



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, May 22, 2014 – **6:30 p.m.**
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. *Special Budgetary Transfer (2014-SBT-35) from Police Department*
2. *Memorandum from Director of Veterans Services requesting to repurpose the \$2,000 free cash appropriation*
3. *Memorandum from Principal Assessor Nancy Papows re: Declaration of Overlay Surplus for FY2013 and FY2012*
4. *Memorandum from Community Development Director re: City Council acceptance of a Commonwealth of Massachusetts “Our Common Backyard” grant in the amount of \$200,000*
5. *Communication and relevant material from EMS Coordinator re: recommendations to update the City of Gloucester Fire Department Ambulance Service Billing and Collection Policy*
6. *Memorandum, Grant Application & Checklist from Community Development Director re: Green Communities grant in the amount of \$250,000*
7. *Memorandum, Grant Application & Checklist from Community Development Director re: City Council acceptance of a Mass Electric Vehicles Incentive Program (EVIP) grant award in the amount of \$40,000*
8. *Memorandum, Grant Application & Checklist from Public Health Director re: City Council acceptance of a one-year extension in the amount of \$80,000 of the Underage Drinking Prevention Grant from the Bureau of Substance Abuse Services*
9. *Memorandum from General Counsel to City Council re; Water debt service charges*
10. *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
Kenny Costa
John Dunn
Suzanne Egan
Police Chief Leonard Campanello
Adam Curcuru
Nancy Papows
Tom Daniel
Noreen Burke

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

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

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

TRANSFER # 2014-SBT- 35 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 4/22/2014 BALANCE IN ACCOUNT: \$ 1,235.15

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #
101000.10.210.51920.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

POLICE-ADMIN, SICK LEAVE BUY-BACK

Account Description

DETAILED EXPLANATION OF SURPLUS:

**SURPLUS LEFT IN ACCOUNT AFTER SICK LEAVE
BUY BACK PAY OUT.**

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

101000.10.210.53410.0000.00.000.00.052

POLICE-ADMIN, TELEPHONE SERVICE

Account Description

DETAILED ANALYSIS OF NEED(S):

**FUNDS NEEDED TO PAY FOR POLICE PHONE SERVICES
AND SECURE INTERNET CONNECTION.**

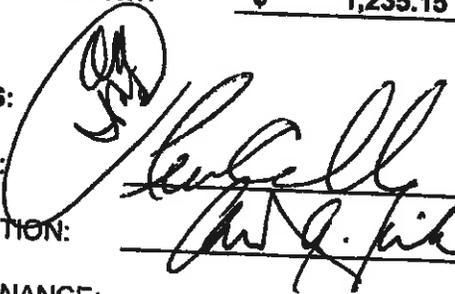
TOTAL TRANSFER AMOUNT: \$ 1,235.15

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ -

TO ACCOUNT: \$ 1,235.15

APPROVALS:



DEPT. HEAD:

DATE: 4-22-14

ADMINISTRATION:

DATE: 5/6/14

BUDGET & FINANCE:

DATE: _____

CITY COUNCIL:

DATE: _____



City of Gloucester Office of Veterans Services

Memorandum

TO: Carolyn Kirk, Mayor
FROM: Office of Veterans Services
DATE: April 29, 2014
RE: **Re-Purpose Free Cash Appropriation for 2014-SA-57**

Dear Honorable Mayor Kirk,

Per Certificate of Vote: 2014-104 the Veterans Office received a \$2,000.00 free cash appropriation for the purpose of upkeep and improvements to Memorial Squares. We respectfully request to re-purpose the free cash appropriation for the purpose of purchasing flags, poles, stands, carrying harnesses, emblems, and the upkeep of memorials throughout the City of Gloucester. Please feel free to contact the Veterans Director Adam Curcuru with any further questions. Kindly forward this to the Council for their consideration.

Respectfully,

Veterans Director

Assessors Office
9 Dale Avenue
Gloucester, Massachusetts 01930

Memorandum

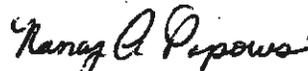
To: Mayor Carolyn Kirk
From: Nancy A. Papows, Principal Assessor
cc: John P. Dunn, CFO
Kenny Costa, Auditor
Date: Thursday, May 1, 2014
Subject: Declaration of Overlay Surplus
M.G.L Chapter 59 Section 25

We, the Gloucester Board of Assessors, have declared an overlay surplus for **Fiscal Year 2013** in the amount of \$110,000 and an overlay surplus for **Fiscal Year 2012** in the amount of \$10,000.

Total Overlay Surplus declared of \$120,000.

These amounts should be transferred from the overlay reserve accounts to the overlay surplus account #101000.10.000.32200.0000.00.000.00.000.

Respectfully submitted by,
BOARD OF ASSESSORS



Nancy A. Papows, MAA



Gary I. Johnstone, MAA



Bethann Godinho, MAA

City Hall Annex
Three Pond Road
Gloucester, MA 01930



TEL 978-281-9781
FAX 978-281-9779
tdaniel@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

To: Mayor Kirk

From: Tom Daniel, Community Development Director *TD*
Stephen P. Winslow, Sr. Project Manager *SPW*

Re: MA Our Common Backyard Grant Acceptance Package
The Oval Playground

Date: April 23, 2014

The Community Development Department is pleased to report that the Commonwealth of Massachusetts has awarded the City a grant of \$200,000.00 for the improvement of the Palazola Playground (aka "The Oval") off Centennial Avenue. The grant will be used primarily to update play equipment and create an ADA accessible path to the ball fields and playground.

We request that you forward the attached grant award letter and draft City Council vote to the Council so the City can accept the award and move forward on the project. Project funds should be expended before December 31st, 2014. A match commitment of \$27,400.00 will be funded through the Community Development Block Grant program.

We are also forwarding the award package to the Conservation Commission since their sign-off is also required by the Commonwealth.

