



CITY CLERK
GLOUCESTER, MA
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GLOUCESTER CITY COUNCIL

Budget & Finance Committee

Thursday, September 19, 2013 – 6:00 p.m.
1st Fl. Council Committee Room – City Hall

AGENDA

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

Regularly Scheduled Business:

1. *CC2013-035 (Cox/McGeary) Regulations concerning off-season parking fees at city beaches for review And recommendation (Cont'd from 09/05/13)*
2. *Memorandum from Public Health Director re: Council acceptance of a Massachusetts Department of Public Health Medical Reserve Corps Grant in the amount of \$13,340*
3. *Memorandum from Fire Chief re: Council acceptance of an Emergency Preparedness Grant in the amount of \$6,030*
4. *Memorandum from Harbormaster and pertinent material re: Draft Engineering & Market Feasibility Assessment for a Transient Marina*
5. *Memo from City Auditor regarding accounts having expenditures that exceed their authorization And Auditor's Report*

Community Preservation Committee Recommendations re: Review of Applicant Projects for Community Preservation Funding, Round 4, FY13:

Recreation (on or about 6:30 p.m.):

- Cape Ann Women's Softball League (Mattos Field)
- DPW (Skate Park)

Historic Preservation:

- City Hall Restoration Committee (windows)

Recreation (on or about 7:30 p.m.):

- George Roark & Susannah Wolfe (Stage Fort Park walking path)
- Magnolia Bike Club (Bike Park Bicycle Track)
- Friends of the Gloucester Dog Park (Improvements)

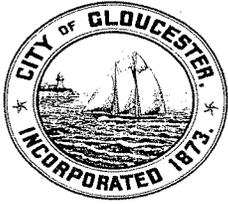
COMMITTEE

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

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
Noreen Burke
Fire Chief Eric Smith
Harbormaster Jim Caulkett
Debbie Laurie/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 OF GLOUCESTER 2013
CITY COUNCIL ORDER**

**ORDER: CC#2013-035
COUNCILLOR: Melissa Cox and Paul McGeary**

**DATE RECEIVED BY COUNCIL: 08/27/13
REFERRED TO: B&F
FOR COUNCIL VOTE:**

ORDERED that the City Council request the Budget and Finance Standing Committee review regulations concerning off-season parking fees to be charged at city beaches;

And further

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

Melissa Cox
Ward 2 Councillor

Paul McGeary
Ward 1 Councillor

BEACH & STAGE FORT PARK REGULATIONS

Effective April 1, 2013

I. Schedule of Operations:

A. Good Harbor & Wingersheek Beaches

1. Access to Parking Lots:
 - a. Seasonal: Gates opened April 1 to October 31 annually
Gates closed November 1 to March 31 annually
 - b. Daily in Season: Gates opened at 8:00am and locked at 9:00pm
 - c. Vehicles in beach parking lots shall be placed only within areas designated by the Director of Public Works or his agents.
 - d. Vehicles (except City vehicles engaged in beach maintenance) including off-road vehicles, motorbikes, mopeds, motorcycles, trucks, dune buggies, and snowmobiles are prohibited on beaches or dunes at Good Harbor and Wingersheek beaches without authorization.
2. User Fees:

Parking fees may be collected from May 1 to September 30 annually and shall be collected daily from Memorial Day to Labor Day, in accordance with the schedule of fees established in Appendix A.
3. Certified Lifeguards:

Red Cross certified lifeguards shall be on duty daily, weather permitting, from 9:00am to 5:00pm from Memorial Day to Labor Day. Weather permitting, lifeguards may also be on duty weekdays and weekends during May and September.
4. Snack Bars:

Snack bars may be open weekends during May and September and shall be open daily from Memorial Day to Labor Day, weather permitting. Hours of operation shall be from 9:00am to 6:00pm daily.
5. Rest Rooms:

Rest rooms may be open weekends during May and September and shall be open daily from Memorial Day to Labor Day. Hours of operation will be from 8:00am to 8:00pm daily. The restrooms may be closed early during periods of inclement weather when parking lot operations are also closed.
6. Bike Racks:

At Good Harbor Beach, bicycles are allowed only at the concession, and at the bike rack on Nautilus Road and not on the footbridge.

B. Stage Fort Park

1. Access to Parking Lots:
 - a. Seasonal: Gates opened April 1 to October 31 annually
Gates closed November 1 to March 31 annually.
 - b. Daily in Season: Gates opened at 8:00 am and locked at 9:00 pm.
 - c. Vehicles in parking lots shall be placed only within areas designated by the Director of Public Works or his agents.
 - d. Vehicles (except City vehicles engaged in beach maintenance) including off-road vehicles, motorbikes, trucks, dune buggies, and snowmobiles are prohibited on beaches and within the enclosed areas of Stage Fort Park without authorization.
2. User Fees:

Parking fees may be collected from May 1 to September 30 annually, and shall be collected daily from Memorial Day to Labor Day, in accordance with the schedule of fees established in Appendix A.

3. Certified Lifeguards:

Red Cross certified lifeguards shall be on duty daily, weather permitting, from 9:00am to 5:00pm, Memorial Day to Labor Day at Half Moon Beach only.

4. Snack Bars:

Not applicable

5. Rest Rooms:

Rest rooms may be open weekends during May and shall be open daily from Memorial Day to Labor Day, 8:00am to 6:00pm; and during special events as required. The restrooms may be open during the months of September and October from 9:00am to 6:00pm daily or to coincide with the hours of operation of the Visitor Center.

6. Permits – Group Functions and Picnic Areas:

- a. Groups of 25 persons or more shall be required to obtain a group permit for the general use of park facilities and the dedicated use of a group picnic area.
- b. Individuals shall be required to obtain a permit for the dedicated use of the Bandstand (Gazebo), Rose Garden, beach areas and group picnic areas.
- c. Designated group picnic areas may be reserved in conjunction with the issuance of a group permit. Group picnic areas are designated as: Area A – the hollow area to the rear (east) of the rest facility building, Area B – the area to the south of Tablet Rock, Area C – the upland area to the far west of the volleyball court.
- d. Catered events may be conducted in the designated picnic areas in conjunction with a group permit.
- e. User fees: see Appendix A.

C. Niles, Pavilion, and Plum Cove Beaches:

1. Parking Restrictions:

There shall be resident sticker parking only in designated areas at Niles and Plum Cove beaches (Ord. – 22-270.1).

2. Open Parking:

Pavilion beach

3. Certified Lifeguards:

Red Cross certified lifeguards shall be on duty daily, weather permitting, starting Father's Day weekend through Labor Day 9:00am to 5:00pm, Pavilion beach excepted.

D. Closing of Beaches & Parks:

The Director of Public Works, as well as legally-authorized public health or other law enforcement officials, shall have discretion to close city beaches and parks to the public should questions of public health or safety arise. Parking fees will not be refunded. Signs shall be posted during times when beaches are open but there are no lifeguards on duty.

E. Beach and Park Rental:

1. Beaches, parks, playgrounds and other outdoor recreational facilities may be rented out in whole or in part for commercial use and social activities when such use does not conflict with permitted use.
2. User fees: see Appendix A

II. Beach Parking:

A. Sticker Eligibility:

1. RESIDENT STICKER criteria:

- a. Domiciled Residents of Gloucester, verified with vehicle registration showing Gloucester address. Include copy of lease agreement if car is leased.
- b. Non-domiciled Residents who own residential property in Gloucester, including Senior Citizen property owners, (2 stickers per owner per season), verified with vehicle registration and a copy of one of the following: Real Estate Tax Bill, Deed, Schedule of Beneficiaries or Trust Documents. Include copy of lease agreement if the vehicle is leased.

- c. Domiciled Resident's Minor Child (under 21) living at college, verified by vehicle registration, a valid college identification card, and documentation showing proof of linkage to Gloucester residency.
 - d. Servicemen stationed in Gloucester, verified with vehicle registration and an official letter from their Commanding Officer confirming permanent stationing. Include copy of lease agreement if car is leased.
 - e. User fees: see Appendix A.
2. NON-RESIDENT STICKER criteria:
- a. Non-Domiciled Residents who rent (minimum of 60 day lease), verified with vehicle registration copy of rental lease agreement signed by landlord, and cancelled rent check. Include copy of lease agreement if car is leased.
 - b. Domiciled Residents of Essex and Rockport, verified with vehicle registration and copy of their driver's license. Include copy of lease agreement if car is leased.
 - c. All other Non-Residents (200 stickers available per season), verified with copy of vehicle registration. Include copy of lease agreement if vehicle is leased.
 - d. User fees: see Appendix A
3. SENIOR CITIZEN STICKER criteria:
- a. Domiciled Senior Citizen Residents of Gloucester, age 65 and older, verified with their vehicle registration and drivers license. Include copy of lease agreement if car is leased.
 - b. A Senior Citizen sticker carries residency status for the purpose of parking in "Resident Sticker Parking Only" designated areas.
 - c. User fees: see Appendix A
4. GUEST VOUCHER criteria:
- a. Motel, hotel, guest house, camp ground owners, and licensed innkeepers only may receive bulk issue of beach parking guest vouchers for the current season as needed for issue to guests that are actually booked into accommodations at their establishments.
 - b. Vouchers will only be issued to establishments that show State Room Tax # or valid Federal Employer ID Number, which ever applies. This procedure is subject to review by the Director of Public Works and abuse may result in revocation of Vouchers.
 - c. Vouchers shall be valid for one day only, Memorial Day to Labor Day, 8:00am to 3:00pm. Reduced rates for late arrivals do not apply to Guest Vouchers. Vouchers are non-negotiable and non-transferable.
 - d. If a guest voucher is not stamped with the establishment's name and that day's date it will not be accepted. No handwritten guest vouchers will be accepted.
 - e. User Fees: see Appendix A.

