12/13/11

Supervisor's Signature: _____ Date: _____

CFO: [Signature] Date: 12/14/11



More saving.
More doing.SM

92 NEWBURY STREET
DANVERS, MASS. 01923 (978) 774-0400

2663 00008 74321 11/22/11 02:49 PM
CASHIER CAROLISA - CXS3865

CUSTOMER AGREEMENT # 1029221327
RECALL AMOUNT 147.24

SALES TAX 0.00
TOTAL \$147.24
XXXXXXXXXXXX0748 VISA 147.24
AUTH CODE 00256B/9081000 TA



2663 08 74321 11/22/2011 3767

THE HOME DEPOT RESERVES THE RIGHT TO
LIMIT / DENY RETURNS. PLEASE SEE THE
RETURN POLICY SIGN IN STORES FOR
DETAILS.

BUY ONLINE PICK-UP IN STORE
AVAILABLE NOW ON HOMEDEPOT.COM.
CONVENIENT, EASY AND MOST ORDERS
READY IN LESS THAN 2 HOURS!

ENTER FOR A CHANCE
TO WIN A \$5,000
HOME DEPOT GIFT
CARD!

Share Your Opinion With Us! Complete
the brief survey about your store visit
and enter for a chance to win at:

www.homedepot.com/opinion

¡PARTICIPE EN UNA
OPORTUNIDAD DE GANAR
UNA TARJETA DE
REGALO DE THD
DE \$5,000!

¡Comparta Su Opinión! Complete la breve
encuesta sobre su visita a la tienda y
tenga la oportunidad de ganar en:

www.homedepot.com/opinion

User ID:
151594 148939

Password:
11572 148931

Entries must be entered by 12/22/2011.
Entrants must be 18 or older to enter.
See complete rules on website. No
purchase necessary.

Rental Miscellaneous CDV



24/7 Roadside Assistance:
1-800-526-0798

Rental CDV #:29221327

Created by: J.STOCKTON
Entered At: 0064-24
Status: COMPLETED

Batch: 51
CDV Date: 11/23/11
Unit Ref #: 512772



CUSTOMER INFORMATION

Acct: 36GU9C00
GLOUCESTER PUBLIC SCHOOLS
BLACKBURN CIRCLE
GLOUCESTER, MA 01930 USA
Day (774) 521-5362

LOCATION

HOME DEPOT #2663 (0064-24)
92 NEWBURY STREET
DANVERS, MA 01923 USA
Voice (978) 774-3931

NOTES

CHARGES

Type	Quantity	Unit of Meas	Rate	Charge
Billing Adjustment	1	EA	\$7.07	(\$7.07)

SUBTOTAL: (\$7.07)

TAXES

TOTAL DUE: (\$7.07)

PAYMENTS AND REFUNDS

Pay Type	Trans	Date	Card #	Approval Code	
THD Payment(CC)	PYMT	11/23/2011			\$7.07

REFUND \$7.07

REFUND DUE: \$0.00

COPY

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By: _____
Customer/Authorized Signatory

Purchase Order

CITY OF GLOUCESTER
 Gloucester Public Schools
 6 School House Rd
 Gloucester MA 01930

No. 1201923

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: 11/23/2011

Questions ? Maria Lovett (978) 281-9812

Account:

P.O. Issued To :

Ship To:

Reference:

Martinson Gus
 10 Buckingham Dr
 Reading MA 01867

Gloucester High School
 Attn: Tom Markham
 32 Leslie O Johnson Rd
 Gloucester MA 01930
 (978) 281-9870

Contact:

Location: Gloucester High School

Phone:

Fax:

Project: undesignated

Req# 1201389

Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
300	EA		Rental of uhaul, gas and fuel reimbursement needed to transport donated lab and classroom equipment and furniture	101000.29.370.53006.1410.00.270.00.052	1.00	300.00	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.

By 
 Auditor

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


 City Purchasing Agent

Sub-Total:	300.00
Freight:	0.00
Tax:	0.00
Total Amount:	300.00

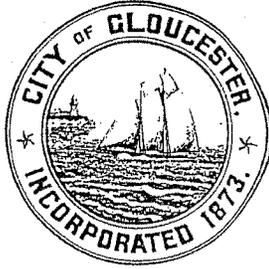
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NOTES:

Order Via: **Mail**

FILE COPY



City of Gloucester
Grant Application and Check List

Granting Authority: State x Federal _____ Other _____

Name of Grant: Service Incentive Grant FY12

Department Applying for Grant: Gloucester Council on Aging

Agency-Federal or State application is requested from: Executive Office of Elder Affairs

Object of the application: To improve volunteer coordination

Any match requirements: No

Mayor's approval to proceed: *[Signature]* 3/19/12
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: Formula Grant \$6,100
Title Amount

Grant Budget by line item account: 2910121054151
Volunteer/activity coordinator salary
19 hrs/wk @ \$20.00/hr - 16 weeks

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

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

EXEC. OFFICE OF ELDER AFFAIRS – Council on Aging Service Incentive Attachment SIG-B Revised Budget / FY2012

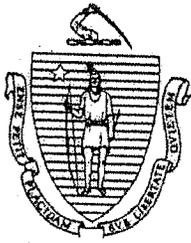
Lead COA/Applicant:

COST CATEGORY	Elder Affairs Portion FY2012	Other* (Local) Resources FY2012	TOTAL SIG Budget FY2012	Obj. #'s	Notes ---	EOEA Use Only
Staff	6,100.00		6,100.00	b g	(Include rate of pay/hour, # of hours and fringe benefits, if applicable) 19 hrs/wk x \$20.00 wk 16+ wks	
Contract Position/s (include copy of proposed contract, as applicable)						
Mileage (may not exceed loca/ IRS allowance)		200.00				
Telephone/Postage		250.00				
Supplies		500.00				
Printing/Copying		400.00				
Equipment					(Include at least one quote or estimate with application)	
Other (e.g. contracted services)					(Include copy of proposed contract, if applicable.)	

