



GLOUCESTER CITY COUNCIL

Budget & Finance Committee

Thursday, March 6, 2014 – 5:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. *Memorandum & pertinent materials from the Director of Finance & Operations for the Gloucester Schools re: permission to pay for services/goods procured without a purchase order in place for: \$384, \$195.35 and \$487.36 and permission to raise the spending limit on Revolving Fund #283013 from \$20,000 to \$40,000 (Cont'd from 02/20/14)*
2. *Administration's proposed comprehensive plan for free cash (Cont'd from 02/20/14)*
3. *CC2014-001 (Verga/McGeary) Request that B&F Committee in consultation with Police Dept. and local merchants consider adopting certain days as "parking meter holidays" to begin in FY14 (Cont'd from 2/20/14)*
4. *Memorandum, Grant Application & Checklist from the Community Development Department re: Commonwealth of Massachusetts "Our Common Backyard Grant Program"*
5. *Supplemental Appropriation Request (2014-SA-47) from the Department of Public Works*
6. *Memorandum from the Gloucester Committee for the Arts requesting City Council acceptance of a donation in the amount of \$15,000 from the Belinda Fund at the Boston Foundation to be used for restoration of the WPA Murals at City Hall*
7. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

COMMITTEE

Councilor Melissa Cox, Chair

Councilor William Fonvielle, Vice Chair

Councilor Paul McGeary

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
John Dunn
Judith Hoglander/Dale Brown
Police Chief Leonard Campanello
Mike Hale
Tom Daniel
Hans Baumhauer

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.



The GLOUCESTER PUBLIC SCHOOLS

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

Hans Baumhauer
Director of Finance and Operations
6 School House Road
Gloucester, MA 01930
Phone: 978-281-9802 / Fax 978-281-9899
jbaumhauer@gloucester.k12.ma.us

To: Gloucester Budget and Finance Committee
From: Hans Baumhauer
Date: 01/30/14
RE: City Council Matters

1) Requesting your permission to pay services / goods procured without a purchase order in place.

Town of Essex

Police officer detail charge for GHS football game 11/28/13 - \$384.00

Kathleen Foote

Travel reimbursement for professional development - \$195.35

Melanie Stansfield

Travel reimbursement for professional development - \$487.36

2) Requesting your permission to raise the spending limit on Revolving Fund #283013 from \$20,000 to \$40,000

Paperwork attached.

Johannes H. Baumhauer
Director of Finance and Operations



POLICE DEPARTMENT

24 MARTIN STREET ESSEX, MA 01929 * TEL. 978-768-6628 * FAX 978-768-7635

PRIVATE-DUTY BILLING

Gloucester Police Department
Main Street
Gloucester, MA 01930

INVOICE DATE: 12/3/2013
INVOICE #: 42413

BILL FOR PRIVATE POLICE DUTY

11/28/2013 Rob Gilardi
Gloucester High School Football Game

4 Regular Hours \$192.00
Regular Hours \$0.00
Accounting Fee

11/28/2013 Dan Bruce
Gloucester High School Football Game

4 Regular Hours \$192.00
Overtime Hours \$0.00

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee \$0.00

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee \$0.00

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee \$0.00

Regular Hours \$0.00
Overtime Hours \$0.00
Accounting Fee \$0.00

TOTAL \$384.00

Date:
Check #:

Please return one copy with your payment

*** Make checks payable to the "TOWN OF ESSEX" ***



FORM C

CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____

Disapproved _____

Teacher

Name Kathleen Foote School/Department Veterans' Memorial

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense Feb/March Purpose Lively Letters Training - Linguistics
Warren Conf. Center - Ashland, MA

Travel: 63.77x4

Mileage: (personal vehicle) 255.08 Miles at \$0.565 per Mile \$ 144.12

Parking Expense (see attached Receipt) \$ _____

Tolls (see attached Receipt) \$ _____

Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ _____

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 144.12

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Kathleen Foote DATE 11/15/13

SUPERVISOR'S SIGNATURE [Signature] DATE 11/21/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

original submitted 6/2013. resubmitted 10/25/13

2012



FORM C

CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Kathleen Foote School/Department Veterans' Memorial

Teacher &

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 11/19/2012 Purpose BSRF - open resp. training
5/1/2013 ELL training

Travel:
Mileage: (personal vehicle) 226784 = 90.68 Miles at \$0.565 per Mile \$ 51.23
Parking Expense (see attached Receipt) \$ _____
Tolls (see attached Receipt) \$ _____
Other Travel Expense (Specify) _____ \$ _____

Spinelli's
Peebody, Ma

Subtotal Travel \$ _____

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	\$
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ 51.23

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ _____

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Kathleen Foote DATE 11/15/13

SUPERVISOR'S SIGNATURE [Signature] DATE 11/21/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

Hand deliver

* originally submitted 10/2012 - resubmitted 10/26/12 forwarded 11/11/12

resub 11/21/12

UCC-Framingham



FORM C

**CITY OF GLOUCESTER
GLOUCESTER PUBLIC SCHOOLS
EXPENSE REIMBURSEMENT REQUEST**

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____

Disapproved _____

Name Melanie Stansfield School/Department Beeman, Literacy Coach

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 2/8/13 Purpose Project Read Linguistics

Travel: 59.54 x 2 = 119.08 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 67.28
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 67.28

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 67.28

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stansfield DATE 12/5/13

SUPERVISOR'S SIGNATURE [Signature] DATE 12/5/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

UCC - Framingham



FORM C

**CITY OF GLOUCESTER
GLOUCESTER PUBLIC SCHOOLS
EXPENSE REIMBURSEMENT REQUEST**

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stanfield School/Department Beeman, Literacy Coach

Expense Account Number 282123-20-331-57100-2357.00.000-13-057

Date of Expense 2/12/13 Purpose Project Read Linguistics

Travel: 59.54 x 2 = 119.08 miles Miles at \$0.565 per Mile \$ 67.28
Mileage: (personal vehicle) _____
Parking Expense (see attached Receipt) \$ _____
Tolls (see attached Receipt) \$ _____
Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ 67.28

Food:			
Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 67.28

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stanfield DATE 12/5/13

SUPERVISOR'S SIGNATURE [Signature] DATE 12/5/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

Spinelli's Function Facility - Peabody, MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stansfield School/Department Beeman, Title I

Teacher
Q

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 10/12/12 Purpose Project Read Written Expression

Travel: 22.29 x 244.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18 (part 1)
\$ _____
\$ _____
\$ _____

Subtotal Travel \$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	\$
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stansfield DATE 10/12/12

SUPERVISOR'S SIGNATURE [Signature] DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

