



CITY CLERK  
GLOUCESTER, MA

12 SEP 27 AM 8:55

## GLOUCESTER CITY COUNCIL

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

### Budget & Finance Committee

Thursday, October 4, 2012 – 5:30 p.m.  
1<sup>st</sup> Fl. Council Committee Rm. – City Hall

### AGENDA

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

1. *Memorandum from CFO requesting to pay invoices from the IT Department without a purchase order in place*
2. *Memorandum & Supplemental Appropriation-Budgetary Request (#2013-SA-4) from CFO*
3. *Memorandum from Fire Chief & Supplemental Appropriation-Budgetary Request (#2013-SA-5)*
4. *Special Budgetary Transfer Request (#2013-SBT-1) from Police Department*
5. *Special Budgetary Transfer Request (#2013-SBT-2) from Police Department*
6. *Special Budgetary Transfer Request (#2013-SBT-3) from DPW*
7. *Special Budgetary Transfer Request (#2013-SBT-4) from DPW*
8. *Memorandum from CAO & Special Budgetary Transfer Request (#2013-SBT-5)*
9. *Memorandum, Grant Application & Checklist from Acting Community Development Director requesting acceptance of a grant award for \$195,109 (Essex Community Revitalization & Restoration Projects)*
10. *Memorandum from CAO re: acceptance of a donation in the amount of \$246,000 from the Gloucester Fishermen Athletic Association*
11. *Memorandum from Acting Community Development Director and recommendations from the Community Preservation Committee for Round 3, FY12 Funds:*
  - Historic Preservation:**
    1. *North Shore Art Association:* Window Replacement \$15,000
    4. *Magnolia Historical Society* Archives Manager \$ 5,000
    5. *Maritime Gloucester* Restoration of Marine Railways & Mill Bldg. \$20,300
    6. *Phyllis A. Marine Assoc., Inc.* Restoration of Stanchions, Planking & Cap Rail \$25,415
  - Open Space:**
    2. *Community Development Department* N. Gloucester Woods Appraiser & Surveyors \$15,000
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  
John Blanchard  
Gregg Cademartori/ Deborah Laurie  
Mike Hale  
Police Chief Leonard Campanello  
Fire Chief Eric Smith  
J.J. Bell/Sandra Dahl-Ronan

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 Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-282-4113  
jtowne@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**OFFICE OF THE CHIEF FINANCE OFFICER**

MEMORANDUM

To: Mayor Kirk

From: Jeffrey C. Towne, City CFO/Treasurer/Collector 

Date: September 13, 2012

Re: Request for permission to pay invoices without a purchase order

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I am submitting this request on behalf of John Blanchard, Director of Information Technology. Due to the increased level of activity towards year end and at the beginning of this fiscal year there was confusion on John's part over what constituted a carry-over purchase order and what the requirements were regarding ordering off the state bid list for goods and services. A few of these invoices were for monthly operating costs that John just opened purchase orders for this month. Attached please find a list of invoices that do not have a purchase order that we respectfully request authorization to pay.

On behalf of the IT Department I apologize for this request. We will do better. Thank you.

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Vendor	Invoice Number	Invoice Amount	Account number to charge
American Lazer	49484	246.22	101000.10.155.52610.0000.00.000.00.052
American Lazer	49723	155.59	101000.10.155.52610.0000.00.000.00.052
AT&T	287248015067X08242012	\$ 1,968.26	101000.10.155.58700.0000.00.000.00.058
Comcast	8773106100344632	\$ 134.78	101000.10.155.53180.0000.00.000.00.052
GovConnection, Inc	49402330	\$ 1,770.00	101000.10.155.54240.0000.00.000.00.054



INVOICE

American Lazer Services, Inc  
PO Box 376  
Beverly, MA 01915



Invoice Number: 49723  
Invoice Date: 7/24/2012  
Terms: Net 15  
Sales Code:  
Ship Via:  
BPO Number:  
P.O. Number: 1200723

Bill To: GLOU2

Ship To:

City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

City of Gloucester  
City Hall  
9 Dale Avenue  
Gloucester, MA 01930  
Attn: \* ( 978 ) 281-9706

Attn: \* ( 978 ) 281-9706

Make: Hewlett Packard  
Model: LaserJet 4250

Serial Number: CNGXG30483  
Machine ID: 1555

Service

Service Problem

message to perform printer maintenance

Reset maintenance counter. Replaced tray 3 feed rollers. Cleaned printer. Tested OK.

Payroll Dept Cliff

Call Date	Meter	Tech	Qty	Ext Price
7/24/2012	532,710	022	1	\$109.00

Parts

Part Number	Order	BO	Ship	Make	Model	Description	Disc%	Unit Price	Ext Price
RM1-0036	1	0	1	Hewlett Packar	LaserJet 4200/	Hewlett Packard 4200/4300 Pickup	0.00%	\$15.53	\$15.53
RM1-0037	2	0	2	Hewlett Packar	LaserJet 4200/	Sep & Paper Feed Tire, Hewlett Pa	0.00%	\$15.53	\$31.06

101000.10.155.52610.

000000.000.

00.059

OK to pay

Telephone: ( 978 ) 922-9003  
Facsimile: ( 978 ) 921-2772

Sub Total:	\$155.59
Shipping & Handling:	\$0.00
Applicable Sales Tax:	\$0.00
Payment:	\$0.00
<b>Balance Due:</b>	<b>\$155.59</b>

Unopened supplies may be returned within 180 days with approval. There will be a 15% restocking fee.

**This Invoice Is Due and Payable By 8/8/2012**

The customer guarantees payment within the specified terms and agrees to reimburse seller for all expenses incurred in collecting the amount of this invoice. A service charge of 1.5 % per month will be added to all past due amounts.

Thank You For Choosing American Lazer Services, Inc



CITY OF GLOUCESTER  
 ATTN: JOHN BLANCHARD  
 3 POND RD  
 GLOUCESTER, MA 01930-1834

Page: 1 of 9  
 Bill Cycle Date: 08/09/12 - 08/16/12  
 Account: 287248015067  
 Foundation Account: FAN 03193547  
 Invoice: 287248015067X082420

Visit us online at: [www.att.com/business](http://www.att.com/business)

## Wireless Statement

### Bill At-A-Glance

Previous Balance	\$0.00
Payment	\$0.00
Adjustments	\$0.00
Balance	\$0.00
New Charges	\$1,968.26
<b>Total Amount Due</b>	<b>\$1,968.26</b>
Amount Due in Full by	Sep. 11, 2012

**Family savings, family solutions.**

FamilyTalk® lets you share Rollover Minutes® and more

AT&T FamilyMap™ lets you locate family members

AT&T Smart Limits for Wireless™ lets you block calls and limit phone use

**Add a line today!**  
 1-855-667-3288, [att.com/familysolutions](http://att.com/familysolutions)  
 or visit your local AT&T retail store.

### Service Summary

Service	Page	Total
<b>Wireless</b>		\$1,968.26
781-570-9910 \$48.02	1	
978-290-7347 \$317.26	7	
978-491-0939 \$801.49	7	
978-491-1801 \$801.49	8	
<b>Total New Charges</b>		<b>\$1,968.26</b>

**781 570-9910**  
 CITY OF GLOUCESTER

**Nation Unlimited** - Includes Unlimited Anytime Minutes, Nationwide Long Distance & Roaming, Call Forward Feature, Caller ID, Call Wait, Conference Call Feature, Mobile Purchases & Downloads Detail, Basic Voice Mail Feature.

**CRU Detail Bill ZC - BAN** - Includes CRU Detail Bill ZC - BAN.

#### Monthly Charges - Aug 9 thru Aug 16

1. National Account Discount	2.17CR
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#### Other Charges and Credits

##### Account Activity

##### Added 08/13

2. Nation Unlimited	9.33
<i>This plan is \$69.99 per month. Adding this plan on 08/13 resulted in the new plan rate being charged from 08/13 - 08/16.</i>	
3. CRU Detail Bill ZC - BAN	0.00
4. Data Unlimited for iPhone 4S with Unl Messaging Ent	8.67
<i>This plan is \$65.00 per month. Adding this plan on 08/13 resulted in the new plan rate being charged from 08/13 - 08/16. The qualifying National Account Discount is included in the Monthly Charges section.</i>	

Total Account Activity 18.00

#### How to Contact Us:

For questions about your account: 1-800-331-0500  
 or 611 from your cell phone  
 For Deaf/Hard of hearing TTY: 1-866-241-6567  
 Visit us online at [www.att.com](http://www.att.com)

For Important Information about your bill, please see the **News You Can Use** section (Page 9).



Account Number 8773 10 610 0344632  
 Billing Date 07/12/12  
 Unpaid Balance \$67.39 - Due Now  
 New Charges \$67.39 - Due 07/26/12  
 Total Amount Due \$134.78  
 Page 1 of 2

Contact us: www.comcast.com 1-800-391-3000

**Mike Wells**

For service at:  
 12 EMERSON AVE  
 GLOUCESTER MA 01930-2555

**News from Comcast**

Have you forgotten your payment? We had not received it as of the date this statement was printed. If payment has already been made, thank you.



Watch your favorite ESPN networks live through your computer, tablet and smart phone. Download the WatchESPN app or visit xfinity.com/tv...now included with your XFINITY TV service.

Please ask us about our convenient and easy automated payment methods.

Previous Balance 67.39  
 Payment 0.00  
 Unpaid Balance - Due Now 67.39  
 New Charges - Due by 07/26/12 67.39  
*See below for more information*  
 Total Amount Due \$134.78

**New Charges Summary**

Comcast High-Speed Internet	66.95
Taxes, Surcharges & Fees	0.44
<b>Total New Charges</b>	<b>\$67.39</b>

Thank you for being a valued Comcast customer

ok to pay

101000.10, 155.531 \$0,00000,000.00 052

Detach and enclose this coupon with your payment. Please write your account number on your check or money order. Do not send cash.



BOX 6505 CHELMSFORD MA 01824-0000  
 8633 0100 NO RP 12 07132012 NNNNNYNN 01 000662 0002

MIKE WELLS  
 3 POND RD  
 GLOUCESTER IT DEPT  
 GLOUCESTER, MA 01930-1834

Account Number	8773 10 610 0344632
Payment Due By	Due Now
Total Amount Due	\$134.78
Amount Enclosed	\$

Make checks payable to Comcast

COMCAST  
 PO BOX 1577  
 NEWARK NJ 07101-1577

877310610034463200134783

**GovConnection, Inc.**  
**7503 Standish Place**  
**Rockville MD 20855**

PLEASE ENCLOSE ATTACHED REMITTANCE  
 RECEIPT WITH YOUR PAYMENT

REMIT TO ADDRESS:  
 GOVCONNECTION, INC.  
 PO Box 382810  
 PITTSBURGH PA 15250-8810

Federal ID No.	Invoice No.	Invoice Date
52-1837891	49402330	08/27/2012

Company retains a purchase money security interest in  
 equipment until payment is made in full.

Sold To: 102 - #10 - 153 - 207 - 231  
 CITY OF GLOUCESTER  
 CITY HALL/ ACCOUNTS PAYABLE  
 9 DALE AVE  
 GLOUCESTER MA 01930-3009

Shipped To:  
 CITY OF GLOUCESTER MA  
 3 POND RD  
 ATTN: JOHN BLANCHARD  
 GLOUCESTER MA 01930



Corp. Sales (800)800-0019

Credit Dept (888)294-0268

Cust. Serv. (800)800-0019

Date of Order	Order No.	Customer Purchase Order No.	Account No.	Terms	Date Shipped	Shipped Via		
08/27/2012	48196444	08242012	29499	NET 30	08/27/2012	SMALL PKG		
Quantity		Item No.	Description	Unit Price	Extension			
Ordered	Back Ordered					Shipped		
10		12267001 12267001	2TB 7200RPM 64MB SATA 6GB/S Mfg# WD2002FAEX	177.0000	\$1,770.00			
<p>~~~~~PLEASE NOTE EFT INSTRUCTIONS~~~~~            For electronic funds transfers, please remit to Citizens Bank:            - ACH Payments: ABA # 2110-70175, Account # 1310873272            - WIRE Payments: ABA # 0115-00120, Account # 1310873272            Please include Invoice number(s) in the transmitted information.</p> <p>"We provide more timely and accurate information to the business community by            sharing our accounts receivable information with credit bureaus."</p> <p><i>101000, 10.155, 54240.0000.00, 000.00, 054</i></p>								

Backordered items will be shipped and  
 invoiced to you as soon as they are available.

Merchandise	Sales Tax	Shipping/Packaging

Page 1 of 1



Invoice Total
<b>\$1,770.00</b>

Ordered by: JOHN BLANCHARD

Order No.
48196444

Company	Account No.	Invoice No.	Invoice Total
00005	29499	49402330	\$1,770.00

GOVCONNECTION, INC.  
 PO Box 382810  
 PITTSBURGH PA 15250-8810

PLEASE ENCLOSE THIS REMITTANCE  
 RECEIPT WITH YOUR PAYMENT.

00005 29499 494023300000177000

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-282-4113  
jtowne@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**OFFICE OF THE CHIEF FINANCE OFFICER**

MEMORANDUM

To: Mayor Kirk  
From: Jeffrey C. Towne, City CFO/Treasurer/Collector   
Date: September 13, 2012  
Re: Supplemental Appropriation

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Please find attached a supplemental appropriation request to purchase office furniture and file cabinets for my office. As you may recall, in Fiscal Year 12, I asked for the funds to be placed in the Capital Projects Stabilization Fund because I wasn't ready to finalize the order until my office was fully staffed. I am requesting to use only a small portion of what was placed in the fund at the end of last year. The remaining amount may be used for other capital related items as is deemed necessary by the Administration.

I respectfully request that you submit the supplemental appropriation request to the City Council for referral to Budget & Finance for their consideration. Thank you.

**City of Gloucester**  
**SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST**  
**Fiscal Year 2013**

\*\*\*\*CITY COUNCIL APPROVAL- 6 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2013-SA- 4 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ CFO \_\_\_\_\_

APPROPRIATION AMOUNT: \$ 5,800.00

Account to Appropriate from: *Unfund Account #* 850000.10.991.59600.0000.00.000.00.059  
*Account Description* Cap Proj Stab Fund - Transfer to GF

Balance Before Appropriation	\$	<u>80,577.82</u>
Balance After Appropriation	\$	<u>74,777.82</u>

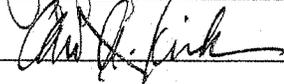
Account Receiving Appropriation: *Unfund Account #* 101000.10.145.58710.0000.00.000.00.058  
*Account Description* Treasurer/Collector, Capital Equipment

Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>5,800.00</u>

DETAILED ANALYSIS OF NEED(S): To purchase file cabinets and office furniture. Was put off from  
Fiscal Year 12 until office was fully staffed. Still leaves \$53,950  
remaining that can be used for other purposes.

**APPROVALS:**

DEPT. HEAD:  DATE: 9/13/12

ADMINISTRATION:  DATE: 9/18/12

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_



CITY OF GLOUCESTER FIRE DEPARTMENT  
8 SCHOOL ST.  
GLOUCESTER, MA 01930  
978-281-9760  
Fire Chief Eric Smith



Memorandum

**TO:** Mayor Kirk & CAO Duggan  
**FR:** Fire Chief Eric Smith  
**RE:** Supplemental Appropriation - Budgetary Request  
**DT:** 9-21-12

Mayor Kirk and CAO Duggan,

The "Supplemental Appropriation - Budgetary Request" now before you is my request for needed funding to purchase a used rescue. This request is to replace our Ford P&L (purchased several years ago to gap a shortcoming in reserve rescues) that is now out of service. The current Ford unit has served beyond its intended service life and the City of Gloucester benefited from the income this unit generated. According to the data EMS Coordinator Schultz has that income far exceeding the cost of the unit. Unfortunately the current recommendation by both the Fire Department assistant mechanics and a 3rd party private mechanics is to decommission the Ford P&L. They cited the cost of repairs which exceeds the value of further investment.

This request now comes before you as an urgent matter due to the unique opportunity to purchase another used ambulance. This unit is in excellent condition and is being offered at \$10,000. This ambulance meets or exceeds our requirements for a reserve unit, has an excellent maintenance history and by all accounts is underpriced in the current market. The vehicle is a trade-in from another Fire Department that took excellent care of the unit and the dealer is simply looking to move it off their lot. EMS Coordinator Schultz and I agree we are fortunate to have this opportunity and the dealer has agreed to hold unit for a short period while we try to secure funding to make this purchase.

I urge you to look at this purchase as an expense that will help stabilize our rescue fleet as I try to create a viable apparatus replacement plan. In addition I am scheduled to meet with the CIAB board on 9/26/12 to go over the current CIP and to present them with a brief overview of the Capital needs that may fall outside the current CIP. This briefing will include this particular "Supplemental Appropriation - Budgetary Request" to purchase the used rescue.