AWARD AMOUNT:

(FY 2012) → \$ 6,100.00 \$ 1,350.00 \$ 6,100.00

(*) Volunteers and In-Kind should be identified with an asterisk.



The Commonwealth of Massachusetts
Executive Office of Elder Affairs
One Ashburton Place, Boston, MA 02108

DEVAL L. PATRICK
Governor

TIMOTHY P. MURRAY
Lieutenant Governor

ANN L. HARTSTEIN
Secretary

SANDRA K. ALBRIGHT
Undersecretary

Tel: (617) 727-7750
Fax: (617) 727-9368
TTY/TTD 1-800-872-0166
www.mass.gov/elder

March 2, 2012

Lucy Sheehan, Director
Gloucester Council on Aging
6 Manuel F. Lewis Street
Gloucester, MA 01930

RE: Council on Aging Service Incentive Grant-- Fiscal Year 2012.

The Executive Office of Elder Affairs is pleased to announce a Service Incentive Grant award of \$6,100 for Fiscal Year 2012.

This grant will be used to provide for improved volunteer coordination and program development.

This grant is subject to the Additional Terms and Conditions, the Service Incentive Attachment EB and the Standard Contract.

Please submit any required material to the Executive Office of Elder Affairs, 1 Ashburton Place, 5th floor, Boston, MA 02108-1518, ATTN: COA Program Manager, no later than March 19, 2012. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann L. Hartstein".

Ann L. Hartstein

Original Budget

EXECUTIVE OFFICE OF ELDER AFFAIRS – Council on Aging **Service Incentive Grant** Attachment B Budget for **FY2012**

Lead COA/Applicant:

COST CATEGORY	Incentive Funds Requested FY2012	Other* (Local) Resources FY2012	TOTAL FY2012	Obj. #'s	Notes --	EOEA Use Only
Staff	7,182.00		7,182.00	B G	(Include rate of pay/hour, # of hours and fringe benefits, if applicable) 19 hrs/wk x \$18.00 hr-\$342.00 x 21 wk	
Contract Position/s (include copy of proposed contract, as applicable)						
Mileage (may not exceed loca/ IRS allowance)		200.00				
Telephone/Postage		250.00				
Supplies		500.00				
Printing/Copying		400.00				
Equipment					(Include at least one quote or estimate with application)	
Other (e.g. contracted services)					(Include copy of proposed contract, if applicable.)	

TOTAL (FY 2012) \$ 7,182.00 \$ 1,350.00 \$ 7,182.00
 SINGLE+MULTI-YR T2X

(*) Volunteers and In-Kind should be identified with an asterisk.
 +=FY11-SIG-ATT B WORD (e&h)

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 under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: CITY OF GLOUCESTER		COMMONWEALTH DEPARTMENT: Executive Office of Elder Affairs	
Legal Address: 9 DALE AVE STE 9 GLOUCESTER, MA 01930		MMARS Department Code: ELD	
Contract Manager: Lucy Sheehan		Business Mailing Address: One Ashburton Place, 5 th Floor Boston, MA 02108	
E-Mail: lsheehan@gloicester-ma.gov		Billing Address (if different):	
Phone: 978-281-9765 Fax:		Contract Manager: Emmett Schmarsow	
Contractor Vendor Code: VC6000192096		E-Mail: Emmett.schmarsow@state.ma.us	
Vendor Code Address ID: AD001 (Note: The Address Id Must be set up for EFT payments.)		Phone: 617-222-7471 Fax: 617-727-9368	
		MMARS Doc ID(s): CTELD SFY12SIGGLOUC0000000	
		RFR/Procurement or Other ID Number:	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants <u>818 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> Service Incentive Grant (SIG)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.			
<input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> 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. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new Total</u> if Contract is being amended). <u>\$6,100.00</u>			
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 reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: Funds are to support activities approved in the Service Incentive Grant Application. The performance period, for this award, is 7/1/2011 to 6/30/2012. The grantee will complete a final fiscal report accounting for how these grant funds were applied. Ongoing eligibility for funding is contingent upon satisfactory prior year performance.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of <u>JULY 1ST 2011</u> , a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> 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 <u>JUNE 30TH 2012</u> , 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 " <u>Effective Date</u> " 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 <u>Contractor Certifications</u> (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 <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , 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 <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>Carolyn Kirk</u> Date: <u>3/19/12</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Carolyn Kirk</u> Print Title: <u>Mayor</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>PETER J. TIERNAN</u> Print Title: <u>Director of Administration and Finance</u>	

RECEIVED

MAR 1 2012

Mayor's Office

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2012

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

TRANSFER # 2012-SBT- ~~2528~~ **28** Auditor's Use Only

CJP 3-26-12

DEPARTMENT REQUESTING TRANSFER: DPW

DATE: 3/14/12 BALANCE IN ACCOUNT: \$ 229,579.00 ✓

(FROM) PERSONAL SERVICES ACCOUNT # _____
Unifund Account # _____
(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account # 101000.10.472.52000.0000.00.000.00.052
Facilities Contract Services
Account Description

DETAILED EXPLANATION OF SURPLUS: Facilities Contract Services

(TO) PERSONAL SERVICES ACCOUNT # _____
Unifund Account # 101000.10.472.51100.0000.00.000.00.051 ✓
(TO) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account # _____
Facilities Permanent Positions ✓
Account Description

DETAILED ANALYSIS OF NEED(S): Funds needed to eliminate deficit of Facilities payroll budget.