Spinelli's Function Facility- Peabody, MA



FORM C

CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stansfield School/Department Beeman, Title I

Teacher Expense Account Number 282123-20-331-57100-2357.00-00-13-057

Date of Expense 10/15/12 Purpose Project Read Written Expression

Travel: 22.29 x 2.44 = 58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18 (part 2)
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation

\$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stansfield

DATE

10/15/12

SUPERVISOR'S SIGNATURE

[Signature]

DATE

11/26/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Spinelli's Function Facility, Peabody - MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stansfield School/Department Bee man, Title I

Expense Account Number 28263.20.331.57100.2357.00.000.13.057

Date of Expense 11/1/12 Purpose Vocabulary - Keys to Literacy

Travel: 22.29 x 244.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____
_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stansfield

DATE 11/1/12

SUPERVISOR'S SIGNATURE

Elmer Gilly

DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Teacher
Q

Spinelli's Function Facility - Peabody, MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:
Approved _____
Disapproved _____

Teacher

Name Melanie Stansfield School/Department Beeman, Title I

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Date of Expense 11/14/12 Purpose Project Read Phonics (part 2)

Travel: 22.29 x 244.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

\$ 25.18

Parking Expense (see attached Receipt) _____

\$ _____

Tolls (see attached Receipt) _____

\$ _____

Other Travel Expense (Specify) _____

\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stansfield

DATE 11/14/12

SUPERVISOR'S SIGNATURE

[Signature]

DATE

11/23/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Spinelli's Function Facility - Peabody MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

teacher

Name Melanie Stanfield School/Department Beeman, Title I

Expense Account Number 2123.20.331.57100.2357.00.000.13.057

Date of Expense 11/15/12 Purpose Project Read Lesson Building

Travel: 22.29 x 2 = 44.58 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 25.18
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____
_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stanfield

DATE

11/14/12

SUPERVISOR'S SIGNATURE

[Signature]

DATE

11/25/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

UCC Framingham - MA



FORM C

**CITY OF GLOUCESTER
GLOUCESTER PUBLIC SCHOOLS
EXPENSE REIMBURSEMENT REQUEST**

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____

Disapproved _____

Name Melanie Stanfield School/Department Beeman, Literacy

Teacher
Q

Expense Account Number 282123.20.331.57100.2357.00.000.13.057

Coach

Date of Expense 1/1/13 Purpose BSRI - Data Meetings

Travel: 59.54 x 2 = 119.08 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

\$ 67.28

Parking Expense (see attached Receipt) _____

\$ _____

Tolls (see attached Receipt) _____

\$ _____

Other Travel Expense (Specify) _____

\$ _____

Subtotal Travel

\$ 67.28

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation

\$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 67.28

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE

Melanie B. Stanfield

DATE 1/1/13

SUPERVISOR'S SIGNATURE

[Signature]

DATE 1/28/13

SCHOOL'S CFO SIGNATURE _____

DATE _____

Beverly Public Schools - Cove School



Fundations Training FORM C Beverly, MA CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:
Approved _____
Disapproved _____

Teacher
2

Name Melanie Stansfield School/Department Beeman, Literacy Coach

Expense Account Number 282/23-20-331-57100-2357-00-000-13-057

Date of Expense 2/13/13 Purpose Fundations-Training

Travel: 14.87 x 2 = 29.74 Miles \$ 16.80
Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile \$ _____
Parking Expense (see attached Receipt) \$ _____
Tolls (see attached Receipt) \$ _____
Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ 16.80

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ ~~16.80~~

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 16.80

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie Stansfield DATE 2/13/13

SUPERVISOR'S SIGNATURE Ellen Gray DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

UCC - Framingham - MA

FORM C



**CITY OF GLOUCESTER
GLOUCESTER PUBLIC SCHOOLS
EXPENSE REIMBURSEMENT REQUEST**

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only

Approved _____

Disapproved _____

Name Melanie Stanfield School/Department Breman, Literacy Coach
Expense Account Number 282123.20.331.57100.2357.00.000.13.057
Date of Expense 3/14/13 Purpose BSR1RS-CCSS Training 93

Teacher &

Travel: 59.54 x 2 = 119.08 miles

Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile

Parking Expense (see attached Receipt) _____

Tolls (see attached Receipt) _____

Other Travel Expense (Specify) _____

\$ 67.28
\$ _____
\$ _____
\$ _____

Subtotal Travel

\$ 67.28

Food:

Meal (Breakfast, Lunch, Dinner)

Restaurant

of Guests

_____ \$ _____

_____ \$ _____

Subtotal Food

\$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation

\$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 67.28

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stanfield DATE 3/14/13

SUPERVISOR'S SIGNATURE Ellen [Signature] DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____ DATE _____



FORM C

CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Melanie Stanfield School/Department Beeman Literacy
Expense Account Number 282123.20.331.57100.2357.00.000.13.657 Coach
Date of Expense 9/19+9/20 Purpose Tellian Lively Letters
112

Travel: 89.16 miles
Mileage: (personal vehicle) _____ Miles at \$0.555 per Mile \$ 50.36
Parking Expense (see attached Receipt) \$ _____
Tolls (see attached Receipt) \$ _____
Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ 50.36

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 50.36

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stanfield DATE 12/5/13

SUPERVISOR'S SIGNATURE [Signature] DATE 12/5/13

SCHOOL'S CFO SIGNATURE _____ DATE _____

Spinelli's Function Facility, Peabody, MA

FORM C



CITY OF GLOUCESTER GLOUCESTER PUBLIC SCHOOLS EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS ON A SINGLE TRIP

For Auditor's Use Only:
Approved _____
Disapproved _____

Teacher

Name Melanie Stanfield School/Department Beeman, Title I
Expense Account Number 282123.20.331.57100.2357.00.000.13.457
Date of Expense 10/26/12 Purpose Project Read Phonics (part 1)

Travel: 22.29 x 2 44.58 miles
Mileage: (personal vehicle) _____ Miles at \$0.565 per Mile \$ 25.18
Parking Expense (see attached Receipt) \$ _____
Tolls (see attached Receipt) \$ _____
Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ 25.18

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	\$
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging _____

Number of Nights _____ at \$ _____ per Night

Subtotal Accommodation \$ _____

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 25.18

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE Melanie B. Stanfield DATE 10/26/12

SUPERVISOR'S SIGNATURE Ellen Sibley DATE 11/25/13

SCHOOL'S CFO SIGNATURE _____ DATE _____



Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2013-135

The Gloucester City Council, at a special meeting held on Tuesday, June 18, 2013 at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