**RESOLUTION TO APPLY AND ACCEPT GRANT FUNDS TO
IMPROVE PALAZOLA PLAYGROUND**

**A RESOLUTION TO FILE AND ACCEPT GRANTS WITH AND FROM THE COMMONWEALTH OF
MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS FOR THE
OUR COMMON BACKYARDS GRANT PROGRAM
FOR IMPROVEMENTS TO PALAZOLA PLAYGROUND (AKA THE OVAL)
IN THE CITY OF GLOUCESTER MASSACHUSETTS**

- Whereas:** Palazola Playground off Centennial Avenue (aka The Oval) provides important recreational facilities to Gloucester residents including an athletic field and play structure, the improvements to this facility are a City priority as evidenced in the most recent Open Space and Recreation Plan; and
- Whereas:** The City acquired the Oval (Assessor's Map 22 Lot 17; Essex South Registry of Deeds Book 34601 Page 437) through a grant to the City of Gloucester on December 5th 1945;
- Whereas:** The Oval Improvement Project will install new accessible play equipment and paths, etc.; and
- Whereas:** The Executive Office of Energy and Environmental Affairs (EOEEA) is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Our Common Backyards grant program and
- Whereas:** Site preparation and installation of the improvements will cost a total of \$227,400 (Two Hundred, Twenty Seven Thousand Four Hundred Dollars) and the City has allocated \$27,400 (Twenty Seven Thousand Four Hundred Dollars in Community Development Block Grant Funds for the improvements; and
- Whereas:** The Budget and Finance Committee of the Council has reviewed and approved this Resolution as required by City Ordinance.

NOW, THEREFORE, BE IT THAT

1. The Mayor has been authorized to apply for a \$200,000 Our Common Backyards grant from the Executive Office of Energy and Environmental Affairs; and
2. The City Council, hereby agrees to accept such grant and the dedication of \$27,400.00 in Community Development Block Grant funds to serve as a match; and
3. The Mayor is hereby authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of this grant to be administered by the Community Development Department;
4. The City hereby permanently dedicates the entire 2.71 acres as described in Attachment A to park and recreation purposes under MGL Chapter 43 Section 3 and Article XCVII of the Massachusetts Constitution; and
5. This resolution shall take effect upon passage.

ATTACHMENT A

a certain parcel of land situated on the Westerly side of Centennial Avenue, formerly called Bridge Street, in said GLOUCESTER, said parcel being known as the "Oval" and referred to as "Gloucester Athletic Club Grounds" on "Plan of Property Situated near Bridge St. Gloucester-Mass. Belonging to Mrs. Margaret Powers." made by Pool & Cannon, Engineers & Surveyors, dated March 1899 and to be recorded herewith, said premises being more particularly bounded and described as follows: Southerly by four (4) courses 52.25 feet, 224.85 feet, 75.23 feet, 204.87 feet by land now or formerly of Stevens, Utterberg, Williams, Carr, Harding, Powers, O'Malley, Merchant, Robley, Solberg and Saunders, by Norton Place and by land now or formerly of Brymer; Westerly by land of City of Gloucester, called the "Poor Farm" 150.27 feet; Northerly by four (4) courses 164.9 feet, 150.52 feet, 86.23 feet, 154.23 feet by land of Scullin, Clark's Cemetery and Old Cemetery; Easterly by four (4) courses 127.5 feet, 51.07 feet, 113.95 feet, 83.25 feet by land of Deneau, Stack, Anderson, O'Maley, Orlando, Twomey, Sanborn, Olson, Griffin, Nelson, Stroppe and Lowe; Northerly by said land of Lowe 61.73 feet; Easterly by Centennial Avenue 32.37 feet; containing 118,075 square feet more or less. For grantor's title, see will of Margaret Powers, Essex County Probate No. 110541. Meaning to convey same premises described in deed of Brown to Margaret Powers recorded in Essex South District Registry of Deeds, Book 1321, Page 275.



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Deval L. Patrick
GOVERNOR

Richard K. Sullivan, Jr.
SECRETARY

Tel: (617) 626-1000
Fax: (617) 626-1181

April 11, 2014

Stephen Winslow
Community Development
3 Pond Road
Gloucester, MA 001930

Re: The Oval Plaground

Dear Mr. Winslow:

I am pleased to officially confirm that the The Oval Plaground project has been selected by the Executive Office of Energy and Environmental Affairs (EEA) to receive up to \$200,000 in state Our Common Backyards assistance. You will be working with Melissa Cryan of my staff on this project. She can be reached at (617) 626-1171 or melissa.cryan@state.ma.us.

Be advised that the sum of \$200,000 will be encumbered in FY15, which begins on July 1, 2014. All construction work must be completed and closed out by December 31, 2014. While the project must be completed by December 31, 2014, the city may submit its reimbursement no later than March 2, 2015.

Next Steps

1. **Execute the Project Agreements.** Enclosed are two copies of the Project Agreement to be signed by your Chief Executive Officer and a majority of the Park Commission members. Review the agreement carefully to be sure that the project has been correctly described and contact Melissa immediately if any changes or updates need to be made. If the document is correct, please have both signed and return both originals to Melissa for signature by EEA. One original will be returned to you to record at the Registry of Deeds, and to be copied for your audit file.
2. **Execute a State Standard Contract.** This document allows our fiscal department to establish an account for your project. No reimbursement request can be honored unless the State Standard Contract, including the **Contractor Authorized Signatory Listing**, which is also enclosed, are signed and returned to our office. This form should be signed by whoever signed the contract. Be sure to fill out both sides of the document. Only two names should appear on this document – the signatory and the notary. A sample form has been enclosed – please review it closely so that your form is filled out correctly.
3. **City council vote** approving the submission of the grant application, appropriation of 100% of the total project cost, and statement of the land's dedication to park and recreation purposes is taken. Please have Melissa review the language before the vote is taken. The contract cannot be signed until this vote is taken.
4. **The property deed and the authority to apply** are submitted.
5. **Provide an updated project schedule** covering the period from the contract signature date to project completion (no later than December 31, 2014).

COMMONWEALTH OF MASSACHUSETTS - STANDARD CONTRACT FORM



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

CONTRACTOR LEGAL NAME: City of Gloucester (and d/b/a):	COMMONWEALTH DEPARTMENT NAME: Exec. Off. of Energy and Env. Affairs MMARS Department Code: ENV
Legal Address (W-9, W-4, T&C): 9 Dale Avenue	Business Mailing Address: 100 Cambridge Street, 9 th Floor, Boston, MA 02114
Contract Manager: Stephen Winslow	Billing Address (if different):
E-Mail: swinslow@gloucester-ma.gov	Contract Manager: Melissa Cryan
Phone: (978) 282-8007 Fax:	E-Mail: melissa.cryan@state.ma.us
Contractor Vendor Code:	Phons: (617) 626-1171 Fax: (617) 626-1181
Vendor Code Address ID (e.g. "AD001"): AD___ (Note: The Address Id Must be set up for EFT payments.)	MMARS Doc ID(s):
	RFR/Procurement or Other ID Number: ENV 14 DCS 06

<p style="text-align: center;">X NEW CONTRACT</p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)</p> <p><input checked="" type="checkbox"/> Department Procurement (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)</p>	<p style="text-align: center;">CONTRACT AMENDMENT</p> <p>Enter Current Contract End Date <i>Prior</i> to Amendment: ____, 20__</p> <p>Enter Amendment Amount: \$ _____. (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</p> <p><input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget)</p> <p><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)</p>
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The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.