TOTAL TRANSFER AMOUNT: \$ 50,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ 179,579.00
TO ACCOUNT: \$ 21,000.00

APPROVALS: *JW*
DEPT. HEAD: *Michael B. Hill* DATE: 13 March 2012
ADMINISTRATION: *Chris Hill* DATE: 3/19/12
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2012**

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

TRANSFER # 2012-SBT- 27 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: City Council

DATE: 3/21/2012 BALANCE IN ACCOUNT: \$ 25,000.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.111.54210.0000.00.000.00.054
City Council, Office Supplies
Account Description

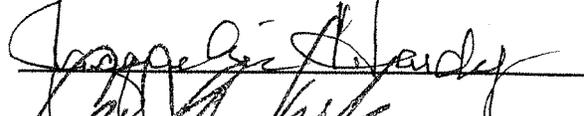
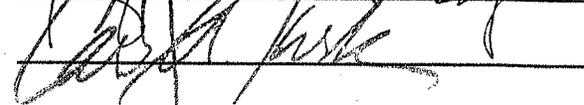
DETAILED EXPLANATION OF SURPLUS: Budgetary surplus is from a Free Cash appropriation.

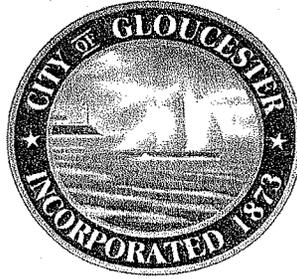
(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 (TO) CAPITAL OUTLAY ACCOUNT # _____ *Unifund Account #*
101000.10.111.58710.0000.00.000.00.058
City Council, OFFICE EQUIP-FURNISHINGS
Account Description

DETAILED ANALYSIS OF NEED(S): Transfer from City Council, Office Supplies, ordinary account to City Council, Office Equip-Furnishings, capital Outlay account for the purchase of office chairs, tables and other furnishings.

TOTAL TRANSFER AMOUNT: \$ 22,500.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 2,500.00
 TO ACCOUNT: \$ 22,500.00

APPROVALS:

DEPT. HEAD:  DATE: 3/21/2012
 ADMINISTRATION:  DATE: 3-21-2012
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



**City of Gloucester
Grant Application and Check List**

Granting Authority: State _____ Federal X Other _____

Name of Grant: **Emergency Management Performance Grant - 2010 Funds**

Department Applying for Grant: **Emergency Management Department**

Agency-Federal or State application is requested from: **MEMA**

Object of the Application: **Emergency Operations Center Equipment**

Any match requirements: **Yes - 100%: Using the Emergency Management Director's Stipend has been pre-approved by MEMA as fulfilling the matching requirement. No additional cash or in-kind outlay required of City.**

Mayor's approval to proceed: _____
Signature *John A. Pike* Date *3/19/12*

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

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

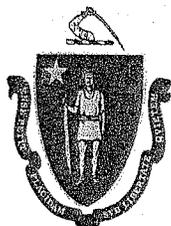
City Council's Approval or Rejection: _____
Vote Date

City Clerks 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 Auditors Office



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Deval L. Patrick
Governor

Kurt N. Schwartz
Director

Timothy P. Murray
Lieutenant Governor

Mary Elizabeth Heffernan
Secretary

Federal Fiscal Year (FFY) 2010
US DHS/FEMA Emergency Management Performance Grant (EMPG)
Application for Grant Funding (AGF)

Overview

Through this AGF, the Massachusetts Emergency Management Agency (MEMA) will be accepting applications from municipalities and Federally-recognized Tribes with local emergency management departments for FFY 2010 EMPG Funding.

MEMA plans to, via this grant process, make available approximately \$1.8M to eligible entities.

This document provides a brief overview of the FFY 2010 EMPG and specific guidance for entities applying for funds. The information included here does not provide complete details of the EMPG, its allowable and unallowable activities, equipment or costs. The applicant is responsible for ensuring that its proposed project fully complies with the federal and State guidance for the EMPG. Links to the federal guidelines for this program and other pertinent documents that must be consulted when preparing the application are found within this document.

MEMA will conduct 5 general informational sessions regarding this AGF. Attendance at these sessions is optional. The same information will be presented at each session. The sessions will be held on:

March 1, 2012 at 10AM and 6PM	MEMA Region III - 1002 Suffield Street, Agawam, MA 01001
March 6, 2012 at 10:00AM	MEMA Region II - 12-I Rear, Admin. Road, Bridgewater, MA 02324
March 8, 2012 at 1:00PM	MEMA Region I - 365 East Street, Tewksbury, MA 01876
March 15, 2012 at 10:00 AM	MEMA Region IV - 37 Carter Street, Leominster, MA 01453

Submission Process

Completed applications - using the **Template** found on pgs 3-12 - must be **received no later than 3/23/12.**

Completed applications must be emailed to your respective MEMA Regional Contact (see below) with a cc to **jeffrey.Trask@state.ma.us.**

MEMA Region I: Michael Main, **Mikael.Main@state.ma.us**, 978-328-1500

MEMA Region II: James Mannion, **james.a.mannion@state.ma.us**, 508-427-0400

MEMA Region III: Bruce Augusti, **bruce.augusti@state.ma.us**, 413-750-1400

MEMA Region IV: Jeff Zukowski, **jeffrey.zukowski@state.ma.us**, 413-750-1400

Late applications will not be accepted; hand-written applications will not be accepted.

Application for Grant Funding Template

Please use this Template. Please provide response to each section (as applicable) in the appropriate spaces below. If the proposal contains an interoperable communications component, then the entire Template must be completed.

Applications should be based on an identified gap, and not at the prompting of a vendor that stands to benefit from the awarding of a grant.