MOTION: On motion of Councilor McGeary, seconded by Councilor Ciolino, the City Council voted 8 in favor, 0 opposed, 1 absent, to continue acceptance of Statute MGL, Chapter 44, §53E ½, School Department Revolving Funds as specified:

283002	Summer School Program	School	Fees	Salary/Expense	\$20,000	Available Balance	None
283008	Transportation	School	Contracts/ Charters	Transportation Services	\$300,000.00	Available Balance	None
283010	ROTC	School	Fees/Charges	Salary/Expenses	\$80,000.00	Available Balance	None
283012	Preschool	School	Fees/Charges	Salary/Expenses	\$50,000.00	Available Balance	None
283013	Professional Development	School	Fees/Charges	Training	\$20,000.00	Available Balance	None
283018	Non Resident Student Tuition	School	Fees/Charges	Salary/Expense	\$50,000	Available Balance	None

Linda T. Lowe, City Clerk

Date: JUN 21 2013

APPROVED BY THE MAYOR

Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

Carolyn A. Kirk, Mayor

SIGNED THIS 24 DAY OF June, 2013

All Ordinances shall become effective 31 days after passage except
Emergency Orders and Zoning Amendments shall become effective the next day.

A TRUE COPY ATTEST

CITY CLERK

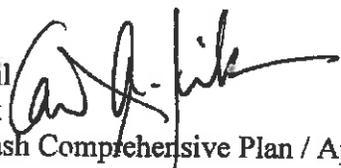
City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: Gloucester City Council
FR: Mayor Carolyn A. Kirk 
RE: FY13 Certified Free Cash Comprehensive Plan / Appropriations Request
DT: January 22, 2014

Councilors,

The Administration is pleased to submit this comprehensive plan for the disposition of FY13 Free Cash. Thank you also for moving on the most urgent requests that have already been put forward and acted on by the Council.

With our excellent financial management and team work, we are generating appropriate amounts of free cash and our strong financial performance resulted in Standard & Poor's Rating Services upgrading Gloucester's General Obligations Bonds from A+ to AA. Not only does the increased bond rating afford us the advantage of costing the city less to borrow money, attracting jobs and investment to the city is strengthened by increased confidence in doing business with and in Gloucester.

Comprehensive Free Cash Plan

The comprehensive plan for Free Cash is straightforward – it calls for the protection and monitoring of the city's reserve levels, and adherence to the fiscal policies set forth by the Administration.

Translated this means two things:

- An **overview of** current and projected target reserve levels which is outlined on the following page; and,
- An **expenditure plan** that adheres to the fiscal policies set forth by the Administration. This is also outlined in this correspondence.

Continued fiscal discipline is the approach that guides the Administration, and we are cautioning the City Council today that we are dipping below targeted reserve levels. There are choices to be made and not all requests can be honored. However, in time, and as we are already starting to see, this approach leads to stability and sustainability of the services important to the citizens of Gloucester.

INVESTMENT PLAN - Target Reserve Level = \$5,000,000

The following chart illustrates the current status and projection of the city's target reserve level:

FUNDING TARGET:	ACCOUNT BALANCE	RESERVE REQUESTS:	ACTION REQUIRED:
OPEB Liability Account	\$103,995		
Stabilization Account	\$2,660,944	\$100,000 (Reimbursement for recent draw down)	\$100,000 to be voted from FY13 Free Cash
Capital Project Stabilization Account	\$246,142 (earmarked for Munis)	\$270,850 (earmarked for School Dept. Technology)	\$270,850 to be voted from FY13 Free Cash
Free Cash Reserve (unreserved fund balance)	\$3,763,736	\$1,632,973	Please see Dept. appropriation requests next page.
	TOTAL RESERVE (AS OF 1/22/14): \$6,774,817	RESERVES REQUESTED NOW \$2,003,823	
	ADJUSTED RESERVE (AFTER REQUESTS): \$4,770,994	PROJECTED RESERVE REQUESTS \$1,350,000 \$1,000,000 to support FY15 budget \$250,000 for Munis \$100,000 for OPEB Liability \$?? Snow and Ice Deficit	
	PROJECTED RESERVE (AFTER PROJECTED RESERVE REQUESTS): \$3,420,994	NOTE: Our projected reserves are below prudent target levels.	

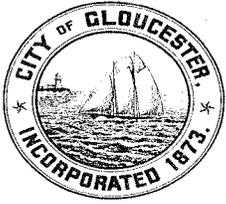
EXPENDITURE PLAN - FY13 Free Cash Appropriation Requests for City Council Review and Approval

The Administration's free cash appropriation goals this year are threefold: a) strategic investment, e.g., technology for the school department; b) fill the vulnerable areas in department budgets, e.g., facilities maintenance, and c) plan accordingly for the consolidation and reorganization of the Fire Department beginning FY2015. Please see complete list below.

Available for Departmental Appropriation = \$1,632,973

AMOUNT	DEDICATED PURPOSE	EXPLANATION
\$15,000	City Auditor	Mandated OPEB report (cut from FY14 budget).
\$5,000	DPW	Harborwalk maintenance.
\$2,000	DPW/ Veteran's Services	Memorial Square maintenance.
\$100,000	DPW/ City Hall Restoration	Matching funds for Cultural Facilities grant application for continued restoration of City Hall.
\$490,120	DPW	See memo from Director of Public Works.
\$50,000	Tourism	Support for Tourism Commission.
\$10,000	Mayor's Office	Replenish depleted contingency account which is used to support various department requests throughout year.
\$60,000	IT	Continued investment in IT capital plan for city.
\$50,000	EDIC	PR/marketing support for economic development, job creation and attracting investment to city.
\$50,000	Community Development	Reimbursement to SAC Economic Development grant which was tapped for FY14 in advance of SAC grant covering Harbor Planning Director (which has since been approved).
\$20,000	Health Department	Shingles vaccine.
\$131,000	Police Dept	See Memo from Police Chief Campanello.
\$218,000	Fire Dept.	Station-opening overtime (\$150,000); CERT support (\$14,000); and, Communication Radio Equipment (\$54,000).
\$48,800	Personnel	Expenses associated with settlement of GMAA contract provision associated with annual buybacks (\$36,500) and unanticipated expenses associated with the conversion to GIC (\$12,300).
\$383,053	School Dept.	See explanation from Superintendent of Schools Safier. This amount reflects the gap in the FY14 budget as of Jan. 8, 2014.
TOTAL	\$1,632,973	

This correspondence represents the complete request from the Administration for general FY13 fund free cash appropriations at this time. Thank you for your support.



