



GLOUCESTER CITY COUNCIL

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

Budget & Finance Committee

Thursday, April 4, 2013 – 6:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. **Reappointments: Trust Fund Commission** TTE 02/14/16 John Fleming, Michael Sanborn
And update by Commission on the status of the Trust Funds of the City
2. **Memorandum and relevant information from Superintendent of Schools re: Proposed Statement of Interest For Gloucester High School to the Massachusetts School Building Authority (MSBA)**
3. **Memorandum, Grant Application & Checklist from Police Chief re: 2009-2010 Grant Program from EOPSS Port Security Grant Program**
4. **Loan Authorization & Free Cash Appropriation for City's Commercial Street/Fort Square Infrastructure Project**
5. **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
Police Chief Leonard Campanello
Dr. Richard Safier
Hans Baumgartner
Jonathan Pope
Tom Daniel

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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

March 19, 2013

Mr. Michael Sanborn
P.O. Box 696
Gloucester, MA 01930

Dear Mr. Sanborn:

I am pleased to reappoint you to a three year term as a member of the **Trust Fund Commission**. Your appointment will be sent to the City Council for their meeting of March 26, 2013. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

I have issued you a 90 day temporary appointment, effective February 14, 2013, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Jeffrey Towne, Chief Financial Officer

Enclosure
CAK/c

EFFECTIVE FEBRUARY 14, 2013

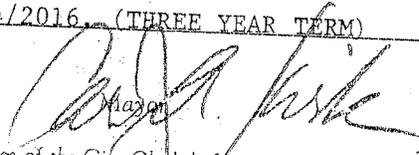
The City of Gloucester, Massachusetts

Dean Michael Sanborn, P.O. Box 696, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you
to the TRUST FUND COMMISSION of the City of
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council
approval, term to expire 2/14/2016. (THREE YEAR TERM)

Respectfully,



Michael Sanborn

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

March 19, 2013

Mr. John Fleming
38 Harriet Road
Gloucester, MA 01930

Dear Mr. Fleming:

I am pleased to reappoint you to a three year term as a member of the **Trust Fund Commission**. Your appointment will be sent to the City Council for their meeting of March 26, 2013. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

I have issued you a 90 day temporary appointment, effective February 14, 2013, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Jeffrey Towne, Chief Financial Officer

Enclosure
CAK/c

EFFECTIVE FEBRUARY 14, 2013

The City of Gloucester, Massachusetts

Dear John Fleming, 38 Harriet Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

to the TRUST FUND COMMISSION

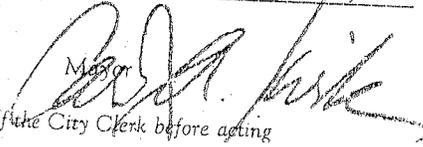
_____ of the City of

Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council approval, term to expire 2/14/2016. (THREE YEAR TERM)

Respectfully,

Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting under this appointment.

Sworn in _____

By: _____

Secs. 2-589--2-594. Reserved.

DIVISION 4. TRUST FUNDS

Sec. 2-595. Custodian.

The city treasurer shall be the custodian of all trust funds given or bequeathed for the benefit of the city or the inhabitants thereof and securities of such funds. He shall invest and reinvest them and expend therefrom moneys as directed by the board. The treasurer shall furnish a bond satisfactory to the board for the faithful performance of his duties.

(Code 1970, § 2-259)

State law reference(s)--Similar provisions, M.G.L.A. c. 41, § 46.

Sec. 2-596. Board of commissioners of trust funds--Creation; membership; purpose; officers.

(a) There is hereby created and established the board of commissioners of trust funds consisting of three (3) persons who are residents of the city at the time of their appointment. The board shall have the management of all trust funds given or bequeathed for the benefit of the city or the inhabitants thereof, unless the donor, in making the gift or bequest, shall otherwise provide.

(b) The members of the board of commissioners of trust funds shall be appointed by the mayor and confirmed by the city council. All members of the board shall be appointed for a three (3) year term. Vacancies shall be filled by the mayor with the approval of the city council.

(c) The board of commissioners of trust funds shall choose one of its members to be chairman and one member to be clerk.

(Code 1970, §§ 2-270--2-273)

State law reference(s)--Similar provisions, M.G.L.A. c. 41, § 45.

Sec. 2-597. Same--Powers and duties; reports.