1. Entity submitting this Application for Grant Funding

Community: Gloucester
Point of Contact Name: Miles Schlichte
Address: 8 School Street
Gloucester, MA 01930
Office Telephone: 978-836-8016
Fax: _____
24 hr Telephone: 978-836-8016
Email Address: mschlichte@gloucester-ma.gov

2. Project Period

Estimated begin/start date (Month/Date/Year): 4/23/12

For planning purposes only, you may use a planned start date of 4/23/12.

Estimated end date (Month/Date/Year): 6/30/12

All Projects must be completed by 9/30/12

If your proposed project will extend beyond 6/30/12, two (state fiscal year) budgets must be submitted (see #7 Budget Detail).

One budget would be for activities from Projected Start Date to 6/30/12; the second budget would be for activities from 7/1/12 to 9/30/12.

3. Project Summary

Using the format below, please provide below a clear and comprehensive summary (1 ½ pages maximum) that includes response to the following:

- the proposed project;
- why this is needed, and how this need was identified;
- if applicable, the usage plan for equipment;
- expected outcomes; and
- how outcomes may be measured.

IMPORTANT: All costs must be allowable under the FFY 2010 EMPG grant program. Please refer to pgs 13-14 ('Allowable Costs' and 'Unallowable Costs') of this AGF for detail on what is/is not allowable.

PROJECT SUMMARY (1 ½ pages maximum):

FY 2010 EMPG PROGRAM GRANT PROJECT SUMMARY

PROGRAM NAME: GLOUCESTER EMERGENCY MANAGMEMENT PERFORMANCE GRANT
COMPLETED BY: MILES SCHLICHTER-EMERGENCY MANAGEMENT DIRECTOR
DATE COMPLETED: March 22, 2012
TELEPHONE: (978) 836-8016 CELL
E-MAIL: MSCHLICHTER@GLOUCESTER-MA.GOV

It is the intent of the City of Gloucester to continue to utilize the supplemental FY2010 EMPG funding to purchase equipment to make fully functional the Gloucester Emergency Operations Center.

These grant funds are to be used to meet the rapidly increasing use of the Emergency Operations Center, and to purchase materials and equipment to train CERT volunteers.

While the creation and use of the EOC has been a great success, the past four activations have illustrated major shortcomings in our information gathering ability. The lack of access to the weather and news channels was repeatedly mentioned in the After Action Reports (AAR) reports submitted post event by the staff who were working in the EOC during these recent events. Also, over a year ago, a grant from Homeland Security allowed the City to install security cameras at key locations around the harbor. We would like to be able to further utilize this grant funded equipment that was put in primarily for security for a secondary purpose. By installing a second feed from these cameras into the EOC we can use this resource also as a means of monitoring the waterfront from the EOC during weather events. These camera feeds are currently only visible at the police station.

There is currently no reliable credentialing program available. We were able to procure a used ID machine through the State of Massachusetts Surplus Program and will purchase the software and supplies needed to be able to utilize this piece of equipment.

We intend to purchase a stand up podium for use in the media area of the EOC.

The remainder of the grant will be used to purchase educational equipment and supplies for the existing CERT team and for the upcoming CERT class that will take place in the spring of 2012.

Equipment that will be purchased with this grant will include:

- Monitors and equipment for use with PC's repurposed from other City departments.
- Video Monitors for the EOC, and installation.
- Software and supplies for needed to credential EOC officials and volunteers
- Creation of a media area at the EOC
- CERT Training materials and supplies (CCP Grant will be exhausted prior to the award of this grant)

Our usage plan for the equipment is to fully utilize the EOC during incidents and planned events in addition to scheduling trainings and functional exercises at the EOC utilizing the new technology.

With respect to the request for equipment for the EOC, the improvement of having a fully functional and efficient Emergency Operations Center will be easily measured by comparing past activations with no technology, to our next activation by reviewing the AAR's of these events.

All future participants in any EOC activation will be credentialed via photo ID.

A designated Media area will be created the media, city administration, and the event PIO for interviews and a podium will be installed in this designated area.

All equipment will be housed at the Emergency Operations Center. The CERT equipment and supplies will be utilized in the spring with the commencement of the next CERT training class. Outcomes will be measured by the completion of these tasks.

4. Funding Amount

Amount of EMPG funding: \$6,000.00

All eligible entities will receive, under separate cover, their proposed funding award amount. If you have not received this, please contact your respective MEMA Regional Office. Please enter this proposed funding amount below. **Your budget must equal your proposed funding amount.**

5. Match

Applicants **must** provide a 100% (dollar-for-dollar) cash or in-kind match. Please provide below:

Match amount: \$6,000.00

Type of match: ___ cash __X__ in-kind

Specific match source: 60% of the Emergency Management Director's \$10,000 annual stipend will be used to provide the required \$6,000.00 match.

The match must be available during your Project Period.

6. Interoperable Communications Investment Proposal (ICIP)

If your Project has an interoperable communications component, please complete the following table on pgs 7-9:

If your Project does NOT have an interoperable communications component, you do NOT have to complete the following table on pgs 7-9.

ICIP Overview

Interoperable communications projects improve the sharing of electronic information (voice, data, images, video), via radio, internet, microwave, computers, fiber optics. Interoperable Communications projects may include the purchase or modifications of radios, transmission towers and other communications related equipment. Interoperability projects may also include efforts related to communications training and exercises, education and outreach, programming radios, development of Standard Operating Procedures.

When completing the ICIP table, applicants should provide a clear description of the 'Interoperability Problem'. **As an example:**

Problem: Although Mutual Aid Agreements are in place between the applicant and its four neighboring towns for public safety support during emergencies, the towns have no common radio frequencies or Standard Operating Procedures so, radio communications cannot occur amongst the disparate radios during an emergency.

