



CITY CLERK  
GLOUCESTER, MA  
14 MAR 13 AM 8:39

GLOUCESTER CITY COUNCIL  
**Budget & Finance Committee**  
Thursday, March 14, 2014 – 5:00 p.m.  
1<sup>st</sup> Fl. Council Committee Rm. – City Hall

**AGENDA**

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

1. *Memorandum from City Auditor re: City's FY2013 Basic Financial Statements and a review and discussion with Chris Rogers, Principal, CliftonLarsonAllen, LLP*
2. *Administration's proposed comprehensive plan for free cash (Cont'd from 03/06/14)*
3. *Memorandum, Grant Application & Checklist from Harbor Planning Director re: City Council acceptance of a Seaport Advisory Council Grant in the amount of \$5.6 million for the reconstruction of Stacy Boulevard & repairs at the Blynman Bridge*
4. *Memorandum, Grant Application & Checklist from Community Development Director re: City Council acceptance of a MA Council on Aging Grant "Healthy Aging through Healthy Community Design in the amount of \$10,000*
5. *Special Budgetary Transfer Request 2014-SBT-19 from City Auditor's Office*
6. *Special Budgetary Transfer Request 2014-SBT-20 from City Auditor's Office*
7. *CC2014-011 (McGeary) Election of City Clerk & City Auditor pursuant to the City of Gloucester City Charter Section 2-7(a)*
8. *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  
Linda T. Lowe  
John Dunn  
Tom Daniel  
Sarah Garcia  
Mike Hale

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City Hall  
Nine Dale Avenue  
Gloucester, MA. 01930



TEL 978 281 9730  
FAX 978 281 8472

**CITY OF GLOUCESTER  
CITY AUDITOR'S OFFICE**

**MEMORANDUM**

**TO: Honorable Mayor Carolyn A. Kirk and City Council**  
**FROM: Kenny Costa, City Auditor** *KC*  
**RE: City's FY 2013 Basic Financial Statements**  
**Date: February 21, 2014**

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I am pleased to transmit to you the City of Gloucester's Independent Auditors' Report on Basic Financial Statements and Required Supplementary Information Report for the fiscal year ended June 30, 2013. At the close of each fiscal year, state law requires the City of Gloucester to publish a complete set of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP), and that are audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, we hereby issue the Independent Auditors' Report on Basic Financial Statements and Required Supplementary Information Report of the City of Gloucester, Massachusetts, for the for the fiscal year ending June 30, 2013 for your review.

**Summary highlights regarding the Independent Auditors' Report on Basic Financial Statements and Required Supplementary Information Report:**

The report is designed to be used by the elected and appointed officials of the City and others who are concerned with its management and progress such as bond analysts, banking institutions and rating agencies as well as the residents and taxpayers of Gloucester.

The City's financial statements have been audited by Sullivan, Rogers & Company, LLC, a firm of licensed certified public accountants, who have been hired by and report to the City's City Council. The independent auditors' unqualified ("clean") opinion on the City's financial statements for the year ended June 30, 2013 is presented in the first component of the financial section of the report on pages 2 and 3.

A copy of the entire report is on file in the City Clerk's Office.

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

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

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

APPROPRIATION # 2014-SA- 50 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

APPROPRIATION AMOUNT: \$ 10,000.00

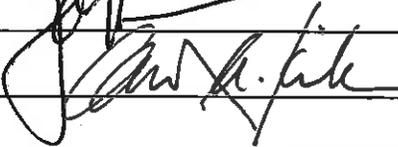
Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
Balance Before Appropriation \_\_\_\_\_  
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.10.121.57800.0000.00.000.00.057  
*Account Description* Mayor, Contingency/Emergency  
Balance Before Appropriation \$ 2,468.32  
Balance After Appropriation \$ 12,468.32

DETAILED ANALYSIS OF NEED(S): To replenish the depleted account used to support various  
departmental requests throughout the year.