B. Issue restrictions:

- 1. Domicile is determined by Vehicle Registration. All stickers will be issued to a vehicle based on registration and property ownership, and not to a person or residence, except senior citizen stickers.
- 2. Senior citizen stickers will be issued to a qualifying vehicle (based on registration), together with the qualifying individual (based on age) for his/her exclusive use. The qualifying individual must be present in the vehicle for the vehicle to receive exempted admittance. There is a limit of one senior citizen sticker per qualifying individual / vehicle combination.
- 3. A Non-Resident Senior Citizen who otherwise qualifies for a resident sticker as a non-resident property owner, may obtain a resident senior sticker upon payment of the appropriate resident sticker fee.
- 4. A Resident Senior Citizen who qualifies for and receives a Senior Citizen sticker, may also receive a resident sticker for the same vehicle upon payment of the appropriate resident sticker fee.
- 5. A Domiciled resident can get a sticker for a company owned car if they have a letter, on company stationary, signed by an officer of the firm, stating the employee has exclusive use of the vehicle. The employee must provide proof of residency.
- 7. Personal property ownership does not qualify as real estate property ownership for the purpose of establishing proof of residency.
- 8. Dealer and Repair plates do not qualify for any type of sticker
- 9. All stickers shall be permanently affixed to the approved vehicle at the time of

issuance. Stickers shall be affixed to the extreme lower left corner of the front windshield or to a driver's side window.

10. Loose stickers will not be honored.
11. To prevent confusion, misunderstanding and delays at the parking lot entrance gate, all patrons will be asked to remove all expired stickers.
12. All stickers and guest vouchers are non-transferable, non-negotiable, and non-refundable.
13. Stickers expire at the end of the calendar year in which issued, except senior citizen stickers which will be issued in five year increments beginning in 2011 and shall expire in year dates ending in zero and five.

C. User Fees:

1. Parking fees: see Appendix A.
2. Sticker and voucher fees: see Appendix A.
3. All user parking fees, once paid, are nonrefundable.
4. Parking user fees shall routinely be collected at the full applicable rate at Stage Fort Park from 8:00am to 4:00pm daily.
5. Parking user fees shall routinely be collected at the full applicable rates from 8:00am to 3:00pm daily at Good Harbor Beach and Wingersheek Beach. From 3:00pm to 5:00pm a reduced rate of \$10 off the applicable weekday rate and \$10.00 off the applicable weekend/holiday rates shall be collected at both locations in order to equitably accommodate late arrivals. This reduced rate does not apply to Guest Vouchers.
6. When, at the option of the Director, Beach parking fees are collected on the weekdays or weekends before Memorial Day and after Labor Day, there will be a \$10 discount off the applicable daily rate to reflect non-peak season beach conditions.
7. Buses and vans that drop off passengers within the park or beach parking areas shall first pay the applicable parking fee regardless if the parking lot is used or not.
8. All stickers, including seniors, that are lost, stolen, destroyed, missing, confiscated, or invalidated due to a change in plates or registration will be charged a re-issuance fee at the time of application for a replacement sticker.
9. Exemptions: domiciled resident senior citizens only, age 65 and older. An issuance fee will be effective in 2011, which shall be prorated over a five year period.
10. Special Events: The Director of Public Works may establish nominal parking fees for groups, organizations and special events in order to cover city expenses of conducting the event.

D. Parking Restrictions:

1. Parking restrictions posted in and around beaches, park areas, and the Beach District (Ord. 22-176(b)) will be strictly enforced. Violators may be tagged and towed at owners expense.
2. Unattended children and pets shall not be left in vehicles in the beach and park parking lots.
3. All City beach and park employees (collectors, lot attendants, lifeguards, etc.), contract concession personnel, and contract rest room personnel that are residents of Gloucester, must have a current beach sticker in order to enter and park in the parking lot. Any non-resident employee will need to purchase a "employee pass for non-residents" at the price of a Resident beach sticker. This pass will be valid only on days the employee is working at the beach or park.
4. Employee and contractor vehicles shall be parked in the general use parking lot areas and will not be parked adjacent to concession facilities.
5. Vehicles, public and employee, shall not be parked closer than 30 feet to a collector booth.
6. Reserved parking areas for "resident sticker use only" may be established and made available for dedicated resident use from lot opening time up to 1:00pm daily, at which time the reserved parking areas will revert to unrestricted use.
7. There shall be "resident sticker parking only" on Witham Street, west side, from Thatcher Road to the beach; Niles Beach, westerly side, fronting on the beach; Plum Cove Beach parking lot, adjacent to the ball field; and Folly Cove Beach, between poles #356 and #357 (Ord. 22-270.1).
8. Except when space is reasonably available, the parking of buses at Good Harbor Beach at all times; and at Wingersheek Beach and Stage Fort Park on Saturday, Sunday and Holidays, shall be prohibited.

E. Enforcement:

1. Violation of sticker eligibility criteria and sticker issue restrictions may result in enforcement

actions to include sticker confiscation, and/or ineligibility for sticker issuance for one succeeding calendar year.

2. Violation enforcement authority is vested in the Public Properties Operations Manager, Beach Constables, Parking Lot Supervisors of the DPW, and Treasurer/Collector.

III. Miscellaneous Restrictions:

A. Horses:

Horseback riding is prohibited on city beaches and in Stage Fort Park, year round.

B. Games & Sports:

Baseball, softball, football, archery, frisbee tossing, horseshoe pitching, golfing or any other rough-game sports or play is permitted only in areas designated by the Director of Public Works.

C. Inflatable Objects:

Use of inflatable toys, rafts, tubes, mattresses or other inflated objects and the use of all floating objects, except "boogie boards", in the water of all public beaches is prohibited. Boogie Boards will be permitted within the boundaries of a designated area to be located at the far eastern end of the public portion of Good Harbor Beach. A "boogie board" will be defined as a small 19" to 44" soft board comprised of foam, polyurethane, polystyrene, etc., with an attached wrist leash. Floating boards that do not meet this definition are prohibited from use on the beach.

D. Umbrellas, Tents, & Shelters:

Umbrellas must be properly anchored to prevent wind-caused accidents. No tents or shelters are allowed with the exception of sun shades and umbrellas.

E. Airplanes & Helicopters:

No airplanes or helicopters shall be permitted to take off or land from City beaches or park land (other than on official Government business). Violators will be reported to the Federal Aviation Agency.

F. Model Airplanes (Radio Control Aircraft):

Good Harbor Beach Parking Lot

1. Permitted to fly only when beach parking lot is not in operation (no attendant on duty).
2. Restricted to times when pedestrian and vehicle traffic are at a minimum.
3. Not permitted before 8:30am.
4. Shall fly over the parking lot and marsh areas, not the road or beach.
5. Noise levels will be restricted to an acceptable level (non-flow thru, expansion chamber mufflers only).
6. Pilots shall fly in a safe and responsible manner at all times.
7. Pilots will be responsible and liable for their actions.
8. Pilots will abide by regulations in effect and maintain a safe environment.
9. Pilots will be considerate of wetlands and wildlife.

G. Scuba or Skin Diving:

1. At no time will Scuba or skin divers be allowed to use underwater weapons of any type in waters off city beaches.
2. Snorkeling paraphernalia used by non-scuba or skin divers shall be restricted at the discretion of the lifeguards.

H. Boat Launching & Surfing:

1. Boat launching and landing are prohibited at all public beaches between the hours of 9:00 a.m. and 5:00 p.m., from Memorial Day to Labor Day, without the permission of the lifeguard.
2. Surfing is prohibited at all public beaches between the hours of 9:00 a.m. and 5:00 p.m., from Memorial Day to Labor Day, without the permission of the lifeguard.
3. Boardsailing shall be prohibited at all Gloucester City public beaches subject to the following exceptions:
 - a. At Niles beach, boardsailers may access the southeastern most 75 feet of public beach and shall be prohibited from the harbor channel.
 - b. At Cressey's beach, boardsailers may access only a 75 foot section of the beach located immediately to the west of the drive-through ramp in the seawall and shall be prohibited from the Harbor channel.

- c. At other public beaches boardsailing is prohibited between 9:00am and 5:00pm daily from Memorial Day to Labor Day.

I. Sand Dune Protection:

Motor vehicles of any kind are prohibited from driving on sand dunes at City beaches. Pedestrian or animal access to Dunes Conservation Areas is strictly prohibited.

J. Audio Devices:

Radios, portable stereos, so-called “boom boxes”, etc., are prohibited at City beaches and parks. Personal systems with individual speaker outlets (i.e. ear pieces, walkman, ear phones) are permitted.

K. Pets:

1. Dogs and other pets shall be prohibited from being on all public beaches from May 1 to September 15 of each year. Dogs on public beaches from September 16 to April 30 of each year shall be under direct control of the owner or keeper in accordance with the local Animal Control Ordinance.
2. Dogs and pets in Stage Fort Park shall be under direct control of the owner or keeper by leash at all times in accordance with the local Animal Control Ordinance.

L. Alcoholic Beverages Prohibited:

In accordance with state law and local ordinance, the unpermitted use of alcoholic beverages on all City beaches, parks, playgrounds, ball fields, and parking lots is prohibited. Bottles and glass of any kind are prohibited on city beaches, parks, playgrounds, ball fields, and parking lots.

M. Litter Control:

Rubbish and litter shall be deposited in trash receptacles, dumpsters, and / or bags provided by the City. Littering on city beaches, parks, playgrounds, ball fields, and parking lots is prohibited and punishable by fines up to \$100 per violation. Good Harbor, Wingaersheek, Niles and Plum Cove beaches have instituted a “Carry In – Carry Out” policy. Beach goers must be prepared to take away all trash as there are no longer any trash receptacles on the beach for public use.