CITY OF GLOUCESTER FIRE DEPARTMENT  
8 SCHOOL ST.  
GLOUCESTER, MA 01930  
978-281-9760  
Fire Chief Eric Smith



I, without reservation, recommend the purchase of this used rescue. I sincerely feel it is the right thing to do at the right time and is in the best interests of the Gloucester Fire Department and the City of Gloucester taxpayers. If you have any further questions please contact me anytime.

Best regards,

Eric

Eric L. Smith  
Fire Chief  
Gloucester Fire Department  
8 School Street  
Gloucester, MA 01930  
(W) 978-281-9780  
(C) 978-491-9854  
esmith@gloucester-ma.gov

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2013**

\*\*\*\*CITY COUNCIL APPROVAL- 6 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2013-SA- 5 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: FIRE DEPARTMENT

APPROPRIATION AMOUNT: \$ 12,000.00

Account to appropriate from:

Unifund Account # 850000.10.995.59600.0000.00.000.00.059

Account Description CAPITAL PROJECTS STABILIZATION FUND,  
TRANSFER OUT

Balance Before Appropriation \$ 80,868.84

Balance After Appropriation \$ 68,868.84

Account Receiving Appropriation:

Unifund Account # 850002.10.220.58750.0000.00.000.00.058

Account Description CAPITAL PROJECT - FIRE DEPARTMENT - AMBULANCE -  
VEHICLES

Balance Before Appropriation \$ -

Balance After Appropriation \$ 12,000.00

DETAILED ANALYSIS OF NEED(S): To Purchase a used ambulance to replace one that is  
decommissioned.

APPROVALS: JL

DEPT. HEAD: [Signature] DATE: 9/19/2012

ADMINISTRATION: [Signature] DATE: 9/24/12

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2013**

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

TRANSFER # 2013-SBT-  1  Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:  POLICE

DATE:  9/6/2012  BALANCE IN ACCOUNT: \$  58,310.56

(FROM) PERSONAL SERVICES ACCOUNT #  101000.10.211.51100.0000.00.000.00.051   
Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_  
Unifund Account #  
 Police-Uniform, Sal/Wage-Perm Pos   
Account Description

DETAILED EXPLANATION OF SURPLUS:  Account in surplus due to officer replacement not starting until 8/20/12

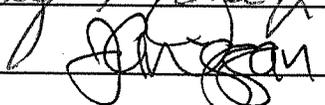
(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_  
Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT #  101000.10.211.55800.0000.00.000.00.054   
Unifund Account #  
 Police-Uniform, Supplies, Reimb   
Account Description

DETAILED ANALYSIS OF NEED(S):  Funds Necessary for uniform and duty gear for new hire to attend academy also to replace damaged uniforms.

TOTAL TRANSFER AMOUNT: \$  4,000.00  NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$  54,310.56   
 TO ACCOUNT: \$  5,077.77

**APPROVALS:**

DEPT. HEAD:    DATE:  9-7-12   
 ADMINISTRATION:    DATE:  9-25-12   
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2013**

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

TRANSFER # 2013-SBT-  2  Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:  POLICE

DATE:  9/6/2012  BALANCE IN ACCOUNT: \$  54,310.56

(FROM) PERSONAL SERVICES ACCOUNT #  101000.10.211.51100.0000.00.000.00.051   
Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_  
Unifund Account #

Police-Uniform, Sal/Wage-Perm Pos   
Account Description

DETAILED EXPLANATION OF SURPLUS:  Account in surplus due to officer replacement not starting until 8/20/2012

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_  
Unifund Account #

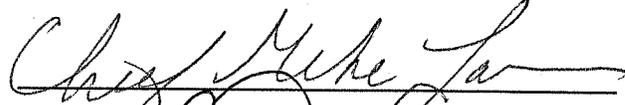
(TO) ORDINARY EXPENSE ACCOUNT #  101000.10.211.55010.0000.00.000.00.054   
Unifund Account #

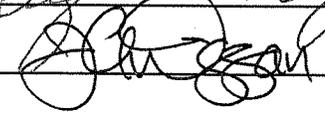
Police-Uniform, Safety Supp/Equip   
Account Description

DETAILED ANALYSIS OF NEED(S):  Funds necessary for misc supplies for police operations including road flares, disposable gloves, signs, first aid kits, flashlights, and barricade tape.

TOTAL TRANSFER AMOUNT: \$  1,000.00  NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$  53,310.56   
 TO ACCOUNT: \$  2,102.00

**APPROVALS:**

DEPT. HEAD:    DATE:  9-7-12

ADMINISTRATION:    DATE:  9-25-12

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2013**

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

TRANSFER # 2012-SBT: 3 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ DPW \_\_\_\_\_

DATE: 9/13/2012 BALANCE IN ACCOUNT: \$ \_\_\_\_\_ 33,000.00 \_\_\_\_\_

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ *Unifund Account #*  
 \_\_\_\_\_  
 (FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ *Unifund Account #*  
 \_\_\_\_\_ 294015 \_\_\_\_\_  
 \_\_\_\_\_ Highway Force Acct \_\_\_\_\_  
*Account Description*

DETAILED EXPLANATION OF SURPLUS: Funds available for transfer  
 \_\_\_\_\_  
 \_\_\_\_\_

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ *Unifund Account #*  
 \_\_\_\_\_  
 (TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ *Unifund Account #*  
 \_\_\_\_\_ 101000.10.470.58415.0000.00.000.00.058 \_\_\_\_\_  
 \_\_\_\_\_ Public Services paving \_\_\_\_\_  
*Account Description*

DETAILED ANALYSIS OF NEED(S): Funds needed for various small paving jobs throughtout the City  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL TRANSFER AMOUNT: \$ 32,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$ 1,000.00  
 TO ACCOUNT: \$ 32,000.00

APPROVALS: [Signature]  
 DEPT. HEAD: [Signature] DATE: 13 SEPT 2012  
 ADMINISTRATION: [Signature] DATE: 9/18/12  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2013**

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

TRANSFER # 2012-SBT- 4 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: DPW Facilities

DATE: 9/12/2012 BALANCE IN ACCOUNT: \$ 409,614.00

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ *Unifund Account #*  
 (FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ *Unifund Account #*  
101000.10.472.52000.0000.00.000.00.052  
**DPW Facilities Contract Services**  
*Account Description*

DETAILED EXPLANATION OF SURPLUS: Funds available due to decision not to continue with SJ Services' janitorial contract.

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ *Unifund Account #*  
101000.10.472.51100.0000.00.000.00.051  
 (TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ *Unifund Account #*  
**DPW Facilities Permanent Positions**  
*Account Description*

DETAILED ANALYSIS OF NEED(S): Funds needed to hire new janitorial staff.

TOTAL TRANSFER AMOUNT: \$ 140,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
 FROM ACCOUNT: \$ 269,614.00  
 TO ACCOUNT: \$ 140,000.00

APPROVALS: JOT  
 DEPT. HEAD: [Signature] DATE: 13 SEPT 2012  
 ADMINISTRATION: [Signature] DATE: 9/18/12  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

City Hall  
Nine Dale Ave  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

## *Memorandum*

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

From: Jim Duggan, Chief Administrative Officer 

Date: September 25, 2012

**Re: Fire Department Communications Assessment**

A priority presented to the Administration by Fire Chief Eric Smith is the department's radio communication system. Given the history of the radio communication problems, coupled with the current system issues Chief Smith personally experienced, confidence in our current communications vendor (ALL-COM) is not acceptable. It is the Chief's recommendation that no further communication investments be made with ALL-COM until a complete evaluation of our existing communications system and ALL-COM's current proposal is completed by an impartial outside company.

I respectfully request that this matter be referred to Budget and Finance for their review and recommendation to the full city council.

Thank you





CITY OF GLOUCESTER  
COMMUNITY DEVELOPMENT DEPARTMENT  
3 POND ROAD, GLOUCESTER, MA 01930

*MEMORANDUM*

DATE: September 10, 2012

TO: Mayor Carolyn Kirk

FROM: Gregg Cademartori, Acting Community Development Director *GMC*

CC: Stephen Winslow, Senior Project Manager, Noreen Burke, Health Director

Re: Burnham's Field  
MA Department of Environmental Protection Natural Resource Damage Program  
Essex County Community Revitalization and Restoration Projects Grant

The Community Development Department is pleased to report that Massachusetts Department of Environmental Protection's Natural Resource Damages Program has awarded the City a \$195,109 Essex County Community Revitalization and Restoration Projects Grant.

Please submit the attached Grant Application and Check List package to the City Council so this award can be accepted. Staff will be available to answer any questions of the City Council.



City of Gloucester  
Grant Application and Check List

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

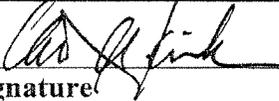
Name of Grant: Essex County Community Revitalization and Restoration Projects

Department Applying for Grant: Community Development Department

Agency-Federal or State application is requested from: MA Dept of Environmental Protection

Object of the application: \$195,109 in funds to rehabilitate Burnham's Field

Any match requirements: \$150,000 in CDBG funds: \$50,000 FY 2013, \$100,000 FY 2014

Mayor's approval to proceed:  9-10-2012  
Signature Date

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

Budget & Finance Standing Committee: \_\_\_\_\_  
Positive or Negative Recommendation Date

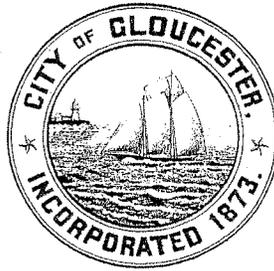
City Council's Approval or Rejection: \_\_\_\_\_  
Vote Date

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_  
Certification Date

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

Auditor's distribution to managing department: \_\_\_\_\_  
Department Date sent

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



City of Gloucester  
Grant Application and Check List (Continued)

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

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

Note: All documents must be complete signed copies.

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



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

June 6, 2011

Karen Pelto  
Massachusetts Department of Environmental Protection  
NRD Coordinator  
One Winter Street, 6<sup>th</sup> Floor  
Boston, MA 02108

Re: Request for Responses (RFR) BWSC 2011 NRD 01 Dated: MAY 5, 2011  
Natural Resource Damages Fund  
Community Revitalization and Restoration Projects

Dear Ms. Pelto:

The City of Gloucester is pleased to submit this application funds to revitalize and restore Burnham's Field in Downtown Gloucester. The grant application represents a renewed commitment by the citizen's of Gloucester and my administration to the wealth of open space and recreation areas in our City.

I hereby authorize Sarah Garcia the City's Community Development Director to be the City's lead contact for the grant application. If you have any further questions regarding this application please contact Ms. Garcia or Stephen Winslow, *Get Fit* Gloucester Project Manager at 978-281-9781.

Sincerely yours,

  
Mayor Carolyn Kirk

cc: Sarah Garcia, Director of Community Development

Natural Resource Damages Fund  
Community Revitalization and Restoration Projects  
Distribution of Proceeds from the Receivership Account for the Rubchinuk  
Landfill Site, Middleton, Massachusetts, for Essex County Projects

Project Proposal Form

APPLICANT AND PROJECT INFORMATION.

Type of Entity Check the box that best describes the applicant.

- |  |  |
|--|--|
| <input type="checkbox"/> Private individual      | <input checked="" type="checkbox"/> Municipal government |
| <input type="checkbox"/> Non-profit organization | <input type="checkbox"/> Corporation or Business         |
| <input type="checkbox"/> State government        | <input type="checkbox"/> County government               |
| <input type="checkbox"/> Federal government      | <input type="checkbox"/> Academic Institution            |
| <input type="checkbox"/> Tribal government       | <input type="checkbox"/> Other (explain)                 |

Authorized Representative of Applicant

Carolyn Kirk

Name

Mavor

Title

9 Dale Avenue

Address

Address

Gloucester MA 01930

City State Zip

Phone: 978-281-9700

Email: ckirk@gloucester-ma.gov

Contact Person (if different)

Sarah Garcia / Stephen Winslow

Name

Community Development Department

Title

3 Pond Road

Address

Address

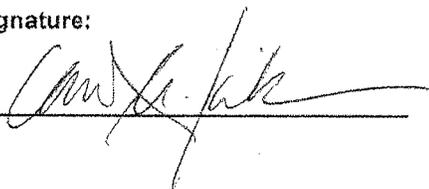
Gloucester MA 01930

City State Zip

Phone: 978-281-9781

Email: swinslow@gloucester-ma.gov

Authorized Signature:



**Project Name** Provide a brief working name:

Burnham's Field Restoration Project

**Community Revitalization and Restoration Priority Categories** Check all relevant boxes.

- Community cleanup of unauthorized or illegal dumping of solid waste on abandoned, idled or underutilized properties to reclaim and revitalize them as neighborhood assets
- Creation of "neighborhood open spaces" (pocket parks, community gardens, small-scale children play areas, community green spaces) to transform blighted lots into neighborhood resources for passive and active social and recreational uses

**List specific benefits to the community and/or neighborhood as well as benefits to land resources and/or the services they provide:**

Burnham's Field is the largest green space in Downtown Gloucester. The 6.7-acre field sits in a dense neighborhood of multi-family houses, primarily homes of low and moderate income residents that comprise 63.3% of the 3 surrounding census tracts. For many neighbors, Burnham's Field is the only convenient place for many of these residents to enjoy a grassy field, open sky and air. The field has traditionally hosted city-wide sports leagues, drawn teen basketball players from downtown and attracted young children to play on swings and slides.

Like many heavily-used urban parks, Burnham's Field has been plagued by trash and vandalism. Broken glass often covers the basketball courts and graffiti can usually be found scrawled on the courts, on the play equipment or on a garage bordering the field. Trash is common across Burnham's Field, from liquor and drink bottles to syringes. The four basketball goals are often damaged or missing, despite the City's best efforts to frequently replace them. A lack of adequate lighting and access create safety fears. Burnham's Field has no lights in the field's interior, inviting rowdy behavior after dark. The lack of access for motorized vehicles makes it difficult for Gloucester police cruisers to patrol the field and enforce the field's posted 9 p.m. curfew or to watch for drug-use or open drinking during low-use weekday hours.

Trash, vandalism, alcohol and drug use have led some parents to prohibit their young children from playing at Burnham's Field (see news articles in Attachment F). The field lacks activities that would attract senior citizens and residents without young children thus limiting the range of residents who can enjoy it.

A strong desire exists among neighborhood residents to improve Burnham's Field and generate greater neighborhood pride for this green "diamond in the rough" in the city's urban core. Neighbors have organized numerous clean-ups to pick up trash and trim the hedges behind which vagrants gather at night. Recently, neighbors working with the City's Community Development Department floated the idea of creating a community garden in Burnham's Field. The response was overwhelming, with nearly 60 people expressing interest in tending 20 garden plots as part of an effort to beautify the field. The first phase of the community garden is now up and running, and the gardeners recently met with Gloucester police to learn how they could serve as the Police Department's "eyes and ears" in making Burnham's Field a more welcoming place to families. Plans are under way to create a Facebook page for friends of the garden and field to upload photos, post comments, organize to-do lists and create a supportive online community.

The City will use CDBG funds to develop a design for the entire 6.7-acre site and 100% design plans for the first phase of Burnham's Field's rehabilitation, focusing on improving access to the field for police and other vehicles and improving lighting – two key problems with the field right now – as well as replacing the vandalized play equipment that's now in place. The City seeks the Natural Resource Damages Funds to construct the first phase. It's important to point out that the improvements in access for police vehicles and lighting aren't just one-time fixes. They would go a long way in ensuring that Burnham's Field becomes a safer, more welcoming recreational area for a wide range of residents for the foreseeable future.

The neighborhood envisions that Burnham's Field will allow neighbors of any age and ability to enjoy activities whether its playing or watching games or dog-walkers gathering each morning, afternoon and evening to socialize. Neighborhood children will learn to ride bikes on basketball courts that are not spattered with broken glass. Immigrants will assemble every evening to play soccer. Parents will fly kites and remote-controlled airplanes with their kids. St. Ann School, located just across Pleasant Street, sends classes of elementary school students to the field for calisthenics, running races and kickball games or to till their garden plot without encountering vagrants. Seniors citizens and others with mobility impairments will use the ADA accessible pathways to enjoy the field and gardens. Additional space will be identified to add more community garden beds to accommodate the overwhelming community interest to date.

---

**Parcel Access and Control**

Is the property where your project is to occur owned by the community or organization requesting this grant?  
 YES       NO

Is the property where your project is to occur owned by a project partner?  
 YES       NO

If not, has the property owner given long-term permission to the community or organization requesting this grant or a project partner to access the property where your project is to occur?     YES       NO

If so, are the rights of access granted by:

Easement       Long-term lease       Written permission

If not, who will be responsible for working with the property owner to obtain written permission?

---

Or, what steps are being taken to secure the rights of access to and control over the parcel?