**APPROVALS:**

DEPT. HEAD:  DATE: 2/26/14

ADMINISTRATION:  DATE: 3/5/14

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

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

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

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

APPROPRIATION # 2014-SA- 51 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

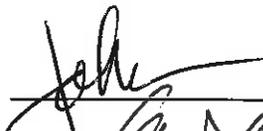
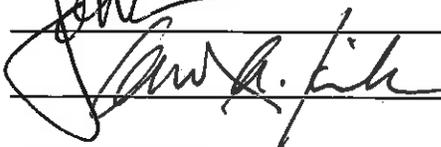
APPROPRIATION AMOUNT: \$ 15,000.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
Balance Before Appropriation \_\_\_\_\_  
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.10.135.52000.0000.00.000.00.052  
*Account Description* Auditor, Contractual Services  
Balance Before Appropriation \$ \_\_\_\_\_  
Balance After Appropriation \$ 15,000.00

DETAILED ANALYSIS OF NEED(S): To fund first year of OPEB study  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**

DEPT. HEAD:  DATE: 2/26/14  
ADMINISTRATION:  DATE: 3/5/14  
BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

APPROPRIATION # 2014-SA- 54 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

APPROPRIATION AMOUNT: \$ 9,150.00

Account to appropriate from: *Unfund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
Balance Before Appropriation \_\_\_\_\_  
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unfund Account #* 101000.10.470.51200.0000.00.000.00.051  
*Account Description* Pub Prop Maint, Sal/Wage - Temp Pos  
Balance Before Appropriation \$ 60,331.00  
Balance After Appropriation \$ 69,481.00

DETAILED ANALYSIS OF NEED(S): To fund spring hires at Newell Stadium  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**

DEPT. HEAD:  DATE: 2/26/14

ADMINISTRATION:  DATE: 3/5/14

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

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

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

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

APPROPRIATION # 2014-SA- 55 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER:

MAYOR'S OFFICE

APPROPRIATION AMOUNT:

\$ 13,545.00

Account to appropriate from:

*Unifund Account #* 101000.10.000.35900.0000.00.000.00.000

*Account Description* F/B - Undesignated

Balance Before Appropriation

Balance After Appropriation

#VALUE!

Account Receiving Appropriation:

*Unifund Account #* 101000.10.470.51300.0000.00.000.00.051

*Account Description* Pub Prop Maint, Sal/Wage - Overtime

Balance Before Appropriation \$ 20,491.00

Balance After Appropriation \$ 34,036.00

DETAILED ANALYSIS OF NEED(S):

To fund fall overtime costs at Newell Stadium

**APPROVALS:**

DEPT. HEAD:

[Signature]

DATE: 2/26/14

ADMINISTRATION:

[Signature]

DATE: 3/5/14

BUDGET & FINANCE:

\_\_\_\_\_

DATE: \_\_\_\_\_

CITY COUNCIL:

\_\_\_\_\_

DATE: \_\_\_\_\_

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

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

APPROPRIATION # 2014-SA- 56 Auditor's Use Only

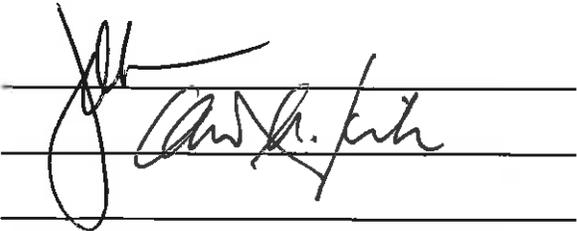
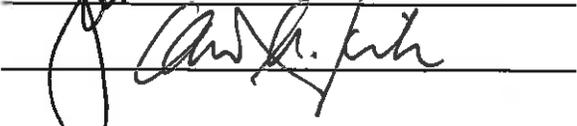
DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

APPROPRIATION AMOUNT: \$ 6,225.00

Account to appropriate from: *Unfund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
Balance Before Appropriation \_\_\_\_\_  
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unfund Account #* 101000.10.470.54000.0000.00.000.00.054  
*Account Description* Pub Prop Maint, Supplies  
Balance Before Appropriation \$ 1,836.79  
Balance After Appropriation \$ 8,061.79

DETAILED ANALYSIS OF NEED(S): Supplies for Newell Stadium (\$1,225) abd Harborwalk  
Maintenance (\$5,000)

**APPROVALS:**  
DEPT. HEAD:  DATE: 2/26/14  
ADMINISTRATION:  DATE: 3/5/14  
BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

APPROPRIATION # 2014-SA- 57 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