N. Conduct and Behavior:

All persons destroying public property or engaging in disorderly conduct will be prosecuted to the full extent of the law. Sleeping or camping on city beaches, parks, playgrounds, ball fields, and parking lots between 9:00pm and 8:00 am is strictly prohibited.

O. Open Fires Prohibited:

Open fires of any type are prohibited on city beaches and Stage Fort Park. Cooking is allowed with either gas or charcoal grills at Stage For Park only. All hot coals must be deposited in designated containers.

APPENDIX A

PARKING AND RENTAL FEES ESTABLISHED

1. Parking fees

a. SFP

Passenger car, SW, mini-van, SUV	\$10.00 weekdays \$15.00 weekends, holidays
Motorcycle	\$5.00 each
Van (8+ seats)	\$15.00 weekdays \$20.00 weekends, holidays
Bus (13+ seats)	\$20.00 weekdays \$25.00 weekends, holidays
Bus (26+ seats)	\$25.00 weekdays \$30.00 weekends, holidays
Guest Voucher	\$5.00 discount off the full daily rate

b. GHB/WING

Passenger car, SW, mini van, SUV	
8:00am to 3:00pm	\$20.00 weekdays \$25.00 weekends, holidays
3:00pm to 5:00pm	\$10.00 weekdays \$15.00 weekends, holidays
Motorcycle	\$5.00 each
Van (8+ seats)	\$25.00 weekdays \$30.00 weekends, holidays
Bus (13+ seats)	\$30.00 weekdays \$35.00 weekends, holidays
Bus (26+ seats)	\$35.00 weekdays \$40.00 weekends, holidays
Guest Voucher	\$10.00 discount off the full daily rate

2. Sticker fees:

a. Resident sticker

Domiciled resident	\$20.00
Non-resident property owner	\$20.00
Non-resident Senior Citizen property owner	\$20.00
Non-resident college student	\$20.00
Trust property owner (beneficiary)	\$20.00
Stationed Armed Forces Servicemen	\$20.00

b. Non-Resident sticker

Non-domiciled resident (+60 day renter)	\$50.00
Non-resident (Essex and Rockport)	\$250.00
Non-resident (200 available)	\$250.00

c. Senior Citizen sticker

Domiciled resident Senior Citizen (65+)	(\$5.00 effective 2011)
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3. Re-issue fee

\$5.00

4. Beach and Park Rental fees:

Beach fee: off season (commercial)	\$250.00 daily
Beach fee: in season (Memorial to Labor) (commercial)	\$400.00 daily
Beach fee: non commercial	\$25.00 daily
Stage Fort Park: group area use permit (Sch, YMCA, Camp)	\$25.00 daily
Stage Fort Park: group area use permit – non catered	\$50.00 daily
Stage Fort Park: group area use permit – catered	\$200.00 daily
Stage Fort Park: Bandstand (Gazebo)	\$100.00 2 hr max
Stage Fort Park: Rose Garden	\$100.00 2 hr max
Stage Fort Park: off season, commercial	\$250.00 daily
Stage Fort Park: in season, commercial	\$400.00 daily

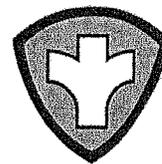
5. Special Events:

The Director of Public Works may establish nominal parking fees for groups, organizations and special events in order to cover city expenses of conducting the event.



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 · Fax: 978-281-9729
EMAIL: healthdept@gloucester-ma.gov
WEBSITE: www.gloucester-ma.gov



Public Health
Prevent. Promote. Protect.

MEMO

To: MAYOR CAROLYN KIRK
From: NOREEN BURKE, PUBLIC HEALTH DIRECTOR
Date: August 26, 2013
Subject: APPLICATION/ACCEPTANCE OF MRC GRANT

Dear Mayor Kirk ~

The Gloucester Health Department is happy to offer for review and City Council acceptance, a grant award of \$13,340 from the Massachusetts Department of Public Health (MDPH).

The purpose of the grant is to provide funding to assist the North Shore/Cape Ann region in preparing for public health emergencies and enhance their Medical Reserve Corps (MRC) capacity to respond, including:

- Credential MRC volunteers in accordance with established standards.
- Maintain and revise volunteer protocols.
- Coordinate outreach, recruitment, deployment, and training of MRC volunteers throughout other regions of the State as appropriate.
- Recruit, train and retain members specifically to enhance public health preparedness within all communities of the North Shore/ Cape Ann Emergency Preparedness Coalition.
- Provide Coalition representation at all local and state MRC meetings.
- Submit quarterly finance and activity updates as required.
- Maintain MAREsponds database to be utilized for all aspects of volunteer management.

Please feel free to contact me if your office or Council members have any further questions.

Respectfully,

NOREEN BURKE
HEALTH DIRECTOR

Enc. GRANT COPY
Cc: File



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal X Other _____

Name of Grant: Medical Reserve Corps Grant

Department Applying for Grant: HEALTH DEPARTMENT

Agency-Federal or State application is requested from: The Massachusetts Department of Public Health (MDPH), Emergency Preparedness Bureau (EPB).

Object of the application: Building the MRC capacity to respond during public health emergency throughout North Shore/Cape Ann.

Any match requirements: No

Mayor's approval to proceed: [Signature] 9/4/12
Signature Date

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

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

City Council's Approval or Rejection: _____
Vote Date

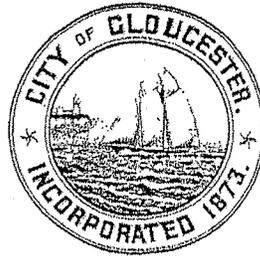
City Clerk's Certification of Vote to City Auditor: _____
Certification Date

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

Grant Budget by line item account: _____

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

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



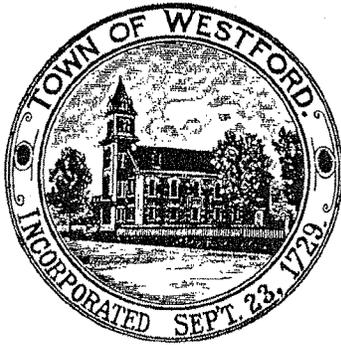
City of Gloucester
Grant Application and Check List (Continued)

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

1. Grant Application
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.



TOWN OF WESTFORD
BOARD OF HEALTH
55 Main Street
WESTFORD, MA 01886
(978) 692-5509 FAX (978) 399-2565

August 26, 2013

Karin Carroll, Emergency Preparedness Coordinator
NS/CA Emergency Preparedness
c/o Gloucester Health Dept.
3 Pond Road
Gloucester, MA 01930

Dear Karin,

The Massachusetts Department of Public Health provided funds of \$109,857 to the Region 3 Medical Reserve Corps, to assist communities in preparing for public health emergencies and to assist in building their MRC capacity to respond. The grant cycle runs from July 1, 2013 and ends on June 30, 2014.

The town of Westford is the fiscal agent for the contract. After the administrative overhead, the remaining funds are divided equally between the 7 MRC units in Region 3. Gloucester will receive **\$13,340** in 4 quarterly payments.

According to established protocol, all expenditures made from this local funding must be in accordance with MDPH protocols, and deliverables must be met, as part of the funding requirements. In addition a copy of all expenses must be submitted to the host agency responsible for the fiscal quarterly and year-end reports, prior to year end. The MRC Director or Coordinator will assure that the process of approval for expenditures is finalized prior to submittal to the Treasures office.

For questions please feel free to call me @ 978 399-2908.

Sincerely,

A handwritten signature in cursive script that reads "Sandy Collins".

Sandy Collins, RN
Director of Health Care Services

MRC

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

CONTRACTOR LEGAL NAME: Town of Westford (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Public Health MMARS Department Code: DPH	
Legal Address (W-9, W-4, T&O): 55 Main St, Westford, MA 01886-2651		Business Mailing Address: 250 Washington St, Boston, MA 02108	
Contract Manager: Sandy Collins		Billing Address (if different):	
E-Mail: scollins@westfordma.gov		Contract Manager: John Leahy	
Phone: 978-892-5500	Fax: 978-892-2658	E-Mail: John.Leahy@state.ma.us	
Contractor Vendor Code: VC0000182048		Phone: 617-624-5833	Fax: 617-624-5507
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): NYPE2008PC1802414103	
		RFP/Procurement or Other ID Number: 902414	
NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes State or Federal grants §16 CMR 2.00) (Attach RFP and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Critical Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Legislative Deal or Other (Attach authorizing language/justification, scope and budget)		X. CONTRACT AMENDMENT Enter Current Contract End Date <i>Prior</i> to Amendment: <u>06/20, 2013</u> . Enter Amendment Amount: \$ <u>100,007.00</u> (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input checked="" type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative Deal or Other (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) have been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option) The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended), \$ <u>548,578.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from Invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, kindly reason ___ agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 28B 29A). <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Renewal Only			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ___ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . <input checked="" type="checkbox"/> 2. may be incurred as of <u>07/01, 2013</u> , a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date . ___ 3. were incurred as of <u>06/20, 2013</u> , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to those obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>06/20, 2014</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive the termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions , this Standard Contract Form including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>Sandy Collins</u> Date: <u>6/17/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sandy Collins</u> Print Title: <u>Director, Health Care Services</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>Sharon Oyer</u> Date: <u>6/20/2013</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sharon Oyer</u> Print Title: <u>Director, Purchase of Services Office</u>	

RECEIVED
6/18/13



MRC 7414

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
Emergency Preparedness Bureau 250 Washington
Street, Boston, MA 02108-4619

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JOHN W. POLANOWICZ
SECRETARY

CHERYL BARYLETT
ACTING COMMISSIONER

Tel: 617-624-6088
Fax: 617-624-5587
www.mass.gov/dph

June 5, 2013

Sandy Collins, Director of Health Care Services
Town of Westford Board of Health.
55 Main Street
Westford, MA 01886

**RE: Notice of Contract Award – Medical Reserve Corps Funding
Host Agency – Town of Westford – Upper Merrimack Valley Public Health
Coalition**

Dear Ms. Collins;

The Massachusetts Department of Public Health (MDPH), Emergency Preparedness Bureau (EPB) is pleased to provide new funding in the amount of \$109,857 in State Match funding to the Town of Westford – Upper Merrimack Valley Public Health Coalition to recruit and train Medical Reserve Corps (MRC) volunteers, to address any gaps in coverage for the region, and to continue development of policies and protocols that meet federal and state requirements. These new dollars are for the State Fiscal Year 14 period of July 1, 2013 through June 30, 2014.