Commonwealth Terms and Conditions Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended), \$200,000.

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) **The Oval Playground:** The project will include, but not be limited to, the renovation of The Oval Playground to include the upgrading of existing play equipment to include 2-5 year old resources and the installation of an accessible path from Molton Street to the playground and a path from Centennial Avenue to the ballfield., in accordance with the terms of the Our Common Backyards Grant Program and application filed by the City of, and on file with the Executive Office of Energy and Environmental Affairs, Division of Conservation Services.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the **Effective Date** (latest signature date below) and **no** obligations have been incurred **prior** to the **Effective Date**.

2. may be incurred as of ____, 20__, a date **LATER** than the **Effective Date** below and **no** obligations have been incurred **prior** to the **Effective Date**.

3. were incurred as of ____, 20__, a date **PRIOR** to the **Effective Date** below, and the parties agree that payments for any obligations incurred prior to the **Effective Date** are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as December 31, 2014, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached **Contractor Certifications** (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable **Commonwealth Terms and Conditions**, this Standard Contract Form including the **Instructions and Contractor Certifications**, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: *Carolyn A. Kivir* Date: 5/6/14

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Carolyn A. Kivir

Print Title: Mayor

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____ Date: _____

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Kevin G. Miller _____

Print Title: Director of Capital Finance _____

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
DIVISION OF CONSERVATION SERVICES**
Our Common Backyards Grant
~~PARKLAND ACQUISITIONS AND RENOVATIONS FOR COMMUNITIES~~
**PROGRAM
PROJECT AGREEMENT**

Made this ___ day of May, 2014 between the City of Gloucester with an address of 9 Dale Avenue, hereinafter referred to as the PARTICIPANT, and the Commonwealth of Massachusetts acting by and through the Secretary of the Executive Office of Energy and Environmental Affairs, hereinafter referred to as the COMMONWEALTH, with an address of 100 Cambridge Street, Suite 900, Boston, MA 02114.

Premises: Approximately 2.71 acres of land including any buildings thereon located at Harvard Street in Gloucester, Essex County, Massachusetts. For Participant's Title, see Book 3460, Page 437, in the Essex County Registry of Deeds, at ~~Essex~~ Salem (South).

WHEREAS, the PARTICIPANT has established a Park, Recreation, or Conservation Commission under Massachusetts General Laws Chapter 45, § 2 or Massachusetts General Laws Chapter 40, § 8C, hereinafter referred to as the COMMISSION, and has made application to the COMMONWEALTH for assistance under the Massachusetts Our Common Backyards Grant Program, for a project briefly described as follows:

The Oval Playground: The project will include, but not be limited to, the renovation of The Oval Playground to include the upgrading of existing play equipment to include 2-5 year old resources and the installation of an accessible path from Molton Street to the playground and a path from Centennial Avenue to the ballfield.

hereinafter referred to as the PROJECT.

WHEREAS, the COMMONWEALTH has received said application and found the application to be in conformance with the Statewide Comprehensive Outdoor Recreation Plan, St. 1977, Chapter 933, as amended, and the PARC Program policies and regulation, 301 CMR 5.00.

WHEREAS, the COMMONWEALTH has approved said application and has obligated certain funds in the amount of \$200,000.

WITNESSETH:

1. The COMMONWEALTH and the PARTICIPANT mutually agree to perform the terms and conditions of this Agreement in accordance with the Massachusetts Our Common Backyards Grant Program, its policies, Massachusetts General Laws Chapter 45, § 2, Massachusetts General Laws Chapter 40, § 8C, and St. 1996, Chapter 15.
2. The PARTICIPANT agrees to perform the PROJECT described above by authorizing its COMMISSION to develop, manage, maintain, and operate the PROJECT in accordance with the terms, conditions and obligations contained in the PARTICIPANT'S application(s), as approved, including any promises, conditions, plans, specification estimates, procedures, project proposals, maps, and assurances made a part thereof, and furthermore, in accordance with any

special terms and conditions attached to and incorporated in this Agreement. No significant deviations from the **PROJECT** shall be undertaken without advance approval by the **COMMONWEALTH**.

3. The **PARTICIPANT** agrees that the facilities of the **PROJECT** shall be open to the general public and shall not be limited to residents of the **PARTICIPANT**. The **PARTICIPANT** shall prominently display on the **PROJECT** a sign designated by the **COMMONWEALTH**, which sets forth public access and an indication that the **PROJECT** received Our Common Backyards funds.
4. The **PARTICIPANT** acknowledges Article 97 of the Massachusetts Constitution which states, in part, that: "Lands or easements taken or acquired for such park, recreation or conservation purposes shall not be used for other purposes or otherwise disposed of except by laws enacted by a two-thirds vote, taken by yeas and nays, of each branch of the General Court." The **PARTICIPANT** hereby agrees that any property or facilities comprising the **PROJECT** will not be used for purposes other than those stipulated herein or otherwise disposed of unless the **PARTICIPANT** receives the appropriate authorization from the General Court, the approval of the Secretary of Energy and Environmental Affairs, and any authorizations required by the provisions of Massachusetts General Laws Chapter 40, § 15A or St. 1996, Chapter 15.
5. The **PARTICIPANT** hereby covenants and agrees that the **PROJECT**, including the property and any and all associated facilities and improvements, shall be devoted to park, recreation and/or conservation purposes in perpetuity, within the meaning of Article 97 of the Commonwealth's Declaration of Rights, and shall not be used for other purposes or otherwise disposed of except in accordance with the provisions of said Article 97. In the event that the property or facilities cease to be used for such purposes, all interest in the property or facilities shall revert to the Commonwealth pursuant to St. 1996, Chapter 15. The **PARTICIPANT** shall notify the Secretary in writing of any change in use or potential change in use of the property or facilities that is inconsistent with said park or outdoor recreation purposes. The **PARTICIPANT** shall have 90 days from the date written notice was received by the Secretary to present satisfactory evidence that the basis for reversion has been cured, in which case the property or facilities shall not revert. Upon receipt of written notice, the Secretary may review the circumstances of the property or facilities and determine that reversion of the property or facilities is not appropriate or essential to the protection of public open space in which case the provisions of paragraph 6 shall apply.
6. The **PARTICIPANT** further agrees that despite any such authorization and approval, in the event the property or facilities comprising the **PROJECT** are used for purposes other than those described herein, the **PARTICIPANT** shall provide other property and facilities of equal value and utility and the proposed use of said other property and facilities is specifically agreed to by the Secretary of Energy and Environmental Affairs.
7. Failure by the **PARTICIPANT** to comply with the terms and conditions of this Agreement or the policies or regulation of the ~~PARE~~ Program may, at the sole option of the **COMMONWEALTH**, suspend or terminate all obligations of the **COMMONWEALTH** hereunder.
8. **PARTICIPANT** and **COMMONWEALTH** acknowledge that the benefit desired by the **COMMONWEALTH** from the full compliance by the **PARTICIPANT** is the existence, protection, and the net increase of park and recreation facilities, and that such benefit exceeds to an immeasurable and unascertainable extent the dollar value of the funding provided by this Agreement. Consequently, the **PARTICIPANT** and the **COMMONWEALTH** agree that