(a) The board of commissioners of trust funds shall, so far as consistent with the terms of the trusts, manage and control the same, and distribute the income in accordance with the terms of the respective trusts.

(b) The board of commissioners of trust funds shall keep a record of its holdings and, at the close of each fiscal year, shall make a report to the mayor showing the total amount of the funds, and its investments, receipts and disbursements on account of the same, setting forth in detail the sources of the receipts and the purposes of the expenditures.

(Code 1970, §§ 2-273, 2-274)

State law reference(s)--Similar provisions, M.G.L.A. c. 41, § 47.

Sec. 2-598. Huntress Fund--Designation.

The fund of thirty-three thousand, five hundred five dollars and nine cents (\$33,505.09) given to the city by the late Joseph F. Huntress of Boston, together with the accumulated interest thereon, shall be called the "Huntress Fund."

(Code 1970, § 2-280)

Sec. 2-599. Same--Investments and expenditures.

The board of trustees of the Huntress Fund shall keep the fund, as well as any and all additions made thereto, safely invested. The board is hereby authorized to expend from the same such sums as are necessary for the proper care and management of the fund; provided, however, that no part or portion of the principal shall be expended without first having obtained the consent of the city council thereto.

(Code 1970, § 2-285)

Sec. 2-600. Same--Records and reports of trustees.

The board of trustees of the Huntress Fund shall keep a record of all of its activities and annually, at the close of each fiscal year, make a report thereof in full to the city council regarding the standing of the fund.

(Code 1970, § 2-286)

Secs. 2-601--2-649. Reserved.

ARTICLE VII. CIVIL DEFENSE*

*Editor's note--Sections 1--11 of a nonamendatory ordinance adopted Jan. 19, 1988, has been included herein at the discretion of the editor as Art. VII, §§ 2-650--2-660.

Sec. 2-650. Short title.

This article shall be known and may be cited and referred to as the "Civil Defense Ordinance of the City of Gloucester."

(Ord. of 1-19-88, § 1)

Sec. 2-651. Intent and purpose.

(a) It is the intent and purpose of this article to establish an office that will insure the complete and efficient utilization of all the city's facilities and combat disasters resulting from attack or other emergency situations.

(b) The Gloucester Office of Civil Defense will be the coordinating agency for all activity in connection with civil defense; it will be the instrument through which the mayor may exercise the authority and discharge the responsibilities vested in him in the Appendix to Chapter 33 of the General Laws of Massachusetts, as amended, and this article.

(Ord. of 1-19-88, § 2)

Sec. 2-652. Definitions.

The following definitions shall apply in the interpretation of this article:

Civil defense shall mean the preparation for and the carrying out of all emergency functions, other than functions for which military forces other than the national guard are primarily responsible, for the purpose of minimizing and repairing injury and damage resulting from disasters caused by attack, sabotage or other hostile action; or by riot or other civil disturbance; or by fire, flood, earthquake or other natural causes. Said functions shall include specifically, but without limiting the generality of the



The GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

Dr. Richard Safier
Superintendent of Schools
6 School House Road
Gloucester, MA 01930

Phone: 978-281-9800 / Fax 978-281-9899
www.rsafier@gloucester.k12.ma.us

March 18, 2013

Mayor Kirk:

Attached, you will find materials for a proposed Statement of Interest for Gloucester High School to the Massachusetts School Building Authority. Please include in the Mayor's upcoming report to the City Council.

This submission is time sensitive. The School Committee approved a motion on March 13, 2013, to propose this Statement of Interest. It must now go before the City Council, be referred to the City Council's Budget and Finance Committee, and then return to the full City Council by April 9, 2013. **The submission date for the SOI to the MSBA is April 10.**

You will find the following in the packet:

1. An explanation page from the MSBA regarding the required votes and supporting materials from both the School Committee and City Council;
2. A copy of the signed voting page from the School Committee;
3. A template for a potential City Council vote, which would need to be placed on the proper letterhead; and
4. A copy of the questions that appear on the three (3) required documents of the SOI application. These are offered to provide a fuller explanation of what is being requested in the application.

For the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body, a copy of the text of the vote must be submitted with a certification of the City/Town Clerk that the vote was duly recorded and the date of the vote must be provided.

I thank you in advance for giving this request your attention. If anything else is needed please do not hesitate to contact me.

Rich Safier

MSBA Application Form

REQUIRED FORM OF VOTE TO SUBMIT A STATEMENT OF INTEREST

REQUIRED VOTES

If a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If a regional school district, a vote in the following form is required from the Regional School Committee only.

FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on _____, the __[City Council/Board of Aldermen, Board of Selectmen/Equivalent Governing Body / School Committee]___ of __[City/Town]___, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated _____ for the __[Name of School]___ located at __[Address]___ which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future _____ [Insert a description of the priority(s) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority] _____

_____ ; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

DOCUMENTATION OF VOTE

Documentation of each vote must be submitted as follows:

For the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body, a copy of the text of the vote must be submitted with a certification of the City/Town Clerk that the vote was duly recorded and the date of the vote must be provided.

For the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson.



The GLOUCESTER PUBLIC SCHOOLS

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Dr. Richard Safier
Superintendent of Schools
6 School House Road
Gloucester, MA 01930

Phone: 978-281-9800/ Fax 978-281-9899
www.rsafier@gloucester.k12.ma.us

March 13, 2013

RESOLVED: Having convened in an open meeting on March 13, 2013, the Gloucester School Committee of the City of Gloucester, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 13, 2013, for the Gloucester High School, located at 32 Leslie O. Johnson Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future;

Priority #5: "Replacement, renovation, or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilations systems, to increase energy conservation and decrease energy related costs in a school facility."

The deficiencies included in this project include the following:

- Rehabilitation of the #1 boiler;
- Replacement of a roof top heating and cooling unit;
- Motor replacement for upwards of one hundred (100) univent and supply/exhaust motors;
- Replacement of a primary house pump that is responsible for supplying water circulation throughout the building;
- A new exhaust air supply system for the Science Wing to ensure air quality;
- A compressor for the building's HVAC system;
- Piping in the boiler room, which requires repair and replacement;
- Masonry sealing in the Science Wing exterior façade which currently takes in precipitation, causing damage to interior surfaces including floors; and
- Replacement of balances and locks for all double-hung windows.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building authority, or commits the City of Gloucester to filing an application for funding with the Massachusetts School Building Authority.

Signed,


Jonathan Pope
Gloucester School Committee Chairperson

Date: 3/13/13

CITY COUNCIL LETTERHEAD

March 26, 2013

RESOLVED: Having convened in an open meeting on March 26, 2013, the Gloucester City Council of the City of Gloucester, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 26, 2013, for the Gloucester High School, located at 32 Leslie O. Johnson Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future;

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- A compressor for the building's HVAC system;
- Piping in the boiler room, which requires repair and replacement;
- Masonry sealing in the Science Wing exterior façade which currently takes in precipitation, causing damage to interior surfaces including floors; and
- Replacement of balances and locks for all double-hung windows.

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building authority, or commits the City of Gloucester to filing an application for funding with the Massachusetts School Building Authority.

Signed,

Jackie Hardy
President of the Gloucester City Council

Date: _____

HS Statement of Interest—MSBA

SOI Main

District Goal for School

District's Proposed Schedule

Is this part of a larger facilities plan

Master Educational Plan

Has the district had any recent staff layoffs or reductions?

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum. If no recent teacher layoffs and/or staff reductions have occurred, please enter "Does Not Apply" (maximum of 1000 characters).

Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the District's school facilities, class sizes, and educational program. Please give specific examples of the impact (maximum of 2000 characters).

General Description

Brief Building History: Please provide a detailed description of when the original building was built, and the date(s) and project scope(s) of any additions and renovations (maximum of 5000 characters).

Total Building Square Footage

Site Description: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

Address Of Facility: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

32 Leslie O. Johnson Rd
Gloucester, MA 01930
Gloucester Public School District Done

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Has there been a Major Repair or Replacement of the EXTERIOR WALLS ? OTHER THAN THE ADDITION, 1996-97, NO

Year of Last Major Repair or Replacement:(YYYY)

Has there been a Major Repair or Replacement of the ROOF ?

Type of ROOF (e.g. PVC, EPDM, (UP THERE NOW) Shingle, Slate, Tar & Gravel, Other (please describe)

Year of Last Major Repair or Replacement:(YYYY)

Description of Last Major Repair or Replacement:

Has there been a Major Repair or Replacement of the WINDOWS ?

Description of Last Major Repair or Replacement:

MECHANICAL and ELECTRICAL SYSTEMS: *Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).*

Has there been a Major Repair or Replacement of the BOILERS ?