> **Your SFY14 total MRC award is \$109,857.**

The new SFY14 required State Match dollars will be dispersed via quarterly payment requests to EPB (e.g. \$109,857 divided by 4 quarters = \$27,464.25).

Enclosed please find a Standard Contract Form for your review, completion and authorized signature. Please return with your signed Standard Contract Form, the budget summary, budget linked to capability, proposed work plan, and a signed payment voucher to the EPB. The contract form must have an original signature for processing. Once the form and other required documents for this contract package are received by EPB they will be processed immediately.

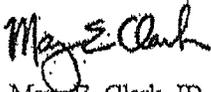
Please be advised that expenditure of these funds must be in compliance with all grant deliverables and allowable costs; goods must be received by June 30, 2014.

Please return all requested documents to:

Massachusetts Department of Public Health
Emergency Preparedness Bureau
250 Washington Street, 1st floor
Boston, MA 02108
Attn: John Leahy, Contracts Manager

Please retain this letter on file. Any contract related questions regarding this matter should be directed to John Leahy, Contracts Manager for Emergency Preparedness Bureau at 617-994-9833.

Sincerely,



Mary E. Clark, JD, MPH
Director, Emergency Preparedness Bureau
Massachusetts Department of Public Health

Scope of Services

This Attachment Form must be used. Please check the appropriate box when processing a new contract or a contract amendment.

Contract ID #: INTF6208P01902414103

Any funds designated in the budget that are unspent in any fiscal year will not be available for expenditure in the subsequent fiscal year without a formal contract amendment re-authorizing these funds. The maximum obligation of the contract will automatically be reduced by the amount of the unspent funds from a prior fiscal year.

New Contract

This form will only be included with packages where a procurement exception (waiver) supports the contract. Identify in detail the scope of services in terms of performance for a new contract. Services provided must be in accordance with the budget and the terms and conditions of the federal grant (if applicable).

Contract Amendment

If choosing amendment you must check off one of the three types below and provide explanation

Increase

Include a clear explanation of what the funding change will support in terms of additional services.
Renewal

Decrease

Include a clear explanation of what services are being reduced as a result of the funding decrease.

Other

Identify the changes to the scope of services supported by the amendment (No change in Max Obligation).

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Health (Public Health Emergency Preparedness)
 ACCOUNT NAME: Medical Reserve Corps
 FUND NUMBER AND NAME: 291121 MRC Emergency Prep
 CFDA # (Required for Federal Grants): 93.008 (Per Agreement)
 DATE PREPARED: August 26, 2013

APPROVED
 AMENDED BUDGET
 (IF APPLICABLE)

OBJECT	ORIGINAL BUDGET	AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_ _ _ _)				
46800	13,340.00			\$13,340.00
				\$0.00
				\$0.00
Total:	\$13,340.00	\$0.00	\$0.00	\$13,340.00
EXPENSE (5_ _ _ _)				
51000	12,900.00			\$12,900.00
51840	440.00			\$440.00
Total:	\$13,340.00	\$0.00	\$0.00	\$13,340.00

DEPARTMENT HEAD SIGNATURE *K. M. Carroll*
 DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

Town of Westford, MA 01886

Invoice Date	Invoice Number	GL Account Number	Invoice Description	Net Invoice Amount
07/24/2013	72413-3	25510511 520000	FISCAL 2014 QTR 1, 1ST PAYMEN	3,334.92
Vendor No	Vendor Name	Check No	Check Date	Check Amount
93603	CITY OF GLOUCESTER-HEALTH DEPT	00287511	08/01/2013	3,334.92



Town of Westford

Accounts Payable
55 Main Street
Westford, MA 01886

Vendor Number: 93603
Check Date: 08/01/2013
Check Number: 00287511
Check Amount: \$3,334.92

VOID 180 DAYS FROM DATE OF ISSUE

\$3,334.92

Pay Three Thousand Three Hundred Thirty Four dollars and 92 cents *****

To The Order of

CITY OF GLOUCESTER-HEALTH DEPT
ATTN: MARGARET WHITTAKER
3 POND ROAD
GLOUCESTER, MA 01930-0000

Eastern Bank
Lynn, MA 01901



Christina Collins
Authorized Signature

MP

FORM # OK-WESTFORD

⑈00287511⑈ ⑆011301798⑆ ⑈10046274⑈



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



Memorandum

TO: Mayor Kirk
FR: Fire Chief Eric Smith
RE: EMPG Grant approval request
DT: 8-21-13

Mayor Kirk,

I am respectfully request placing the acceptance of FFY12 EMPG which has been awarded to the City of Gloucester in the amount of \$6030.00 in the Mayors report to council. I do not have the MEMA contract to include at this time as I am awaiting the return of the signed document. When it arrives I will provide it along with the Grant Application and Check List for inclusion to City Council. I am not sure if you are willing to place this on the Mayors report without the complete package but I am asking because the EMPG funding is what is paying for much of the contracted work that is needed to complete the EOC communications, etc. and make it viable for use once Mr. Hafey finishes preparing the space and assists us in moving the equipment over.

Best regards,

Eric L. Smith
Fire Chief

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

CONTRACTOR LEGAL NAME: CITY OF GLOUCESTER (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: MASS EMERGENCY MANAGEMENT AGENCY MMARS Department Code: CDA, EMERGENCY MANAGEMENT AGENCY	
Legal Address: (W-9, W-4,T&C): 9 DALE AVE STE 9, GLOUCESTER, MA 01930-3000		Business Mailing Address: 400 WORCESTER RD FRAMINGHAM MA 01702	
Contract Manager: Chief Eric Smith		Billing Address (if different):	
E-Mail: esmith@gloucester.ma.gov		Contract Manager: KATHLEEN ESTRIDGE	
Phone:	Fax:	E-Mail: KATHLEEN.ESTRIDGE@STATE.MA.US	
Contractor Vendor Code: VC6000192098		Phone: 508.820.1447	Fax: 508.820.2030
Vendor Code Address ID (e.g. "AD001"): AD_001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): FY14EMPG120000GLOUC	
		RFR/Procurement or Other ID Number: FFY2012 EMPG	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants <u>815 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____, Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total If Contract is being amended). \$ <u>6,030.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through <u>EFT</u> 45 days from Invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments (<u>G.L.c. 29, § 23A</u>); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discounts Policy</u> .)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Funding for this grant is provided through the FFY2012 Emergency Management Performance Grant, the Catalog of Federal Domestic Assistance (CFDA) number is 97.042. The community intends to purchase services to relocate EOC equipment to new EOC.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>May 31, 2014</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u><i>Carolyn A. Kirk</i></u> Date: <u>7/18/13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Carolyn A. Kirk</u> Print Title: <u>Mayor</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u><i>David Mahr</i></u> Date: <u>5-23-13</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Financial Officer</u>	



City of Gloucester
Grant Application and Check List

Granting Authority: State Federal Other

Name of Grant: EMPG Grant

Department Applying for Grant: Fire Department

Agency-Federal or State application is requested from: MEMA

Object of the application: To relocate EOC

Any match requirements: None

Mayor's approval to proceed: [Signature] 9/4/13
Signature Date

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

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

City Council's Approval or Rejection: _____
Vote Date

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

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

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

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

FORM: AUDIT GRANT CHECKLIST - V.1



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.



Nineteen Harbor Loop
Gloucester, MA 01930

TEL 978-282-3012
FAX 978-978-281-4188
jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

3 AUG - 8 AM 11:00
CITY CLERK
GLOUCESTER, MA

Memorandum

To: Gloucester City Council
From: Jim Caulkett, Harbormaster *C*
Date: August 8, 2013
Subject: Draft Engineering and Marketing Feasibility Assessment Transient Marina

Council Members,

The Gloucester Waterways Board requested I forward this draft of the Transient Marina Feasibility Study for your review.

Respectfully

I. INTRODUCTION

Pursuant to the proposal submitted December 4, 2012 (Rev. April 2, 2013) to the City of Gloucester contracted CLE Engineering, Inc. (CLE) teamed with FXM Associates (FXM) to prepare an Engineering and Marketing Feasibility Assessment for a 450' Floating Breakwater Marina at four alternative locations: Floating Breakwater Marina in Inner Harbor (northeast of the Anchorage), Ten Pound Island, County Landing, and off the western or southwestern shore of the park at the end of the Fort.

An analysis was made at each site with regards to: site exposure, wave conditions, permitting issues and user convenience. The capital costs, operating costs, transient slip demand were analyzed for the sites that were not ruled out by the initial assessment of locations and include the Inner Harbor and Ten Pound Island locations.

II. DEVELOPMENT OF TRANSIENT MARINA ALTERNATIVES

The four selected locations represent areas which would not hinder existing activities within Gloucester Harbor yet would still provide a desirable location for recreational users. The factors considered for each alternative are outlined below:

A. Wave Conditions

The three sites located in the Gloucester Outer Harbor would be susceptible to similar wave conditions. Water depths in these locations range up to 35 feet, with a tidal range of 8.7 feet (10.1 for the spring range). A review of possible fetch directions focuses attention on those that originate from the South-Southwest. Fetches in this direction extend 25 to 30 miles in water depths ranging from 30 to over 100 feet. Table 1 provides a history of significant storm events from 1980 to 1999 from several buoys from Massachusetts Bay and a few from the south of Cape Cod (provides unrestricted Hurricane wave heights). While it is assumed that no users would be present at the facility, as the events below do not occur during a normal boating season, the facility itself should be designed either to be removable or survive.