payment of money damages by the PARTICIPANT to the COMMONWEALTH would be an inadequate remedy for a breach of this Agreement by the PARTICIPANT, and, therefore, that the terms and conditions of this Agreement shall be enforceable by specific performance.

9. The PARTICIPANT agrees to record a copy of this Agreement at the Registry of Deeds and to provide proof of such recording to the COMMONWEALTH. In the case of a development project, this Agreement shall be recorded with and a marginal notation entered on the deed to the property to be improved by PROJECT. This project agreement shall also be recorded and marginally noted on any prior deed, restriction, conveyance, or other instrument affecting the PROJECT area. Failure to do so shall not impair the validity or enforcement of the agreement. The PARTICIPANT agrees to reference this project agreement in any deed, restriction, or conveyance or other instrument affecting the PROJECT area.

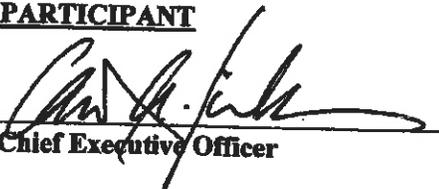
COMMONWEALTH OF MASSACHUSETTS

BY _____
Secretary, Executive Office of
Energy and Environmental Affairs

DATE: _____

PARTICIPANT

BY

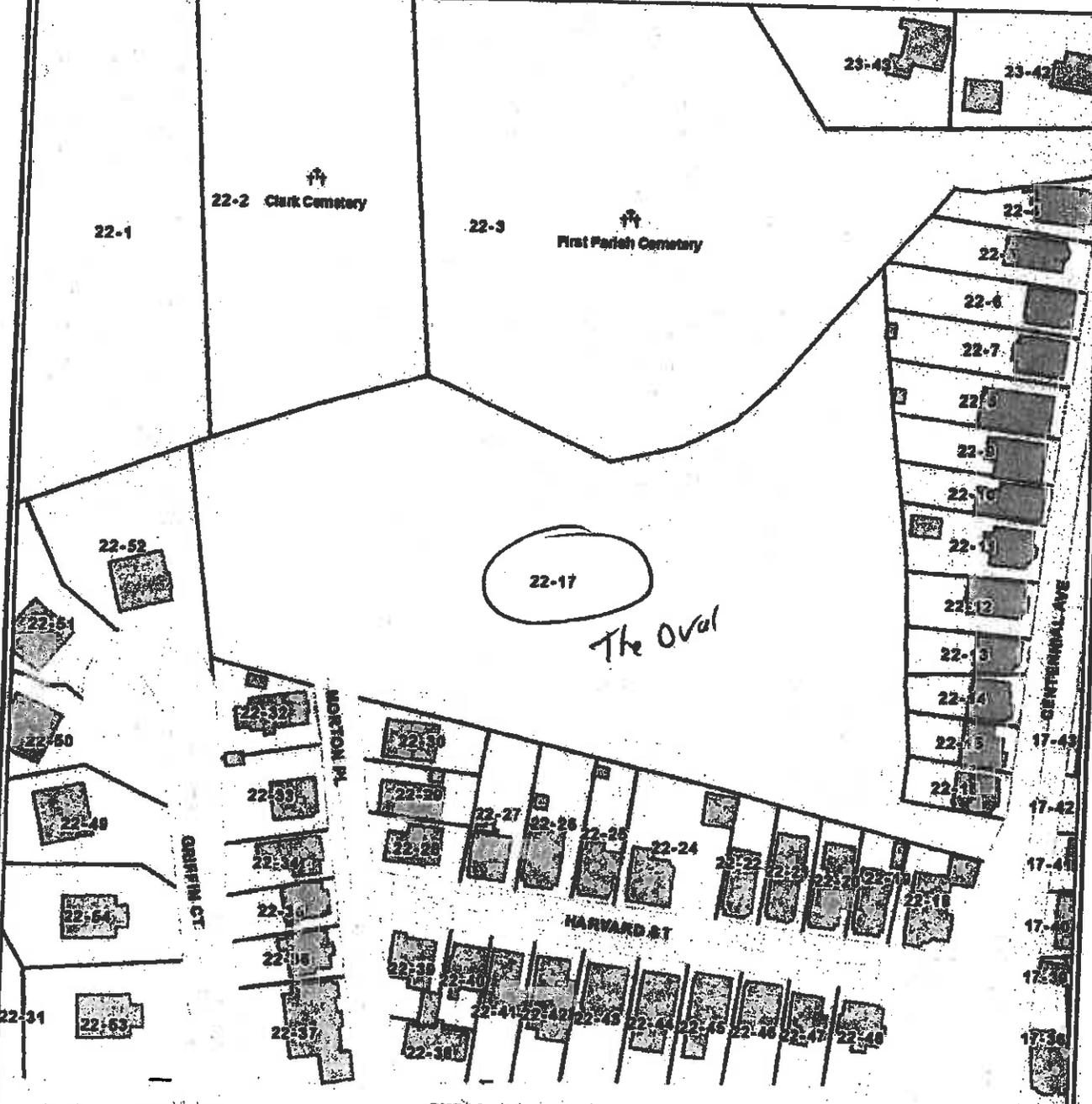

Chief Executive Officer

**PARK, RECREATION, OR
CONSERVATION COMMISSION**

BY

DATE: _____

Attached hereto evidence of authority to execute this contract on behalf of the PARTICIPANT. In the case of a municipality, a certified copy of the vote or votes of the governing body authorizing the PROJECT, appropriating municipal funds therefore, and authorizing execution of this Agreement by the Officer, Board, or Commission whose signature(s) appears above.