Background Information / Investment Description: It was learned during a multiple alarm chemical fire that responders from the five mutual aid towns were unable to communicate directly with each other effectively. Subsequently, a consultant was hired to develop an interoperable communications plan that assessed the communications gaps and recommended solutions. This project seeks to implement the plan by replacing 30 incompatible portable radios, reprogramming all remaining (220 portable and 15 fixed) radios, conducting 3 training classes for the use of the equipment and the Standard Operating Procedures and conducting 1 table top exercise that will include all 5 towns that are included in the Mutual Aid Agreements.

Interoperable Communications Investment Proposal

Please complete all sections except for the shaded areas.

Shaded areas will be completed by the SIEC and the Statewide Interoperability Coordinator (SWIC).

Date Received by the SWIC:		Control #		Proposed Federal Funding Source:		Proposed Federal Funding Amount: \$	
Committee Referred to:				Committee Chairperson:			
Investment Name:			Applicant Organization:			Applicant Signature:	
Investment Summary							
Statewide Communications Plan (SCIP) Goals addressed by this investment (please circle all that apply)				<input type="radio"/> Governance <input type="radio"/> SOP <input type="radio"/> Technology		<input type="radio"/> Training & Exercise <input type="radio"/> Usage	
Project Start Date:		Project End Date:		Is an Environmental & Historic Preservation (EHP) review required for this project?			
Applicant Contact Name:		Phone:		Email:		Address:	
Review Status						SIEC Member Signature	Date
Assigned to Committee							
Estimated Review Date							
Committee Recommendation to the Executive Management Committee		Approval	Denial	Amend			
Executive Management Committee Recommendation		Approval	Denial	Amend			
SIEC Recommendation		Approval	Denial	Amend			
Applicant notified of Recommendation							

Communications Interoperability Problem Description-

Background Information / Detailed Investment Description-

Expected Outcomes-

Describe the communications interoperability gaps that will be addressed

SCIP Goal-	Goal	Describe support	
Identify each SCIP goal that this investment will support and describe how that support will be accomplished. See Appendix "B" for a listing of SCIP goals.	Governance		
	SOP		
	Technology		
	Training & Exercise		
	Usage		
Ownership-	Organization		Asset Description
Identify the proposed owners of all assets procured with this investment (add additional lines as needed)			
Usage Plan-	Describe the usage plan for the equipment / project		

Disciplines- <ul style="list-style-type: none"> Identify each responder discipline that will enhance its communications interoperability from this investment Describe the interoperability enhancement 	Discipline	Enhancement
Please use the following abbreviations to represent the corresponding discipline:	LE - Law Enforcement; EMS - Emergency Medical Services; EMA - Emergency Management Agency; FS - Fire Service; HZ - HAZMAT; PW - Public Works; PH - Public Health; GA - Governmental Administrative; PSC - Public Safety Communications; HC - Health Care; O-Other	
Multi-Jurisdictional Interoperability- All investments must provide interoperability between two or more jurisdictions. Identify each jurisdiction that will achieve interoperability from this investment.		

7. Budget Detail

The Budget **must align with your Project Summary and equal your proposed funding amount.**

All costs must be identified below. Insert additional rows if needed. For equipment, list the EMPG Authorized Equipment List (www.rkb.us) Reference number.

Applicants may include up to, but no more than, three (3) % of their request for 'Management and Administration' (M&A) costs. M&A activities are those defined as directly relating to the management and administration of EMPG funds, such as financial management and monitoring. Applicants are reminded to be mindful of supplanting and/or dual compensation.

If your proposed project will extend beyond 6/30/12, two (state fiscal year) budgets must be submitted.

One budget would be for activities from Projected Start Date to 6/30/12; the second budget would be for activities from 7/1/12 to 9/30/12.

**** Budget from Projected Start Date to 6/30/12: ****

Cost Category (Planning, Equipment, Training, Exercises, M&A)	Description	AEL #	Quantity	Unit Cost	Total
Equipment	System credentialing	04AP-05-CRED	1	\$	\$500.00
Equipment	Hardware Computer	04HW-01-INHW	1	\$	\$1123.65
Equipment	Display Video	04MD-03-DISP	3	\$	\$1959.92
Equipment	Equipment and Supplies EOC	21GN-00-OCEQ	1	\$	\$217.99
Equipment	Shipping	21GN-00-Ship		\$	\$285.13
Installation	Installation of Video equipment	21GN-00-Inst	1	\$	\$620.00
Equipment	Wireless Data card	06CC-02-DSAD	1	\$	\$605.00
Equipment	CERT equipment	21GN-00-CCEQ		\$	\$688.31
				\$	\$
				\$	\$
				\$	\$
				\$	\$
GRAND TOTAL					\$6,000.00

9. EHP Review

Is a formal Environmental & Historic Preservation (EHP) review required for this project? If yes, please note here reasons why.

If no, please provide a brief reason why a formal review is not required.

A formal review is not needed for this project as there are no projects in this grant application that include Physical security enhancements, renovations/upgrades/modifications to structures or any projects with the potential to cause adverse impacts to natural, biological or cultural resources (including historic properties).

Please refer to FEMA Informational Bulletins #271 and #345 for further detail.

If EHP review is required, MEMA will work with successful applicants to develop their 'EHP Screening Memo'. This Memo does not need to be submitted with the application.

General Guidance for Applicants

Applicants do not need to provide response to this section.

1) Non-Supplanting

Federal grant funds must supplement state or local initiatives and **shall not replace (or supplant)** funding appropriated from State and local governments with their Federal grant funding.

2) Specificity

Specificity in your 'Project Summary'. To the extent applicable -- follow the 'Who, What, When, Where, Why, and How' approach.