---

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

**Project Narrative:**

- **Project Abstract:** Provide a concise (not to exceed 250 words) description of the proposed restoration project and its benefits to injured natural resources and/or natural resource services. Include a general summary of project tasks, costs, schedule and partners. This project abstract as submitted may be widely distributed to inform reviewers and the public.

For many years, neighbors of Burnham's Field have advocated to city councilors, staff and local media for its clean-up and renovation. Trash and vandalism are high due to inadequate lighting and the difficulty in patrolling the 6.7 acre site. Play equipment is covered with graffiti. The basketball court is in good shape but hoops are often broken. Sections of fence are missing or collapsing. The field attracts drunks and drug-users.



Volunteers clean up trash in Burnham's Field on Earth Day 2011.



Volunteers collected 13 bags of trash and recyclables at Burnham's field on Earth Day 2011.

This project will clean up and renovate Burnham's Field. Located in downtown Gloucester, the field serves surrounding densely-settled neighborhoods, including two environmental justice areas. The community garden built in May 2011 will be expanded. Vandalized play equipment and an old swing set will be replaced. A water play area will be added. Paved and stone dust paths will improve ADA and police access. Old fencing will be recycled and replaced with new

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

fencing. Lighting improvements, waste receptacles and security cameras will increase safety and discourage vandalism and dumping.

The City of Gloucester seeks \$195,109 from the Natural Resources Damage Trust to pay for a portion of the \$345,109 costs to clean-up the field and complete the renovations. A final design will be developed with neighborhood input in Fall 2011 with construction set to begin in Spring 2012 and completed by Fall 2012. The project will be led by the City of Gloucester with the support of the Get Fit Gloucester! Partnership, The Clean City Initiative, the Food Project, the Cape Ann Farmers' Market, St. Ann's Catholic School and Gorton's Seafood.

▪ Site Description:

Burnham's Field is located at 75 Pleasant Street in Gloucester, Massachusetts, one of the 9 Essex County communities that are eligible for this grant. Burnham's Field sits in downtown Gloucester in the center of some of the City's most densely-populated neighborhoods. (See **Map 1: USGS Map**)

Environmental Justice

Burnham's Field is centrally located among the most densely-populated neighborhoods in Gloucester. The Field's southwest corner borders one of Gloucester's Environmental Justice Areas bounded by Pleasant and Washington Streets (See **Map 2: Proximity EJ Area**). According to the 2011 estimates from the Department of Housing and Urban Development, 63.3% of residents living within the Census Block tracts surrounding Burnham's Field are low-to-moderate income, including two of the three highest low/mod income tracts in the City. Sixteen percent of these residents spoke a language other than English at home. The City's highest concentrations of Hispanic or Latino residents live within these downtown Census Tracts.

Burnham's Field last underwent major renovations in 1984, funded in part by an Urban Self-Help grant. Current recreation facilities include two softball fields at one end with a play structure, swing set and basketball courts at the other end. The Field sits in a lowland area surrounded by a dense residential neighborhood. A gravel parking lot provides 20 spaces for vehicles.

For many years, neighbors of Burnham's Field have advocated to city councilors, staff and local media for its clean-up and renovation (see attached news articles). Trash and vandalism are high due to inadequate lighting and the difficulty in patrolling the 6.7-acre site. Play equipment is covered with graffiti. The basketball court is in good shape but covered with broken glass and the hoops are often broken. Sections of fence are missing or collapsing. The field attracts drunks and drug-users.

The Open Space and Recreation Committee publicized and has held public meetings focused on Burnham's Field in this EJ Neighborhood in March 2010 and again in February 2011. Several families with children attended the meetings and spoke about the need to improve the Field and positively responded to a conceptual plan that had been developed. A more attractive, accessible and well-lit gateway from the Pleasant Street side of Burnham's Field will encourage more EJ

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

neighbors to visit. The fences along the Pleasant Street entrance are rusted and falling down and will be replaced with more attractive fencing.

Neighbors regularly clean up litter and landscaping waste that ends up in Burnham's Field. This project will continue those efforts to clean-up litter and landscape debris and implement improvements that will permanently discourage such activities from reoccurring.

The City has acquired title to the bulk of land in 1921 and has expanded the Field by purchasing additional lots through the 1950's. Prior to the City's acquisition, the field had been a swampy area that residents routinely dumped waste into.

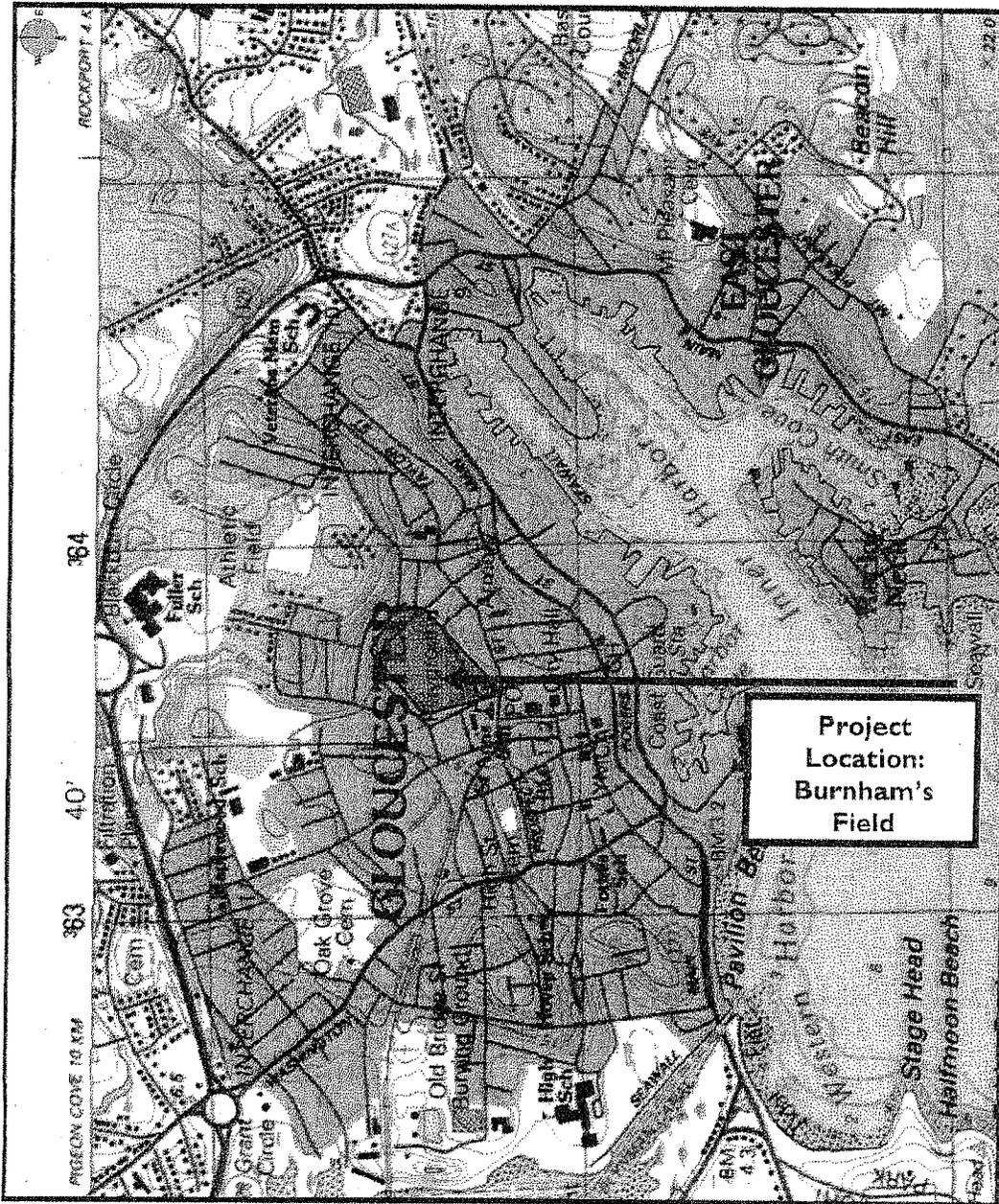
According to a 1978 report on Burnham's Field prepared by the environmental consultants Weston & Sampson, in the early 20<sup>th</sup> century, part of Burnham's Field was used as a dump site. The dump was in operation for at least 30 to 40 years. The material dumped on the field would disappear by settling into the wet unstable soils. After World War II, a housing project for returning war veterans was built in Burnham's Field. Major settling of the buildings occurred, requiring their removal in the 1950s.

Burnham's Field sits 4/10 of a mile from the Rose Baker Senior Center, a central stop for the Cape Ann Transportation Association (CATA) bus service and ¼ mile from the Gloucester MBTA Commuter Rail Station (See **Map 3: Proximity to CATA and the MBTA**). These services operate hourly during rush hour and every two hours mid-days and weekends. The St. Ann elementary school is located across Pleasant Street. Gloucester's Main Street Business District is ¼ mile away.

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Map: Provide a U.S. Geological survey topographic map or municipal assessor's map showing the project location, and the parcel in relation to neighboring land uses, public transportation access, and other natural resources (e.g., parks, rivers, brooks, wetlands).

**Map 1: USGS Map Showing Burnham's Field**

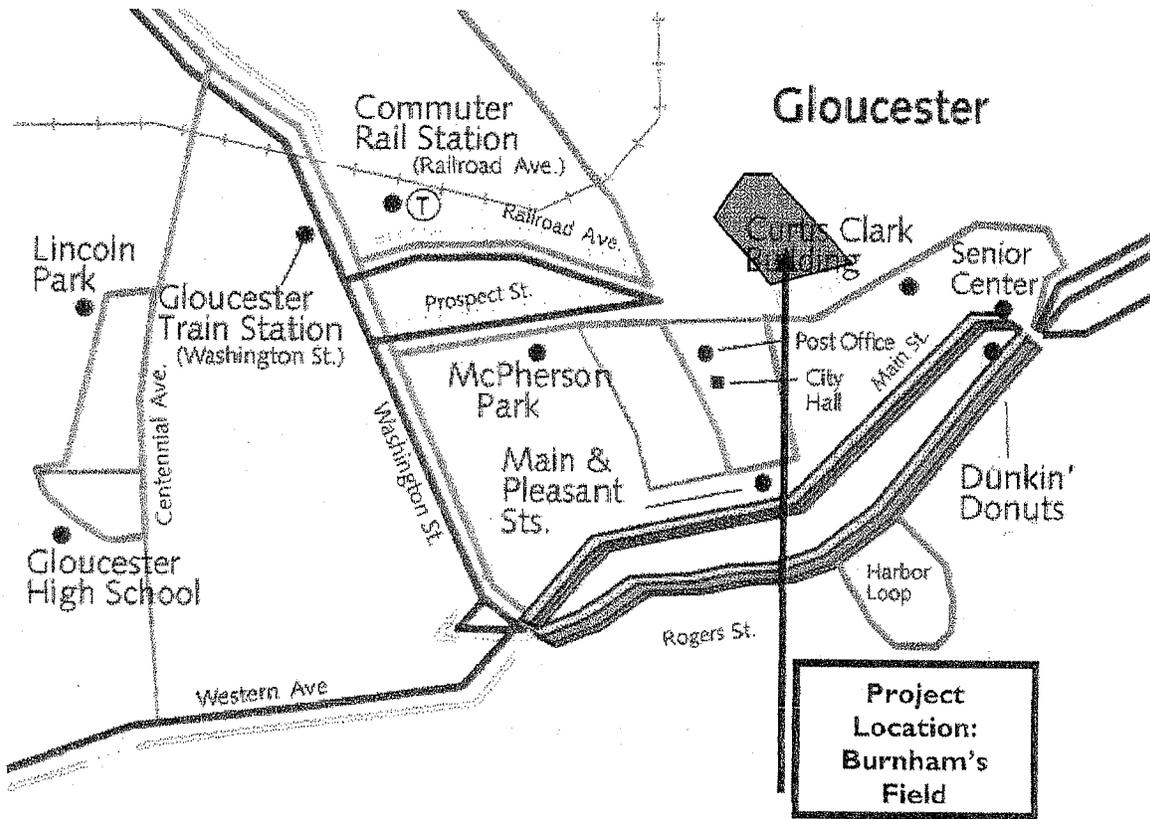


□ Map 2: Proximity of Burnham's Field to EJ Area



MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester

□ Map 3: Proximity to Cape Ann Transit Bus Lines and the  
□ MBTA Commuter Rail



*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

Identified Need

The City of Gloucester's Open Space and Recreation Committee has identified improvements to Burnham's Field as a major priority in the 2010 update to the City's Open Space and Recreation Plan. The project is consistent with the community vision outlined in the OSRP to support the "improvement and maintenance of existing recreational parks, fields and playgrounds so that they are safe, clean and well-maintained." The proposed improvements will make Burnham's Field play structures ADA-compliant.

Burnham's Field has many deficiencies. Dirt paths provide access to either end of the site. These paths do not allow handicap access nor do they allow police to patrol the site in a police cruiser. The ball fields do not drain well and are not irrigated. The backstops are deficient. A football tackling dummy has stood abandoned for years.

The fields, courts and play equipment have been spread across the large site in a haphazard fashion making access for the disabled and police patrols difficult and creating "hang-out" spots that shelter unwelcome activities such as littering, dumping, drinking and drug use.

Potential space exists for amenities that would draw favorable uses such as a community garden. The community garden will be a central spot for neighbors to learn more about gardening. Information from community partners such as the Food Project, Cape Ann Farmer's Market and from backyard gardeners will educate neighbors about the health and environmental benefits of local, fresh foods. This strategy has proven successful at Riverdale Park, a public housing project in another Environmental Justice Area in Gloucester. The City's Get Fit Gloucester! program is working with the Food Project, Cape Ann Farmer's Market, Open Door Food Pantry and the local backyard gardening program to develop support for the garden and recruit neighborhood gardeners to use and maintain it.

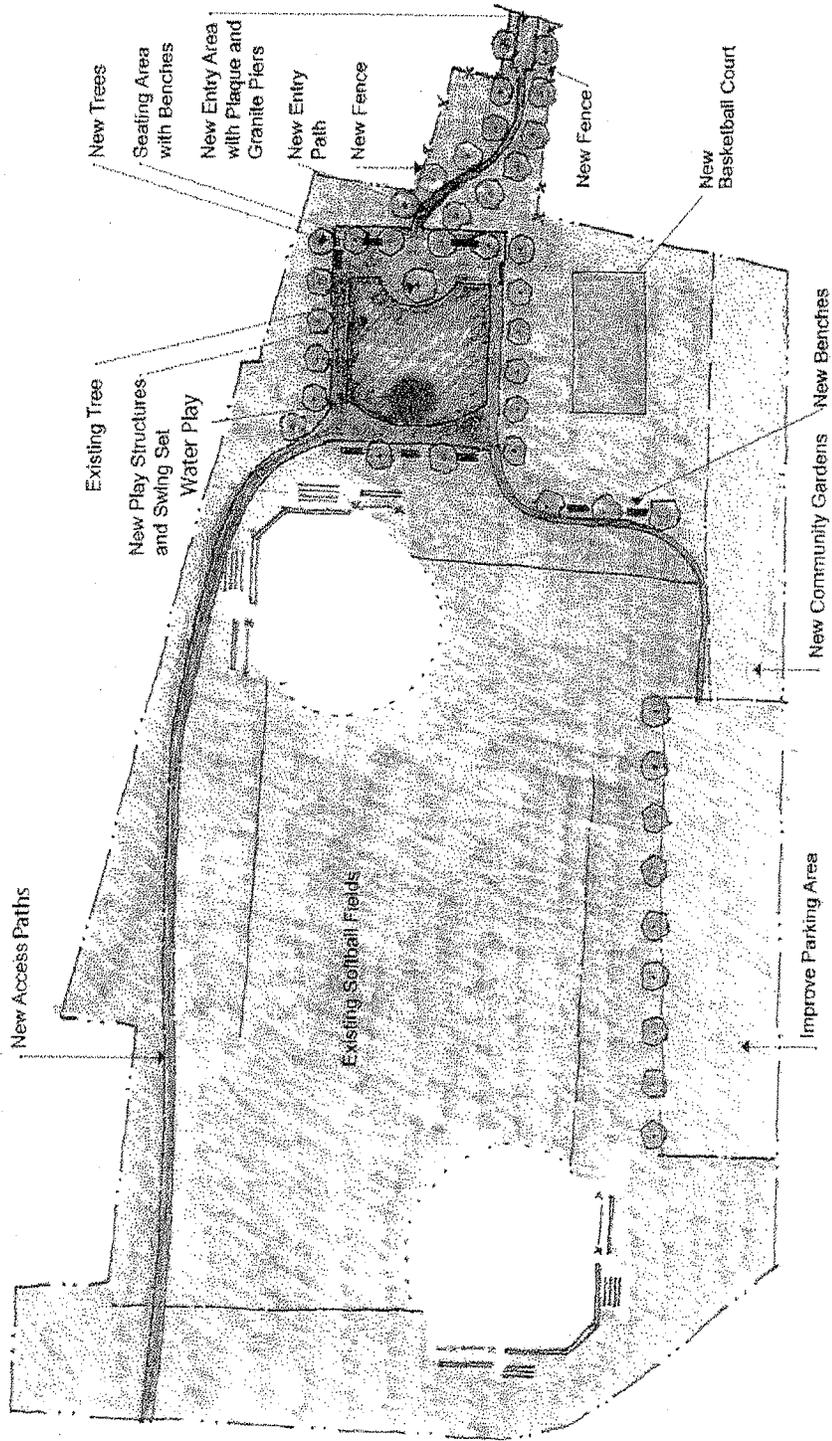
Neighbors joined together this year to create 20 garden plots. Another 40 interested people have been put on a waiting list for the next round of garden plots.