**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

ORDER: CC#2014-001
COUNCILLOR: Greg Verga and Paul McGeary

DATE RECEIVED BY COUNCIL: 01/14/14
REFERRED TO: B&F & Police Dept .
FOR COUNCIL VOTE:

ORDERED that the Budget and Finance Committee in consultation with the Police Department and local merchants consider the feasibility of the City of Gloucester adopting certain days as “parking meter holidays” to begin in fiscal year 2014; and further

ORDERED that these days consist of the so-called Black Friday and Small Business Saturday dates around the Thanksgiving holiday and that these “parking meter holidays” also coincide with any “sales-tax holidays” adopted by the Massachusetts State Legislature; and further

ORDERED that these local “parking meter holidays” would require no payment to parking meters/kiosks, however, time limits and anti-shuffling rules would still be enforced; and further

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

Greg Verga
Councillor at Large

Paul McGeary
Ward 1 Councillor



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

MEMORANDUM

DATE: January 30, 2014

TO: Mayor Carolyn Kirk

FROM: Tom Daniel, Community Development Director *TMD*
Stephen Winslow, Senior Project Manager *SPW*

Re: *Commonwealth of Massachusetts: Our Common Backyard Grant Program*

The Community Development seeks your authorization to submit a grant application to the Massachusetts *Our Common Backyard Grant Program*. This grant program is a non-competitive grant that will provide up to \$200,000 for playground improvements in 54 cities and towns. The grantor asks each community to provide a \$50,000 match.

After reviewing several potential options, the Community Development Department recommends that the City seek \$63,000 in funds to fully complete the Burnham's Field project and \$137,000 to install new playground equipment at the Oval (Pallazola) Playground. We make this recommendation for the following reasons:

- The grant RFP indicates a preference for improvements in or near Environmental Justice Areas / low-income residents. Burnham's Field abuts an EJ area and the Oval sits between two areas and can also serve the Pathways Headstart program.
- Funds must be spent by the end of calendar Year 2014. Burnham's Field has a 100% design and is being scheduled to be completed in August. Additional funds will ensure the tot lot and ballfield backstops can be completed. The Oval playground improvements can be done expeditiously within the existing playground footprint.
- The Commonwealth strongly prefers a \$50,000 match. A Community Preservation Committee application has already been submitted for additional funding for Burnham's Field and, if successful, can be used to provide the match. The funder may decide to fund only the Oval; in such case, another source of funding would be needed, possibly CDBG.

Gloucester Housing Authority has expressed the need to replace playground equipment at Riverdale Park. Community Development and GHA have come to the conclusion that this grant cannot be used for Riverdale Park. GHA could potentially re-use the play structure from the Oval at Riverdale.



City of Gloucester
Grant Application and Check List

Granting Authority: State XX Federal _____ Other _____

Name of Grant: Our Common Backyards

Department Applying for Grant: Community Development Department

Agency-Federal or State application is requested from: Division of Conservation Services

Object of the application: \$200,000 Playground Improvement Grant for the Oval and Burnham's Field

Any match requirements: \$50,000. Seeking CPA funds for this

Mayor's approval to proceed: *Andrew J. Pike* 2/4 -2014
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____ 2014
Vote Date

Budget & Finance Standing Committee: _____ 2014
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____ 2014
Vote Date

City Clerk's Certification of Vote to City Auditor: _____ 2014
Certification Date

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

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

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

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

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

February 6, 2014

Melissa Cryan

RE: ENV 14 DCS 06

Executive Office of Energy and Environmental Affairs

100 Cambridge Street – Suite 900

Boston, MA 02114

Re: Request for Responses (RFR) ENV 14 DCS 06

Our Common Backyard Grant Program

Burnham's Field and the Oval (Palazola Playground), Gloucester

Dear Ms. Cryan:

The City of Gloucester is pleased to submit this application for the Our Common Backyards Grant Program proposing to provide additional funding for Burnham's Field and new funding for the Oval / Palazola Playground.

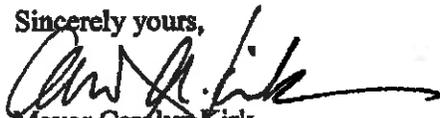
The City proposes additional funding for Burnham's Field because the master plan and design of that facility has been under development for nearly 4 years, including 5 neighborhood meetings. The City has received a MA DEP NRD grant to fund a portion of that work. The neighborhood through the community meetings has asked for more improvements resulting in higher costs than originally projected at the time the City received the grant from MA DEP. Our current budget, even including an additional \$60,000 in CDBG funds and \$172,000 from Community Preservation Funds is still estimated to fall \$63,000 short. This short fall could force the elimination of a tot play area, basketball court improvements, trees and benches all suggested through the extensive community process. Should Burnham's Field receive Our Common Backyard Grant funding, the City will demonstrate that additional CDBG and Community Preservation Funding exceed the \$50,000 match requirement and funds improvements that were not otherwise funded by the MA DEP grant.

The City seeks \$137,000 in funds to improve the Oval / Palazola Playground. This park sits within 800 feet of the Pathways, the City's Headstart program provider. Pathways children do not currently use this area because it does not meet safety standards for their program. These improvements will provide new play equipment and surfacing to allow these young children to use the play area once again. The City proposes this level of funding to perform a modest "foot-print" upgrade that we believe can be expeditiously completed by the end of calendar year 2014. Should the Commonwealth choose to fund only the Oval project, the City will provide 20% of the project funding through CDBG funds or another source.

As an added bonus to these efforts, Gloucester Housing Authority has expressed interest in relocating some of the play equipment to their Riverdale Park residential housing site. If this comes to fruition, three playgrounds serving the City's environmental justice community will be improved in 2014 as a result of this grant.

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

Sincerely yours,



Mayor Carolyn Kirk

cc: Tom Daniel, Director of Community Development

Attachment A
**Our Common Backyards
Application Form FY 2014**

Please print double-sided

Please fasten application package with a binder clip, no three-ring or plastic binders!

Municipality: Gloucester

Contact Person: Stephen Winslow, Project Manager

Agency: City of Gloucester Community Development Department

Address: 3 Pond Road, Gloucester

Zip 01930

Telephone (978) 282-8007 Fax (978) 281-9779

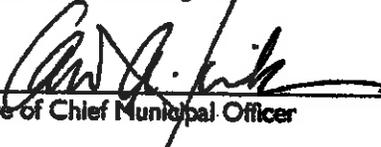
Email: swinslow@gloucester-ma.gov

Please note: the contact person is the official representative for this project, usually not the chief municipal officer.