Table 1: Summary of Wave Data from COE WIS Hindcasts

Summary of Wave Data from COE WIS Hindcasts						
Station	Year	Month	Wave (feet)	T (seconds)	Wind Dir (azim-deg)	Wind Vel (mph)
56	1980	Jan	29.5	13.0	40-60	53.7
56	1992	Dec	27.9	12.0	30	47.0
56	1984	Mar	25.3	10.5	350	53.7
56	1980	Feb	24.6	15.0	10.0	53.7
56	1991	Oct	23.0	11.0	0-40	49.2
56	1981	Dec	22.0	10.0	355	53.7
56	1993	Mar	20.0	12.0	80	58.2
56	1993	Dec	19.7	12.0	20	40.3
56	1986	Dec	19.0	11.5	0.0	40.3
56	1991	Aug	19.0	8.5	110	71.6
56	1987	Nov	17.7	9.8	0.0	40.3
56	1993	Mar	16.4	12.0	80	35.8
56	1986	Dec	15.7	10.0	100	42.5
56	1993	Dec	14.1	8.5	20	40.3
56	1993	Dec	13.1	8.0	0	40.3
56	1985	Sep	12.1	8.3	110	44.7
51	1980	Jan	23.0	10.5	30	48.1
51	1992	Dec	23.0	12.0	60-90	45.9
51	1980	Feb	22.3	15.0	10	53.7
51	1984	Mar	19.7	12.5	0	53.7
51	1991	Oct	19.7	10.0	30	55.9
51	1986	Dec	18.7	10.5	0	40.3
51	1986	Dec	13.1	10.0	100	40.3
51	1991	Aug	13.1	8.8	260	55.9
51	1985	Sep	11.8	7.5	110	44.7
50	1991	Oct	19.7	10.0	30	44.7
50	1991	Aug	14.8	11.0	90	71.6
50	1985	Sep	12.1	6.8	110	44.7

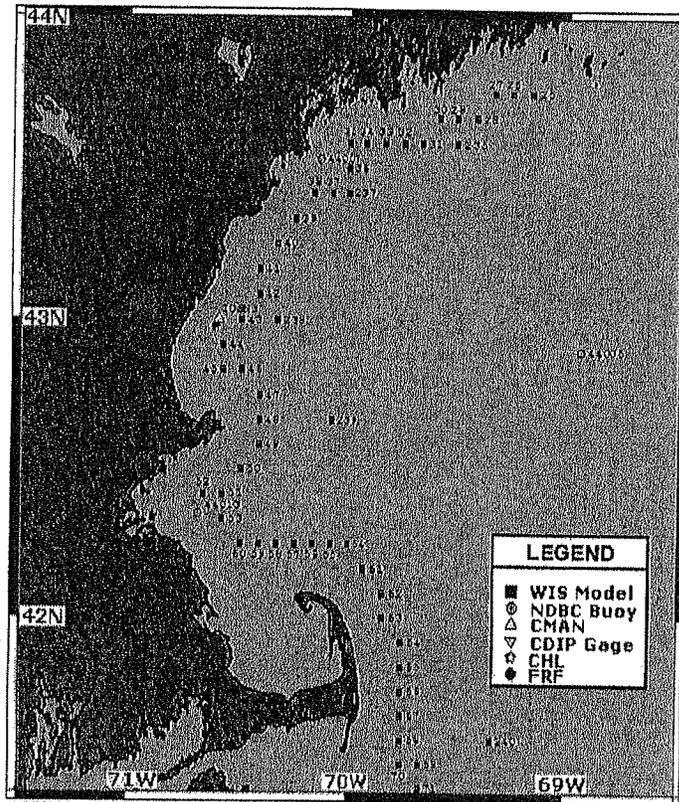


Figure 1: Buoy Locations

CLE has chosen a design storm which would reflect an event which can be expected during the normal boating season: a thunderstorm producing a sustained wind velocity of 60 mph. INSERT TEXT ON CONCEPTUAL DESIGN details (size, layout, materials, anchors, etc.)

B. Permitting Issues

All four (4) alternatives in this report would be subject to review and permitting by local (Gloucester Conservation Commission), state (Massachusetts DEP), and federal (Army Corps of Engineers). However two regulatory areas take precedence as they would present a very high bar to any structure which falls within their purview. A summary of environmental permits required to construct and maintain a floating breakwater at any of the proposed sites is included below:

Table 2: Required Permits/Licenses

Agency	Permit/License
Gloucester Conservation Commission	Order of Conditions
Massachusetts Department of Environmental Protection	Chapter 91 License
Army Corps of Engineers	Category 2 Permit
Coastal Zone Management	Consistency Review
Executive Office of Environmental Affairs	MEPA Certificate

INSERT TEXT ON THRESHOLDS FOR REQUIREMENTS FOR PERMITS

The presence of eel grass within the project site may limit or prevent completely the construction of the floating breakwater system. Eelgrass is protected at all levels of the permitting process and impacts are often only permitted as a last resort. Even if permitted it is likely that mitigation would have to be included as part of the design on the order of 1:1 or up to 1:5 for each square foot impacted. Figure 2: below highlights the locations, in which, eelgrass has been mapped.

The status of Gloucester's Inner Harbor as a Designated Port Area (DPA) presents the second major permitting issue. The existing Chapter 91 regulations prohibit recreational boating facilities within DPAs. While it may be a possibility to permit bottom-anchored floats under Section 10A of Chapter 91, which allows the harbor master to issue annual permits for seasonal floats, it is unlikely that a structure of the size needed for wave attenuation could be removed economically each year. INSERT TEXT ON MGL VS. REGULATIONS

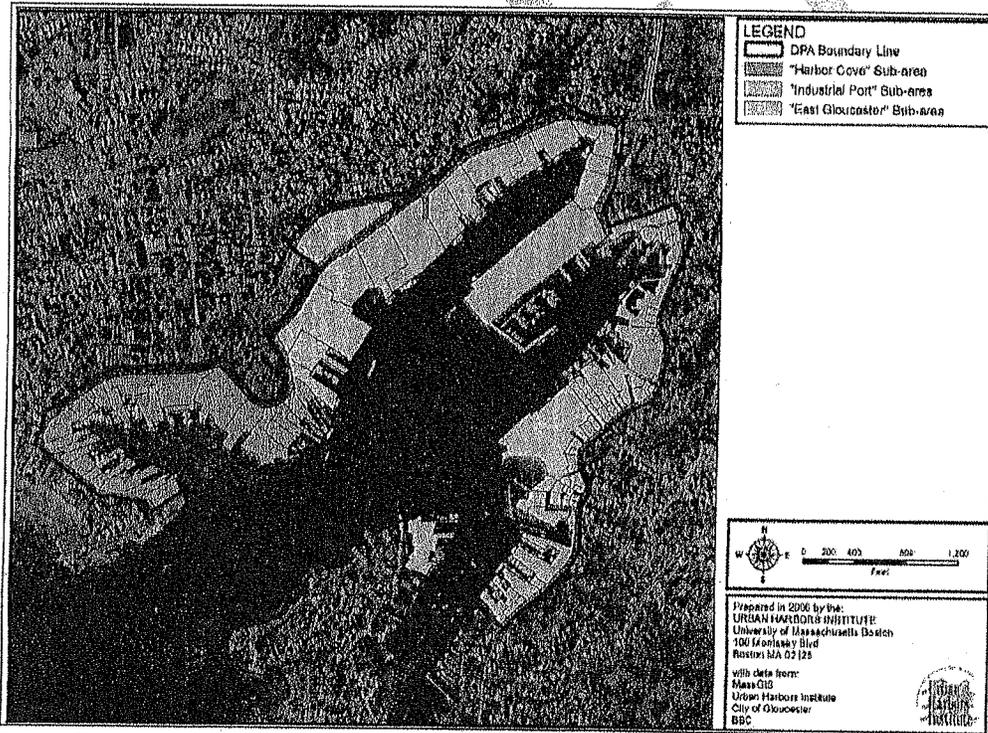


Figure 3: Limits of the Gloucester DPA as included in the *City of Gloucester Harbor and Designated Port Area Master Plan – July 2009*

III. TRANSIENT MARINA ALTERNATIVES

A. Fort Point

The Fort Point alternative is located approximately 250 ft southwest of shore, just northwest of the entrance channel. Available water depths range from 14-20 feet (MLLW) and there are no conflicts with existing mooring fields.

Wave Analysis: This alternative location represents the most exposed of the four alternatives as vulnerable to the 20-30 mile open ocean fetches. Wave heights can be expected in the 3.0 to 7.0 range with 4 to 13 second periods. While wave heights in the 3.0 to 3.7 range may be attenuated with a floating breakwater to 1.5 to 1.7 feet, wave periods due to south or west-southwest winds would produce periods of 4.0 to 4.5 seconds each time wind speeds reach 25 knots. There is not a floating breakwater option for this environment, and a rigid structure must be considered should this alternative be considered competitive. Because of the water depth in this area, the cost of a fixed breakwater built of pilings would most likely be prohibitive.

Permitting Analysis: A floating breakwater in this location would likely have little obstacle in the permitting process other than the proximity to eelgrass (less than 50'), however as stated above a floating structure cannot realistically attenuate the expected wave forces from routine storm events. A fixed wave break (using steel piles and lagging) would produce a resilient structure but would bring a potentially prohibitive price tag, and may alter the water and sediment circulation, potentially endangering the adjacent eelgrass, and creating a possibly insurmountable permitting hurdle.