APPROPRIATION AMOUNT: \$ 2,000.00

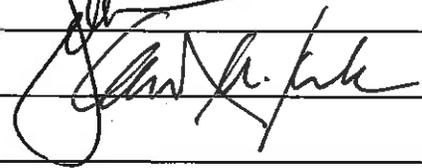
Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
Balance Before Appropriation \_\_\_\_\_  
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.10.543.57890.0000.00.000.00.057  
*Account Description* Veterans Services, Contrib - Pub Relations  
Balance Before Appropriation \$ 6,000.00  
Balance After Appropriation \$ 8,000.00

DETAILED ANALYSIS OF NEED(S): Upkeep and improvements to Memorial Squares  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**

DEPT. HEAD:  DATE: 2/26/14

ADMINISTRATION:  DATE: 3/5/14

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

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

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

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

APPROPRIATION # 2014-SA- 58 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

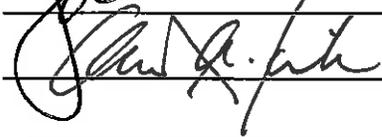
APPROPRIATION AMOUNT: \$ 50,000.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
 Balance Before Appropriation \_\_\_\_\_  
 Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.10.181.52000.0000.00.000.00.052  
*Account Description* Community Development, Contractual Services  
 Balance Before Appropriation \$ \_\_\_\_\_ -  
 Balance After Appropriation \$ \_\_\_\_\_ 50,000.00

DETAILED ANALYSIS OF NEED(S): To fund additional Community Development needs including the Fuller School study.

**APPROVALS:**

DEPT. HEAD:  DATE: 2/26/14  
 ADMINISTRATION:  DATE: 3/5/14  
 BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

APPROPRIATION # 2014-SA- 59 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

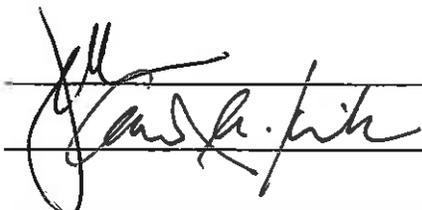
APPROPRIATION AMOUNT: \$ 50,000.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
 Balance Before Appropriation \_\_\_\_\_  
 Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 101000.10.563.53500.0000.00.000.00.052  
*Account Description* Community Development, Contractual Services  
 Balance Before Appropriation \$ 32,871.00  
 Balance After Appropriation \$ 82,871.00

DETAILED ANALYSIS OF NEED(S): Support for Tourism Commission  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVALS:**

DEPT. HEAD:  DATE: 2/26/14

ADMINISTRATION: \_\_\_\_\_ DATE: 3/5/14

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

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

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

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

APPROPRIATION # 2014-SA- 61 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

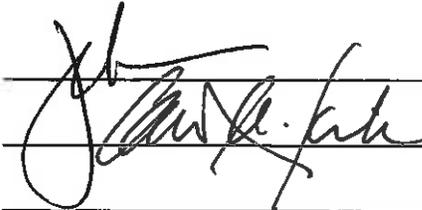
APPROPRIATION AMOUNT: \$ 100,000.00

Account to appropriate from: *Unifund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
Balance Before Appropriation \_\_\_\_\_  
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unifund Account #* 830000.10.991.49700.0000.00.000.00.040  
*Account Description* OPEB Trust - Transfers In from General Fund  
Balance Before Appropriation \$ 103,995.00  
Balance After Appropriation \$ 203,995.00

DETAILED ANALYSIS OF NEED(S): Transfer to OPEB Trust Fund  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**

DEPT. HEAD:  DATE: 2/26/14

ADMINISTRATION: \_\_\_\_\_ DATE: 3/5/14

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

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

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

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

APPROPRIATION # 2014-SA- 62 *Auditor's Use Only*

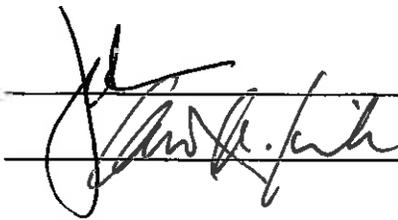
DEPARTMENT REQUESTING TRANSFER: MAYOR'S OFFICE

APPROPRIATION AMOUNT: \$ 270,850.00

Account to appropriate from: *Unfund Account #* 101000.10.000.35900.0000.00.000.00.000  
*Account Description* F/B - Undesignated  
Balance Before Appropriation \_\_\_\_\_  
Balance After Appropriation #VALUE!