Attach certification of:

The **Chief Executive Officer's legal authorization to execute contracts**. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body that authorizes the filing of the applications, including all understandings and assurances contained therein (this is **not** a DCS form to be completed); and

Date



Signature of Chief Municipal Officer

Carolyn A. Kirk
Name and Title (Typed)

2014-2015
Duration of Term

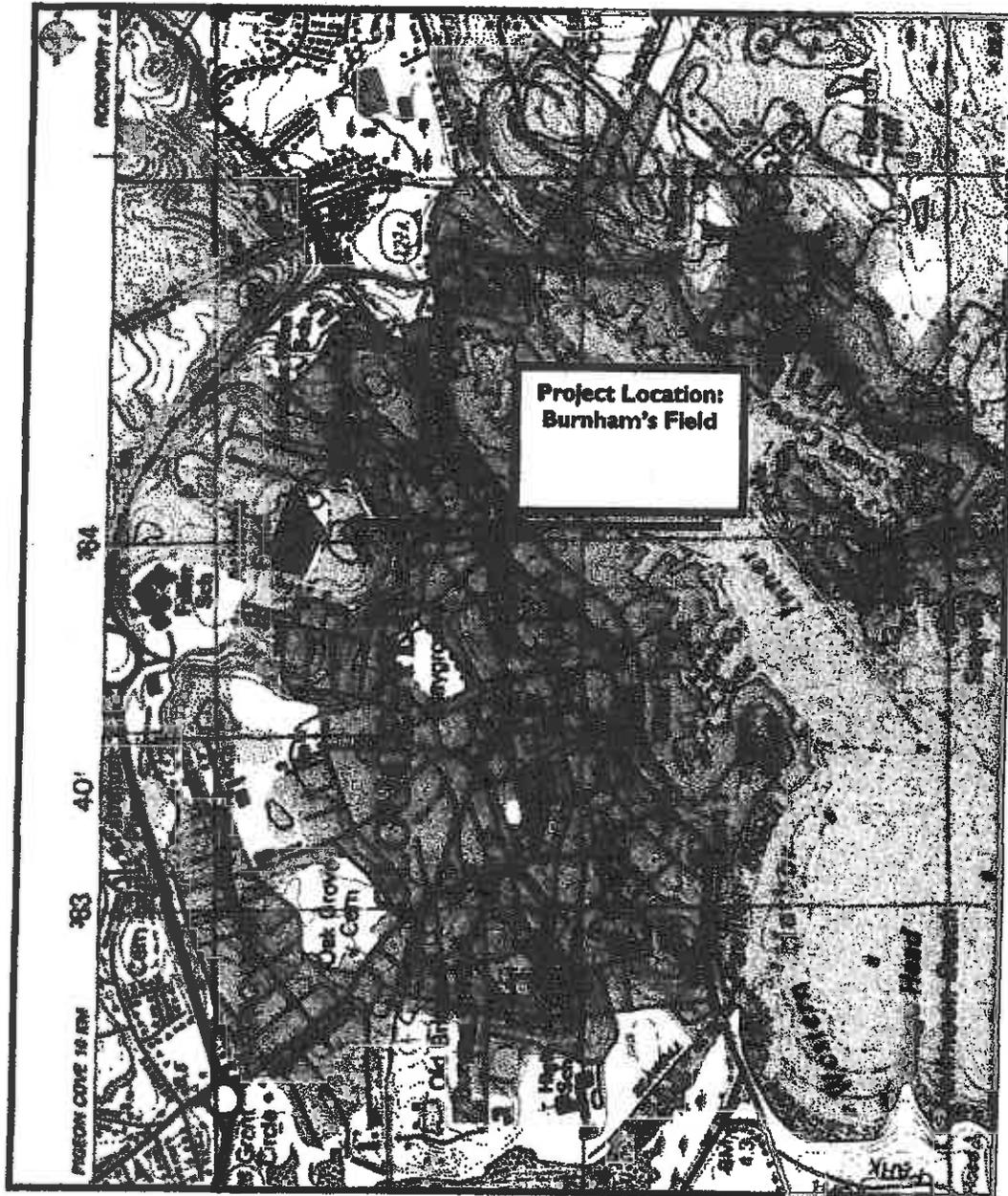
Mailing Address: 9 Dale Avenue

Gloucester, MA 01930

Telephone: (978) 281-9700

- Site location – provide a locus and site map. Indicate whether the park is in an Environmental Justice neighborhood. See the EJ data viewer for more information at http://maps.massgis.state.ma.us/map_ol/ej.php.
-

Map 1: USGS Map Showing Burnham's Field



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



- Environmental equity – site's distance to the nearest park with similar amenities

No Gloucester Park has a spray fountain. The nearest spray fountain is in Bradley Palmer State Park, 12 miles away from Gloucester. The fenced tot lot will be a unique feature of this park. Gloucester parks primarily have play equipment designed for 5 to 12 year olds. The nearest fenced playground is Cripple Cove on East Main Street, one mile away from Burnham's field

- Vegetation plan for site – number of trees that will be planted at the park

At least 12 trees will be added to the park to shade the walkway and play area

- Consistency with any nearby State Priority Development or Preservation Areas as shown on the South Coast Rail Corridor Plan or the 495/MetroWest Development Plan or any others that are completed

Not applicable

- Open Space and Recreation Plan – how this project meets the recommendations laid out in the city's OSRP's Action Plan

The Burnham's Field Phase 1 Improvement Project will improve and add to the recreational uses of Burnham's Field. This project primarily improves outdoor recreation with minor improvements to open space. Gloucester's Open Space and Recreation Plan (2010-2017) lists rehabilitation of Burnham's Field as a key priority:

Goal 2. Improve Existing Recreation Facilities and Create New Areas to Meet Defined Needs

The City should improve and maintain its recreation facilities paying special attention to:

- a. Burnham's Field: replace damaged facilities and fences, improve lighting and provide better access for residents and police patrols;

- Project budget – the Our Common Backyards Grant Program expects a \$50,000 municipal contribution to the project. Attach a short budget, including the amount that will be contributed by the city.