*Who (specifically) is benefiting from this proposal, and who is implementing?
What (specifically) is being proposed? (Define the project and its scope)
When will the project(s) begin and end?
Where will any equipment be housed?
Why is this project important? How was this determined?
How will the project be implemented?*

Please note that these questions above are provided as a guide. For instance, a proposal stating "two generators will be procured" does not provide enough detail.

3) Budget Section: All costs must be allowable under the EMPG

Allowable cost information may be found in the FFY 2010 EMPG grant guidance and/or Authorized Equipment List.

The FFY 2010 EMPG Guidance may be found on FEMA's website here:
http://www.fema.gov/pdf/government/grant/2010/fy10_empg_kit.pdf

The Authorized Equipment List may be found on-line here:
<https://www.rkb.us/mel.cfm?subtypeid=549>

Important: all equipment must be allowable under the EMPG; applicants should ensure that the AEL number provided is specific to the EMPG grant.

For instance, if two generators are to be procured, this section would provide the total estimated costs. Further, the information provided here must align with your Project Summary Section.

4) Grammar Counts

We are requesting concise proposals that provide adequate detail and are written clearly so the review team can provide appropriate review. Hand-written applications will not be accepted.

5) Allowable Costs

For further detail on allowable costs, please refer to the FFY 2010 EMPG Guidance. In general, EMPG funds may be spent in the following areas:

- Planning
- Organizational
- Equipment
- Training
- Exercises
- Construction/Renovation (Note: this is limited to the principal EOC and will always require an EHP review prior to activity)

6) Unallowable Costs

For further detail on unallowable costs, please refer to the FFY 2010 EMPG guidance. In general, EMPG funds will not support the following:

- Weapons and ammunition
- Hiring of first responders
- Supplanting

Applicants with questions may contact their respective MEMA Regional Office and/or MEMA Local Coordinator. Applicants may also contact Jeffrey Trask at 508.820.2053 or via email at Jeffrey.Trask@state.ma.us.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978 281 9730
FAX 978 281 8472

CITY OF GLOUCESTER
CITY AUDITOR'S OFFICE

MEMORANDUM

TO: Gloucester City Council
FROM: Kenny Costa, City Auditor *KC*
RE: City's Financial Statement Audit Contract for FY 2012, 2013, 2014
Date: March 12, 2012

CITY CLERK
GLOUCESTER, MA
12 MAR 12 AM 11:18

Our independent auditors', Sullivan, Rogers & Co., LLC just completed 3 years of the City's financial statement audits for the fiscal years ending June 30, 2009, 2010, 2011. The objective of an audit is to express an opinion as to whether our basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. The objective also includes reporting on the internal controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with Governmental Auditing Standards. The City is in discussions with Sullivan, Rogers & Co., LLC of renewing a 3 year financial statement audit contract for fiscal years ending June 30, 2012, 2013, 2014. The City is pleased with the professionalism and audit services provided from Sullivan, Rogers & Co., LLC. The audit services to be provided include the City audit including financial statement and management letter, Gloucester Contributory Retirement System audit, up to 6 federal grant compliance audits, Report on Agreed Upon Procedures on the School Department's End of year report (EOYR).

Please refer this matter to the Budget and Finance subcommittee for review and discussion. Chris Rogers, Partner, from Sullivan, Rogers & Co., LLC will be available to answer any questions regarding the audit services and terms of the new proposed contract.

City Hall
Nine Dale Avenue
Gloucester, MA. 01930



TEL 978 281 9730
FAX 978 281 8472

CITY CLERK
GLOUCESTER, MA
12 MAR 20 PM 1:13

CITY OF GLOUCESTER
CITY AUDITOR'S OFFICE

MEMORANDUM

TO: Gloucester City Council
FROM: Kenny Costa, City Auditor
RE: Employee Conference/Training, Travel, Meals and Lodging Expense Documentation Policy
Date: March 20, 2012

The purpose of the Employee Conference/Training, Travel, Meals and Lodging Expense Documentation Policy is to simplify the necessary documents needed to reimburse employees for training, travel, meals and lodging. This policy is not intended to replace the Travel, Meals and Lodging Expense Reimbursement Policy as approved by the Mayor.

All individuals attending training, conference, or seminar with approval in advance by City or School Administration must pay all related expenses first (excluding mandatory prepaid conference fees.) Each employee will be subsequently reimbursed after proper documentation is submitted. Reimbursements will only be made after attendance to training, conference, or seminar.

Please refer this matter to the Budget and Finance subcommittee for review and discussion.

City Hall
Nine Dale Avenue
Gloucester, MA. 01930



TEL 978 281 9730
FAX 978 281 8472

CITY OF GLOUCESTER CITY AUDITOR'S OFFICE

MEMORANDUM

TO: All City Departments
FROM: Kenny Costa, City Auditor
RE: Employee Conference/Training, Travel, Meals and Lodging Expense Documentation Policy
Date: March 14, 2012

The purpose of this documentation policy is to simplify the necessary documents needed to reimburse employees for training, travel, meals and lodging. This policy is not intended to replace the Travel, Meals and Lodging Expense Reimbursement Policy as approved by the Mayor.

All individuals attending training, conference, or seminar with approval in advance by City or School Administration must pay all related expenses first (excluding mandatory prepaid conference fees.) Each employee will be subsequently reimbursed after proper documentation is submitted. Reimbursements will only be made after attendance to training, conference, or seminar. *All Conference/Training, Travel, Meals and Lodging Expense Documentation submitted to the Auditor's Office for reimbursement must be authorized, reviewed and signed by the Department Manager.*

ALL EMPLOYEES MUST SUBMIT REIMBURSEMENT REQUESTS TO DEPARTMENT MANAGERS WITHIN 30 DAYS OF RECEIPT OR EVENT

The following is a list of reimbursable items and the required documentation necessary for reimbursement:

ONE DAY TRAINING/CONFERENCE/SEMINAR

REIMBURSABLE COST

- A. **Meals (Lunch)** \$10.00 Maximum; if not part of conference fee – if conference fees include meals, the daily allowance is not applicable. Maximum 20% gratuity reimbursed.