Account Receiving Appropriation: *Unfund Account #* 850000.10.991.49700.0000.00.000.00.040  
*Account Description* Cap Project Stab Fund-Transfer from Gen Fund  
Balance Before Appropriation \$ 246,142.00  
Balance After Appropriation \$ 516,992.00

DETAILED ANALYSIS OF NEED(S): Earmarked for School Department technology  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS:**  
DEPT. HEAD:  DATE: 2/26/14  
ADMINISTRATION: \_\_\_\_\_ DATE: 3/5/14  
BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

City Hall Annex  
Three Pond Road  
Gloucester, MA 01930



CITY OF GLOUCESTER  
HARBOR PLANNING

TEL 978-282-8017  
FAX 978-281-9779  
sgarcia@gloucester-ma.gov

January 15, 2014

To: Mayor Carolyn Kirk  
From: Sarah Garcia, Harbor Planning Director  
Cc: Tom Daniel, Community Development Director

Re: CC acceptance of \$5.6 million grant from the Seaport Advisory Council

Dear Mayor Kirk,

At the November 7, 2013 Seaport Advisory Council meeting, held in Gloucester, the Seaport Advisory Council voted to award the city \$5.6 million for the reconstruction of Stacy Boulevard and repairs at the Blynman Bridge.

The proposed project will reconstruct two collapsing sections of seawall that support the Boulevard connecting the city's primary visitor's welcoming center at Stage Fort Park to the new Inner Harbor/Downtown Harbor Walk. In addition to the waterfront public access central to the city's economic development plans, the city's primary water main and vessel access through the Annisquam River are protected by these seawalls.

The deteriorated present condition of the existing bulkhead along Stacy Boulevard and the Lucy Davis Walkway is prone to possibly catastrophic and costly damage. Several sections along the existing bulkhead have failed over the past decade. These areas have been temporarily stabilized with dumped stone placed along the seaward face of the structure. The project reconstruction/repair will consist of approximately 2,000 linear feet of the existing stone bulkhead. The project will stabilize and protect existing underground utilities that run along Western Avenue, including the primary water trunk line to the island from its western water reservoirs. This site also is the home the Fisherman's Wives Memorial which overlooks Gloucester Harbor.

The portion of the project where Stacey Boulevard crosses the Annisquam River consists of the reconstruction of approximately 200 linear feet of the northeast portion of the Blynman Canal seawall, situated along the northeast side of the existing Western Avenue drawbridge. The Blynman Canal consists of an 8-foot deep, 60-foot wide navigation channel that provides access to/from the Annisquam River and Gloucester Harbor. The seawall provides protection to the drawbridge that spans over the canal along Western Avenue, shoreline stabilization to Stacy Boulevard and associated underground utilities and allows for the safe passage of boaters/vessels transiting between the Annisquam River and Gloucester Harbor.

The Port of Gloucester  
Sustainability and Innovation at the Ocean's Edge

During the reconstruction, the project will also provide public restroom facilities in conjunction with the private facility that now serves the bridge tender, consistent with the city's attraction of significant visitors from the Stage Fort Park Visitor's Center, across the bridge and boulevard, and to the new HarborWalk in the downtown harbor district. The 1.0 mile promenade has restrooms at the beginning and end of the walk, but lacks necessary facilities in the middle where people gather at the Fisherman's Statue, the Fishermen's Wives Statues, and for events such as the parade of sail for the annual Schooner Festival.

The City has requested these funds for many years. In 2012, we combined the Blynnan Canal repair project and the Stacy Boulevard project into one funding request. In April, 2012, the City Council approved our request for the combined project grant request, and Senator Tarr and the Waterways Board provided letters of support. The City will be obligated to a 20% match for this grant. The funding will be available immediately upon the acceptance of the funds and the signing of the contracts, permitting a spring start to the construction work. Mike Hale is the project manager for the grant, working with the engineers on the project, GZA Vine Associates.

It is with great pleasure that I ask you to convey our request to City Council to accept these funds, and appropriate the 20% matching funding.