Capital Costs: CLE has not prepared costs for this alternative as the structure, as currently conceived would not function suitably in this location.

B. County Landing

The County Landing alternative is located approximately 1,000 ft to the east of the Fort Point location.

Wave Analysis: This alternative location represents an exposure similar to that experienced at Fort Point, as such, there is not a floating breakwater option for this environment.

Permitting Analysis: A floating breakwater or a fixed structure in this location would likely be very difficult to permit as almost the entire footprint would be within mapped eelgrass beds. This permitting hurdle is considered to be too great for this alternative to be viable.

Capital Costs: CLE has not prepared costs for this alternative as the wave conditions and permitting issues make it unviable.

C. Inner Harbor

The Inner Harbor alternative is located approximately 700 ft southwest of the Gloucester State Pier, just north of the federal anchorage. Available water depths range from 14-16 feet (MLLW) and there is ample space for the vessel sizes anticipated.

Wave Analysis: The Inner Harbor location represents the most protected of the four alternatives as it is protected from the open ocean fetches. The longest clear fetch originates along Dolliver Neck approximately 10,000 ft from the project site compared to the 20-30 mile fetches experienced at the remaining alternatives.

Permitting Analysis: As stated earlier, the entire Inner Harbor is regulated as a Designated Port Area under Chapter 91. Chapter 91 regulations aim to provide public access to state waters and tide lands. While this project would increase public access the status of the area as a DPA would prohibit the licensing of a new recreational boating facility. It is unlikely that a request for a license would be granted as currently proposed. Section 10A of Chapter 91 does allow harbor masters to issue annual permits for the placement of seasonal bottom anchored floats. Seasonal is defined in the regulations as being installed for less than a calendar year, given that concrete breakwater floats weigh between 33 and 41 tons, annual removal is infeasible.

As shown on the attached plans, no eelgrass is present at the location of this alternative.

Capital Costs:

The protected location of the Inner Harbor alternative would allow for the use of a 10 ft breakwater float versus the 12 ft float specified in the remaining locations. This is reflected in a \$95,000 savings to the cost of purchasing and delivering the float sections. The capital costs related to supplying utilities are similar to the Ten Pound Island alternative, and more than double those that would be expected at County Landing or Fort Point. It is assumed that this alternative would tie into the existing electrical service of the Gloucester State Pier.

Inner Harbor Alternative	
Floats (inc. delivery)	\$665,550
Anchors and Hardware	\$203,500
Electrical Service	\$200,000
Potable Water Service	\$200,000
Utility Protection	\$220,000
Mooring Relocations (\$2.5k each)	\$150,000
Engineering Design/Permitting	\$50,000
Construction Costs	\$100,000
	\$1,789,050

D. Ten Pound Island

The Ten Pound Island alternative is located approximately 500 ft northeast of the island and 1,000 ft from shore. Available water depths range from 7 to 16 feet (MLLW), there are no restrictions regarding maneuverability or access. The siting of this alternative requires a balance between providing protection from wave forces and occupying existing municipal mooring locations. Siting the facility between the Ten Pound and Southeast mooring fields would expose the structure to the worst case wave fetches which exist within Gloucester Harbor. As a result the location as shown within the Ten Pound mooring field is proposed as it provides the longest service life at the expense of occupying existing mooring locations.

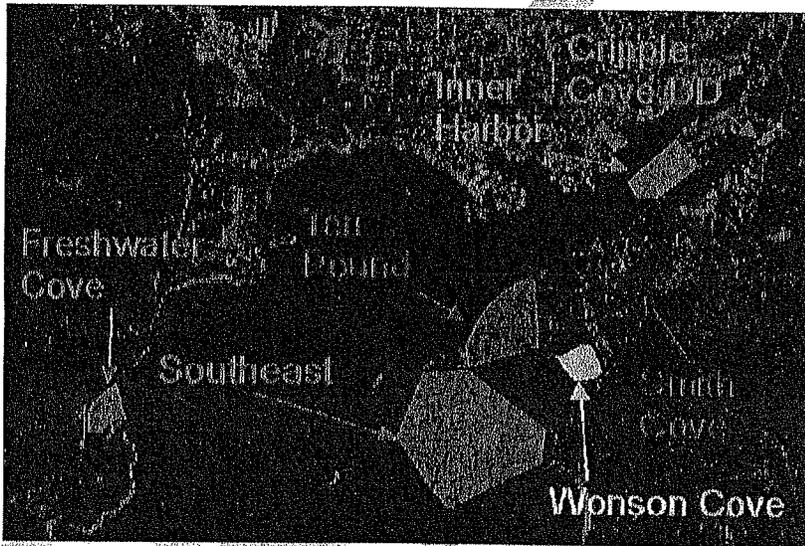


Figure 4: Existing Mooring Fields of the Inner and Outer Harbor

Wave Analysis: The location northeast of Ten Pound Island provides protection from the damaging fetches from the south south-west. The longest unobstructed fetch to the project site originates to the west near Stage Head over only about 4,000 feet. This short distance produces a waves height of 2.5 ft and a period of 2.3 seconds and would allow the incorporation of the smaller breakwater (10 ft) option.

Permitting Analysis: This proposed alternative is located outside the boundaries of the DPA and is not subject to the same restrictions to recreational use. As the nearest mapped eelgrass is 1,000 feet from the proposed site, this alternative has the fewest obstacles to being fully permitted and is likely to be approved by the regulatory agencies. With the alternatives outside of the DPA, a change from bottom anchors to steel pipe piles may increase the service life, with little impact to the permitting process, but this option would require further analysis and borings to determine if there is sufficient viable soil above rock.

Capital Costs:

The protected location of this alternative would allow for the use of a 10 ft breakwater float versus the 12 ft float specified in the remaining locations with the same \$95,000 savings over the County Landing and Fort Point locations. The utility costs reflect the increased distance to shore and it is assumed they would be tied into the existing lines which provide service to Ten Pound Island.

Ten Pound Island/Alternative	
Floats (inc. delivery)	\$665,550
Anchors and Hardware	\$203,500
Electrical Service	\$245,000
Potable Water Service	\$200,000
Utility Protection	\$220,000
Engineering Design/Permitting	\$40,000
Construction Costs	\$100,000
	\$1,674,050

IV. CAPITAL AND OPERATING COSTS, TRANSIENT SLIP DEMAND, REVENUE, AND PRO FORMA SENSITIVITY TESTS

A. Capital Costs

All four (4) alternatives are subject to significant wave action and are therefore require a wave attenuation structure to make them viable for mooring boats. In order of exposure the attenuation scale would be as follows: Sites "A" & "B" the most exposed - floating attenuation not viable; Site "D" partially protected, floating attenuation viable; Site "C" most protected and requires the least formidable attenuation system, however wakes may be an issue. CLE has reviewed the plans provided for the bottom anchored system and provided updated costs for: the breakwater floats, finger floats, hardware, anchoring system, engineering design, and permitting. The difference between each alternative is due primarily to the increased cost to provide utilities from varying distances to shore. Quotes were received from Eaton Corporation (electrical) and HarborMasters (float manufacturer) to update information originally received in October 2011. While the original floating breakwater quotes from 2011 were similar in cost, only HarborMasters was contacted to provide updated cost information. HarborMasters and MarineTek are the only manufacturers with precast concrete systems which has been tank tested to reduce the anticipated wave heights at the alternative locations. The remaining items were assumed to have increased approximately 5% per year from the date of the original estimate.

B. Operating Costs

PRELIMINARY ESTIMATE OF OPERATING AND MAINTENANCE COSTS

Personnel	hrs/day	Rate	# Days	Cost
Admin	2	32	80	\$ 5,120
Marina Operator	12	12	112	\$ 16,128

Expenses	Gallons/Day	\$/Gallon	# Days	
Fuel	5	5	112	\$ 2,800
Power				\$ 1,000
Water				\$ 500
Insurance				\$ 1,000

TBD

TBD

Annual Maintenance Costs \$ 20,000
 Total Annual O&M costs \$ 46,548

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C. Estimated Revenue:
PRELIMINARY Estimate of Revenue -
Floating Marina

Inside Slips - over night					75	32	
					Weekdays	Weekend Days	
					Jun.1-Sept.15	Jun.1-Sept.15	Total
BT Length	# of Slips	Rate	Elec. Charge	Daily Inc.	20%	20%	Season
21' - 39'	12	\$67.50	\$10.00	\$820.00	\$12,300.00	\$5,248.00	\$17,548.00
40' - 59'	10	\$112.50	\$15.00	\$1,140.00	\$17,100.00	\$ 7,296.00	\$24,396.00
Subtotal: Inside Slips							\$41,944.00

Face Dock - over night

				\$4.00			Total
	Poss. Boats	Rate	Elec. Charge	Daily Inc.	5%	5%	Season
60' - 80'	2	\$280.00	\$25.00	\$305.00	\$1,143.75	\$488.00	\$1,631.75
81' - 100'	2	\$360.00	\$50.00	\$410.00	\$1,537.50	\$656.00	\$2,193.50
Subtotal: Face of Dock							\$3,825.25

Day Rate Transients

							Total
	# boats	Rate	Elec. Charge	Daily Inc.	20%	20%	Season
21' - 39'	3	\$20.00	N/A	\$20.00	\$300.00	\$300.00	\$600.00
40' - 59'	2	\$30.00	N/A	\$30.00	450.00	\$450.00	\$900.00
Subtotal: Day Only Transients							\$1,500.00

Total Estimated Revenue: \$47,269.25

D. Transient Slip Demand, Revenue, Costs, Pro Forma Sensitivity Tests

Using the preliminary revenue and costs estimates shown in the previous sections, as well as analyses of potential demand and pricing drawn for a survey of marina operators in Gloucester (six responded to our telephone interviews), FXM Associates tested three pro forma scenarios for net annual operating income and supportable debt.