- Legend P
- Airport
- Beach
- Cemetery
- Church
- Federal Government Facility
- Fire Station
- Historic Site
- Hospital
- Library
- Municipal/State Government
- Non-Flight Landing Zones
- Park & Water Lot
- Police Station
- Recreation Site
- School
- State Parks, Forests, & Re
- Building Footprint

- Transportation
- Street/Covered
- Water Bodies
- Pond, Lake, Ocean
- Reservoir
- Wetland
- Salt Wetland
- Submerged Wetland
- Dredged Area
- Tidal Flat
- Wetland Area
- Parade



1" = 66 ft

Photometric and geographic images are 1" = 66 feet from Aerial Photography March, 2011. The information displayed on this map is for planning purposes only. The City of Gloucester makes no warranties, expressed or implied, concerning the accuracy, completeness, timeliness, or suitability of these data. The City of Gloucester does not assume any liability associated with the use or misuse of this information.

KNOW ALL MEN BY THESE PRESENTS That I, Mary E. Powers of Gloucester, Essex County, Massachusetts, being unmarried, for consideration paid, grant to the City of Gloucester, a municipal corporation located in Essex County, Massachusetts, with QUITCLAIM COVENANTS, a certain parcel of land situated on the Westerly side of Centennial Avenue, formerly called Bridge Street, in said GLOUCESTER, said parcel being known as the "Oval" and referred to as "Gloucester Athletic Club Grounds" on "Plan of Property Situated near Bridge St. Gloucester-Mass. Belonging to Mrs. Margaret Powers." made by Pool & Cannon, Engineers & Surveyors, dated March 1899 and to be recorded herewith, said premises being more particularly bounded and described as follows: Southerly by four (4) courses 52.25 feet, 224.85 feet, 75.23 feet, 204.87 feet by land now or formerly of Stevens, Utterberg, Williams, Carr, Harding, Powers, O'Malley, Marchant, Robley, Solberg and Saunders, by Norton Place and by land now or formerly of Brymer; Westerly by land of City of Gloucester, called the "Poor Farm" 150.27 feet; Northerly by four (4) courses 164.9 feet, 150.52 feet, 86.23 feet, 154.23 feet by land of Scullin, Clark's Cemetery and Old Cemetery; Easterly by four (4) courses 127.5 feet, 51.87 feet, 113.95 feet, 83.25 feet by land of Deneau, Stack, Anderson, O'Maley, Orlando, Twomey, Sanborn, Olson, Griffin, Nelson, Stroppe and Lowe; Northerly by said land of Lowe 61.73 feet; Easterly by Centennial Avenue 32.37 feet; containing 118,075 square feet more or less. For grantor's title, see will of Margaret Powers, Essex County Probate No. 110541. Meaning to convey same premises described in deed of Brown to Margaret Powers recorded in Essex South District Registry of Deeds, Book 1321, Page 275. WITNESS my hand and seal this fifth day of December, 1945.

Mary E. Powers (seal)

COMMONWEALTH OF MASSACHUSETTS Essex, ss. Gloucester, Dec. 5, 1945. Then personally appeared the above named Mary E. Powers and acknowledged the foregoing instrument to be her free act and deed, before me,

William J. MacInnis Justice of Peace

My commission expires Nov. 10, 1950

Essex ss. Received May 4, 1946. 30 m. past 8 A.M. Recorded and Examined

April 30, 1946. I, Wallace P. Noyes, hereby acknowledge full satisfaction and payment of a certain mortgage given by Earl C., and Rose A. Noyes to me, dated the second day of July, 1941. Said mortgage being recorded in the Essex South District Registry of Deeds, Book 3262, page 20. -

COMMONWEALTH OF MASSACHUSETTS) Wallace P. Noyes. (seal)

Essex, ss. April 30, 1946. Then) Blanche F. Noyes (seal)

personally appeared before me the above named Wallace P. Noyes, and as-

Powers
to
City of Gloucester
& Plan

Two \$1., One .50
& One .25
E. Stamps
Documentary
Canceled

See Vol. 37 p. 4.

Discharge
Noyes et al

Book 3460 Page 437

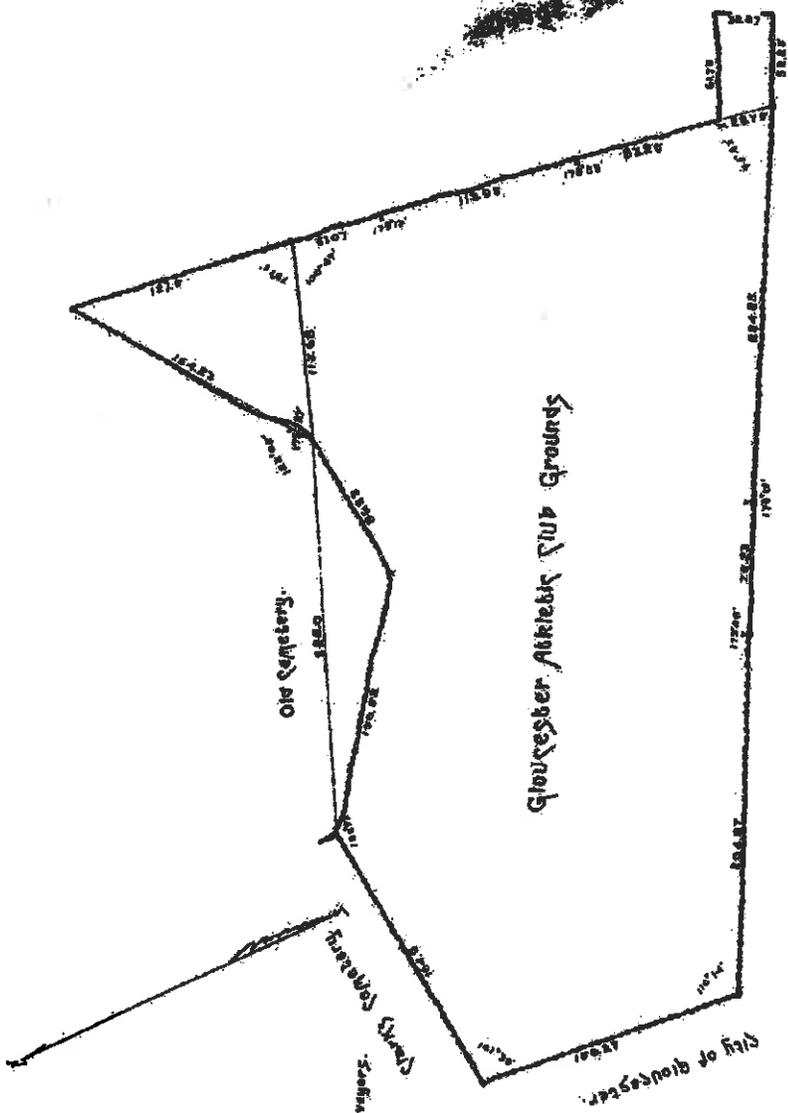
Plan of Property
SITUATED near
BRIDGE ST.