BUDGET FORM

Project Name: Burnham's Field Phase 1 Improvements Project

Applicant: Friends of Burnham's Field / City of Gloucester

SOURCES OF FUNDING		
Source	Amount	
Our Common Backyard Grant	\$63,000	
MA DEP NRD Grant	\$169,261	
Com. Development Block Grant	\$180,739	
Community Preservation Funds	\$172,000	- \$122,000 approved by CPC and awaiting City Council approval (CITY MATCH) - \$50,000 to be requested from CPC
Total Project Funding	\$585,000	

City of Gloucester
 Burnham's Field - Proposed Playing Field & Recreation Area
 Cost Estimate 1.20.2014

CONTRACT BASE BID + SUPPLEMENTALS

Item	Qty	Units	Unit Price	Total
BASE BID				
Site Preparation				
Tree Removal	1	EA	\$500	\$500
Earthwork	1	LS	\$3,600	\$3,600
Strip and Stockpile Topsoil - 6" Depth	1,066	CY	\$10	\$10,660
Remove Concrete Paving	477	SF	\$1	\$477
R & D Chainlink Fencing	269	LF	\$5	\$1,295
Subtotal Site Preparation & Utility Services				\$16,322
New Site Improvements				
Bituminous Concrete Pathways	266	TON	\$150	\$39,900
Gravel Base (bituminous, fiber mulch, PIP and colored concrete)	392	CY	\$30	\$11,760
Fiber Mulch Play Surfacing	239	CY	\$45	\$10,755
Plastic Edger b/w Fiber Mulch and Bituminous walkway edge	150	LF	\$6	\$900
Poured in Place Rubberized Play Surfacing	216	SF	\$20.00	\$4,320
Columbia Cascade #9882, 5-12 yrs	1	EA	\$43,960	\$43,960
Columbia Cascade Double Belt / Double Tot / Accessible Swing 1573-5-ADA	1	EA	\$7,169.50	\$7,169.50
Integral Colored Concrete Paving at Splash Pad	63	SY	\$75.00	\$3,975
Spray Feature, Drain, Drinking Fountain and Water Service	1	LS	\$20,000	\$20,000
8' Chainlink Fence	100	LF	\$55	\$5,500
4' Chainlink Fence	110	LF	\$36	\$3,960
Benches	2	EA	\$2,000	\$4,000
Tree Planting	8	EA	\$1,000	\$8,000
Lighting and Electrical Work	1	LS	\$66,800	\$66,800
Loam and Seed	15,000	SF	\$1.50	\$22,500
Big Belly Trash Can	1	EA	\$5,000	\$5,000
Solid Piping	30	LF	\$35	\$1,050
Subtotal New Site Improvements				\$257,850
Base Bid Total				\$274,172
Contingency @ 10%				\$27,417
General Conditions, Bonds & Insurance, Overhead and Profit @ 15%				\$41,126
Grand Total Base Bid				\$342,715
Alternates				
1. Columbia Cascade #9839, 2-5 yrs	1	EA	\$25,526	\$25,526
1. Poured in Place Rubberized Play Surfacing	216	SF	\$20.00	\$4,320
1. Gravel Base for PIP		CY	\$30.00	
2. Precast Restroom Building	1	EA	\$72,590	\$72,590
3. 3' Chainlink Fence at Play Area	180	LF	\$30	\$5,400
4. 4' High fencing along north side of path	1	LS	\$16,000	\$16,000
5. Basketball Improvements- Line Striping, Nets and Back Boards	1	LS	\$5,000	\$5,000
6. Pleasant St. Entrance Planters	1	LS	\$4,950	\$4,950
7. Tree Planting	4	EA	\$1,000	\$4,000
8. Benches	2	EA	\$2,000	\$4,000
9. R & D Existing Backstop	1	LS	\$2,000	\$2,000
9. New Backstop	2	EA	\$25,000	\$50,000
Alternates Total				\$193,796
Contingency @ 10%				\$19,379
General Conditions, Bonds & Insurance, Overhead and Profit @ 15%				\$29,068
Grand Total Alternates				\$242,243
Total Base Bid + Alternates				\$584,958

Proposed Project Description #2

Project name #2: The Oval Playground

Proposed project completion year: FY2014 FY 2015

Type of project: Playground Spray Park

Project address: Centennial Avenue

Project acreage: _____

Is the property permanently dedicated for park, playground, or recreation purposes (MGL Chapter 45, Section 3 or 14)? If not, please submit draft dedication language for DCS review as all PARC projects must be dedicated for park, playground, or recreation purposes.

Yes

No

Gloucester Housing Authority will dedicate this area to be a playground.

Briefly describe the proposed project.

➤ Proposed work – describe the work that the grant will pay for

The Oval Playground is located in Downtown Gloucester within 1/3 of a mile of several Environmental Justice areas. The site also within walking distance (900 feet) of Pathways, the organization that runs the City's Headstart program.

The current playground equipment at the Oval is orientated towards children 5 years and up – not appropriate for children from the Headstart program. The Oval lacks accessible routes to the playground and the adjoining ballfields. This project will focus on upgrading existing play equipment to include "tot" equipment for ages 2-5 years old and for installing an accessible path from Molton Street to the playground as well as a path from Centennial Avenue to the ballfields.

➤ Site location – provide a locus and site map. Indicate whether the park is in an Environmental Justice neighborhood. See the EJ data viewer for more information at http://maps.massgis.state.ma.us/map_ol/ej.php.

The site lies within 1/3 of a mile of several Gloucester's Environmental Justice areas.

➤ Environmental equity – site's distance to the nearest park with similar amenities
Pathway students must walk over 1 mile to Stage Fort Park to find a safe play area for their age group. (Burnham's Field is actually close (0.8 miles) but requires a hilly walk that crosses busier streets).

➤ Vegetation plan for site – number of trees that will be planted at the park

The current location is shaded by trees and there is not plans to add them.

➤ Consistency with any nearby State Priority Development or Preservation Areas as shown on the South Coast Rail Corridor Plan or the 495/MetroWest Development Plan or any others that are completed

Not applicable

➤ Open Space and Recreation Plan – how this project meets the recommendations laid out in the city's OSRP's Action Plan

The Open Space plan identifies the need to provide ADA access to the ballfields and playground at the Oval. ADA Improvements have been made at Green Street and Newell and will be done in 2014 at Burnham's Field, The Oval Field and Playground are the next in line for these improvements.

APPENDIX H: ADA Self-Evaluation Report of Outdoor Recreational Facilities

2. **Neighborhood Playgrounds:** 10 neighborhood playgrounds were assessed. As play structures have been updated over the past ten years the new equipment has included stairs with lower steps that include a landing and rail that a child in a wheelchair could use to gain access to the equipment. Almost all the swings are either infant swings or rubber belt-type swings. Chair swings that could provide a swing experience for wheelchair-using children were not observed.

Access to the play equipment was mixed for the neighborhood parks. Rubber barriers are used to surround the play structures and hold in wood chips have openings for wheelchair access. For many play areas the wood chips have decomposed since their installation and City has not allocated sufficient funds to frequently refresh them. Neighbors of Eastern Avenue School Playground and Apple Street Playground came over specifically to mention the lack of wood chips. Even where DPW has refreshed the wood chips, areas around swings and the most actively used equipment had already lost much of the wood chip coverage.