Public Accessibility

Burnham's Field is a municipally owned and maintained park open to all. The proposed renovations will improve accessibility for physically-challenged residents and provide a more attractive environment for all residents to utilize and enjoy the park. Gloucester has a high percentage of residents with a physical disability. 2010 Census estimates indicate that 4,533 Gloucester residents over age 5 are physically disabled. Burnham's Field is located within Census Tract 2216 and directly borders Tract 2217. High concentrations of persons with a disability in the City (22%) live within the three Census Tracts including and surrounding Burnham's Field.

As mentioned above, this project will substantially improve accessibility for the disabled. Portions of the site will be re-graded to allow ADA compliant paved and stone pathways to be installed. These pathways will allow access to the play equipment, basketball courts, spectator area of the ball fields and the community gardens. Play equipment will include accessible play decks and a new accessible swing. A portion of the parking lot will be paved and handicap space(s) will be designated to allow access to the pathways from the parking lot.

MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester



**BURNHAM'S FIELD**  
Gloucester, Massachusetts  
**CONCEPTUAL PLAN**

Not to Scale  
Shippick Associates Landscape Architecture Modified by SPW1-27-2011



*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

Gloucester is a community surrounded by water recreation opportunities including beaches within walking distance of Burnham's Field. The development of the conceptual design will explore neighborhood interest and the feasibility of installing misting water play areas in Phase I if possible or as part of future phases.

Healthy Living: Gloucester has received a Mass in Motion grant from the Department of Public Health to fund the Get Fit Gloucester! Partnership. This Partnership envisions a fit-friendly Gloucester where opportunities for fitness and access to healthy foods will start in our backyards, as we step out of our homes, as we walk down the street, visit a park, tend a community garden plot, go to a local business or hike a local trail. The rehabilitation of Burnham's Field has been identified as one of the goals of the Get Fit Gloucester! Community Action Plan. The rehabilitation will improve recreational opportunities to Gloucester residents and the community garden will allow neighbors the opportunity to grow local, fresh produce and expand the network of residents interested in community and backyard gardening.

Sustainability: New features of the Field will require little additional maintenance. Community gardeners will maintain their plots, use composted plant material and serve as "eyes and ears" on the Field to encourage positive activities. Trash and recycling cans will reduce litter. DPW will have better access for maintenance. The Police will have better access to patrol the Field, will be better able to see illegal activities in lighted areas, and will have a security camera at their disposal as well. Plans include recycled bedding material under play structures,

Community Support: Improving Burnham's Field enjoys strong public support, particularly from neighborhood residents, several of whom engaged the Open Space and Recreation Committee throughout the Open Space and Recreation Plan planning process. Residents expressed strong support for improving park accessibility and safety at three advertised neighborhood meetings held on Feb, 12, 2009 (12 attendees), March 25, 2010 (14 attendees) and March 2011 (30 attendees) as well as through several opinion pieces (See Attachment F: Community Support).

Environmental Impact: The new landscaping and community gardens will positively affect the environment by removing airborne pollutants and improving air quality, removing carbon dioxide, and mitigating stormwater runoff. By improving an existing park, the project minimizes impact to natural resources. Reducing the need for neighborhood residents to travel by car to other City parks and playgrounds conserves energy and reduces airborne pollution.

The proposed lighting improvements at Burnham's Field will comply with the City Lighting Ordinance and include full cutoff shields to eliminate light directed skyward, reduce energy costs and reduce consumption of fossil-based fuels.

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

**Attachment A: Budget Summary Form and Budget Narrative Form**

The budget form indicates that grants funds will be almost entirely spent on construction, with a limited amount of funds being dedicated to site assessment and survey. The City will provide \$150,000 in CDBG funds as a match. The City will engage the services of a landscape architect and a landscape construction company to do the work. Table I provides a project breakdown of those costs. Costs for the items include the cost to purchase the materials and install them.

**TABLE I: BUDGET: SOURCES AND USES**

<u>Sources</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>Total</u>
CDBG Funds FY 2012	\$50,000	\$0	\$50,000
CDBG Funds FY 2013		\$100,000	\$100,000
<u>NRD Funds (56%)</u>	<u>\$4,200</u>	\$186,709	\$190,909
			\$0
<b>Total Funding Sources</b>	\$50,000	\$286,709	\$336,709

<u>Improvement</u>	<u>Quantity</u>	<u>Unit</u>	<u>Cost/per Unit</u>	<u>Item Cost</u>
Mobilization/ Solid Waste Removal	1	Each	\$6,500	\$6,500
Demolition	5	Crew – Days	\$200	\$1,000
Accessible Play Structure & Swings	1	Structure	\$52,000	\$52,000
ADA Play Surface - Rubber Mulch	1600	Square Foot	\$13	\$20,800
Paved Seating Area	2400	Square Feet	\$4	\$9,600
Asphalt Walk - 8-foot wide	750	Linear Foot	\$42	\$31,500
Crushed Stone Walk 8-feet wide	720	Linear Foot	\$24	\$17,280
Replace Fence - 4-foot High	140	Linear Feet	\$80	\$11,200
Water Play Feature	1	Installation	\$16,000	\$16,000
Trees	12	Tree 2-3" Caliper	\$1,000	\$12,000
Fence for Garden	150	linear feet	\$80	\$12,000
Security System	1	Camera	\$3,000	\$3,000
Lighting Improvements	12	Units	\$1,800	\$21,600
Lighting Conduit	1470	Linear Feet	\$12	\$17,640
Plaque	1	Stone	\$2,000	\$2,000
Secure Trash / Recycling Barrels	3	Each	\$1,000	\$3,000
<u>Parking Lot - ADA Surface, 6" deep**</u>	<u>7280</u>	<u>Square Feet</u>	<u>\$3.75</u>	<u>\$27,300</u>
<b>Construction Total</b>				\$264,420
Contingency (~10%)				\$26,489
Survey/Design*				\$50,000
Site Assessment				<u>\$4,200</u>
<b>Project Total</b>				<b>\$345,109</b>

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

- Project Work Plan: Provide a specific list of all activities or tasks necessary to complete the project. Describe these activities and tasks and the timeframe that will be required to complete them. Relate these tasks and activities to the evaluation criteria described in section 3A of this RFR as appropriate. If the respondent intends to apply for multi-year funding for a project, this description should reflect the project in its entirety and identify those tasks and activities that will occur each state fiscal year (July 1 through June 30) – these should correspond with the project budget and budget narrative as described in this section.

The first step will be removal of litter and landscape debris by the community with assistance from the City DPW and the Clean City Initiative. Bottles and cans will be recycled and landscape debris will be taken to the City compost facility. A landscape contractor will remove any heavy branches and chip them. The contractor will then dig foundations for lights and trenches for water service requiring removal of any waste from 4 – 6 feet deep in the ground. Buried waste will likely be taken to a landfill unless significant metal debris is encountered. Chain link fencing material will be recycled.

Once site preparation has been completed, ADA-accessible paths into and across the site will be installed. Preliminary lay-outs call for 750 feet of paved paths connecting the parking lot, basketball courts and play structures and 720 feet of stone paths that will create a connection from Pleasant to Burnham's Street across the site. Prominent and secure entry gateways will be laid out and an estimated 12 pedestrian scale light poles will be installed along the pathways. Secure trash and recycling barrels will be installed along with a security camera. A new expanded play structure will be purchased that will have an ADA-compliant surface made out of recycled material and accessible play decks. The Food Project and local residents will help install and plant the new phase of community garden in the Field -- 16 garden plots, 4 x 8 feet in size, in addition to the 20 that the community built this year. Fencing will be installed around the garden and water service will be connected.

The City does not anticipate any permits will be required for this work. This fall the City will hire a landscape design firm to work with the neighborhood to refine and development specifications based on the conceptual design including at least three meetings. The City owns the property and has unfettered access to the site.

DPW will be responsible for maintenance of the paths, lighting and play structure. The gardeners have committed to fund their activities with a small fee. Each gardener signs an agreement that commits them to actively garden and participate in garden clean-up activities. The increased neighborhood presence as a result of the gardens, paths, play equipment and lighting will help prevent vandalism and dumping. New trash and recycling barrels will help prevent litter. The Gloucester Police will more readily patrol the area through direct access on the improved paths and the security camera.

As additional funds become available, work can be done to improve the playing fields as well.

The neighbors will benefit from a cleaner, more active public space. Children and adults will be more physically active on the play equipment and paths. The gardens have already started to

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

create more neighborhood cohesion and expanding them will increase this. Students from St. Ann school will benefit from using the garden and play area. Seniors will have access to pathways and gardens.

### ATTACHMENTS

- Proposal Application Form:** In front of Project Narrative
- Attachment A:** Budget Summary Form and Budget Narrative Form
- Attachment B:** Supplier Diversity Program Plan Form
- Attachment C:** Site Characterization Form
- U.S. Geological Survey topographic** of proposed project site: See Map 1.
- Attachment D:** Resumes of professional or consulting project staff
- Attachment E:** Letters of commitment: See City's Application form. City is the primary organization providing the match so see the Budget Summary.
- Attachment F:** Community Need and Support

**BWSC 2011 NRD 01 BUDGET SUMMARY FORM**  
**DEP NRD Community Revitalization and Restoration Projects: Rubchinuk Landfill Site Receivership Funds**

**RUBCHINUK NRD FUNDING ALLOCATION BY FISCAL YEARS <sup>1</sup>**

PROJECT TITLE:	Burnham's Field	
APPLICANT NAME:	City of Gloucester	
EXPENSE CATEGORY	FISCAL YEAR 1	FISCAL YEAR 2
	Rubchinuk NRD Funds	Rubchinuk NRD Funds
A. SALARIES	\$0	\$0
B. CONTRACTED SERVICES	\$54,200	\$100,000
C. SUPPLIES, MATERIALS AND EQUIPMENT	\$0	\$0
D. TRAVEL	\$0	\$0
E. SITE CONTROL	\$0	\$0
F. OPERATION/MAINTENANCE	\$0	\$0
G. OTHER		
<b>TOTAL BY FISCAL YEAR</b>	<b>1</b>	<b>2</b>
	\$54,200	\$140,909
<b>GRAND TOTAL (sum of boxes 1+2)</b>		<b>\$195,109</b>
[This sum is the total NRD fund request]		

<sup>1</sup> The fiscal year is July 1 – June 30. If the proposed project will be completed in one year, fill in only the column titled "Fiscal Year 1."

**BWSC 2011 NRD 01 BUDGET SUMMARY FORM**  
**DEP NRD Community Revitalization and Restoration Projects: Rubchinuk Landfill Site Receivership Funds**

**RUBCHINUK NRD PROJECT BUDGET SUMMARY BY TASK AND FUNDING SOURCE**

TASK <sup>2</sup>	RUBCHINUK NRD FUNDS	OTHER CONTRIBUTIONS (CASH OR IN-KIND)		TOTAL COST BY TASK
		COMMITTED	NOT COMMITTED	
A. Complete Design and Master Plan	\$0	\$50,000		\$50,000
B. Site Assessment and Survey	\$4200	\$0		\$4200
C. Park Construction	\$190,909	\$100,000		\$290,909
D.				
E.				
F.				
G.				
<b>TOTAL BY FUNDING SOURCE</b>	<b>5</b> \$195,109	<b>6</b> \$150,000	<b>7</b>	<b>8</b> \$345,109

<sup>2</sup> The listed tasks should correspond with information provided in the Project Narrative.

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

**Attachment B: Supplier Diversity Program Plan Form**

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

- ❑ Project Goals and Objectives: Describe and quantify benefits to the community and/or neighborhood as well as benefits to land resources and/or the services they provide that will result from implementation of the proposed project. How does the proposed project contribute to your neighborhood's broader plans for improving its quality of life? Describe what you wish to accomplish in completing this project by listing measurable targets, and/or objectives that must be met on the way to attaining your goal. Examples include, but are not limited to: improvements to public health and safety and/or the environment; recycling and/or reuse of recovered materials; restoration of land to beneficial uses; implementation of methods to prevent or minimize reoccurrence of problems corrected by this project. Use supporting graphics, maps, figures and tables as necessary (these do not count toward the 10-page limit of the project narrative). Any additional noteworthy environmental, social, or economic benefits should also be described.

The goal of the project is to improve safety and accessibility at Burnham's Field and provide enhanced amenities for a wider range of residents. A pathway system with improved lighting will improve access and allow better patrolling of the area. Children will enjoy new, graffiti-free play areas, including a water playground for hot summer days. Trees will create more shade for spectators. Dedicated community garden space will provide multiple neighborhood benefits including an increased presence adults and seniors who can serve as "eyes on the park" to help monitor and care for park amenities. Neighborhood gardens will also provide an opportunity for residents to enjoy being outdoors and to grow flowers, plants, fruits and vegetables. All these improvements will increase use and enjoyment of the Field and improve the quality of life for neighbors and all who visit the Field.

These goals will be accomplished by completing the following steps:

- new site fencing and permanent fencing for the community garden
- an ADA-accessible play structure, a swing set with ADA-compliant poured in place surfaces and a water playground
- a paved asphalt pedestrian path, and crushed stone pedestrian path
- security improvements including solar lighting and a security camera
- expanding the newly created community garden, and
- new landscaping including at least nine new trees.

The City will provide CDBG funds to complete the master plan for the entire 6.7-acre site and 100% construction plans for the first phase of rehabilitation that is focused on improving access, security and lighting, replacing vandalized play equipment, and adding community garden space. (see Burnham's Field Conceptual Plan).



## Supplier Diversity Program (SDP) Plan Form

Contract/RFR Document Number: BWSC NRD 01

**Instructions:** Completing all parts of this form is mandatory. Please read instructions in the SDP section of the solicitation. Complete one form for each **Supplier Diversity Office (SDO) Certified M/WBE Partner Business**. For a complete list of certified vendors please go to <http://www.somwba.state.ma.us/BusinessDirectory/BusinessDirectory.aspx>.

### Part I Bidder/Contractor Information

[Help with Part I](#)

Business Name: City of Gloucester

Full Address: number, street, and apt. or suite no., city, state, zip

9 Dale Avenue, Gloucester MA 01930

Contact Name: Sarah Garcia

Phone # ( 978 ) 281 - 9781

Email address: [sgarcia@gloucester-ma.gov](mailto:sgarcia@gloucester-ma.gov)

Check one of the following if applicable:

MBE  WBE  M/WBE  M/W Non-Profit

If not yet certified, check here if you have applied for Certification:

Certification Expiration Date If Applicable (copy of the SDO certification letter must be attached):

### Part II SDP Partner (Cannot be the same company as the Bidder/Contractor or an affiliate)

[Help with Part II](#)

M/WBE Business Name: Note: The City has engaged any financial partners or hired any contractors at this time. The City will seek SDP contractors in bidding for design and construction services and submit an updated form at that time.

Full Address: number, street, and apt. or suite no., city, state, zip

Contact Name:

Phone # ( ) - x

Email address:

Check one of the following if applicable:

MBE  WBE  M/WBE  M/W Non-Profit

If not yet certified, check here if your partner has applied for Certification:

Certification Expiration Date If Applicable (copy of the SDO certification letter must be attached):

### Part III Description of Business Relationship

[Help with Part III](#)

Check a minimum of one of these options that best describe the business relationship between Bidder/Contractor and SDP Partner:

- Subcontract:** include a copy of the written agreement between the Bidder and Subcontractor.
- Ancillary:** include a copy of the written agreement between the Bidder and Ancillary Partner.
- Growth & Development:** enclose plan for education, training, sponsorship, mentoring, resource sharing, and/or other initiatives.

Briefly describe the products and/or services the SDP Partner will provide your business:

### Part IV Financial Commitment

[Help with Part IV](#)

Provide information on the committed amount (as a percentage of Bidder/Contractor gross revenue derived from this contract or as an exact dollar figure) to be spent with the certified SDP Partner as part of this relationship.