Best regards,



Sarah Garcia  
Harbor Planning Director



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

**Granting Authority:** State

**Name of Grant:** Stacy Blvd Blynman Canal Reconstruction grant

**Department Applying for Grant:** Com Dev

**Agency-Federal or State application is requested from:** Seaport Advisory Council

**Object of the application:** Repair of Boulevard/Canal seawalls

**Any match requirements:** yes - 50%

**Mayor's approval to proceed:**

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.**



# Commonwealth of Massachusetts

## Seaport Advisory Council

40 Center Street

Fairhaven, Massachusetts 02719

Internet: <http://www.state.ma.us/seaports>

DEVAL L. PATRICK  
GOVERNOR

TIMOTHY P. MURRAY  
LIEUTENANT GOVERNOR  
COUNCIL CHAIRMAN

LOUIS ELISA  
EXECUTIVE SECRETARY

TELEPHONE  
(508) 999-3030

FAX  
(508) 999-6442

### SEAPORT PROJECT REVIEW FORM

#### COMMONWEALTH OF MASSACHUSETTS SEAPORT ADVISORY COUNCIL

#### SEAPORT IMPROVEMENT GRANTS

Date November 5, 2013

Project Name or Title: Blynman Canal & Stacey Blvd Seawall Reconstruction Project

Waterway or Water-Dependent Facility: Annisquam River and Gloucester Harbor

City/Town: Gloucester, MA

Municipal Contact Person: Michael Hale, Director of Public Works

Address: 28 Poplar Street

City/Town: Gloucester, MA Zip Code: 01930

Telephone: (978) 281-9785 Fax: (978) 281-3896

E-mail: mhale@gloucester-ma.gov

#### Brief Description of Project:

*(Include summary of proposed project, project benefits to the commercial maritime industry, cost estimate, and any related issues)*

The proposed project will reconstruct/repair two collapsing sections of seawall that support the Boulevard connecting the city's primary visitor's welcoming center at Stage Fort Park to the new Inner Harbor/Downtown Harbor Walk. In addition to the waterfront public access central to the city's economic development plans, the city's primary water main and vessel access through the Annisquam River are protected by these seawalls.

The deteriorated present condition of the existing bulkhead along Stacy Boulevard and the Lucy Davis Walkway is prone to possibly catastrophic and costly damage. Several sections along the existing bulkhead have failed over the past decade. These areas have been temporarily stabilized with dumped stone placed along the seaward face of the structure. The project reconstruction/repair will consist of approximately 2,000 linear feet of the existing stone bulkhead. The project will stabilize and protect existing underground utilities that run along Western Avenue, including the primary water trunk line to the

island from its western water reservoirs. This site also is the home the Fisherman's Wives Memorial which overlooks Gloucester Harbor.

The portion of the project where Stacey Boulevard crosses the Annisquam River consists of the reconstruction of approximately 200 linear feet of the northeast portion of the Blynman Canal seawall, situated along the northeast side of the existing Western Avenue drawbridge. The Blynman Canal consists of an 8-foot deep, 60-foot wide navigation channel that provides access to/from the Annisquam River and Gloucester Harbor. The seawall provides protection to the drawbridge that spans over the canal along Western Avenue, shoreline stabilization to Stacy Boulevard and associated underground utilities and allows for the safe passage of boaters/vessels transiting between the Annisquam River and Gloucester Harbor.

During the reconstruction, the project will also provide public restroom facilities in conjunction with the private facility that now serves the bridge tender, consistent with the city's attraction of significant visitors from the Stage Fort Park Visitor's Center, across the bridge and boulevard, and to the new HarborWalk in the downtown harbor district. The 1.0 mile promenade has restrooms at the beginning and end of the walk, but lacks necessary facilities in the middle where people gather at the Fisherman's Statue, the Fishermen's Wives Statues, and for events such as the parade of sail for the annual Schooner Festival.

The engineering and permitting for the proposed project is 90% complete, and has been funded through the SAC. With the availability of funds, construction is anticipated to commence in the Fall, 2012. It is anticipated that the project will span two years.