DOCUMENTATION REQUIRED

1. Completed expense reimbursement request form – Include Conference/Training Name and Dates
2. Original dated meal receipt and/or bill from the restaurant – non itemized charge slips will not be accepted.

AUDITING FORM: Employee Conference/Training, Travel, Meals and Lodging Expense Documentation Policy – EDP V.1

ONE DAY TRAINING/CONFERENCE/SEMINAR (Continued)

REIMBURSABLE COSTS

B. Mileage – From Gloucester, the total miles to conference and back from Gloucester. Leaving from residence not in Gloucester, the total miles to conference and back to home.

DOCUMENTATION REQUIRED

- a. Completed expense reimbursement request form – Include Conference Name and Dates – Mileage costs will be reimbursed at the current IRS reimbursement rate for business travel.

REIMBURSABLE COSTS

C. Tolls & Parking – Only reasonable parking meter reimbursements will be given without a receipt. Parking fine or parking meter violations will not be reimbursed by the City.

DOCUMENTATION REQUIRED

1. Completed expense reimbursement request form – Include Training, Conference or Seminar Name and Dates.
2. Original receipt from parking garage, lot and toll booth.
3. No reimbursement will be given without a receipt.

REIMBURSABLE COSTS

D. Training, Conference or Seminar Fees or Registration: The best option would be for each department to open a requisition for the training, conference or seminar with Department Manager approval. *Best practices would be to follow the City's procurement process through the requisition and purchase order process.* The second option would be for the employee to pay the fees and registration first via cash, check or credit card.

DOCUMENTATION REQUIRED

1. Please submit the original receipt from the Training, Conference or Seminar. The receipt must be clearly marked as "receipt".
2. If a receipt is unattainable, please include one of the following items as proof of payment: print out of an e-mail clearly stating as a "receipt" for the payment of fees or registration for training, conference or seminar, front and back of cancelled check, debit payment clearly marked on a bank statement and credit card statement showing the charge clearly.

MULTIPLE DAYS (OVERNIGHT)

REIMBURSABLE COSTS

- A. **Meals (Breakfast, Lunch & Dinner)** \$41.00 Maximum; if not part of conference fee – if conference fees include meals, the daily allowance is not applicable. Maximum 20% gratuity reimbursed.

DOCUMENTATION REQUIRED

1. Completed expense reimbursement request form – Include Conference Name and Dates
2. Original dated meal receipt and/or bill from the restaurant – non itemized charge slips will not be accepted.

REIMBURSABLE COSTS

B. **Mileage** – From Gloucester, the total miles to conference and back from Gloucester. Leaving from residence not in Gloucester, the total miles to conference and back to home.

DOCUMENTATION REQUIRED

1. Completed expense reimbursement request form – Include Conference Name and Dates – Mileage costs will be reimbursed at the current IRS reimbursement rate for business travel.

REIMBURSABLE COSTS

- C. **Taxi/Public Transportation** – Between airport & home and Airport and Hotel only

DOCUMENTATION REQUIRED

1. Completed expense reimbursement request form – Include Training, Conference or Seminar Name and Dates.
2. Original transportation receipts.
3. No reimbursement will be given without a receipt from taxi or public transport.

REIMBURSABLE COSTS

D. **Tolls & Parking** – Only reasonable **parking meter** reimbursements will be given without a receipt. Parking fine or parking meter violations will not be reimbursed by the City.

MULTIPLE DAYS (OVERNIGHT) (Continued)

DOCUMENTATION REQUIRED

1. Completed expense reimbursement request form – Include Training, Conference or Seminar Name and Dates.
2. Original receipt from parking garage, lot and toll booth.
3. No reimbursement will be given with out a receipt.

REIMBURSABLE COSTS

E. Airline Tickets – Tickets obtained with frequent flyer miles will NOT be reimbursed.

DOCUMENTATION REQUIRED

1. Completed expense reimbursement request form – Include Training, Conference or Seminar Name and Dates.
2. Must provide detailed receipt from Airline showing flight was paid for and taken. Will not pre-pay for airline tickets. Reimbursement will be granted if City cancels travel plans.

REIMBURSABLE COSTS

F. Hotel – Note: Mini bar/interior bar, internet access for personal use, toll calls, movie charges, gym, and spa are not reimbursable.

DOCUMENTATION REQUIRED

1. Completed expense reimbursement request form – Include Training, Conference or Seminar Name and Dates.
2. Must provide original itemized receipt from Hotel – to include charges and dates of stay. Will not pre-pay for Hotel stays.

ITEMS NOT ELIGIBLE FOR REIMBURSEMENT

Liquor, entertainment, mini-bars, interior bars, internet access for personal use, toll calls, movie charges, gym/spa fees, Limousine / Car Services, AND any items for which proper detailed documentation has not been provided.

MGL CHAPTER 41 SECTION 52; APPROVAL OF BILLS

Per MGL Chapter 41 Section 52; Approval of Bills, "The auditor or officer having similar duties, or the selectmen, may require any person presenting for settlement an account or claim against the city or town to make oath before him or them, in such form as he or they may prescribe, as to the accuracy of such account or claim. The wilful making of a false oath shall be punishable as perjury."