Gloucester-Mass.

Belonging to
Mrs. Margaret Powers.

Poola Cannon, Engineer & Surveyor,
120 Main St. Gloucester
March, 1888.

PLAN BOOK 75 PLAN 6
RECORDS OF DEEDS, IN 1888
FILED IN
1888
MAY 10 1888
CITY OF GLOUCESTER
RECORDED





**CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760**



The Honorable Carolyn Kirk
Mayor, City of Gloucester
9 Dale Ave.
Gloucester, MA 01930

April 29, 2014

Dear Mayor Kirk,

I am writing to propose that we update the City of Gloucester Fire Department Ambulance Service Billing and Collection Policy in preparation for the FY 2015 Budget.

The first of these updates is to address the billing fee schedule. For FY 2014, our fees were set to Medicare + 300%. I am recommending that we change the modeling of our fee schedule and move away from a blanket "Medicare + XXX%" template. In setting our fee schedule, we should consider the Medicare baseline, but we should set our specific fees individually. I am recommending that we increase our fees, per the attached fee schedule proposal. This rate increase is estimated to generate an increase in revenue of around 1.5%, or \$16,400 above the FY 2014 revenue.

As of March 31st, the City of Gloucester Fire Department Ambulance Service carries an outstanding Accounts Receivable balance of \$1,932,271.13. Although most of this is current and will be collected, \$401,670.56 is greater than 300 days old and is considered uncollectable debt.

As stated above, \$401,670.56 of our A/R is considered uncollectable debt from a total of 418 accounts.

Over the last 3 years we have attempted to utilize the services of a collections agency, F.H. Cann & Associates. We do not have a current contract with any collections agency. To date we have realized zero return from this system. It does however satisfy our due diligence to the citizens of Gloucester to ensure proper account management. Upon briefing your administration and the City Council, and in consultation with Fire Chief Eric Smith and CFO John Dunn, I will make a determination whether to continue these collections efforts or to terminate them.

My recommendation is to write off, as uncollectible, the \$401,670.56. This would bring the total outstanding debt owed to the City down to \$1,530,600.57, all of which is less than 300 days old, and most of which is current and collectable.

Our financial hardship policy continues to work well, utilizing a write-off procedure and will require a simple updating of the write-off levels. We use an accepted formula of two times the federal poverty level as defined by the Federal Government Department of Health and Human Services.



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



Our current billing services contract is with Intermedix. The contract was renewed in April of this year (2014), and we have two, 1 year extension options. Having worked with Intermedix for three years now I am fully satisfied that we are receiving excellent billing and collection services, and that while we are always on the lookout for improvements, our reimbursements are appropriately complete, and our revenue is as high as it should be.

It is my intent to propose, via my Chief, and the Mayor's office that we look into putting the billing contract into a longer contract term cycle. I believe that a six year cycle (2 years + 2 & 2) would work better. This would reduce the amount of administrative work performed by both me and the purchasing department needed to re-bid, and renew the billing contract. It would also enable a stronger and more robust long term billing strategy to be adopted by the City of Gloucester and its billing contractor.

I am preparing a full briefing and a draft update to the City of Gloucester Fire Department Ambulance Service Billing and Collection Policy. I will be prepared to present this briefing and draft update upon your request, and at the appointed Budget and Finance Committee meeting.

I recommend that this proposal be placed in the Mayor's Report to the City Council for their review and approval. If approved, in addition to recording the date of Council acceptance, a certified copy of the vote by the Council will be attached to the approved ambulance billing and collection policy for FY 2014.

Sincerely,

Sander R. Schultz

EMS Coordinator

Cc: Fire Chief Eric Smith



**CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760**



	Current Rate FY 2015 Projected	Increased Rate FY 2015 Projected	
<u>Unit Fees</u>			
BLS-EM A0429	\$1,443	\$1,489	
ALS-EM A0427	\$1,714	\$1,768	
ALS2-EM A0433	\$2,480	\$2,560	
Oxygen/Other	\$165	\$165	
Specialty Transport (SCT2)	\$3,097	\$3,097	
Mileage A0425	\$46	\$46	
			Increase rates by 3.2%
<u>Percentage of Units Billed</u>			
BLS-EM	48.6%	48.6%	
ALS-EM	50.4%	50.4%	
ALS2-EM	1.0%	1.0%	
Oxygen/Other	24.0%	24.0%	
Specialty Transport (SCT2)	0.0%	0.0%	
Total Transports	2,180	2,180	
Mileage	3.29	3.29	
<u>Charge Mix</u>			
Medicare	54.5%	54.5%	
Medicaid	21.3%	21.3%	
Insurance- Commercial	18.0%	18.0%	
Self- Pay	6.2%	6.2%	
<u>Projected Collections by Payer</u>			
Medicare	\$414,121	\$414,121	
Medicaid	\$125,841	\$125,841	
Insurance	\$571,967	\$588,299	
Private Pay	\$2,395	\$2,463	
	<u>\$1,114,324</u>	<u>\$1,130,725</u>	
			Revenue Increase of: \$16,401 or 1.5%



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



Effective June 01, 2014

**CITY OF GLOUCESTER
 FIRE DEPARTMENT
 AMBULANCE SERVICE
 BILLING AND COLLECTION POLICY**

1. The City of Gloucester Fire Department Rescue Squads, d/b/a the City of Gloucester Fire Department Ambulance Service, charges all transported patients or responsible parties the same rate for ambulance services. The current rate structure is:

GLOUCESTER FIRE DEPARTMENT AMBULANCE SERVICE
June, 2014

BLS Non-Emergency	\$930.76
BLS Emergency	\$1489.24
ALS Non-Emergency	\$1116.92
ALS 1 -Emergency	\$1768.48
ALS 2	\$2559.64
SCT Special Care Transport	\$3097.23
Oxygen	\$164.69
Airways	N/A
MAST	N/A
IV Therapy / IV Drugs	\$352.87
Cardiac Monitoring	\$494.11
Defibrillation	N/A
BLS Mileage	
ALS Mileage	
Single Mileage Rate	\$46.08
Extra EMT	\$600.00

2. The City of Gloucester policy is to bill all transported patients, or their responsible parties, regardless of whether they have third party coverage, with the following exceptions.
 - A. Obviously deceased persons with no emergency care intervention/transportation.
 - B. City employees injured in the course of his or her employment.
 - C. City employees retired on a job-related disability.
3. The City of Gloucester, through a contracted billing service, will bill the ambulance patient or responsible party shortly after services have been rendered.
4. When valid third party insurance information is available, our billing service will bill the insurance company directly.