Year of Last Major Repair or Replacement:(1965; 2013 FOR THE DAMAGED BOIER)

Description of Last Major Repair or Replacement:

Has there been a Major Repair or Replacement of the HVAC SYSTEM ?

Year of Last Major Repair or Replacement:(1996-97)

Description of Last Major Repair or Replacement

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM ?

Year of Last Major Repair or Replacement:(YYYY)

Description of Last Major Repair or Replacement:

BUILDING INTERIOR: *Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).*

PROGRAMS and OPERATIONS: *Please provide a detailed description of the current programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).*

CORE EDUCATIONAL SPACES: Please provide a detailed description of the Core Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, and a description of the media center/library (maximum of 5000 characters).

CAPACITY and UTILIZATION: Please provide a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOL. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

Priorities

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

#1 Boiler rehabilitation: Boilers 1, 2, and 3 were converted to natural gas from fuel oil. Boiler #3 was lost in fall 2012 due to an undetermined malfunction. This boiler is currently being replaced with a new boiler. Maintenance staff recently completed a full-service maintenance and repair on #2 boiler. During the work on #2, staff discovered some ill-fitting and misplaced components, installed during the conversion. This has attributed to poor and inefficient operations of the boilers. Replacement and proper installation of new components has brought #2 into a reliable and well-functioning condition. #1 boiler is in a similar condition and with new components and tuning, the boiler will provide efficient and long lasting performance. **Estimated costs - \$15,000**

RTU #2: Roof Top Unit #2 supplies heating and cooling for the Library at GHS. It was installed during the renovations in 1996-97. The unit has a cracked heat exchanger, which prohibits its use as a heater. In its current state, there is danger of exhaust gases, CO, being drawn into the Library. The AC presently works as designed. Library is also served by baseboard heaters, which are not sufficient for the areas. The Lecture Hall RTU was replaced three years ago with unit (AON) that is better suited for conditions in close proximity to the ocean and the damaging effects of salt air. **Estimated replacement costs \$125,000**

Motor Replacement: There are upwards of one hundred (100) univalent and supply/exhaust motors and associated bearings assemblies, all in need of replacement. These motors are integral to efficient heating and air exchange in the classrooms. The average cost of replacement and installation is \$800/unit - **estimated price is \$80k**

House Pump: There are two (2) primary pumps that supply water circulation for GHS. One was recently replaced. The second pump needs replacement. **Estimated costs - \$20k**

Exhaust Air Under Science Wing: There is a crawl space under the Science Wing with a dirt floor and occasionally wet conditions. Without circulating fresh air in and out, the crawl space becomes stagnant and malodorous. There is a non-functioning system in place that attempts to correct the problem but falls short. Installation of a new system with make-up air is vitally important to the air quality within the school. **Estimated costs - \$25k**

Compressor: HVAC components throughout the building are operated by pneumatic controls which require compressed air. There are two (2) compressors which operate in parallel. One compressor is not functioning. **Estimated installed price - \$25k**

Piping – The boiler room has many valves, joints, elbows and lengths of pipe that need to be replaced. Leaks are constantly arising. **Estimated costs \$20k**

Building Envelope

- a. **Masonry Sealing** – the Science Wings exterior façade is antiqued brick which wicks moisture during rain events, causing damage to interior surfaces including floors. Silicone spray sealing of all brick exterior **estimated cost - \$30k**
- b. **Science Wing windows** – Replacing balances and locks for all double-hung windows. **Estimated costs - \$80k**

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

Have the systems identified above been examined by an engineer or other trained building professional?

	Estimated Costs
#1 Boiler rehabilitation	\$15,000
Roof Top Unit #2	\$125,000
Motor Replacement	\$80,000
House Pump	\$20,000
Exhaust Air, Science Wing	\$25,000
Compressor	\$25,000
Piping	\$20,000
Masonry Sealing	\$30,000
Science Wing Windows	\$80,000
	\$420,000

These costs are eligible for MSBA reimbursement.