Accessible routes varied between the neighborhood parks. The primary routes were on dirt paths or grass. In some instances like Burnham's Field or the Oval Playground, modest improvements to include formal paths would greatly improve access for playgrounds users and spectators.

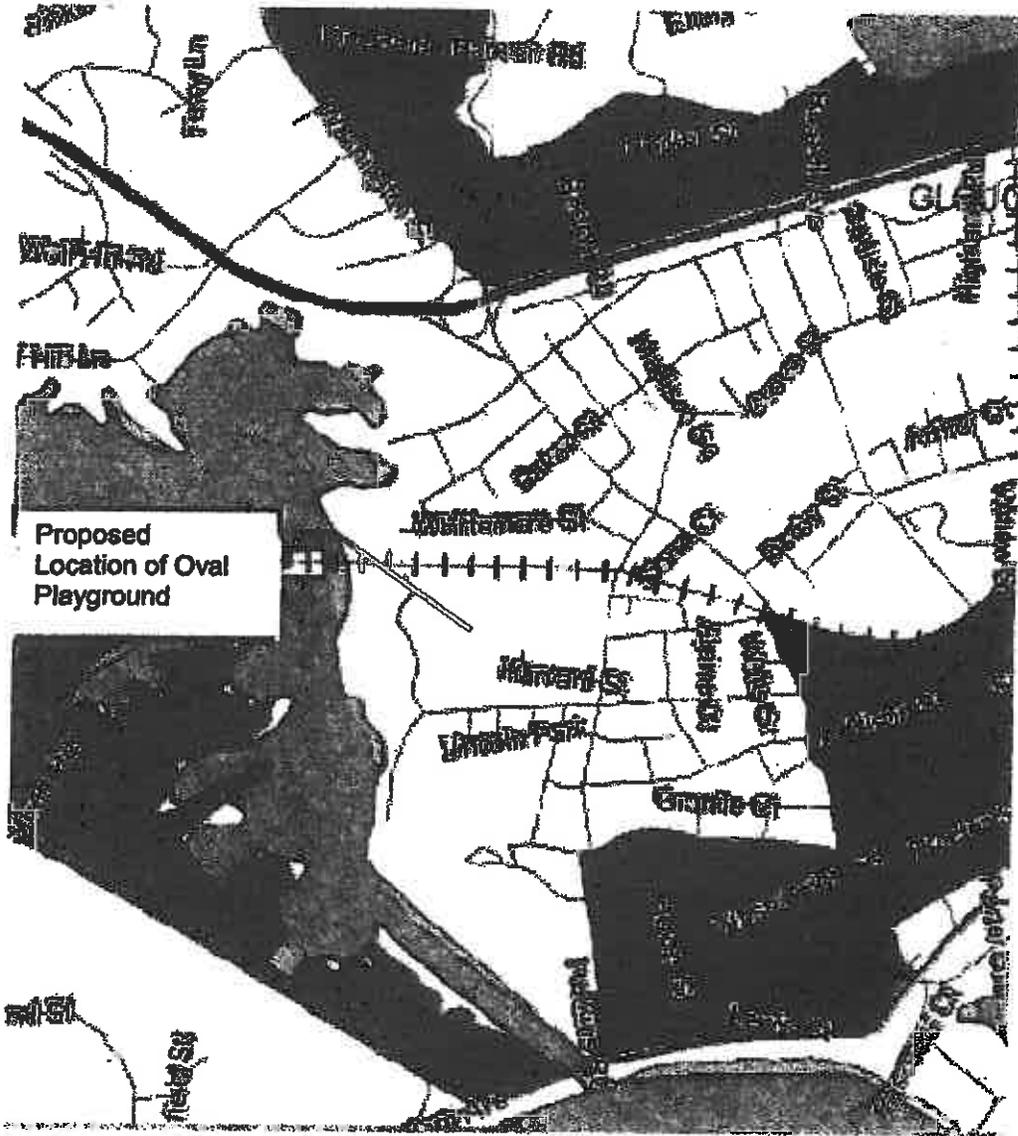
APPENDIX H: ADA Self-Evaluation Report of Outdoor Recreational Facilities

List of Proposed Improvements and Schedule

Ballfields	ADA parking with accessible routes to fields <ul style="list-style-type: none"> • Burnham's • The Oval • O'Maley • Wilson • Parisi • Burke's • Newell Stadium 	DPW Com Development	2011: Green St 2012: Burnham's* & Newell 2013*: Burke's & the Oval 2014*: O'Maley & Wilson 2015*: Parisi * based as CDBG funds availability
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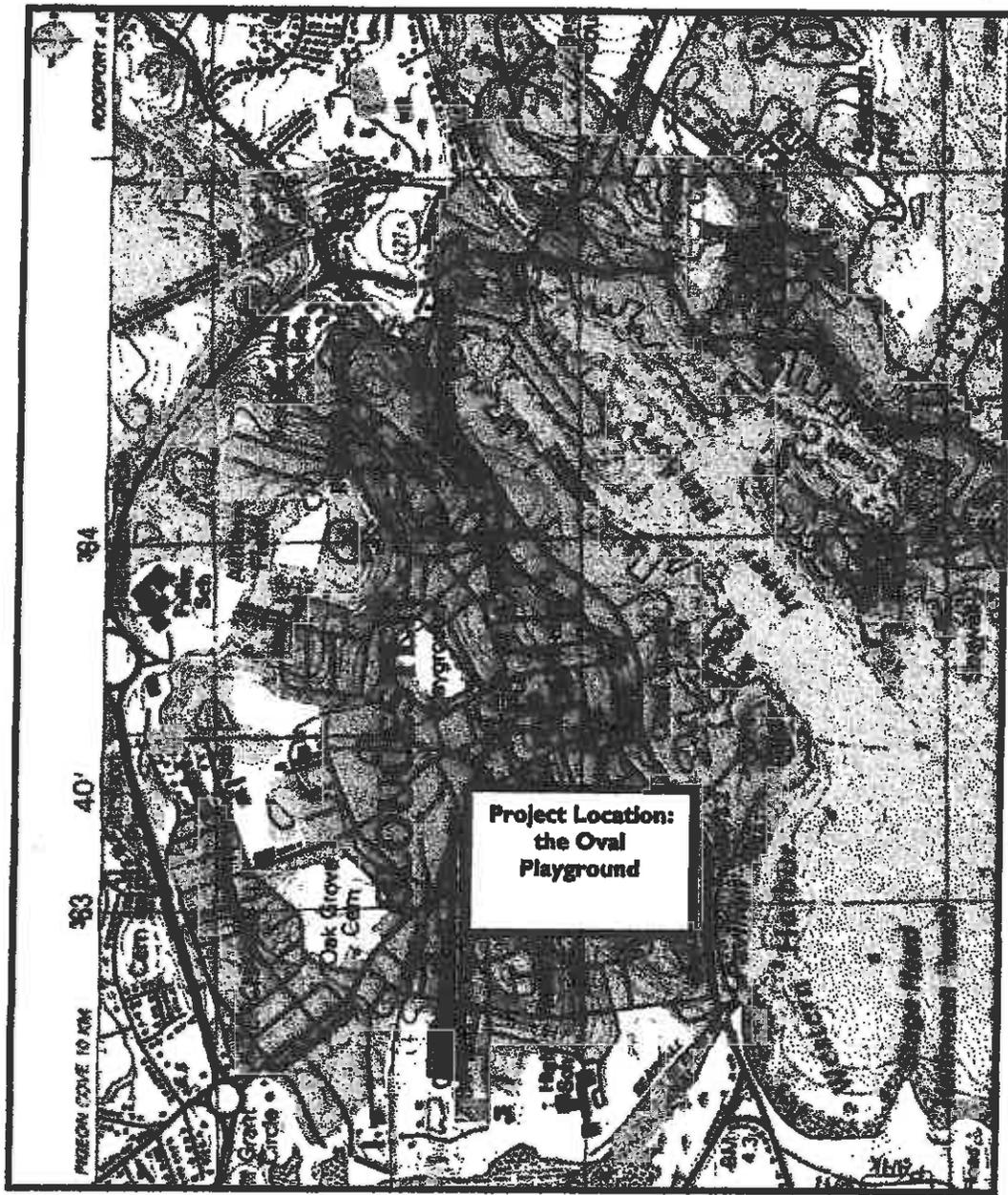
Map 3: Location of Oval Playground