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



5. When insurance information is not immediately accessible or is incomplete, an initial monthly statement, or bill (Attachment 1), detailing charges and requesting insurance information for third party billing will be sent to the ambulance patient or responsible third party. When no response is received to the first bill, 2 additional bills shall be sent at 30 day intervals. Then a fourth bill, (Attachment 3) shall be sent in the form of a dunning notice. This Fourth bill shall be a respectful demand for payment with a warning of possible referral of the bill to a collection agency. A Hardship Application (Attachment 2) is available upon request.
6. If, after reasonable and customary attempts to collect a bill, and the debt remains unpaid 30 days after the fourth bill is mailed to the patient or responsible party, the debt may be:
 - A. Written-off if the balance is \$50.00 or less.
Or may be:
 - B. Turned over to a collections agent when the bill exceeds \$50.00.
7. All bills, outstanding beyond 180 days, and meeting the preset collection criteria as set by the City of Gloucester (Attachment 4), may be transferred to a collection agency identified by the City. The billing service shall cooperate with the collection agency in pursuing collections up to and including small claims actions in District Court.
8. If a collection agency is used, collection efforts will include direct contact in person or via telephone, attempts at mail contact if direct contact is not successful, and filing of small claims court actions. Only licensed collection agencies will be employed. The collection agency will be instructed to follow strict guidelines including but not limited to:
 - A. Bills to deceased patients will be written off upon confirmation of patient death.
 - B. Write-off or accept a reasonable payment plan for patients who complete a Hardship Application and provide income records for the past two years documenting income at or below the hardship criteria established by the city (Schedule A), in the form of copies of Federal Tax Forms (i.e. W-2, or 1040) filings or a written statement signed by a verifiable employer or employers certifying income paid for the past two years.
 - C. Filing of small claims actions in District Court with acceptance of any payment plan imposed, and enforced by, the court.
 - D. No contacts with patients after hours allowed by collection laws/regulations.
9. The City of Gloucester may establish that the patient or responsible party is either indigent or medically indigent. The City of Gloucester will apply its customary methods for determining the indigence of patients or responsible parties under the following guidelines:
 - A. The City of Gloucester has adopted income guidelines which are 2 times the Federal Poverty Level (Schedule A). These income levels will be compared to the family income reported by persons seeking write-off so as to determine hardship write-off eligibility. Those persons with family incomes below the Schedule A levels will be written-off.
 - B. The patients indigence will be determined by the City of Gloucester not the patient (i.e., a user-originated statement of his/her inability to pay). A City of Gloucester Hardship Application, supplied by the billing service upon request and completed by the person seeking to establish a payment schedule, or to have the bill written-off, will be used to detail income levels (see Attachment 2). The City Fire Chief, or his designee, reserves the right to require verification of the income reported on the Financial Information form, by production of Federal Tax Forms (i.e. W-2 or 1040), pay stubs, written employer statements, etc., prior to authorizing write-off.
 - C. The City of Gloucester collection effort may include the use of a collection agency in addition to or in lieu of subsequent billing, follow-up letters, telephone contact or personal contacts. If a collection agency is used, the City of Gloucester will refer all uncollected patient charges greater than 180 days old in accordance with the established collection criteria (Attachment 4).



**CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760**



10. The Fire Chief and EMS Coordinator are directed to adjust rates annually. The Medicare National standardized rate structure will be the baseline.
11. The Gloucester Fire Department Ambulance Service respects the privacy of patient information. The City's privacy policy, as required by the Health Insurance Portability and Accountability Act (HIPAA) is available upon request (Attachment 5).
12. The Fire Chief and EMS Coordinator shall prepare for submission every year concurrently with the submission of this policy a recommendation for the write-off of uncollectible outstanding bills.

Attachments:

1. First Bill
2. Hardship Request
3. Fourth Bill
4. Collection Criteria
5. Privacy Policy

SIGNED: _____

TITLE: Mayor

DATE: _____

5/6/14

APPROVED BY CITY COUNCIL: _____

COMPANY OR SERVICE:

City of Gloucester Fire Department Ambulance Service
8 School Street
Gloucester, MA 01930



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



Effective June 01, 2014

**CITY OF GLOUCESTER
FIRE DEPARTMENT
AMBULANCE SERVICE
INCOME ELIGIBILITY FOR BILL WRITE-OFF**

SCHEDULE A

The following income guidelines represent double the current Federal Poverty Level Guidelines and are similar to those used by federal and local health care agencies in establishing benefit eligibility or medical care write-off eligibility.

<u>FAMILY SIZE</u>	<u>INCOME</u>
1	\$ 23340.
2	\$ 31,460.
3	\$ 39,580.
4	\$ 47,700.
5	\$ 55,820.
6	\$ 63,940.
7	\$ 72,060.
8	\$ 80,180.

Add \$8,040 to the income for each additional family member beyond eight.

Tom Smith
197 Patient Ln
Gloucester MA 01930



City of Gloucester
Phone: 888-987-9943

Emergency Medical Services Bill

Statement Date: 03/11/2013

Date of Service: 03/11/2013
Account Number: 66666666
Incident No. abd-111

Our records indicate that the City of Gloucester Fire Department Ambulance Service provided emergency medical services to you on 03/11/2013. If you have insurance, please complete and sign the reverse side of this statement and return it in the enclosed envelope, or visit <http://www.intermedix.com/billpay> as soon as possible. We understand that dealing with insurance companies may be confusing; please allow us to help resolve this account by billing your insurance directly. If you do not have insurance or your provider has not covered the total charges associated with your account, the amount due is your responsibility. Please remit payment along with the bottom portion of this statement.

Acceptable payment methods are check or money order made payable to "City of Gloucester". If you have any questions about your account or wish to provide your insurance information over the phone, please call 888-987-9943. Thank you for your cooperation.