GLOUCESTER POLICE DEPARTMENT
OFFICE OF THE CHIEF
197 Main Street
Gloucester, MA 01930

Chief Leonard Campanello
(978)281-9775

Memorandum

March 18, 2013

To: Mayor Carolyn Kirk

From: Leonard Campanello

Cc: Jim Duggan, Chief Administrative Officer

RE: Application for FFY 2009-2010 EOPSS Port Security Grant Program

Mayor,

On March 14, 2013, the Police Department was made aware of a 2009-2010 Grant Program from EOPPS that was scheduled to close out March 13, 2013 but had been extended to March 19, 2013. The Transit and Port Security Grants Coordinator himself contacted us and asked us to submit a proposal by 5pm on March 18, 2013. We have reviewed this grant and identified \$159,937.00 in equipment that the City of Gloucester could benefit from. We submitted this on March 18. I am fully aware of the procedure through City Council that a request to apply for a grant must go through, however I feel this was a unique situation in which the City would have lost funding had we not acted quickly. There is no cost to the City for this grant and no match criteria. The only condition is that, if the grant request is approved, all monies must be spent by April 30, 2013 and equipment purchased in place at this time.

I apologize to you and the City Council for the breach in procedure in this case. As always, you and the City Council retain the right to deny the continuation of this process at any stage. I would ask that you please consider this grant, even with the flawed procedure, as it is of great worth to the City and Police Department.

I respectfully ask that this be present to the City Council for review,

Sincerely,


Leonard Campanello

Chief of Police

Gloucester Police Department



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal Other _____

Name of Grant: FFY2009-2010 Port Security Grant Program

Department Applying for Grant: Police Department

Agency-Federal or State application is requested from: Executive Office of Public Safety (EOPSS)

Object of the application: Obtain equipment to provide/improve port security

Any match requirements: None

Mayor's approval to proceed: _____

[Handwritten Signature]
Signature

3/20/2013
Date

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

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

City Council's Approval or Rejection: _____
Vote Date

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

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

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

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

FORM: AUDIT GRANT CHECKLIST - V.1



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City of Gloucester
Grant Application and Check List (Continued)

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

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

Note: All documents must be complete signed copies.

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

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Police Department

ACCOUNT NAME: FY2009-2010 Port Security Grant Program

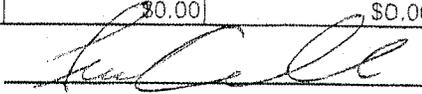
FUND NUMBER AND NAME: (N/A FOR NEW FUND) N/A

CFDA # (Required for Federal Grants): 97.056

DATE PREPARED: 3/18/2013

APPROVED
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)				
46800	\$159,937			\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5_____)				
				\$0.00
58500	\$61,687			\$0.00
58570	\$98,250			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
Total:	\$159,937	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE 

DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

To EOPSS - Office of Grants
Attn: Trevor Bayard Murray

The City of Gloucester Police Department is submitting a request for funding from the 2009-2010 Port Security Grant Program. The City of Gloucester is a deep water port with 60 miles of coast line and 15sq miles of water area. It is the closest deep water port to the two offshore LNG Unloading Terminals approximately 10 miles from the entrance to Gloucester Harbor. In 2012 twenty cruise ships visited the Port of Gloucester embarking and disembarking at Gloucester Cruise Ship Terminal located in the north channel of Gloucester Harbor. There is a large fishing fleet that home ports in Gloucester Harbor with boats up to 140 feet in length. There are several above ground fuel depots located on the Gloucester Waterfront. The harbor has many fish processing and freezer buildings located at the waters' edge that store large quantities of refrigerant. Gloucester has a commuter rail station making access to the city easy for all.

There is a large tour boat industry operating out of the harbor with as many as 15 trips per day carrying up to 150 passengers per trip in season. There are large numbers of trailer trucks coming and going from harbor front businesses 24 hours a day, seven days a week. As you can see from these many examples, the Port of Gloucester faces many Homeland Security challenges.

Through the 2007-GB-T7-0237 Homeland Security Grant, Gloucester was awarded \$900,000 to bolster its' fight against terrorism. We now have a harbor security camera system that is working perfectly and helping us keep constant vigil on many harbor locations. Also awarded under the grant was a 26ft fully equipped Safe Boat for police patrols in the harbor. The new boat has allowed us to have police officers on the water enforcing the laws of the Commonwealth and providing security to the city and the boating public. The engines of the boat are approaching 1000hrs of use and are starting to need constant repair. The boat came equipped with a 500 gpm diesel fire pump which added considerable weight, leaving the boat under-powered in terms of horsepower to weight ratio. As part of our grant request, we will be asking for funds to replace the 225 horsepower engines with new 300 horsepower engines. The Chief attempted to re-power the boat earlier this year but was not successful, due to municipal budget constraints. The re-power would allow us to continue our efforts in Homeland Security at an increased efficiency.