Annual Amount or Percentage	or separately for each contract year	Year 1 Amount or Percentage	Year 2 Amount or Percentage	Year 3 Amount or Percentage	Year 4 Amount or Percentage	Year 5 Amount or Percentage
		10%	10%			

### Part V Past Performance

[Help with Part V](#)

Have you had past relationships/spending with this SDP partner  Yes  No

If yes, please provide total spending in previous two years \$

Sign Here:	Print Name ▶ <i>Carolyn A. Kirk</i>	Title ▶ <i>Mayor</i>
	Authorized Signature ▶ <i>[Signature]</i>	Date ▶ <i>June 3<sup>rd</sup>, 2011</i>



## Supplier Diversity Program (SDP) Plan Form Instructions

### **Part I**

**Bidder/Contractor Information:** Business name, full address, contact name, phone #, email address and your SDO certification status, if you have one, i.e. if you are SDO certified, please put in the expiration date of your certification. Please be aware you will not receive additional points based on your certification status. Submit a copy of your SDO certification, if applicable.

### **Part II**

**SDP Partner** must be a Women Owned (WBE), Minority Owned (MBE) or Minority and Woman Owned (M/WBE) Business Enterprise or Woman Nonprofit (WNP) or Minority Nonprofit (MNP) certified by the State Office of Minority and Women Business Assistance (SOWMBA). You must include the partner's business name, full address, contact name, phone #, email address and SDO certification status. You must also submit a copy of the partner's SDO certification or check the applicable box stating that they have applied for Certification. For a complete list of SDO certified vendors please visit their website at [www.mass.gov/SDO](http://www.mass.gov/SDO). Please note that if you are a SDO certified vendor you cannot put yourself as the SDP partner or an affiliate but will be required to partner with another SDO certified business. SDO certified vendors responding to Requests for Response (RFR) are not exempt from this requirement.

### **Part III**

**Description of Business Relationship:** In this section the prime Bidder/Contractor must provide a description of the business relationship with the SDP Partner. Please refer to the SDP section of the solicitation (RFR) to determine if any of these options are required in your response and to determine how many options you can use for your SDP plan. For example, unless the RFR requires otherwise, you can select Subcontracting and Growth and Development or you can select Ancillary Services and Growth and Development. However, you must select at least one business relationship and provide a description of the services rendered.

- 1) Subcontracting: submit SDP Plan form, a partnership agreement and SDP partner's certification.
- 2) Ancillary: submit SDP Plan form, a partnership agreement (if available) and SDP partner's certification.
- 3) Growth and Development: submit SDP Plan form, growth and development plan (please use a separate sheet) and SDP partner's certification.

Definitions and examples of the three components can be found at:  
<http://www.mass.gov/Eoaf/docs/osd/sdo/sdp/subcontracting.doc>

The Supplier Diversity Program offers training on the SDP Plan requirements. The dates of upcoming trainings are located on the SDP website at [www.mass.gov/SDP](http://www.mass.gov/SDP).

### **Part IV**

**Financial Commitment:** provide the minimum amount you will spend with the SDP partners as a percentage of the gross revenue derived from the contract or an exact dollar amount. If you select the same percentage or dollar amount for each contract year, please input this information in the Annual Amount or Percentage field(s). If the committed amount is different each contract year, input the percentage or dollar amount in the field that corresponds with the appropriate contract year.

**Part V Past Performance:** Historical spending with the SDP partner. If you have a previous relationship with this partner provide the total for the past two years

Resources available to assist Prime Bidders in finding potential M/WBE partners can be found at:  
<http://www.mass.gov/Eoaf/docs/osd/sdo/sdp/20guidance.doc>

**Attachment C: Site Characterization Form**

DEP NRD Community Revitalization and Restoration Projects: Rubchinuk Landfill Site Receivership Funds

SITE CHARACTERIZATION FORM

I. Site Information		
Site Name: Burnham's Field		
Street Address: 75 Pleasant Street		
City: Gloucester MA	Zip: 01930	
Land Owner Name: City of Gloucester		
Legal Address: 9 Dale Avenue		
City: Gloucester	State: MA	Zip: 01930

II. Site Activity			
Active Dumping: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Buried Waste: <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> SUSPECTED	
Comments: Active Dumping is primarily litter and is cleaned up on a regular basis. Suspected buried waste results from pre-1971 land-filling of area with waste of unknown origin			
TYPE OF WASTE	ESTIMATED QUANTITY OF WASTE	UNITS (square feet, tons, cubic yards)	DETAILS
Burn Ash	None		
Garbage-Trash-Refuse	Yes	Under a ton, occasionally cleaned up	Landfilling pre-1920's
Construction/Demolition	Yes		Landfilling pre-1920's
Appliances (White Goods)	Probably Not		Landfilling pre-1920's
Vehicles	Probably Not		
Misc. Scrap Metals	Probably Not		
Wood Waste	Possible		
Green/Landscape Waste	Yes	Under a ton, occasionally cleaned up	Branches and leaves
Tires	No		
Hazardous Waste	Unknown		
Asbestos	No		
Pesticides	No		
Other (describe):			

III. Site Map and Sketch	
Site Map: Attach a U.S. Geological survey topographic map or a municipal assessor's map showing the project location	
Site Sketch or Photos: Attach a drawing and/or photos to show the following information:	
Access points to the site and on-site Waste locations	Utilities (phone poles, water/sewer manholes, natural gas lines)
On-site structures (buildings, drainage)	Site security (fences, barriers)
Monitoring wells	Natural features (trees, wetlands, rivers/brooks)

**IV. Site Access**

Describe how the access to the site will be secured during cleanup and the type of equipment that will be allowed and able to access the site to assist with cleanup:

Burnham's Field is a public park that can be accessed via a gate off Sargent Street

**IV. Nearby Land Use**

Land Use	Within (Check Applicable Boxes)		Comments
	1,000 feet	1 Mile	
	Residential	Yes	
Commercial	Yes	Yes	
Industrial	No	No	
Parks and Recreational	Yes	Yes	
Agricultural	No	No	
Water Supply	No	Yes	Babson Reservoir
Surface Waters	No	Yes	Babson Reservoir
Wetlands	No	Yes	Gloucester Harbor/Atlantic Ocean/Annisquam River
Other			

**V. Enforcement Actions**

If known, provide a list of enforcement actions and results for addressing solid waste on the property.

Date	Type of Action	Agency (e.g. local Board of Health, state Department of Environmental Protection)	Results
N/A			

Comments:

Prepared By: Stephen Winslow  
 Organization: City of Gloucester Date: 5-18-2011

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

**Attachment D: Resumes of professional or consulting project staff**

## **Biography**

**Sarah Garcia, Community Development Director, City of Gloucester**

### **Work Description**

Reporting to the Mayor, Ms. Garcia directs the ten person department that manages harbor development, planning, economic development, conservation and open space and recreation planning for this city of 30,000 residents. The department manages approximately \$2 million in grant funded projects each year, including two entitlement grants totaling \$1 million. Recent achievements include developing consensus amongst multiple, polarized stakeholder groups for a new 2009 Harbor Plan, directing the 2010 Harbor Economic Development Plan and the 2010 Open Space and Recreation Plan, overseeing the purchase and redevelopment of a key waterfront parcel, and the design and construction of a downtown Harbor Walk. Ms. Garcia's public sector work has been in planning and community development, including serving as Commissioner to the Merrimack Valley Planning Commission. Prior experience includes construction management and community organizing.

### **Education Description**

Master in Public Policy, Tufts University.

Bachelor of Arts, Government, Harvard University.

### **Past Assignments**

2010 Presenter, Putting the Working Port Back to Work, Working Waterways and Waterfronts National Symposium, Portland Maine.

2009 Advisory Committee member to Executive Office of Energy and Environmental Affairs on regulatory revisions to Designated Port Areas

2009 Featured in case study for Managing Risk: Helping Cities in MA Adapt to Climate Change, publication of MIT-USGS Science Impact Collaborative

2004 Featured case study for Essex County Community Foundation Smart Growth: Way to Grow: Take the Train.

STEPHEN P. WINSLOW  
83 JACOB STREET, MALDEN, MA 02148  
781-397-6893 (home)  
781-738-2835 (cell)  
swinslow4152@gmail.com

### **Work Experience and Accomplishments**

Senior Project Manager, City of Gloucester (2009 to Present) Project Manager for the Get Fit Gloucester! Partnership funded through MA Department of Public Health's Mass in Motion program. Completed a community health needs assessment related to obesity prevention and developed a Community Action Plan based on the results.

#### Accomplishments:

- Developed City's 1<sup>st</sup> Open Space and Recreation Plan since 1998
- Secured additional funds for key sidewalk improvements
- Developed project funding plan for \$3.5 million Newell Stadium Reconstruction
- Secured Funds for new Community Garden
- Developed presentations for MA Public Health Asc and MA Municipal Asc Conferences

Senior Planner/Project Manager, City of Somerville (2004 to 2009). Planner/Project Manager for the Somerville Community Path and staff to the Conservation Commission. Managing three projects related to the Path including coordination with a MassHighway project to improve the existing path. Project Manager for the 3 park and garden projects including the Somerville Junction Park.

#### Accomplishments:

- Leading Mayor's Pedestrian and Bicycle Safety Task Force
- Secured \$3.3 million in transportation funds and over \$500,000 grants
- Donation of 1.5 acres of land by Cambridge Health Alliance for the Community Path
- Healthy Motion Award, State Smart Growth Conference 2007
- Bicycle Lane Policy and Bicycle Parking Ordinance Adopted
- Co-coordinator of Robert Wood Johnson Active Living Grant with Health Department

Attorney, Brown & Green LLC, Malden Massachusetts (April 2003 to 2010). Attorney and Principal for an Environmental Law Practice focusing on brownfield and greenway development.

#### Accomplishments:

- Development of a Brownfields Policy Paper for the Massachusetts Department of Environmental Protection and a national paper with Rails to Trails Conservancy
- Successfully assisting the Massachusetts Bicycle Coalition receive a US EPA grant related to brownfields and rail trail development
- Negotiating trail development and design agreements for several communities
- Wrote and passed Legislation to resolve liability issues.

Site Coordinator, TeleCom City Project, Malden, Medford and Everett Massachusetts (1998 - 2003)  
Project coordinator for an innovative R&D campus on brownfield site.

#### Job Duties:

- Coordinated acquisition of 30 acres of land
- Reviewed site designs for transportation, building design and environmental impacts. Ensured plans include parkland to replace areas used in local school building projects.

- Liaison with MA DEP, US EPA, US DOE, MassHighway and other federal, state and local agencies.
- Applied for and administer federal and state grants.
- Represent the Commission before local planning boards and conservation commissions.

Accomplishments:

- Coordinated acquisition of 30 acres, demolition of 10 buildings and environmental permit applications necessary to build a \$7.1 million road.
- Successfully advocated to then EPA Administrator Carol Browner for the project to be selected as one of 12 National Showcase Communities.
- Successfully applied for \$1.2 million in federal and state grants.
- Made presentation at 2002 National Brownfields Conference.

*Massachusetts Department of Environmental Protection, Boston (1988-1998)*

Held three positions handling various legal, policy and technical matters

Procurement Planner, Auto Inspection Program (1998)

Job Duties:

- Drafted parts of an RFP for a \$200 million Auto Inspection Contract.
- Managed the procurement process and contractor selection.

Audit and Enforcement Coordinator, Bureau of Waste Site Cleanup (1993-1997)

Established and trained a team of 20 staff to audit implementation of the private hazardous waste clean-up program throughout the Commonwealth.

Job Duties:

- Established and trained a team of 20 staff to audit implementation of the new program throughout the Commonwealth.
- Wrote Monthly Agency Speaks column for professional newsletter.
- Developed statewide audit and enforcement strategies.

Deputy General Counsel, (1988-1992).

Handled various legal matters of increasing complexity throughout the Commonwealth.

Job Duties:

- Wrote portions of nationally recognized hazardous waste clean-up laws (M.G.L. Chapter 21E) and regulations.
- Lead Attorney on numerous State and Federal Superfund Clean-up matters

Accomplishments:

- Developing the 21E Audit Team and Program.
- Writing portions of nationally recognized hazardous waste clean-up revisions to the 21E regulations.
- Recovering over \$2.3 million from polluters.
- Negotiating a DEP-EPA MOA to investigate the PCB- contamination of the Housatonic River.
- Presenting the new MA hazardous waste clean-up program to a national working group.

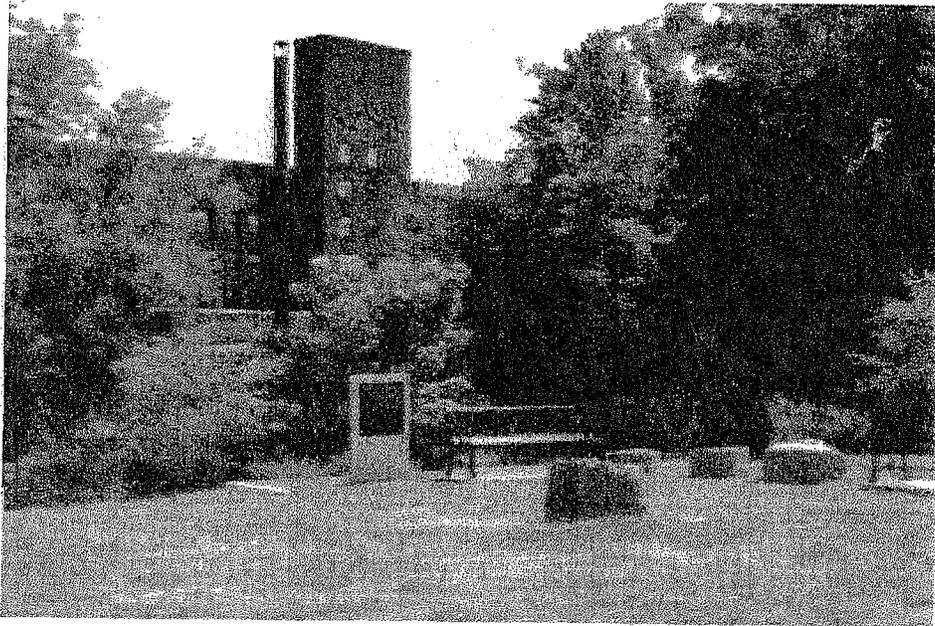
**Education**

Juris Doctorate, University of California, Davis

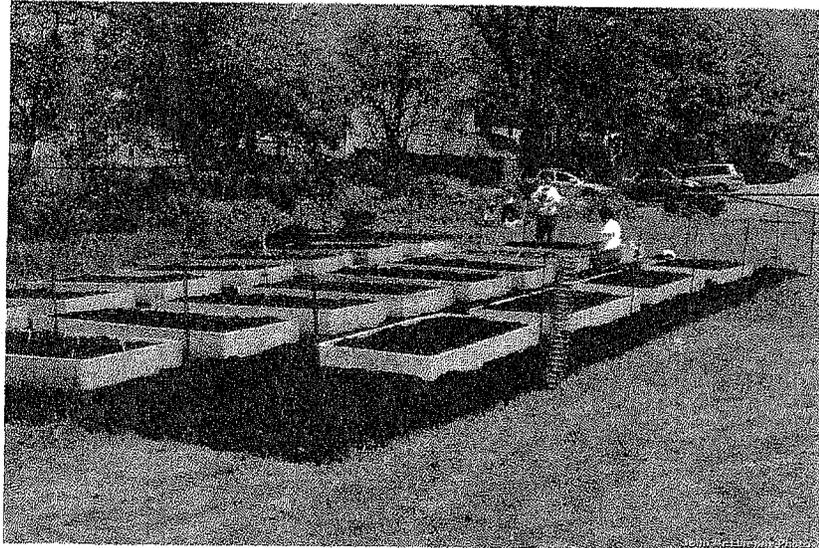
Bachelor of Science, Chemical Engineering, U.C. Berkeley (1982 - top 10% of class)

Examples of Projects Managed by Stephen Winslow

**Somerville Junction Park**



**Gardens at Burnham's Field**



*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

City Hall Annex  
Three Pond Road  
Gloucester, MA  
01930



TEL 978-261-9781  
FAX 978-261-9779  
swinslow@gloucester-ma.gov

CITY OF GLOUCESTER  
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

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

DATE: May 16, 2011

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

The Department plans to prepare grant applications to:

- The PARCs grant program run by the Massachusetts Division of Conservation Services, and
- The Natural Resource Damages (NRD) Fund run by the Massachusetts Department of Environmental Protection for the Community Revitalization and Restoration Projects in Essex County Projects<sup>1</sup>.

Proposal Description

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

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

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

*MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester*

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

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

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

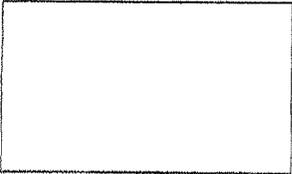
The project budgets \$50,000 for survey and design and \$290,909 for construction. A preliminary budget that lists possible improvements and a security camera system is included below.