Legend: ~ EJ Areas – Highlighted in Green



- Site location – provide a locus and site map. Indicate whether the park is in an Environmental Justice neighborhood. See the EJ data viewer for more information at http://maps.massgis.state.ma.us/map_cl/ej.php.
-

Map 4 USGS Map Showing the Oval



➤ Project budget – the Our Common Backyards Grant Program expects a \$50,000 municipal contribution to the project. Attach a short budget, including the amount that will be contributed by the city.

Design & Survey:	\$20,000
Play Equipment:	\$70,000
Seating:	\$10,000
Landscape Improvements	\$10,000
<u>ADA Pathway Improvements</u>	<u>\$27,000</u>
Total:	\$137,000

Funding Sources:

Our Common BY: \$137,000*

* City match will be from CPA funds being dedicated toward Burnham's Field if both the Oval and Burnham's projects are funded. In the event that Burnham's Field is not funded under this grant, the City will find another source of matching funds for the work at the Oval, such as CDBG funds, to provide a 20% match of \$27,400..

Attachment B

**OUR COMMON BACKYARDS GRANT PROGRAM
SELECTION SYSTEM**

While the Our Common Backyards Grant Program will fund a playground or spray park in every city in the Commonwealth, EEA will use the selection system to choose which of the city's proposed projects will be funded. Please review the selection system when choosing your city's two potential projects. It should serve as a guide to what types of projects EEA would like to fund.

Selection System

CATEGORY	DESCRIPTION	MAXIMUM POINTS
Environmental Justice	The number of EJ criteria met at this park location. See http://maps.massgis.state.ma.us/map_01/ej.php for more details.	15
New park creation	The proposed playground or spray park will be an addition to the recreational resources of the city.	15
Environmental equity	How close the proposed playground or spray park is to the nearest similar facility. Consider areas of the city that are lacking in open space resources when choosing a proposal.	10
Tree planting	Projects that commit to planting trees at the park are preferred.	10
Open Space and Recreation Plan	The number of goals, objectives, and action items from the city's OSRP that are met by the project.	10
Financial commitment	Cities that contribute a larger percentage of the project cost are favored	10
TOTAL		70

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

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

APPROPRIATION # 2014-SA- 47 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Department of Public Works

APPROPRIATION AMOUNT: \$ 40,000.00

Account to appropriate from: *Unfund Account #* 294015
Account Description Highway Force Account

Balance Before Appropriation	\$	<u>65,067.00</u>
Balance After Appropriation	\$	<u>25,067.00</u>

Account Receiving Appropriation: *Unfund Account #* 101000.10.470.58415.0000.00.000.00.058
Account Description Public Services Paving

Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>40,000.00</u>

DETAILED ANALYSIS OF NEED(S): Funds needed for various paving projects throughout the City.

APPROVALS:

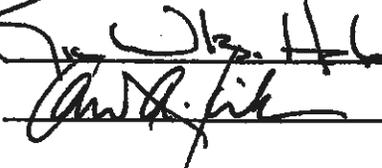
DEPT. HEAD:

ADMINISTRATION:

BUDGET & FINANCE:

CITY COUNCIL:





DATE: 29 Jan 2014
 DATE: 2/19/14
 DATE: _____
 DATE: _____

**Gloucester Committee for the Arts
City of Gloucester
9 Dale Avenue
Gloucester, MA 01930**

Date: February 18, 2014
To: Mayor Carolyn Kirk
From: Committee for the Arts 
Subject: Donation for the WPA Mural Restoration Project

The Committee for the Arts is very pleased to enclose a copy of a check for a donation from the Belinda Fund at the Boston Foundation to be used for the restoration of the WPA murals at City Hall. This donation, in combination with funds awarded by the Bruce J. Anderson Foundation and also by the Gloucester Community Preservation Committee, will allow us to complete the final phase of restoration work.

Please forward this information to the City Council for referral to subcommittee to accept the donation on behalf of the City for the Committee for the Arts.

Thank you.

BOSTON FOUNDATION
75 ARLINGTON STREET
BOSTON, MA 02116
(617) 338-1700

 **Eastern Bank**
Member FDIC

82384

NUMBER 82384

63-179/113

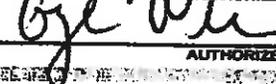
DATE 02/11/2014

AMOUNT
*****\$15,000.00

PAY TO THE ORDER OF
Fifteen Thousand Dollars and Zero Cents
CITY OF GLOUCESTER
C/O ROGER ARMSTRONG, STATE OF ART
GALLER
18 PLEASANT STREET
GLOUCESTER, MA 01930

VOID AFTER 90 DAYS ALL CHECKS REQUIRE TWO SIGNATURES



AUTHORIZED SIGNATURE


AUTHORIZED SIGNATURE