We would also like to purchase two heavy duty trucks capable of towing the boat when it needs to be trailered, transporting personnel and equipment to areas where conventional police vehicles cannot reach and they could also be used to investigate suspicious activity in many of our remote coastal areas. Much of the maintenance can only be accomplished with the boat hauled from the water. Having a vehicle that is capable of trailering the Safe Boat would make it available in other parts of the region for mutual aid, which may be particularly important given the boats' fire-fighting capabilities.

We would also like to install a maritime thermal night vision system in our safe boat. This system would enhance the boats detection and security capabilities as well as collision avoidance and rescue needs. Finally we would also like to request funding for two portable LIDAR (radar) units for enforcement of boating violations as vehicle mounted units are impractical for waterways enforcement. Thank you for your consideration of these requests which we feel will ensure the continued high level of port security for the City of Gloucester.

Respectfully submitted,

Leonard Campanello
Chief of Police

Costs of Requested items

Evinrude E300 DPZ 30	\$ 18,497.00
Evinrude E300 DLZ 30	\$ 18,910.00
F250 Ford Pick Up Truck with towing pkg,safety lights, radio	\$ 49,125.00
F250 Ford Pick Up Truck with towing pkg,safety lights, radio	\$ 49,125.00
Maritime Thermal Night Vision System M6252 hi-res low-light	\$ 20,160.00
Portable Radar Kustom PRO Lite 4120	\$ 2,060.00
Portable Radar Kustom PRO Lite 4120	\$ 2,060.00
Total	\$ 159,937.00

Forwarded to Boston Area Maritime Security Committee members

Forwarded text:

The Executive Office of Public Safety & Security's (EOPSS) Office of Grants & Research-Homeland Security Division announces the availability of \$4,943,459 in FFY 2009-2010 Port Security Grant Program (PSGP) funding. The Department of Homeland Security provides PSGP funding to port areas for the protection of critical port infrastructure from terrorism. These available funds were awarded to the Boston Area Maritime Security Council (BAMSC) for the U.S. Coast Guard-defined Port of Boston. EOPSS serves as the Fiduciary Agent for this funding for the BAMSC.

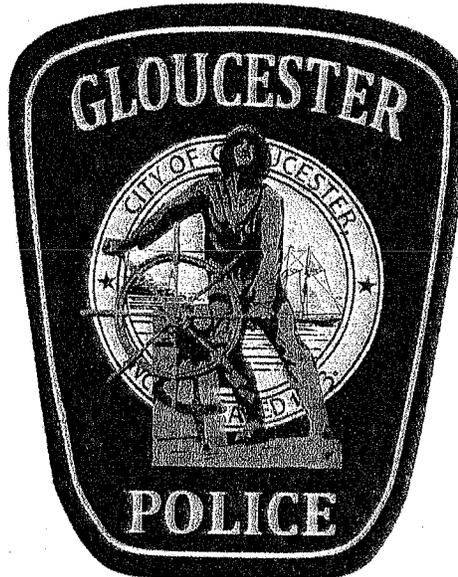
The sub-recipient originally designated to receive these funds informed EOPSS in February 2013 it would be unable spend the funds on its approved project by the 4/30/13 end date.

Eligible non-state entities that receive an award under this funding opportunity must be able to spend the funds by 4/30/13. State agencies will have to 3/31/2013. Given the short timeframe these funds will be available to spend, EOPSS will only accept proposals for equipment that does not need to be permanently installed and so does not require an environmental/historic review.

Please submit proposals to Trevor Bayard-Murray at EOPSS at trevor.bayard-murray@state.ma.us <<mailto:trevor.bayard-murray@state.ma.us>> by 5 pm on 3/13/13. EOPSS reserves the right to consider late proposals to 4/1/13. Questions regarding this opportunity must be e-mailed to Mr. Bayard-Murray - no calls please.

Trevor Bayard-Murray
Transit & Port Security Grants Coordinator Executive Office of Public Safety and Security Homeland Security Division
10 Park Plaza, Suite 3720. Boston, MA 02116
Telephone: 617-725-3313. Fax: 617-725-0260
E-Mail: Trevor.Bayard-Murray@state.ma.us <<mailto:Trevor.Bayard-Murray@state.ma.us>>

Port Security Grant: 2009-2010



**Gloucester Police
Department**

Request for funding: Upgrade
and Enhance our Port Security
Equipment.