MA DEP NRD Grant: Community Revitalization and Restoration Projects – City of Gloucester

Attachment E: Letters of commitment



GLOUCESTER CITY COUNCIL CALENDAR OF BUSINESS  
 TUESDAY, MAY 24, 2011  
 7:00 P.M.  
 KYROUZ AUDITORIUM, CITY HALL  
 COUNCIL MEETING #2011-010



FLAG SALUTE & MOMENT OF SILENCE

ORAL COMMUNICATIONS

PRESENTATIONS/COMMENDATIONS

Senator Bruce Tarr – Updates from the Senate

CONFIRMATION OF NEW APPOINTMENTS

Angela Sanfilippo, David Bergeron, Francesco Paolo Vitale Fisheries Commission (TTE 02/14/14)  
 Craig W. Herrmann City Hall Restoration Committee (TTE 02/14/14)

CONSENT AGENDA

	<u>ACTION</u>
• <b>MAYOR'S REPORT</b>	
1. Special Budgetary Transfer Request (#2011-SBT-36) from Information Services Department	(Refer B&F)
2. Special Budgetary Transfer Request (#2011-SBT-37) from Mayor's Office	(Refer B&F)
3. Special Budgetary Transfer Request (#2011-SBT-38) from DPW	(Refer B&F)
4. Special Budgetary Transfer Request (#2011-SBT-39) from DPW	(Refer B&F)
5. Special Budgetary Transfer Request (#2011-SBT-40) from Treasurer/Collector's Office	(Refer B&F)
6. Memorandum from CAO re: payment of invoices without a contract for the Green Repair Project	(Refer B&F)
7. Memorandum from DPW Director re: request for funding for athletic and recreational facilities	(Refer B&F)
8. Memorandum from Police Chief re: grant available from the U.S. Dept of Justice, Office of Community Oriented Policing Services	(Refer B&F)
9. Memorandum from Community Dev. Director re: permission to apply for \$500,000 grant for Newell Stadium Renewal Project	(Refer B&F)
10. Memorandum from Community Dev. Director re: permission to apply for grants up to \$190,909 to fund focused recreational, accessibility and public safety improvements at Burnham's Field	(Refer B&F)
11. Memorandum from Community Dev. Director re: City Council acceptance of additional grant funds in the amount \$30,000 for the Mass in Motion/Get Fit Gloucester program	(Refer B&F)
12. Memorandum from Community Dev. Director re: City Council acceptance of Seaport Bond funds expected to be in the amount of \$50,000 for the Harbor Plan Implementation	(Refer B&F)
13. Memorandum from Community Dev. Director re: City Council acceptance of Seaport Advisory Council grant funding in the amount of \$700,000 for design and construction of the downtown and waterfront Harborwalk	(Refer B&F)
14. Memorandum from Engineering Department re: proposed street naming for Pantry Way	(Refer P&D)
• <b>COMMUNICATIONS/INVITATIONS</b>	
1. Daughters of the American Revolution re: Ceremony Commemorating the 150 <sup>th</sup> Anniversary of the Civil War	(Info Only)
2. Relief Association of the Gloucester Fire Department re: Firefighter's Memorial Services on June 12, 2011	(Info Only)
3. Communication from Board of Directors of Beth Israel Deaconess Medical Center re: support to City of Gloucester's Resolution of March 22, 2011	(Info Only)
4. Response from General Manager and Rail & Transit Administrator MassDOT to City Council's letter of April 15, 2011 re: Deterioration in Rail Service to North Shore	(Info Only)
5. Response from General Manager and Rail & Transit Administrator MassDOT to Newburyport City Councilor Barry Connell re: Newburyport's letter of March 14, 2011 regarding the Deterioration in Rail Service to North Shore	(Info Only)
6. Communication from Senator Tarr to Joint Committee on Municipalities and Regional Government re: Senate Bill 1059	(Info Only)
7. Communication from Executive Director of MMTA re: Ban transport of hazardous materials	(File)
8. Massachusetts Cultural Council re: Massachusetts Cultural Districts Information Session June 6, 2011	(Info Only)
• <b>APPLICATIONS/PETITIONS</b>	
1. SCP2011-003: DOLLIVER'S Neck #9, GZO Sec. 5.5.2 Lowlands	(Refer P&D)
2. SCP2011-004: Gloucester Crossing #1 and #341, GZO Sec. 2.3.2(9) Animal Hospital and Sec. 2.3.4(6) Animal Grooming	(Refer P&D)
• <b>COUNCILLORS ORDERS</b>	
1. CC2011-024(Whynott/Ciolino) Request that the Harbor Patrol Boat be named after Patrolman Stephen J. Ameral	(Refer O&A)
2. CC2011-024(Verga) Report on adequacy of public water supply from Fire Chief and DPW Director re: Becker Lane area	(FCV 06/14/11)
• <b>APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS</b>	
1. City Council Meeting 05/10/11	(Approve/File)
2. Standing Committee Meetings: O&A 05/16/11, P&D 05/18/11, B&F 05/19/11 (under separate cover)	(Approve/File)

STANDING COMMITTEE REPORTS

O&A 05/16/11, P&D 05/18/11, B&F 05/19/11

ACTION

SCHEDULED PUBLIC HEARINGS

- PH2011-022: Amend GCO Chapter 12 "Wetlands"
- PH2011-023: Amend GCO Chapter 25 "Vehicles for Hire"
- PH2011-024: Approval of Reorganization Plan of Department of Public works under City Charter Sec. 7-2
- PH2011-025: Amend GCO Appendix C "the Personnel Ordinance" at Appendix A "the Classification Plan" and amend Appendix B "the Compensation Plan"
- PH2011-026: Approval by City Council of a Re-Precincting Plan and Map based on 2010 US Census

**Attachment F: Community Need and Support**

June, 1 2011

Sarah Garcia  
Community Development Director  
City of Gloucester  
3 Pond Road  
Gloucester MA 01930

Re: *Grant to Support Revitalization and Restoration of Burnham's Field*

Dear Sarah:

The Food Project would like to express our whole-hearted support for the effort to clean-up and revitalize Burnham's Field in Gloucester. The Food Project has been working closely with the City of Gloucester to help a group of neighbors and community members to build a new community garden at Burnham's, and think that there is tremendous potential to expand and further develop this project as a community resource.

The mission of The Food Project is to grow a thoughtful and productive community of youth and adults from diverse backgrounds who work together to build a sustainable food system. We produce healthy food for residents of the city and suburbs and provide youth leadership opportunities. Most importantly, we strive to inspire and support others to create change in their own communities.

By leveraging our 15 years of urban farming experience, and providing technical and material support for the community garden, we have been pleased to be able to support the development of this wonderful community resource and productive growing space at Burnham's Field. This project is the perfect example of what is possible when local individuals, city government and non-profit organizations work together, and I hope the community garden serves as a catalyst for further improvements to the park.

Sincerely yours,



James Harrison  
North Shore Regional Director



# GloucesterTimes.com, Gloucester, MA

October 30, 2006

## Fence at Burnham Field vandalized

*By Julio Chuy, Staff writer*

Not long ago, it took several hours for employees of the Department of Public Works to put up a chain-link fence to divide Burnham Field from the parking lot.

After recent vandalism to the fence, it will take them several more hours to repair the damage.

"This is something that is happening all too often," DPW Director Joseph Parisi said.

Parisi reported to police Friday that the fence near the Sargent Street extension was vandalized. The fence separates the parking area and the field.

The damage happened sometime last week, according to police.

On Friday, the fence was hanging by both ends and metal poles were bent.

"It appears someone tore the fence down by hand," according to the police report.

Parisi said it will cost a few hundred dollars to fix the fence but the most important issue is the hours spent by his department repairing the damage.

"This vandalism adds to the difficulty we already have of keeping our budget together," he said. "It takes away from other things we need to do."

He said the recent vandalism is the latest issue with the field, where his workers have constantly found broken bottles and tipped trash barrels.

He understands that police cannot patrol the area every minute of the day but encourages neighbors to call police if they see vandalism occurring.

"It's obviously important to keep (the field) clear and free of hazard. And in the grass, you can't always see the glass. Some kids could get hurt," Parisi said.

# GloucesterTimes.com, Gloucester, MA

March 8, 2008

## Parent outraged by trash at Burnham's Field

By Dan Dourian

To take advantage of Wednesday's warm weather, Doug Shatford of Magnolia brought his two children to Burnham's Field in the late afternoon to enjoy a day in the park.

When he arrived with his daughter, Faithie, 7, and son, Michael, 2, he was shocked to find the area was littered with broken glass, empty beer cans, dog excrement, cigarette butts and discarded condoms.

While his children were playing in the park, Shatford noticed dog waste and glass were mixed into the wood chips spread around the ground. He started picking up the glass from the wood chips, but noticed there were no trash barrels in the area, so he proceeded to pile the glass away from the playground.

"This is the most glass I've ever seen in a park," Faithie said.

After finding several condoms in the wood chips, Shatford decided to move his kids over to the basketball courts, but he found the courts were covered with glass as well.

"I had to stop them from playing because it wasn't safe," Shatford said.

Shatford said he called Mayor Carolyn Kirk's office, but was told nothing could be done at the time because the Department of Public Works had closed for the day.

"When you start getting warmer weather, it should be automatic to come out and take a look," Shatford said.

A visit to the field revealed that area was littered with a dangerous and inappropriate material. There were no trash barrels on the premises.

"If we get a call, (regarding trash in parks) we go out and pick it up," said Joseph Parisi, director of Public Works. According to Parisi, during the spring and summer Public Works employees maintain the city's parks on a regular basis.

"If we had enough people, we would do year-round maintenance," Parisi said.

Parisi said that the department collects most of the trash barrels before winter because people don't go to the park as much during the colder months. He said that there should still be a few barrels at all of the parks, though.

Parisi also said that every spring the department readies all the parks and fields for the season. "We add more wood chips and perform tree maintenance," Parisi said.

Shatford believes that teenagers are responsible for the mess.

According to a Public Works employee who wishes to remain anonymous, Burnham's Field has become a hangout for teenagers over the past few years.

"Cops chase kids out of there all the time," he said.

For more than two years Shatford has been president of Citizens for Public Safety, a group of residents who discuss safety issues, particularly concerning the closed fire stations. Shatford said that if the city can't afford to maintain the parks then it's up to the community to help out.

"People should get together to come up with a solution if the city doesn't do anything," Shatford said.

GloucesterTimes.com, Gloucester, MA *October 7, 2009*

***Letter to the editor: A sad day at Gloucester's beleaguered Burnham's Field***

Last week, I took my niece to Burnham's Field to teach her how to ride her bike without training wheels.

I live right around the corner and thought it would be better for her to ride in the grass.

Now, I know the field is not without its troubles, but I was saddened by its condition all the same.

You see, we had just had a one-pitch tournament a couple of weeks before and had to clean up under the bleachers and the surrounding areas before we even played.

Yet, as we approached the entrance this time, it was hard to even make it around the gate area because the grass was so high. Trash was everywhere — plastic bottles, beer cans, wine bottles, cigarette packs, dog poop and a stripped bike — and I had not even made it to the playground area yet.

I am a litter freak, but I was with my niece and I was there to teach her to ride her bike, not pick up trash. After working on her skills of riding for a bit, she wanted to play on the playground. So as she was playing, I started to clean. I just could not see children playing in trash.

A couple of girls were playing with their toys in the mulch area and they were surrounded by trash. I asked if it was their trash and they said no and proceeded to help me pick up. You see, kids are like that, not like most adults that will just ignore trash, they started to help me pick it up.

We even had a race to see how fast one of the girls could race to the barrel with a plastic bottle. So I am writing this letter as one person that would like to help Burnham's Field, and I know there are more out there.

I have some suggestions:

First, a cleaning of the trash. I am willing to put this together with help from everyone who uses the field. Covers on all the barrels will help, too. Weed-whacking around the fence and under the bleachers and around the playground equipment will make it easier to clean, and it just makes the field look kept up.

Fix any broken equipment (there is a broken swing), and the mulch could use a raking.

A sweep of the field from the police every hour or other hour with the flood lights to catch all the illegal activity going on down there after the sun goes down. And the most important part of the solution is for all of us, the people who use the field, if there is trash around, pick it up.

If something is broken, call the city to fix it. There are great activities going on down there every season — softball, football, cheering, soccer, and everyone deserves to do it without being surrounded by trash.

Please contact me 978-421-4201 or e-mail me at [cleancity.us](mailto:cleancity.us), as I would like to put together a cleanup and perhaps start to give Burnham's Field the respect it deserves.

Patti Amaral, Gloucester Clean City Initiative



***Letter to the editor: Burnham's Field awash in signs of disrespect***

October 24, 2009 05:30 am

—To the editor:

The recent letters about Burnham's Field by Patti Amaral and Mike Pallazola struck a chord with me because Burnham's Field is (practically) in my front yard.

My son, now 3, took some of the first steps of his life in the field, following the chalk of the football sidelines with his tiny feet. Two winters ago, he rode a sled for the first time down a snowbank at the field's edge. My daughter, who is 1, learned to slide on the jungle gym, which we can see from our front window. She loves to watch the soccer players every summer evening. Sometimes, they roll a ball in her direction and she pushes it around the basketball court.

My family's experiences are by no means unique. Hundreds of homes are within a Frisbee toss of Burnham's Field, and every day of the week the field is full of activity.

Kids playing football, chasing dogs, riding bikes, having picnics, flying kites, playing softball, kicking a soccer ball, shooting hoops, cheerleading, riding the swings. On weekends, literally hundreds of people use Burnham's Field, many of them children.

Located near the city's geographic center, Burnham's Field is a well-loved and very well-used Gloucester treasure.

It's also a disgrace.

The jungle gym is usually surrounded by trash and covered with graffiti. Stolen bikes and shopping carts dot the field most weekends. The basketball courts seem always to be covered with broken glass.

A neighbor stopped walking there when his son learned to read the profanity spray-painted on the courts. We all share responsibility for keeping the field clean but I'd like to join the call for help from the city in cleaning up Burnham's Field.

When one of our city's most visited outdoor spaces is rundown and litter-filled, it sends a message to all who visit there — and particularly the children — that it's OK to disrespect our parks and public spaces.

Is that the message we want to send?

John McElhenny, Gloucester

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## Bringing back Burnham's Field in Gloucester

Courtesy photo

Volunteers gather to clean up Burnham's Field, located between Shepherd and Pleasant streets in downtown Gloucester.

**By Jane Fosberry**

**Enos/capeann@cnc.com**

GateHouse News Service

Posted Nov 06, 2009 @ 03:46 PM

Gloucester —



Brian Aiello grew up in the neighborhood surrounding Burnham's Field in Gloucester and attended St. Ann's School, playing sports in the basketball courts and football field during physical education classes.

Today, Aiello still lives in the neighborhood with his wife and three young children. But he stopped going to Burnham's Field a long time ago.

"I never go down there because I know it's a mess," said Aiello, who has been an officer with the Gloucester Police Department for three years. "It's been vandalized a lot, hoops and swings are broken. There's graffiti, swastikas, gang symbols, obscene pictures. Bottles of booze, and here and there you'll find a needle."

The problem has been long-standing: Vagrants use the park's overgrown bushes as a place to sleep or drink, teenagers vandalize the bleachers and throw trash on the ground. The city's budget cuts mean less money is being spent to maintain the field.

"Due to the budget it's just been neglected," said Aiello. "It shouldn't be that bad."

Burnham's Field might once again be a functioning community hub for parents and their children if recent efforts by both citizens and civil service people such as Aiello gain momentum.

Indeed, community members are rallying to clean up the field, fix the basketball hoops, the swings, the lights, and cut back the bushes in the hopes that other citizens and city government will follow their lead.

Two weeks ago, for example, Patti Amaral, founder of Gloucester's Clean City Initiative, brought a crew of volunteers and their children to the field to pick up trash and glass. John McKeown, utilities operations manager at the Department of Public Works, has brought crews of workers to fix swing sets and deal with the overgrown brush.

Aiello has spoken with the city's prosecutor to figure out ways they can deter vandalism and litter by giving community service hours to teenagers rather than enforcing a \$50 fine, which he suspects parents end up paying and is ineffective.

June 2, 2011

Sarah Garcia  
Community Development Director  
City of Gloucester  
3 Pond Road  
Gloucester MA 01930

Re: *Grant to Support Revitalization and Restoration of Burnham's Field*

Dear Sarah:

The Clean City Initiative expresses our whole-hearted support for the effort to clean-up and revitalize Burnham's Field in Gloucester. We're happy to be part of the effort by neighborhood residents to "take back" Burnham's Field and restore pride in this green "jewel" in the city's urban core.

The Clean City Initiative is a group of volunteers dedicated to bringing respect and awareness back to our neighborhoods through education and community activism. Many of our community projects involve cleaning up blighted areas of our city.

We organize and participate in events such as Earth Day, Coastsweep and area cleanups throughout the year. We also provide an outlet for individuals requiring community service through the schools and court system. Members of our organization were instrumental in the planning and implementation of the current Carry in Carry out Program at our local beaches. We support the community gardens and have noticed a renewed interest by neighbors and visitors.