Revised Operating Cost Estimates

Data in the table below show FXM’s revised estimates of annual operating costs. These revised estimates differ slightly from the preliminary estimates by adding a 20% burden to direct labor costs and a 15% allowance for unanticipated annual expenses. The labor burden is less than that of full time employees – typically 30-40% including health insurance and 401(K) or other pension contributions -- but includes FICA, Massachusetts payroll taxes, and administrative expenses that the City will need to pay even for part-time seasonal employees. The 15% allowance for unanticipated annual expenses is a standard operating cost contingency used in pro forma analyses.

ANNUAL OPERATING & MAINTENANCE COSTS	
Direct Labor	\$ 21,248
Burden @20% Direct Labor	\$ 4,250
Subtotal Labor	\$ 25,498
Operating Expenses	\$ 5,300
Annual Maintenance	\$ 20,000
Subtotal Labor, Expenses, Annual Maintenance	\$ 50,798
Extra Annual Expense Allowance @ 15% Above	\$ 7,620
TOTAL ANNUAL OPERATING COSTS	\$ 58,417

The next step in FXM’s analysis was to test various scenarios for net operating income, based on an analysis of potential demand and market pricing for transient slips. Marina operators in Gloucester currently have few transient slips because income from transient boaters, while potentially greater per boat on a per day basis, is far less certain than income from the seasonal rentals of slips. Virtually all the Gloucester marinas have high seasonal occupancy rates and waiting lists when slips become available. Therefore the sample of experiences with transient boater demand is limited but across the surveyed operators there were two consistent findings: 1) occupancy is sporadic during weekdays and 2) full occupancy is achieved only on holiday weekends. Market prices for daily and overnight slip rentals ranged from \$2.00 to \$3.50 per lineal foot for vessels of all sizes, and are consistent with prices reported throughout the ports in the region (higher pricing can be obtained in Boston, Provincetown, Nantucket, and Martha’s Vineyard).

The next table shows conceptual pro forma analyses for three demand and pricing scenarios drawn from a much larger number of scenarios tested by FXM under varied demand and pricing assumptions.

Scenario A essentially reflects the preliminary analyses previously reported for average annual demand but lowers the obtainable price per lineal foot based on the market prices now prevailing and the fact that slips that do not provide direct land access will not be as desirable as those that have direct land access -- in our judgment and that of the marina operators

surveyed -- notwithstanding the free launch services proposed. Net annual income in this scenario is negative, as shown in the table.

SUMMARY REVENUE AND EXPENSE SCENARIOS			
	Scenario A	Scenario B	Scenario C
	Baseline Rate & Occupancy	Higher Rate, Higher Occupancy	Baseline Rate, Higher Occupancy
REVENUES			
Weekday	\$ 34,580	\$ 42,350	\$ 34,580
Weekends & Holidays	\$ 17,784	\$ 43,560	\$ 35,568
Day Rate Transients	\$ 1,500	\$ 1,500	\$ 1,500
TOTAL REVENUES	\$ 53,864	\$ 87,410	\$ 71,648
REVENUE ASSUMPTIONS			
Rate per LF Inside Slips	\$ 2.00	\$ 2.50	\$ 2.00
Rate per LF Face Dock	\$ 3.00	\$ 3.50	\$ 3.00
Weekday Occupancy Inside Slips	20%	20%	20%
Weekday Occupancy Face Dock	10%	10%	10%
Weekends & Holidays Occupancy Inside Slips	20%	40%	40%
Weekends & Holidays Occupancy Face Dock	10%	20%	20%
COSTS			
Annual operating Costs	\$ 58,417	\$ 58,417	\$ 58,417
Depreciation Set Aside @ 15% Revenues	\$ 8,080	\$ 13,112	\$ 10,747
TOTAL ANNUAL COSTS	\$ 66,497	\$ 71,529	\$ 69,164
NET ANNUAL REVENUE	\$ (12,633)	\$ 15,882	\$ 2,484
Potential Annual Debt Payments for \$1.6 Million Capital Cost @ 6%, 15 years	(\$164,740)	(\$164,740)	(\$164,740)

***CAPITAL COST TO BE UPDATED TO \$1.8M

Scenario B assumes a local market highest price per lineal foot and weekend & holiday occupancy rates double those used in the Baseline (Scenario A) analysis. This is the most optimistic scenario that we can foresee based on the limited market assessment conducted for this study. In this scenario net operating income is marginally positive. The roughly \$16,000 of net operating income, if achievable under optimistic market and pricing assumptions, could support capital (construction) costs of about \$150,000 (6% bond, 15 years), less than 10% of the estimated capital costs of the project.

Scenario C assumes the more likely market pricing plus the higher occupancy rates shown in Scenario B when compared to Scenario A. In this scenario net operating income is basically break-even.

Also shown in the table is the annual payment required to retire a \$1.6 million capital cost debt over 15 years -- which according to CLE is the useful life of the structure after which it will need to be rebuilt or replaced -- is about \$165,000 per year. As shown in the table, none of the

SUMMARY REVENUE AND EXPENSE SCENARIOS

	Scenario A	Scenario B	Scenario C
	Baseline Rate & Occupancy	Higher Rate, Higher Occupancy	Baseline Rate, Higher Occupancy
REVENUES			
Weekday	\$ 34,580	\$ 42,350	\$ 34,580
Weekends & Holidays	\$ 17,784	\$ 43,560	\$ 35,568
Day Rate Transients	\$ 1,500	\$ 1,500	\$ 1,500
TOTAL REVENUES	\$ 53,864	\$ 87,410	\$ 71,648
REVENUE ASSUMPTIONS			
Rate per LF Inside Slips	\$ 2.00	\$ 2.50	\$ 2.00
Rate per LF Face Dock	\$ 3.00	\$ 3.50	\$ 3.00
Weekday Occupancy Inside Slips	20%	20%	20%
Weekday Occupancy Face Dock	10%	10%	10%
Weekends & Holidays Occupancy Inside Slips	20%	40%	40%
Weekends & Holidays Occupancy Face Dock	10%	20%	20%
COSTS			
Annual operating Costs	\$ 58,417	\$ 58,417	\$ 58,417
Depreciation Set Aside @ 15% Revenues	\$ 8,080	\$ 13,112	\$ 10,747
TOTAL ANNUAL COSTS	\$ 66,497	\$ 71,529	\$ 69,164
NET ANNUAL REVENUE	\$ (12,633)	\$ 15,882	\$ 2,484
Potential Annual Debt Payments for \$1.8 Million Capital Cost @ 6%, 15 years	(\$185,333)	(\$185,333)	(\$185,333)

scenarios tested generate close to the amount of net operating income needed to make capital debt payments for the full construction costs.

V. SUMMARY AND CONCLUSIONS

Text to be inserted

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NOTE 1:
 This map was prepared by the City of Gloucester, Massachusetts, and is intended to provide information for the public. It is not intended to be used as a legal document. The City of Gloucester, Massachusetts, is not responsible for any errors or omissions on this map. The City of Gloucester, Massachusetts, is not responsible for any damages, including consequential damages, arising from the use of this map. The City of Gloucester, Massachusetts, is not responsible for any damages, including consequential damages, arising from the use of this map.