Presented on
March 18, 2013

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1 Current Situation

- The City of Gloucester is a deep water port with 60 miles of coast line and 15sq miles of water area. It is the closest deep water port to the two offshore LNG Unloading Terminals approximately 10 miles from the entrance to Gloucester Harbor. In 2012 twenty cruise ships visited the Port of Gloucester embarking and disembarking at Gloucester Cruise Ship Terminal located in the north channel of Gloucester Harbor. There is a large fishing fleet that home ports in Gloucester Harbor with boats up to 140 feet in length. There are several above ground fuel depots located on the Gloucester Waterfront. The harbor has many fish processing and freezer buildings located at the water's edge that store large quantities of refrigerant. Gloucester has a commuter rail station making access to the city easy for all.
- There is a large tour boat industry operating out of the harbor with as many as 15 trips per day carrying up to 150 passengers per trip in season. There are large numbers of trailer trucks coming and going from harbor front businesses 24 hours a day, seven days a week. As you can see from these many examples, the Port of Gloucester faces many Homeland Security challenges.

1.1 Current Equipment

- Through the 2007-GB-T7-0237 Homeland Security Grant, Gloucester was awarded \$900,000 to bolster its' fight against terrorism. We now have a harbor security camera system that is working perfectly and helping us keep constant vigil on many harbor locations.
- Also awarded under the grant was a 26ft fully equipped Safe Boat for police patrols in the harbor. The new boat has allowed us to have police officers on the water enforcing the laws of the Commonwealth and providing security to the city and the boating public.

1.2 Equipment Issue

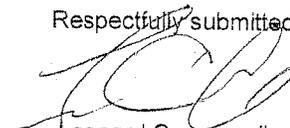
- The engines of the boat are approaching 1000hrs of use and are starting to need constant repair. The boat came equipped with a 500 gpm diesel fire pump which added considerable weight, leaving the boat under-powered in terms of horsepower to weight ratio.

2 Grant Request

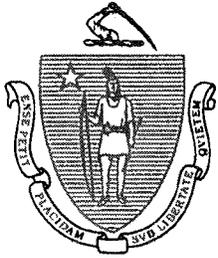
- As part of our grant request, we will be asking for funds to replace the 225 horsepower engines with new 300 horsepower engines. The Chief attempted to re-power the boat earlier this year but was not successful, due to municipal budget constraints. The re-power would allow us to continue our efforts in Homeland Security at an increased efficiency.
- We would also like to purchase two heavy duty trucks capable of towing the boat when it needs to be trailered, transporting personnel and equipment to areas where conventional police vehicles cannot reach and they could also be used to investigate suspicious activity in many of our remote coastal areas. Much of the maintenance can only be accomplished with the boat hauled from the water. The truck could also be used where conventional police vehicles cannot reach. Having a vehicle that is capable of trailering the Safe Boat would make it available in other parts of the region for mutual aid, which may be particularly important given the boats' fire-fighting capabilities.
- We would also like to install a maritime thermal night vision system in our safe boat. This system would enhance the boats detection and security capabilities as well as collision avoidance and rescue needs. Finally, we would like to request two portable LIDAR (radar) units for enforcement of boating violations as vehicle mount units are impractical for waterways enforcement. Thank you for your consideration of these requests which we feel will ensure the continued high level of port security for the City of Gloucester.

Costs of Requested Items	
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Portable Radar Kustom PRO Lite 4120	\$2,060.00
Total	\$159,937.00

Respectfully submitted,



Leonard Campanello
Chief of Police



The Commonwealth of Massachusetts
MASSACHUSETTS SENATE
OFFICE OF THE MINORITY LEADER

SENATOR BRUCE E. TARR
MINORITY LEADER
First Essex and Middlesex

STATE HOUSE, ROOM 308
BOSTON, MA 02133-1053
TEL. (617) 722-1600
FAX: (617) 722-1310
BRUCE.TARR@MASENATE.GOV
WWW.MASENATE.GOV

CITY CLERK
GLOUCESTER, MA
13 MAR 25 PM 2:30

March 20, 2013

Ms. Andrea J. Cabral
Secretary, Executive Office of Public Safety and Security
One Ashburton Place,
Suite 2133
Boston, MA 02108

Dear Secretary Cabral,

I am writing to express my strong and enthusiastic support for the application of the Gloucester Police Department for a Port Security Grant. Funds from this grant are critical to maintaining and strengthening the public safety of Gloucester's deep water port, which is internally utilized by the commercial and recreational fishing sectors, cruise ships, whale watch and excursion vessels, and experiences extensive commercial and recreational boating twenty-four hours a day and seven days a week. Shoreside facilities in the port include above ground fuel depots and a commuter rail station.