Our organization has already taken part in these efforts by working with the Open Space Committee helping with garden meetings and sponsoring field cleanups we expect to continue to work with neighbors in a similar fashion in the future.

Sincerely yours,  
Patti Amaral  
Clean City Initiative  
14 Myrtle Square  
Gloucester, MA 01930

June 3, 2011

Sarah Garcia  
Community Development Director  
City of Gloucester  
3 Pond Road  
Gloucester MA 01930

Re: *Grant to Support Revitalization and Restoration of Burnham's Field*

Dear Sarah:

I'm chairman of the City of Gloucester's Open Space and Recreation Committee. The committee recently completed an Open Space and Recreation Committee plan for Gloucester – the first in over a decade. The revitalization of Burnham's Field, a 6.7-acre green space in the heart of Gloucester's urban core, was mentioned repeatedly and prominently in the plan.

Improvement of Burnham's Field is the reason I joined the committee a year and a half ago. As chairman, I will do all I can to continue to keep the field front and center on the committee's agenda. In fact, the effort to improve Burnham's Field is already gaining momentum. We've held several community meetings about Burnham's Field, including preparation meetings for a 20-plot community garden in the field. Nearly 60 people applied to participate in the Burnham's Field Community Garden.

As you know, the Burnham's Field Community Garden broke ground last month. Twenty garden plots are now being cultivated, including by a local Girl Scout troop and a group of teachers from the nearby St. Ann School, who are working the garden into their teaching curriculum. Plans are under way to involve Art Haven, a local youth arts organization, to incorporate works of art created and painted by local children into the garden fence.

On the social media front, a Twitter group has been set up to communicate about and support Burnham's Field. A Facebook page is planned to encourage people to post photos and rally friends of Burnham's Field.

Burnham's Field is a green jewel in the heart of Gloucester, a grassy open refuge for many inner-city residents without yards of their own. I'm excited to take part in and build on the already-growing momentum to revitalize Burnham's Field and create Gloucester's most beautiful open space.

Sincerely,

John McElhenny  
Chairman, Gloucester Open Space and Recreation Committee

June 2, 2011

Sarah Garcia  
Community Development Director  
City of Gloucester  
3 Pond Road  
Gloucester MA 01930

Re: ***Grant to Support the Revitalization and Restoration of Burnham's Field***

Dear Sarah:

Girl Scout Troop 523 in Gloucester is excited to be taking part in the revitalization of Burnham's Field. Our troop recently obtained a plot at the new Burnham's Field Community Garden, and our troop members have been busy planting beans, celery, carrots and other vegetables. We've also begun painting our plot's wood frame in bright colors to add some of our own personality to our garden plot and add to the garden's physical beauty.

Even before the garden was built, several of our troop members braved freezing rain to pick up litter during an Earth Day clean-up of Burnham's Field. We're thinking about leading another Burnham's Field clean-up this summer.

The Girl Scouts allow girls to take part in field trips, community service projects, environmental projects and other activities that help girls discover the fun, friendship and power of girls together. Our participation in the revitalization of Burnham's Field is part of that. We're proud to play a role in the effort to "take back" Burnham's Field.

Sincerely,

**Girl Scout Troop 523 of Gloucester:**

Emma Thomas, 15  
Courtney Ashwell, 16  
Kelly Biondo, 14  
Sage Frankenstein, 15  
Emily Moore, 15  
Jessi Silva, 15  
Diane Wolff-Thomas, Troop Leader

June 3, 2011

Sarah Garcia  
Community Development Director  
City of Gloucester  
3 Pond Road  
Gloucester MA 01930

Re: ***"Taking Back" Burnham's Field***

Sarah:

As members of The Burnham's Field Community Gardeners, we express our whole-hearted support for the effort to clean up and revitalize Burnham's Field in Gloucester. We're happy to be part of the effort by residents and city officials to "take back" Burnham's Field and restore pride in this green "jewel" in the city's urban core.

Many of us spend a lot of time in our community garden so we know firsthand how widely enjoyed Burnham's Field is by many different groups – young families on the playground, kids riding bikes, dog-walkers, young men playing soccer, high school girls playing softball, kids playing basketball. The list of activities and participants is nearly endless. On a typical weekend day, hundreds of people enjoy Burnham's Field.

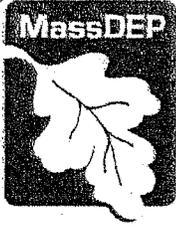
Many of the people who enjoy Burnham's Field live in the center of Gloucester near the field. Without it, many would have no alternative green space to exercise and enjoy a walk or other activity in the park.

The Burnham's Field Community Gardeners have already helped revitalize Burnham's Field by cleaning up litter and brush and building a 20-plot community garden there. We look forward to continuing the revitalization of Burnham's Field in partnership with neighbors of the field and the City in the future.

Sincerely,

**Burnham's Field Community Gardeners:**

Gina Curcuru  
Heather Fraelick  
Mary Kay Filos  
Kellie Frank  
Mary Lou Pascucci  
Paula Shevenell  
Becky Thompson  
Elizabeth Alexander  
Todd Bowser  
Susan Only  
John Recroft  
Sean Recroft  
Sheila Doerfler  
Aria McElhenny  
Jenna Howard



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

DEVAL L. PATRICK  
Governor

RICHARD K. SULLIVAN JR.  
Secretary

TIMOTHY P. MURRAY  
Lieutenant Governor

KENNETH L. KIMMELL  
Commissioner

August 24, 2012

Stephen Winslow  
Community Development Department  
City of Gloucester  
3 Pond Road  
Gloucester, Massachusetts 01930

**Re: RFR BWSC 11 NRD 01  
Community Revitalization and Restoration Projects in Essex County**

Dear Mr. Winslow:

I am pleased to notify you that the City of Gloucester's response to the above referenced RFR has been reviewed favorably by the Natural Resource Damages Assessment and Restoration Program and its review team. I am pleased to provide this notification of grant award in the amount of \$195,109 for the Burnham's Field Restoration Project. I will be working with you to develop the Scope of Services and Budget based on your proposal and review.

You may not move forward with your approved project until a Massachusetts Standard Contract has been executed by both your organization and the MassDEP. **Please be advised that the Contract Effective Start Date shall be no earlier than the date this contract is signed by the MassDEP authorized signatory.** Any project costs incurred prior to the Contract Effective Start Date will not be eligible for reimbursement. Your Contract Manager will receive a Notice to Proceed once the contract has been executed.

If you have specific questions, please feel free to call me at 617-292-5785. We look forward to working with you.

Sincerely,

Karen I. Pelto  
NRD Program Coordinator

Cc: Procurement file

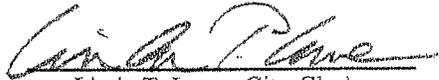


**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2011-118**

The Gloucester City Council, at a meeting held on **Tuesday, June 14, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following actions:

IN CITY COUNCIL

MOTION: On motion by Councilor Curcuru, seconded by Councilor Ciolino, the City Council voted 7 in favor, 0 opposed, 2 (Hardy, Tobey) absent, that the Community Development Department be permitted to apply for grant requests from the PARCs grant program through the MA Division of Conservation Services, and the Natural Resources Damages (NRD) Fund through the MA Department of Environmental Protection for the Community Revitalization and Restoration Projects in Essex County Projects for up to \$190,909 in order to fund focused recreational, accessibility and public safety improvements to Burnham's Field.

  
Linda T. Lowe, City Clerk

Date: JUN 20 2011

APPROVED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 21 DAY OF June 2011

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders and Zoning Amendments shall become Effective the Next Day

A TRUE COPY ATTEST



City Hall  
Nine Dale Ave  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

## *Memorandum*

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

From: Jim Duggan, Chief Administrative Officer 

Date: September 17, 2012

Re: **Gloucester Fisherman Athletic Association Donation's**

As outlined in a letter dated September 12, 2011, from Mayor Kirk to Jonathan Pope, President of the Gloucester Fisherman Athletic Association (GFAA), the GFAA is scheduled to turn over all cash assets attributed to the Newell Stadium fundraising effort to the city.

The Agreement further stipulates that the GFAA will continue to aggressively pursue their fundraising and annually present an accounting of outstanding pledges, along with schedule of payments until the fundraising goal is achieved and all pledges are paid.

Lastly, the GFAA will make an annual payment of its cash assets attributable to the Newell Stadium project to the city sixty (60) days prior to the annual debt payment of the city for the project.

Attached is an accounting from the GFAA of the pledges outstanding along with the expected schedule of payments (excluding the Title Sponsorship and PARC Grant which was paid directly to the city) for your review.

I respectfully request that the City Council accept the donation of \$246,000 from the GFAA towards the reconstruction of Newell Stadium.

Please refer this matter to the Budget and Finance sub-committee of the city council for further discussion.

Thank you.

# Gloucester Fishermen Athletic Association

GFAA Board  
of Directors

## Renewal of Newell Stadium

Richard Wilson  
Chairman  
Renewal of Newell  
Stadium Committee

Project Cost (Base Bid plus Alternative 1)	\$ 3,500,000
<b>Less: Public/Title Sponsor Portion</b>	
City of Gloucester bond funds	(1,500,000)
Parc Grant	(500,000)
New Balance	<u>(500,000)</u> (Direct to City)

Jonathan Pope  
GFAA President

**GFAA Commitment** **\$ 1,000,000**

Linda Rogers  
Vice President

### Schedule 1 - Cash Provided / Available

Timothy Philpott  
Treasurer

Cash Provided to City	(346,000)
Cash Available	(159,199)

Ellen Preston  
Secretary

**Schedule 2 - Pledges Outstanding** **(131,301)**

Clare MacDonald

**Current Fundraising Deficit** **\$ 363,500**

Robert Parsons

Jay Somers

June Steel

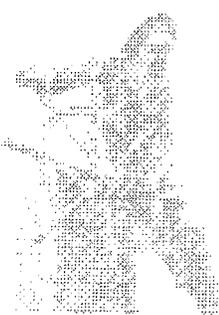
Kristin Michel

### Schedule 1 - Newell Fund Bank Activity

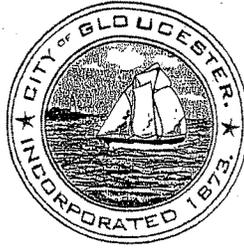
Fundraising proceeds thru 9/17/12	535,324
Disbursements:	
Cash turned over to City	(346,000)
Field expenditures (Pillings)	(6,669)
Fundraising costs	<u>(23,456)</u>
Cash Available for turnover	<b>159,199</b>

### Sched 2 - Pledges Outstanding

	Total Pledge	Amount Received	Pledge Due	**Estimated Year of Receipt**		
				2013	2014	2015
Newell \$1000	163,000	107,430	55,570	19,000	19,000	17,570
CASB	50,000	20,602	29,398	20,000	9,398	-
Gortons	50,000	33,667	16,333	16,333	-	-
Rockport Mortgage	30,000	10,000	20,000	10,000	10,000	-
Sudbay	15,000	5,000	10,000	5,000	5,000	-
	<u>308,000</u>	<u>176,699</u>	<b>131,301</b>	70,333	43,398	17,570



3 Pond Road  
Gloucester, MA 01930



Telephone: 978-281-9781

Fax: 978-281-9779

CITY OF GLOUCESTER  
COMMUNITY DEVELOPMENT DEPARTMENT

**MEMORANDUM**

TO: Mayor Carolyn A. Kirk  
FROM: Greg Cadematori, Acting Community Development Director *GC*  
CC: Deborah Laurie, CPC Senior Project Manager  
RE: Recommendations from the Community Preservation Committee for Round 3, FY2012 Funds  
DATE: July 10, 2012

The Community Preservation Committee has received, reviewed and made recommendations on the third round of project applications for the Community Preservation Act funding.

Please find attached the Committee's submission of recommended projects for your review, and for forwarding to the City Council for their review and appropriation.

Thank you.

The Community Preservation Committee recommends \$260,715 in funding for one-time projects. All recommended projects are subject to the terms and conditions imposed by the Community Preservation Committee. The following conditions are common to all recommended projects:

1. Projects financed with Community Preservation Act funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the City of Gloucester.
2. Project oversight, monitoring, and financial control are the responsibility of the Community Preservation Committee or its designee.
3. The Community Preservation Committee will require quarterly project status updates from Community Preservation Act Fund recipients. Additionally, recipients shall also provide an interim report at the 50% Completion Stage along with budget documentation.
4. All projects will be required to state *"This project received funding assistance from the citizens of Gloucester through the Community Preservation Act"* in their promotional material and, where appropriate, on exterior signage.

Attached are:

1. Summary of Community Preservation Committee Recommendations
2. Project Summaries for each Recommendation
3. Criteria for Project Evaluation adopted and published by the Community Preservation Committee

Estimated Community Preservation Fund Revenue available for appropriation or reservation is \$554,725. This includes receipts for the local surcharge during FY 2012 and accumulated interest, and estimated receipts for FY 2012, plus the anticipated 26% state match. After administrative costs of \$27,736 and the dept service estimated at \$215,000 there is a balance of \$311,989. After reducing the balance by \$55,472, (10% reserve for Community Housing no applications) there is an approximate balance of \$256,517. The remaining \$4,198. will be allocated from unreserved balance.

Applications for all projects are available for review in the Community Development Office, Grants Division.

Submitted by: Community Preservation Committee

J.J. Bell, Co-Chair and At-Large  
Bill Dugan, Housing Authority  
Karen Gallagher, Planning Board  
Charlie Crowley, Open Space and Recreation  
Scott Smith, At-large

Sandy Dahl-Ronan, Co-Chair and At-Large  
Rob Gulla, Conservation Commission  
Tom O'Keefe, Historic Commission  
Stacy Randell, At-large

**Summary of Community Preservation Committee Recommendations  
For Round 3, FY2012 Funding**

<b>Project No.</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Category</b>	<b>Recommended Amount</b>
1	North Shore Art Association	Window Replacement	Historic Preservation	\$15,000
2	Lanes Cove Fish Shack Building Committee	Fish Shack Restoration	Historic Preservation	\$20,000
3	Cape Ann Museum	Preservation & Digitization of Phillips & Holloran Architectural Plans	Historic Preservation	\$10,000
4	Magnolia Historical Society	Archives Manager	Historic Preservation	\$5,000
5	Maritime Gloucester	Restoration of Marine Railways & Mill Building	Historic Preservation	\$20,300
6	Phyllis A. Marine Association, Inc.	Restoration of stanchions, planking & rail caps	Historic Preservation	\$25,415
7	Friends of Good Harbor	Preservation of 70-74 Thatcher Road	Open Space	\$150,000
8	Community Development Department	North Gloucester Woods appraisals & surveys	Open Space	\$15,000
<b>TOTAL</b>				<b>\$260,715</b>

**GLOUCESTER COMMUNITY PRESERVATION COMMITTEE  
RECOMMENDATIONS FOR FY12, ROUND 3 APPROPRIATION**

The Gloucester Community Preservation Committee recommends that City Council appropriate \$260,715 from the Community Preservation Fund for the projects hereinafter described.

**PROJECT NO. 1  
THOMAS E. REED BUILDING – WINDOW REPLACEMENT PROJECT  
Project Sponsor: NORTH SHORE ART ASSOCIATION**

The Community Preservation Committee recommends the appropriation of \$15,000 to the North Shore Art Association for the purpose of replacing 22 (twenty-two) windows in the historic Thomas E. Reed Building, an historic asset located on Gloucester's Inner Harbor at 11 Pirates Lane, Gloucester, MA with the following conditions:

Following a favorable vote of the City Council, an agreement being executed by the City of Gloucester and the applicant, said agreement will be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following :

1. The expiration of the award shall be December 31, 2013;
2. if applicable, in the case of an historic asset, a preservation or facade easement in a form acceptable to the Community Preservation Committee shall be executed.

The CPC asked Karen Gallagher, Treasurer, and Debbie Laurie, Project Manager, to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose is to rehabilitate an historic resource.

**Project Summary:**

The North Shore Art Association needs to replace 22 (twenty-two) failing windows in the historic Thomas E. Reed Building, located on Gloucester's Inner Harbor at 11 Pirates Lane, Wonson's Wharf. The total cost of the project is estimated at \$36,500, of which 15,000 of CPA funds will be utilized.

The Thomas E. Reed building is a three-story wood frame gable-roofed structure originally designed as a warehouse. When first built c.1900 to serve Reed's stevedoring business, its clapboard exterior was punctuated by 82 (eighty-two) rectangular double-hung windows on all four sides, as well as numerous doors. On the southern side of the building is a broad porch that provides access to the main front door on the second level of the building.