## Project Information

Type of Project ( Seawall / Dredge / Sunken Vessel / Fisheries / Other - Please describe)

Reconstruct/repair two collapsing sections of seawall that support the Boulevard connecting the city's primary visitor's welcoming center at Stage Fort Park to the new Inner Harbor/Downtown Harbor Walk. Seawall reconstruction along Stacey Boulevard and Lucy Davis Walkway and on the northeast side of Blynman Canal restore connection from the Stage Fort Park Visitor's Center to the downtown Harbor Walk and maintain safe navigation to/from the Annisquam River and Gloucester Harbor.

Cost Estimate - please detail: \_\_\_\_\_ Estimated Construction Cost \$ 5,600,000

Other Related Costs (if any): \_\_\_\_\_

Total Estimated Project Cost: (Construction Phase) \_\_\_\_\_ \$ 5,600,000

Proposed Local Cost Share: (20%) \_\_\_\_\_ \$ 1,120,000

Source of local funds (Please identify funds from federal or other state funding sources)

Municipal

If Local Cost Share is to be all or part In-Kind Services in Lieu of Cash, Please Describe:

Total Construction Cost \_\_\_\_\_ \$6,720,000

Project Schedule:  
(Construction projects)

Engineering/Design/Permitting

Start Date: June 2007

End Date: May 2014

Construction/Implementation

Start Date: May 2014

End Date: May 2015

Design Consultant (if selected): GZA (formerly Vine Associates, Inc.)

Current Project Status:

(Circle one)

Initial Feasibility:

N

Design / Engineering Complete:

N

Permits Acquired:

Y

Construction Started:

Y

Permits in Hand or Applied for:

Environmental Notification Form filed?

Y

Notice of Intent

N (filing pending)

Water Quality Certificate application filed?

Y

Chapter 91 Permit application filed?

Y

CZM Consistency Certification filed?

Y



Deval L. Patrick, Governor  
Richard A. Davey, Secretary & CEO  
Louis Elisa, Executive Secretary, Seaport Advisory Council

**massDOT**  
Massachusetts Department of Transportation  
Seaport Advisory Council

January 13, 2014

**RECEIVED**

JAN 21 2014

**Mayor's Office**

Mayor Carolyn Kirk  
Office of the Mayor  
City Hall  
9 Dale Avenue  
Gloucester, MA 01930

Dear Mayor Kirk:

At the Seaport Advisory Council meeting on November 7, 2013, the Council unanimously approved the recommendation of the Ports Professionals to appropriate \$5,600,000 from the Environmental Bond Bill to fund the Blynman Canal and Stacey Blvd. Seawall Reconstruction Project. This letter is a confirmation of the Council's vote and my authorization of funding.

Funds will be made available to the City of Gloucester in fiscal years 2014 & 2015. The Department of Conservation and Recreation (DCR), is the managing state agency for Seaport projects and will administer the grant.

Mike Driscoll at DCR is the point of contact for this project and will provide oversight of its application. He can be reached at (781) 740-1600, x107.

If you have any questions or concerns regarding this grant process or funding you can speak with the staff at the Seaport Advisory Council. They can be reached at (508) 999-3030

Sincerely,

Richard A. Davey  
Secretary & CEO  
Seaport Advisory Council Chairman





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

**MEMORANDUM**

**DATE:** February 25, 2014

**TO:** Mayor Carolyn Kirk

**FROM:** Tom Daniel, Community Development Director *TD*  
Noreen Burke, Health Director *NB*  
Gregg Cadematori, Planning Director

**CC:** Stephen Winslow, Senior Project Manager *SW*  
Lucy Sheehan, Senior Center Coordinator

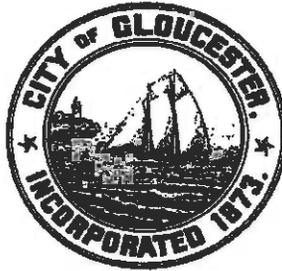
**Re:** *Get Fit Gloucester!*: MA Council on Aging Grant Application:  
Healthy Aging through Healthy Community Design

The Community Development and Health Departments are pleased to report that the Massachusetts Council on Aging has awarded the City a "Healthy Aging through Healthy Community Design Grant" in the amount of \$10,000.