North Shore Regional Vocational School District
30 Log Bridge Road
Middleton, MA 01949

CITY CLERK
GLOUCESTER, MA
12 MAR 22 AM 8:26

To: City and Town Officials

From: Marie Znamierowski
Business Manager



Re: FY 2013 Assessments

Date: March 15, 2012

Attached you will find North Shore Regional Vocational School District's FY 2013 preliminary budget summary and municipal assessments. Below lists a few points to note on our FY 2013 proposed budget:

- Budget increase of .72% (not including the transportation of Essex Aggie students which will be funded by revenues received from Essex Aggie)
- 2.52% decrease in state aid
- Athletics totally co-op, 50% to be funded by Essex Aggie (revenue increase of \$83,745)
- No cuts to teaching staff
- Instructional equipment purchases will be funded through our tuition revolving fund

There will be no FY 2013 assessment for the new district for our 16 district communities. The North Shore Regional Vocational School District Committee voted to appropriate E & D funds to pay the FY 2013 bond anticipation note interest payment of \$104,217. For your community, this means a savings of:

Beverly - \$24,663

Boxford - \$2,040

Danvers - \$19,286

Essex - \$927

Gloucester - \$12,054

Hamilton - \$1,669

Lynnfield - \$2,967

Manchester - \$927

Marblehead - \$4,265

Middleton - \$4,265

Nahant - \$1,113

Rockport - \$1,669

Salem - \$24,849

Swampscott - \$4,080

Topsfield - \$927

Wenham - \$1,113

Please feel free to contact me with any questions. I can be reached at (978) 762-0001 X227 or via email at mznamierowski@nsth.net

Thank you.

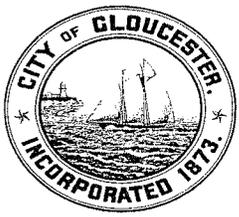
**NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT
30 LOG BRIDGE ROAD, MIDDLETON, MA 01949
FY 2013 Preliminary Budget Summary**

<u>FOUNDATION BUDGET</u>	9,374,242
Chapter 70 Aid	1,530,490
Local Receipts	394,174
Foundation Budget Assessment	7,449,578
<u>TRANSPORTATION BUDGET</u>	1,403,598
Regional Transportation Reimbursement	392,598
Local Receipts	703,170
Transportation Assessment	307,830
<u>DEBT SERVICE</u>	440,092
MSBA Reimbursement	344,923
Local Receipts	104,217
Debt Service Assessment	(9,048)
<u>CAPITAL IMPROVEMENTS</u>	557,159
Local Receipts	394,830
Capital Improvements Assessment	162,329
GROSS FY 2013 BUDGET	<u><u>\$11,775,091</u></u>

North Shore Regional Vocational School District
 30 Log Bridge Road Middleton, MA 01949
 Fiscal Year 2013
 Preliminary Municipal Assessments

Community	1-Oct-11 FTE	Enrollment Participation Percentage	Foundation			Debt Service Assessment	Capital Improvement Assessment	Total FY 2013 Preliminary Assessment
			Required Local Contribution	Above Minimum Assessment	Transportation Assessment			
Beverly	109.0	23.391%	1,403,474	431,024	72,005	(2,116)	37,970	1,942,357
Boxford	6.0	1.288%	80,169	23,734	3,965	(117)	2,091	109,842
Danvers	88.0	18.884%	1,116,561	347,974	58,131	(1,709)	30,654	1,551,611
Essex *	5.0	1.073%	49,910	19,772	3,303	(97)	1,742	74,630
Gloucester **	53.0	11.373%	705,769	209,569	35,010	(1,029)	18,462	967,781
Hamilton	8.0	1.717%	104,993	31,639	5,285	(155)	2,787	144,549
Lynnfield	11.0	2.361%	145,962	43,506	7,288	(214)	3,833	200,355
Manchester *	5.0	1.073%	35,341	19,772	3,303	(97)	1,742	60,061
Marblehead **	5.0	1.073%	77,493	19,772	3,303	(97)	1,742	102,213
Middleton	22.0	4.721%	280,913	86,994	14,533	(427)	7,664	389,677
Nahant	6.0	1.288%	86,074	23,734	3,965	(117)	2,091	115,747
Rockport **	5.0	1.073%	119,118	19,772	3,303	(97)	1,742	143,838
Salem **	113.0	24.249%	1,044,983	446,799	74,638	(2,194)	39,360	1,603,586
Swampscott	20.0	4.292%	261,541	79,088	13,212	(388)	6,965	360,418
Topsfield *	5.0	1.073%	40,749	19,772	3,303	(97)	1,742	65,469
Wenham *	5.0	1.073%	53,835	19,772	3,303	(97)	1,742	78,555
Total	466.0	100.00%	5,606,885	1,842,693	307,830	(9,048)	162,329	7,910,689

* Actual enrollment under 5:
 Essex - 4, Manchester - 3, Topsfield - 3 and Wenham - 4
 ** School Choice out:
 Gloucester - 1, Marblehead - 1, Rockport - 3, Salem - 1



CITY OF GLOUCESTER 2012 CITY COUNCIL ORDER

ORDER: #CC2012-020
COUNCILLORS: Jackie Hardy

DATE RECEIVED BY COUNCIL: 03/27/12
REFERRED TO: O&A & B&F
FOR COUNCIL VOTE:

ORDERED that pursuant to the City of Gloucester City Charter section 2-7(a) concerning the election of the City Clerk, the Council shall elect the City Clerk for the term of April 2012 to April 2014; and further

ORDERED that this matter be referred to the Ordinances and Administration Committee for review and recommendation; and further

ORDERED that pursuant to the City of Gloucester City Charter section 2-7(a) concerning the election of the City Auditor, the Council shall elect the City Auditor for the term of April 2012 to April 2014; and further

ORDERED that this matter be referred to the Budget and Finance Committee for review and recommendation.

Jackie Hardy
Councillor – Ward 4