Over the years, 60 (sixty) of the windows have been covered with permanent wood shutters, which are painted red to match the clapboards. These 60 (sixty) shutters block light from the interior

galleries, and are not part of this project. The remaining 22 (twenty-two) operating windows admit light into various areas of the building where natural light is desirable and necessary for office work and for viewing paintings hung on the walls. Many of these windows appear to be original to the building and are six-over-six (6/6) double-hung wood-frame construction. They are all well beyond their service life, are leaking, have extensive rot, and cannot be repaired. The NSAA has recently replaced its roof.

Because the Thomas E. Reed Building has no central heat or air conditioning, it is vital to the comfort of our staff, volunteers and visitors that the windows in the building be both airtight and functional.

The old windows will be replaced with compatible 6/6 double-hung windows that are double paned for insulation and have attachable screens. The intention is that the exterior appearance of the new windows be consistent with the current historic appearance.

## **PROJECT NO. 2**

### **LANES COVE FISH SHACK RENOVATION**

**Project Sponsor: CITY OF GLOUCESTER, BUILDING COMMITTEE FOR LANES COVE FISH SHACK**

The Community Preservation Committee recommends the appropriation of \$20,000 to the City of Gloucester, Lanes Cove Fish Shack Building Committee for Lane's Cove Fish Shack for the preservation and restoration of the Lanes Cove Fish Shack, an historical asset with the following conditions:

Following a favorable vote of the City Council, an agreement being executed by the City of Gloucester and the applicant, said agreement will be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following :

1. The expiration of the award shall be December 31, 2013;
2. The project must include educational signage for public benefit, acceptable to the CPC, such signage indicating the cultural and historical significance of the property;
3. CPA funds shall not be used for the ongoing maintenance of the Fish Shack.

The CPC asked Karen Gallagher, Treasurer, and Debbie Laurie, Project Manager, to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

#### **Project Summary:**

The historic fish shack at Lanes Cove has fallen into disrepair. The land is a public landing owned by the City of Gloucester and the shack itself is city owned property. Historical use has been as a storage and work space for commercial fishermen and as a subject of countless painting and photographs. The plan is to continue such use after repair of the structure.

**PROJECT NO. 4**  
**MAGNOLIA HISTORICAL MUSEUM ARCHIVE DIGITIZATION**  
**Project Sponsor: THE MAGNOLIA HISTORICAL SOCIETY**

The Community Preservation Committee recommends the appropriation of \$5,000 to the Magnolia Historical Society toward the purpose of preserving historic archives by hiring a qualified archives manager to scan and identify each individual piece of the collection into the "past perfect" program and to store it on a hard drive, which will allow for future educational displays and ease of access for ancestral, historical and educational research, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2013;

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

**Project Summary:**

The Magnolia Historical Society manages the art, artifacts and information housed within the Fran Hines Historical Museum located in the Community Center known as the Magnolia Library Center. The Museum holds a large collection of Magnolia's most precious historical items and information that cannot be found elsewhere or replaced. In order to competently index, file, preserve and make readily available all of the information the Historical Society would like to organize, digitize, promote and grant easy access to their collection of history while simultaneously protecting those resources.

An "all-in-one" printer, scanner, copier and materials have been purchased with prior CPA funding. In order to utilize this printer/scanner, they need to hire a qualified archives manager that will be able to use the program and equipment properly in order to preserve their collection. Total cost of the project is approximately \$18,000.

**PROJECT NO. 5**  
**PRESERVATION AND RESTORATION OF MARINE RAILWAY MILL BUILDING AT MARTIME**  
**GLOUCESTER**  
**Project Sponsor: MARITIME GLOUCESTER**

The Community Preservation Committee recommends the appropriation of \$20,300 to the Maritime Gloucester for the purpose of the restoration of the historic Mill Building, leading to an exhibit showcasing and describing the 19<sup>th</sup> century sawmill and machinery, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2014;
2. If applicable, in the case of an historic asset, a preservation or facade easement, in a form acceptable to the Community Preservation Committee, shall be executed.

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

**Project Summary:**

The railway at Maritime Gloucester is the oldest continuously operated working marine railway in the United States. It has been used since 1850 to haul and repair historic wooden vessels up to 350 tons. The machinery for running the railway is housed in the brick Mill Building, which stands to this day as a testament to the industrial past of the harbor front. It includes an operational 46" saw mill, planer and other traditional wood working equipment and railway machinery from the 19<sup>th</sup> century. Maritime Gloucester would like to preserve the building and create an exhibit within the mill building, showcasing and describing the saw mill and machinery. Total cost of the project is approximately \$27,300.

**PROJECT NO. 6**

**PHYLLIS A. REBUILD OF STANCHIONS, PLANKING, AND RAIL CAPS FROM WATERLINE UP**

**Project Sponsor: PHYLLIS A. MARINE ASSOCIATION, INC.**

The Community Preservation Committee recommends the appropriation of \$25,415 to the Phyllis A. Marine Association, Inc. for the purpose of restoring and rebuilding the stanchions, certain planking and rail caps on the Phyllis A., an historic asset, which will enable the reattachment of metal posts and rope lines allowing visitors on board for tours, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2013;

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to restore historic resources.

**Project Summary:**

The Phyllis A. is a 60' gill net fishing vessel built in 1925 by Captain Albert Arnold. Captain Arnold was the leader of a group of fishermen from the Great Lakes who brought the gill net fishing industry to the Atlantic East Coast in 1910, starting an industry which is still in use today. The vessel was fished by the Arnold family until the year 2000.

**PROJECT NO. 8**  
**NORTH GLOUCESTER WOODS APPRAISALS AND SURVEYS**  
**Project Sponsor: COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Preservation Committee recommends that the City Council appropriate \$15,000 to the GLOUCESTER COMMUNITY DEVELOPMENT DEPARTMENT for the purpose of hiring certified appraisers and surveyors to determine the fair market value of privately-owned properties or easements deemed critical to the preservation of continuous trail system and open space area in Gloucester's North Woods area, prior to acquisition as required by law, with the following conditions:

Following a favorable vote of the City Council, an agreement shall be executed by the City of Gloucester and the applicant, said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2013;

The CPC asked Karen Gallagher, Treasurer, and Deb Laurie, Project Manager to work with Kenny Costa to determine the appropriate account(s) from which the funds shall be appropriated.

The Community Preservation Act spending purpose for this appropriation is to preserve open space.

**Project Summary:**

The Open Space and Recreation Committee (OSRC) has endorsed the North Gloucester Woods Preservation Plan funded for the first round of CPA funding. The plan or study conducted with the 1<sup>st</sup> round of funding from CPA, called for the creation of a core North Gloucester Woods Reservation, primarily from existing City-owned land and should be able to acquire through tax-title proceedings. In addition, the plan proposes for the City to establish a North Gloucester Woods Reservation and recommends the City take action to support the acquisition of four privately-owned parcels deemed critical to ensuring a preservation of a continuous trail system and open space area. The four privately owned properties have remained undeveloped primarily due to the high development cost due to steep slopes, lack of utilities and the presence of ledge. As a result, these properties have been assessed at relatively low values indicating that their acquisition could be very affordable for the City. Any acquisitions require appraisals, surveys and draft acquisition option documents, the proposed uses for this funding request. The total cost of which is \$20,000

## Community Preservation Criteria

### General Evaluation Criteria

1	Eligible for Community Preservation Act Funding	√
2	Consistent with various plans which are relevant to and utilized by the City regarding open space, recreation, historic resources and affordable housing	
3	Preserve and enhance the essential character of Gloucester	
4	Protect resources that would otherwise be threatened	
5	Serve more than one CPA purpose or demonstrate why serving multiple needs is not feasible	
6	Demonstrate practicality and feasibility, and that the project can be implemented within budget/ on schedule	
7	Produce an advantageous cost/benefit value	
8	Leverage additional public and/or private funds or receive partial funding from other sources and/or voluntary contributions of goods and services	
9	Preserve or improve city owned assets	
10	Receive endorsement from other municipal boards or departments and broad-based support from community members	

### Open Space Criteria

1	Permanently protect important wildlife habitat, particularly areas that include: locally significant biodiversity; variety of habitats with a diversity of geologic features and types of vegetation; endangered habitat or species of plant or animal	
2	Preserve active agricultural use	
3	Provide opportunities for passive recreation and environmental education	
4	Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats	
5	Provide connections with existing trails or protected open space	
6	Acquire land or easements for potential trail linkages	
7	Preserve scenic and historic views	
8	Border a scenic road	
9	Protect drinking water quantity and quality	
10	Provide flood control/storage	
11	Preserve and protect important surface water bodies, including streams, wetlands, vernal pools, riparian zones or Areas of Critical Environmental Concern (ACEC)	
12	Buffer protected open space, or historic resources	

### Historic Preservation Evaluation Criteria

1	Protect, preserve, enhance, restore and/or rehabilitate historical, cultural, architectural or archaeological resources of significance, especially those that are threatened	
2	Protect, preserve, enhance, restore and/or rehabilitate city-owned properties, features or resources of historical significance	
3	Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site	
4	Demonstrate a public benefit	
5	Ability to provide permanent protection for the historic resource	

**Community Housing Evaluation Criteria**

1	Contribute to the goal of 10% affordability as defined by chapter 40B of the Massachusetts General Laws	
2	Promote a socioeconomic environment that encourages a diversity of incomes	
3	Provide housing that is harmonious in design and scale with the surrounding community	
4	Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units pursuant to chapter 40B	
5	Ensure long-term affordability	
6	Address the needs of range of qualified household, including very low, low, and low-to-moderate income families and individuals	
7	Provide affordable rental and affordable ownership opportunities	
8	Promote use of existing buildings or construction on previously-developed or city-owned sites	

**Public Recreation Evaluation Criteria**

1	Addresses a need or objective identified in a City plan	
2	Serves a significant number of residents	
3	Preserves and expands the range of recreational opportunities available to city residents of all ages and abilities, including those at-risk of obesity as identified through the Get Fit.Gloucester! Community Action Plan	
4	Promotes recreational activities	
5	Maximizes the utility of land already owned by city	
6	Promotes the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities	
7	Preserves and enhances the natural habitat functions and values of open space for wildlife	

Community Preservation Fund  
Fund Balances

Fiscal Year: 2011-2012

CPA Fund & Reserves

City of Gloucester  
CITY CLERK  
GLOUCESTER, MA

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Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
270000	Community Preservation Fund					
270100	CPA COMMITTEE, OPEN SPACE RESERVE	\$ 267,249.43	\$ 610,579.31	\$ (26,700.68)	\$ (619,869.00)	\$ 231,259.06
270200	CPA COMMITTEE, COMMUNITY HOUSING RES	56,000.00	-	-	1,472.00	57,472.00
270300	CPA COMMITTEE, HISTORICAL PRESERVATION RES	56,000.00	-	-	(528.00)	55,472.00
270400	CPA COMMITTEE, GENERAL RESERVE	-	-	-	(528.00)	55,472.00
<b>Totals</b>		<b>\$ 435,249.43</b>	<b>\$ 610,579.31</b>	<b>\$ (26,700.68)</b>	<b>\$ (619,453.00)</b>	<b>\$ 399,675.06</b>

CH Reserve \$ (55,472.00)  
Adj. Total \$ 344,203.06

Current CPA Funds - Uncommitted

Fiscal Year	Description	FY2012 Budget Amount	Actual Expense Amount	Remaining Amount
FY2012	CPA COMMITTEE, OPEN SPACE RESERVE	55,472.00	-	55,472.00
FY2012	CPA COMMITTEE, COMMUNITY HOUSING RES	55,472.00	-	55,472.00
FY2012	CPA COMMITTEE, HISTORICAL PRESERVATION RES	55,472.00	-	55,472.00
FY2012	ADMINISTRATIVE EXPENSES	27,736.00	(26,700.68)	1,035.32
FY2012	GENERAL RESERVE	360,573.00	(215,000.00)	145,573.00

Totals \$ 554,725.00 \$ (241,700.68) \$ 313,024.32  
TIES to RECAP

CH Reserve \$ (55,472.00)  
Adj. Total \$ 257,552.32

Community Preservation Fund  
Fund Balances

City of Gloucester

Fiscal Year: 2011-2012

CPA Projects

Fund	FY	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
271000	2010	CPA-OS-DOGTOWN/NO GLOU WDS PRESRV PLNING	\$ 30,000.00	-	\$ (28,000.00)	\$ (2,000.00)	\$ -
271001	2011	CPA-OS-LITTLE RIVER STREAM HABITAT & REST PROJ	-	-	-	15,000.00	\$ 15,000.00
271002	2011	CPA-OS TOMPSON STREET RESERVATION GATEWAY	-	-	(120,000.00)	120,000.00	-
272000	2010	CPA-CH-CENTRAL GRAMMER APTS	50,000.00	-	(50,000.00)	-	-
272001	2010	CPA-CH-CAPE ANN HOMEOWNERSHIP CENTER	19,042.00	-	(19,042.00)	-	-
272002	2010	CPA-CH-10 TAYLOR STREET CONDOS	110,000.00	-	(99,000.05)	-	\$ 10,999.95
272003	2011	CPA-CH-SHEEDY PARK ROOF REPLACEMENT	-	-	-	86,453.00	\$ 86,453.00
275000	2010	CPA-HP-SCHOONER ADV-WINDLASS&ANCHOR CHAIN	7,620.01	-	(7,620.01)	-	-
275001	2010	CPA-HP-UNIVERSALIST MEETINGHOUSE-PHASE II	30,000.00	-	(18,780.00)	-	\$ 11,220.00
275002	2010	CPA-HP-GLOUCESTER STREET SURVEY UPDATE	7,500.00	-	(7,500.00)	-	-
275003	2010	CPA-HP-BEAUPORT WINDOW CONSERVATION	16,667.00	-	(16,667.00)	-	-
275004	2011	CPA-HP-WHITE ELLERY HOUSE (1710) WINDOW REST	-	-	-	25,000.00	\$ 25,000.00
275005	2011	CPA-HP-SAVE THE ADVENTURE PROJECT	-	-	(25,000.00)	25,000.00	\$ -
275006	2011	CPA-HP-PHYLLIS A. MAST & HULL REST PROJECT	-	-	-	20,000.00	\$ 20,000.00
275007	2011	CPA-HP-WPA MURAL S RESTORATION PROJ	-	-	-	15,000.00	\$ 15,000.00
275008	2011	CPA-HP-MAGNOLIA HISTORICAL SOC ARCHIVAL PRES	-	-	(8,520.01)	10,000.00	\$ 1,479.99
275009	2011	CPA-HP-SARGENT HOUSE MUSEUM FENCE REPLACE	-	-	-	15,000.00	\$ 15,000.00
275010	2011	CPA-HP-SAWYER FREE LIBRARY LANDSCAPING PROJ	-	-	-	75,000.00	\$ 75,000.00
340000	2010	CPA-OS-WOSTREL ENVIRNMENTL ADVENTURE CTR	10,100.00	-	(5,292.50)	-	\$ 4,807.50
346000	2010	CPA-HP-CITY HALL EXTERIOR RESTORATION	215,000.00	1,970,000.00	(370,816.22)	215,000.00	\$ 2,029,183.78
Totals			\$ 495,929.01	\$ 1,970,000.00	\$ (776,237.79)	\$ 619,453.00	\$ 2,309,144.22

Draft 2

Project Number	Applicant	Project Title	Category	Recommended Amount	New Fund #	Funding Source				unreserved fund balance	Total
						Open Space Reserve	Community Housing Reserve	Hist. Pres. Reserve	Undes/General Reserve		
1	North Shore Art Association	Thomas E. Reed Bldg Window Replacement	Historic Preservation	\$15,000					\$15,000		15,000.00
2	Lanes Cove Fish Shack Building Cmte	Fish Shack Restoration	Historic Preservation	\$20,000					\$20,000		20,000.00
3	Cape Ann Museum	Preserve & digitize Phillip & Holleran plans	Historic Preservation	\$10,000				\$10,000			10,000.00
4	Magnolia Historical Society	Archives Manager	Historic Preservation	\$5,000					\$2,802	\$2,198	5,000.00
5	Maritime Gloucester	Restoration of Mill Building	Historic Preservation	\$20,300				\$20,300			20,300.00
6	Phyllis A. Marine Association	Restoration of stanchions, planking & rail caps	Historic Preservation	\$25,415				\$25,172	\$243		25,415.00
7	Friends of Good Harbor	Preservation of 70-74 Thatcher Road	Open Space	\$150,000		\$42,472			\$107,528		150,000.00
8	Community Development Dept (Open Space Committee)	N. Gloucester Woods appraisals & surveys	Open Space	\$15,000		\$15,000					15,000.00
<b>Totals</b>				<b>260,715.00</b>		<b>57,472.00</b>		<b>55,472.00</b>	<b>145,573.00</b>	<b>2,198.00</b>	<b>260,715.00</b>

Total CPA funds available \$313,024  
 Less Community Housing (no apps) 55,472  
 Appropriate amount to give CPA Recommendations \$257,552  
 CPA Recommendations \$260,715  
 Diff (\$3,163)

\*addtl \$2000 returned to fund 270100