The grant project adds a "Safe Routes for Seniors" element to the Railroad Avenue area planning study being conducted by the Metropolitan Area Planning Council. The "Safe Routes for Seniors" element will study the walkability of the Railroad Avenue area for seniors. Tasks will include: (1) a walk audit of the routes from the senior housing sites to Railroad Avenue, (2) outreach to the residents of the complexes and other seniors in Downtown through the Council on Aging, (3) identification of the key walking routes from senior housing to the Railroad Avenue area, and (4) proposals for improvements along the walking routes to make the Commuter Rail and grocery store more accessible for all seniors living downtown.

The Council on Aging / Senior Center will be involved in the walkability audit and the outreach to the residents of each of the housing complexes. MAPC will help facilitate the overall process. The final product will include a map showing the major walking routes for seniors, barriers to walkability along those routes and proposed improvements to reduce or eliminate those barriers.

Grant funds will support MAPC's development of the "Safe Routes for Seniors" element of the TOD study and for funding for the Senior Center to participate in the planning effort.



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

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

Name of Grant: MA Council on Aging: Healthy Aging through Healthy Community Design

Department Applying for Grant: Community Development Department

Agency-Federal or State application is requested from: MA Council on Aging

Object of the application: \$10000 grant for "Safe Downtown Routes for Seniors" Planning

Any match requirements: None.

Mayor's approval to proceed: [Signature] 3/5/2014  
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

February 10, 2014

Stephen Winslow  
Get Fit Gloucester!  
City of Gloucester  
3 Pond Road  
Gloucester MA 01930  
[swinslow@gloucester-ma.gov](mailto:swinslow@gloucester-ma.gov)  
978-282-8007



*At the Center of it All.*

Dear Stephen:

The Massachusetts Association of Councils on Aging in conjunction with the Massachusetts Department of Public Health is pleased to inform you that your proposal for the Healthy Aging through Community Design Project grant has been accepted.

This was a highly competitive grant application process that generated a great deal of interest, with 16 proposals submitted for consideration. MCOA and MA DPH are committed to fostering healthy aging through healthy community design and we are delighted to be able to participate in this new initiative with you.

In the very near future, we will be scheduling a phone call to discuss deliverables, timelines, and payment schedules. In the meantime, if you have any questions, please contact me.

Congratulations! We look forward to working with you on this innovative project.

Sincerely,

David P. Stevens  
Executive Director  
MCOA  
iPhone 413.539.0565

Cc Ben Wood, Ruth Gabel, Mary Kay Browne, file

Responses to this RFP should include the following variables (and should not exceed 2 pages):

1. ***Mass in Motion Contact Information:***

Name: Stephen Winslow, Sr. Project Manager  
Get Fit Gloucester!, City of Gloucester  
3 Pond Road  
Gloucester MA 01930  
978-282-8007  
swinslow@gloucester-ma.gov

2. ***Brief description of current activities impacting healthy aging, including any existing relationships with COA/Senior Center***

The Get Fit Gloucester! Partnership includes Hank Camille, the representative from the Gloucester Council on Aging. The Get Fit Gloucester! Project Manager meets on at least an annual basis with the Senior Center Director Lucille Sheehan. Get Fit Gloucester! and the Senior Center have collaborated on several initiatives including expanding the Cape Ann Farmer's Market Senior Coupon Program, the Gloucester Walks map developed by WalkBoston and summer walks.

The City's DPW Director Mike Hale serves on the Council Aging board.

3. ***Brief description of current healthy community design initiatives***

The City since 2009 has replaced or repaired over 11 miles of sidewalks in Gloucester including ADA ramp improvements. The City created the "Harbor Walk along portions of Gloucester's waterfront to attract tourists and local residents alike. Crosswalks have been re-striped using a bolder – ladder pattern to help make crossing the street safer for residents of all ages. The reconstruction of Burnham's Field will include paved pathways, benches and a public bathroom making this downtown park more accessible for seniors of the nearby Sheedy Apartments.

The City through its Community Development Department has been holding community forums to better connect downtown neighborhoods to the Main Street business district and the Gloucester waterfront. Gloucester's downtown has several large senior apartment buildings within the study area. The Healthy Gloucester Collaborative recently held a "World Café"; senior residents mentioned the need to provide more walkable routes to a major grocery store located next to the Gloucester MBTA commuter rail station.

**4. Proposed grant project:**

The Community Development Department and the Metropolitan Area Planning Council will be initiating a Transit – Orientated Development planning study of the Railroad Avenue area in Downtown Gloucester. The MBTA commuter rail stop and a major grocery store sit at the heart of the study area.