Since the terrorist attacks of Sept. 11, 2001; Gloucester has been developing a comprehensive system of increased port security, given the harbor's strategic location, intensity of use, and vulnerability. In 2007, a Homeland Security Grant allowed the City to install a port security camera system and to acquire a fully equipped 26' SAFE boat for harbor patrol.

Yet, absent this grant, the advancements made by the City may be undermined by unmet needs. Those needs include the replacement of tiring engine on the patrol vessel, which have over 1,000 hours of use, two heavy duty trucks for port security operations, and a thermal night vision system for the patrol vessel.

Individually and together, these improvements will contribute substantially to the safety of one of our Commonwealth's most important ports. Therefore, I request your favorable action on Gloucester's grant application.

Thank you for your consideration of this request and please do not hesitate to contact me if I may be of any assistance.

Sincerely,

Bruce E. Tarr
State Senator
Minority Leader

Cc: Honorable Mayor Carolyn Kirk
Honorable Representative Ann-Margaret Ferrante
Gloucester City Council
Chief Leonard Campanello, Gloucester Police Department

City Hall
Nine Dale Ave
Gloucester, MA 01930



TEL 978-281-9700

FAX 978-281-9738

jduggan@gloucester-ma.gov

CITY CLERK
GLOUCESTER, MA
13 MAR 26 PM 3:00

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: March 26, 2013

Re: **Loan Authorization & Free Cash Appropriation for Commercial Street / Fort Square Infrastructure**

The Administration would like to submit the attached loan authorization language and two Free Cash appropriation requests for the necessary infrastructure improvements for the Commercial Street / Fort Square area.

Consistent with the Mayor's memo of January 9, 2013, which outlined the financing plan, the estimated total project cost of \$7,500,000 will be allocated through the following Funds:

		General Fund Share (41%)	Water Fund Share (23%)	Sewer Fund Share (36%)
Total Project Cost	\$7,500,000	\$3,075,000	\$1,725,000	\$2,700,000
Less:				
MassWorks Grant	(\$3,000,000)	(\$1,230,000)	(\$690,000)	(\$1,080,000)
Beauport LLC	(\$1,400,000)	(\$574,000)	(\$322,000)	(\$504,000)
Free Cash	(\$1,000,000)		(\$500,000)	(\$500,000)
Total Net Borrowing Cost	\$2,100,000	\$1,271,000	\$213,000	\$616,000

I respectfully request this matter be referred to Budget and Finance for discussion. A representative from AECOM and appropriate city staff will be available to answer any questions.

Thank you

General Fund Loan Authorization

Ordered: that \$3,075,000 (Three Million Seventy Five Thousand Dollars) is appropriated for improving roads, drainage, sidewalks, seawall replacement and streetscapes, including the payment of all costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$3,075,000 under Chapter 44 of the Massachusetts General Laws or any other enabling legislation; that the Mayor is authorized to contract for and expend any federal, state or private aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of any aid received such prior to the issuance of bonds or notes under this order; and that the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

Water Fund Loan Authorization

Ordered: that \$1,225,000 (One Million Two Hundred Twenty Five Thousand Dollars) is appropriated for the purpose of financing the construction of the following water pollution abatement facilities: water system improvements, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$1,225,000 and issue bonds or notes therefor under Chapter 44 of the Massachusetts General Laws, or any other enabling legislation and/or Chapter 29C of the General Laws; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; and that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; that the Mayor is authorized to contract for and expend any federal, state or private aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of any aid received such prior to the issuance of bonds or notes under this order; and that the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

Sewer Fund Loan Authorization

Ordered: that \$2,200,000 (Two Million Two Hundred Thousand Dollars) is appropriated for the purpose of financing the construction of the following sewer pollution abatement facilities: sewer system improvements, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow \$2,200,000 and issue bonds or notes therefor under Chapter 44 of the Massachusetts General Laws, or any other enabling legislation and/or Chapter 29C of the General Laws; that such bonds or notes shall be general obligations of the City unless the Treasurer with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; and that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or a security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; that the Mayor is authorized to contract for and expend any federal, state or private aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of any aid received such prior to the issuance of bonds or notes under this order; and that the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.