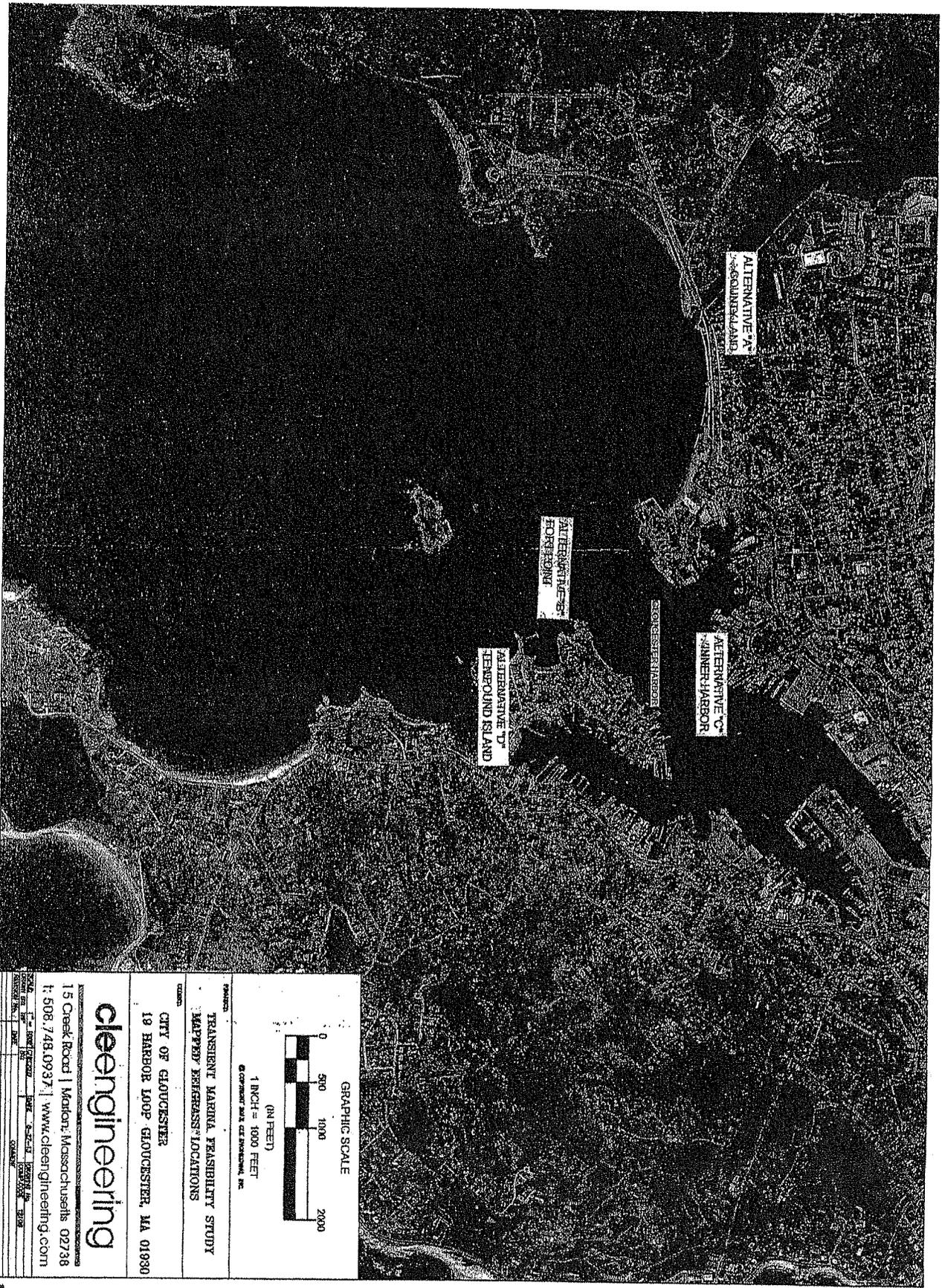


PROJECT:
 TRANSPARENT MARINA FEASIBILITY STUDY
 NAME FETCH ANALYSIS
CITY OF GLOUCESTER
 19 HARBOR LOOP GLOUCESTER, MA 01930

cleengineering

15 Creek Road | Metchen, Massachusetts 02738
 T: 508.748.0937 | www.cleengineering.com

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ALTERNATIVE A
SQUIMELAND

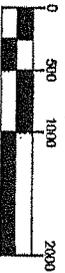
ALTERNATIVE B
FORT LONG

ALTERNATIVE C
INNER HARBOR

ALTERNATIVE D
HEMPOND ISLAND

GLoucester Harbor

GRAPHIC SCALE



(IN FEET)

1 INCH = 1000 FEET

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PROJECT:
TRANSPARENT MARINA FEASIBILITY STUDY
MAPPED WETLANDS LOCATIONS

CITY OF GLOUCESTER
19 HARBOR LOOP GLOUCESTER, MA 01930

cleengineering

15 Creek Road | Medford, Massachusetts 02738
t: 508.748.0937 | www.cleengineering.com

DATE	10/15/14	SCALE	AS SHOWN
BY	MM	DATE	10/15/14
CHECKED	MM	DATE	10/15/14
APPROVED	MM	DATE	10/15/14

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Budget & Finance Committee
September 19, 2013
Review of Community Preservation Committee Recommendations
For Funding under the Community Preservation Act
Round 4, FY2013

1. Project #10, Mattos Field Rehabilitation Project
Project Sponsor: Gloucester DPW working with Cape Ann Women's Softball League
Funding Recommendation: \$10,075
2. Project #11, Gloucester Skate Park Rehabilitation
Project Sponsor: City of Gloucester Department of Public Works
Funding Recommendation: \$25,000
3. Project #6, City Hall Restoration-Repair/Restoration of Kyrouz Auditorium windows
Project Sponsor: City Hall Restoration Committee
Funding Recommendation: \$36,000
4. Project #12, Stage Fort Park – A Walking Path
Project Sponsor: George H. Roark & Susannah Wolfe (Friends of Stage Fort Park)
Funding Recommendation: \$4,000
5. Project #15, Magnolia Bike Park
Project Sponsor: Magnolia Bike Club
Funding Recommendations: \$5,000
6. Project #16, Gloucester Dog Park
Project Sponsor: Friends of Gloucester Dog Park
Funding Recommendations: \$15,000

PROJECT NO. 10
MATTOS FIELD REHABILITATION PROJECT
Project Sponsor: GLOUCESTER DPW, WORKING WITH CAPE ANN WOMEN'S SOFTBALL LEAGUE

The Community Preservation Committee recommends that the City Council appropriate \$10,075.00 to the GLOUCESTER DPW, working with CAPE ANN WOMEN'S SOFTBALL LEAGUE, for the purpose of the rehabilitation of recreational land by repairing and restoring the infield and outfield at Mattos Field, Gloucester, MA by filling and grading, with the following conditions:

Following a favorable vote of the City Council, a grant 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 conditions:

1. The expiration of the Award shall be December 31, 2014.

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

Project Summary:

The purpose of this project is to repair and resurface areas of the infield and outfield to create a safe and competitive playing field for the benefit of the community and the Veteran's School kids, the total cost of which is \$10,075. The work to this field will also greatly improve drainage issues that have plagued the field for many years.

PROJECT NO. 11
GLOUCESTER SKATE PARK REHABILITATION
Project Sponsor: CITY OF GLOUCESTER PUBLIC WORKS

The Community Preservation Committee recommends that the City Council appropriate \$25,000 to the GLOUCESTER PUBLIC WORKS DEPARTMENT for the purpose of rehabilitating and restoring a recreational resource by repairing and enhancing the Skatepark located at the O'Maley Middle School, 32 Cherry Street, Gloucester, MA which will consist of transition areas, new signage, new benches, new recycle/trash containers, lighting upgrades and landscape improvements with the following conditions:

Following a favorable vote of the City Council, a grant 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;

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

Project Summary:

The skate park at the O'Maley School complex, built in the 1990's is in need of a facelift. The fence is rusted and falling apart, the transition areas onto the structures need to be re-done, they are a safety issue, several of the structures are starting to crack and should be replaced, signage has either been vandalized or stolen, and there is no place for parents to sit and watch their children skate board. The park is slowly becoming an unsafe area for skate boarding. The plan is to repair the transition areas, provide new signage and benches, new recycle/trash containers, lighting upgrade, landscape improvements and remove the existing fencing, the total cost of which is approximately \$25,000.

PROJECT NO. 6
CITY HALL RESTORATION – REPAIRS/RESTORATION OF AUDITORIUM WINDOWS
Project Sponsor: CITY HALL RESTORATION COMMITTEE

The Community Preservation Committee recommends that the City Council appropriate \$36,000.00 to the CITY HALL RESTORATION COMMITTEE for the purpose of the rehabilitation and restoration of an historic asset by repairing and repairing city hall windows on the second level of City Hall, with the following conditions:

Following a favorable vote of the City Council, a grant 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.

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

Project Summary:

The proposed project will continue the restoration of the exterior of City Hall, specifically repairs and restoration of the Kyrouz auditorium windows, the total cost of which is approximately \$264,000. The approved 2010 application of CPA funding to restore the exterior of City Hall included these windows, however, the final project budget necessitated that the repairs of windows south and east elevations be delayed, until other funding is secured.

PROJECT NO. 12
STAGE FORT PARK – A WALKING PATH
Project Sponsor: GEORGE H. ROARK AND SUSANNAH WOLFE (FRIENDS OF STAGE FORT PARK)

The Community Preservation Committee recommends that the City Council appropriate \$4,000.00 to the GLOUCESTER DPW WORKING WITH GEORGE ROARK AND SUSANNAH WOLFE FOR THE STAGE FORT PARK WALKING PATH for the purpose of the rehabilitation and restoration of recreational land by repairing and resurfacing a gravel path approximately 325 ft. X 10 ft. from the green gate at the visitor's center on the left side, to the intersecting paths towards the fort and ocean, at Stage Fort Park, Gloucester, MA, with the following conditions:

Following a favorable vote of the City Council, a grant 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.

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

Project Summary:

The project consists of restoring the gravel path (approximately 325 ft X 10 ft) from the green gate to the left of the visitor's Center at Stage Fort Park, to the intersecting paths towards the fort and ocean, the total cost of which is approximately \$5,100. This will provide a safe travel path through a heavily traveled area of the park.

PROJECT NO. 15
MAGNOLIA BIKE PARK
Project Sponsor: **MAGNOLIA BIKE CLUB**

The Community Preservation Committee recommends that the City Council appropriate \$5,000.00 to MAGNOLIA BIKE CLUB working with the Gloucester DPW for the purpose of obtaining technical assistance to aide in the planning, location, design, permitting and cost analysis of the proposed 'Pump Track' at the Magnolia Woods field, with the following conditions:

Following a favorable vote of the City Council, a grant 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.

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

Project Summary:

The project consists of building a bicycle track known as a "pump track" in the area of the Magnolia Woods on Route 127. A pump track is a continuous loop that you can ride without pedaling. The rider gains speed by "pumping" rollers and berms much like how you gain momentum on a swing. Most pump tracks are roughly oval, with cross-over lines. A few contain small jumps, but the best use steep berms and smooth rollers to build speed. The Club has identified the Magnolia Woods at the far end of the drive, in the far rear end of the complex as an ideal site for such a track. The track would be approximately 175 feet by 80 feet. There would be a perimeter of fence surrounding the track area. The total cost would be over \$25,000.

PROJECT NO. 16
GLOUCESTER DOG PARK
Project Sponsor: **FRIENDS OF GLOUCESTER DOG PARK**

The Community Preservation Committee recommends that the City Council appropriate \$15,000 to the FRIENDS OF GLOUCESTER DOG PARK for the purpose of creating recreational space for an agility center for dogs which, includes adding a section of fence, gate and some outdoor agility equipment, at the Dog Park located at Stage Fort Park with the following conditions:

Following a favorable vote of the City Council, a grant 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.

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

Project Summary:

The Gloucester Dog Park opened in May of this year which consists of two acres of rehabilitated land at Stage Fort Park. Additional funding is needed to enhance the park with agility equipment within the fenced dog park. Agility courses are very useful for developing dogs' physical and cerebral abilities and are quite popular with dog owners and dogs alike. New agility equipment, fencing and footing materials will be installed, the total cost of which is approximately \$15,000.