Four major senior housing complexes sit near the TOD study area including the Clark Building and McPherson Park on Prospect Street, the Sheedy on Pleasant Street and the Willowood Gardens on Maplewood Avenue.

The proposed grant project would add a “Safe Routes for Seniors” element to the TOD study. The “Safe Routes for Seniors” would study the walkability of the Railroad Avenue area for seniors. Tasks would include: (1) a walk audit of the routes from the senior housing sites to Railroad Avenue, (2) outreach to the residents of the complexes and other seniors in Downtown through the Council on Aging, (3) identification of the key walking routes from senior housing to the Railroad Avenue area, and (4) proposals for improvements along the walking routes to make the Commuter Rail and grocery store more accessible for all seniors living downtown.

The Council on Aging / Senior Center will be involved in the walkability audit and the outreach to the residents of each of the housing complexes. WalkBoston’s assistance will be helpful with the walkability audit. MAPC will help facilitate the overall process. The final product will include a map showing the major walking routes for seniors, barriers to walkability along those routes and proposed improvements to reduce or eliminate those barriers.

**5. Budget:** Costs for proposed project and any necessary, related information.

Tasks	Cost	Explanation
1. Walk Audit	\$1600	~16 hours of time by COA a \$25/hr (\$400) plus Technical Staff budget of \$1200
2. Senior Outreach	\$1600	~16 hours of time by COA a \$25/hr (\$400) plus Technical Staff budget of \$1200
3. Map Major Walk Routes	\$3200	~16 hours of time by COA a \$25/hr (\$400) plus Technical Staff budget of \$2800
4. Proposal to Reduce Barriers	\$3200	~16 hours of time by COA a \$25/hr (\$400) plus Technical Staff budget of \$2800
Materials	\$400	
TOTAL	\$10,000	\$1600 Gloucester Council on Aging, \$8000 Technical Staff, \$400 Materials



**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2014**

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

**TRANSFER # 2014-SBT- 20 Auditor's Use Only**

DEPARTMENT REQUESTING TRANSFER: Auditor's Office

DATE: 2/27/2014 BALANCE IN ACCOUNT: \$ 16,961.64

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.135.51100.0000.00.000.00.051  
*Unifund Account #*

(FROM) ORDINARY EXPENSE ACCOUNT # Auditor, Sal/Wage-Perm Pos  
*Unifund Account #*  
*Account Description*

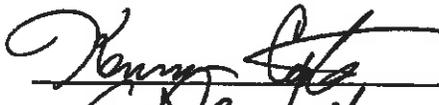
DETAILED EXPLANATION OF SURPLUS: Surplus funds due to staffing.

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.135.58500.0000.00.000.00.058  
*Unifund Account #*

(TO) ORDINARY EXPENSE ACCOUNT # Auditor Additional Equipment  
*Unifund Account #*  
*Account Description*

DETAILED ANALYSIS OF NEED(S): Improvements to the Auditor's Office, paint and supplies, carpets, window shades, fire proof cabinets and purchase of a lap top.

TOTAL TRANSFER AMOUNT: \$ 10,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER  
FROM ACCOUNT: \$ 6,961.64  
TO ACCOUNT: \$ 10,000.00

**APPROVALS:**  
DEPT. HEAD:  DATE: 2/27/14  
ADMINISTRATION:  DATE: 3/5/14  
BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_  
CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_



## **CITY OF GLOUCESTER 2014 CITY COUNCIL ORDER**

**ORDER: CC#2014-011**  
**COUNCILLOR: Paul McGeary**

**DATE RECEIVED BY COUNCIL: 03/11/14**  
**REFERRED TO: O&A and B&F**  
**FOR COUNCIL VOTE:**

**ORDERED** that pursuant to the City of Gloucester City Charter section 2-7(a) concerning the election of the City Clerk, the Council shall elect the City Clerk for the term of April 2014 to April 2016; and further

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

**ORDERED** that pursuant to the City of Gloucester City Charter section 2-7(a) concerning the election of the City Auditor, the Council shall elect the City Auditor for the term of April 2014 to April 2016; and further

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

Paul McGeary  
Ward 1 Councillor