Primary Insurance: Cigna Health Care Policy Number: 123435663

Secondary Insurance: Aetna

Statement of Account	
Emergency Medical Services	\$500.00
Amount Due: \$500.00	

****DETACH LOWER PORTIONS AND RETURN STUB WITH YOUR PAYMENT, THANK YOU****

City of Gloucester
1105 Schrock Road
Suite 610
Columbus OH 43229

INCIDENT NO.	STATEMENT DATE	PAY THIS AMOUNT	ACCOUNT NO.
abd-111	03/11/2013	\$500.00	66666666



Make checks payable to: City of Gloucester

To view your bill online, go to www.intermedix.com/billpay

Tom Smith
197 Patient Ln
Gloucester MA 01930

City of Gloucester
1105 Schrock Road Suite 610
Columbus OH 43229

ATTACHMENT 1 FRONT

In order to process your claim, please provide your insurance information below and mail the form to CITY OF GLOUCESTER, 1105 Schrock Road Suite 610, Columbus OH 43229 or fax it to 614-987-2075. To view your bill online, go to www.intermedix.com/billpay

Do you have insurance? Yes No (If you *do not* have insurance, complete only the Patient Information section.)

Patient Information (Required Information)

Patient's First Name MI Patient's Last Name Patient's Sex M F

Patient's Date of Birth (MM-DD-YYYY) - - Patient's Social Security Number - - Telephone Number (Include Area Code) - -

E-mail Address

I authorize any holder of medical or other information about me to release to the Social Security Administration or its intermediaries or carriers or any other government agency or insurance carrier responsible for payment any information needed for this related Medicare or other claim, now, in the future or in the past. I permit a copy of this authorization to be used in place of the original and request payment of medical insurance benefits to the service provider.

Signature _____ Date _____

Medicare Information Medicare ID (Include letters and numbers) Railroad **Medicaid Information** Medicaid ID (Include letters and numbers) State

Patient Insurance Information

Policy Holder's First Name MI Policy Holder's Last Name Patient's Relationship to Insured Self Spouse Other

Insurance Company Name Primary Secondary

Insurance Policy Number Insurance Group Number

Insurance Company Address

City State ZIP Code

Patient Accident/Injury Insurance Information

If services were related to an accident or injury, please provide any additional insurance information, such as homeowners, automobile, workers' compensation, or liability.

Policy Holder's First Name MI Policy Holder's Last Name Patient's Relationship to Insured Self Spouse Other

Insurance Company Name Insurance Contact Phone Number - -

Insurance Policy Number Claim Number

Insurance Company Address

City State ZIP Code

At-fault Party's Accident/Injury Insurance Information

If services were related to an accident or injury, please provide any additional insurance information for the responsible party, such as homeowners, automobile, workers' compensation, or liability.

Policy Holder's First Name MI Policy Holder's Last Name Patient's Relationship to Insured Self Spouse Other

Insurance Company Name Insurance Contact Phone Number - -

Insurance Policy Number Claim Number

Insurance Company Address

City State ZIP Code



PATIENT QUESTIONNAIRE FOR FINANCIAL HARDSHIP DETERMINATIONS

Instructions to Patient:

Please complete this form in its entirety and return to:

**Gloucester Fire Department
1105 Schrock Road, Suite 610
Columbus, Ohio 43229**

Account#: _____

Patient Name: _____

Address: _____

City/State/Zip: _____

Responsible Party (if different than patient): _____

City/State/Zip of Responsible Party: _____

I am applying for a Hardship Determination in order that you will consider waiving my co-pay/co-insurance/deductible (or total charge if uninsured) for services and care provided to me on _____ (date of service).

I am supplying the following information so that you can make an accurate determination of my case. The monthly dollar amount provided is from all sources, including Social Security Benefits, pensions, annuities, dividends, etc. Attached you will find verification of my employment/unemployment status and copies of my federal tax returns or W-2 forms for the previous two (2) years.

My insurance information is:

Insurer Name: _____

Insurance Policy/ID #: _____

Contact Phone Number: _____

(CONTINUE ON NEXT PAGE)

8 School St
Gloucester MA 01930

1-888-987-9943

1105 Schrock Road, Suite 610
Columbus, Ohio 43229

ATTACHMENT 2

PAGE 1



Monthly Income:	Self:	Spouse:
Wage/Salary	\$ _____	\$ _____
Social Security	\$ _____	\$ _____
Pension	\$ _____	\$ _____
Interest Income	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total:	\$ _____	+ \$ _____ = \$ _____

Size of Household (please include yourself): _____

Statement of Agreement: "I am supplying this information to request that Gloucester Fire Department waive collection of all or part of the Medicare or other deductible/co-insurance amounts, in my case, due to financial hardship. I also understand that Gloucester Fire Department can and will begin to attempt to collect charges should my financial situation improve. I agree to be responsible for any balance remaining after the application of any waiver by Gloucester Fire Department, if any."

Patient Signature: _____

Date: _____

Tom Smith
197 Patient Ln
Gloucester MA 01930



City of Gloucester
Phone: 888-987-9943

Emergency Medical Services Bill

Statement Date: 03/11/2013

Date of Service: 03/11/2013
Account Number: 66666666
Incident No. abd-111

The City of Gloucester Fire Department Ambulance Service provided emergency medical services to you on 03/11/2013. We have invoiced you multiple times in the past, but our records still show a past due balance of \$500.00. If this is incorrect and/or you have insurance to cover this bill, please contact us. We will make every effort to satisfy any misunderstanding and/or concerns you may have regarding this unpaid balance. A reasonable interest free payment plan is available if you make the effort to contact us immediately. If we do not hear from you within 10 days, we may turn your account over to a collection agency. Please be mindful of certain possible settlement options a collection agency may employ, some of which include legal and/or reporting to a credit bureau, as well as an additional collection fee. Please realize the potentially unfavorable effects of such actions. Credit information could be reported to future employers, insurers and financial institutions upon request. We are deliberately withholding any action on your account for the next ten (10) days. If we do not receive any response from you, we may send your account to a collection agency. Please do not put yourself in this unfavorable position. Collections may be avoided if you will contact our office immediately to make arrangements to settle this account. Please extend us the courtesy of a toll-free phone call at 1-888-987-9943.

Primary Insurance: Cigna Health Care Policy Number: 123435663

Secondary Insurance: Actna

Statement of Account	
Emergency Medical Services	\$500.00
Amount Due: \$500.00	

****DETACH LOWER PORTIONS AND RETURN STUB WITH YOUR PAYMENT, THANK YOU****

City of Gloucester
1105 Schrock Road
Suite 610
Columbus OH 43229

INCIDENT NO.	STATEMENT DATE	PAY THIS AMOUNT	ACCOUNT NO.
abd-111	03/11/2013	\$500.00	66666666



Tom Smith
197 Patient Ln
Gloucester MA 01930

Make checks payable to: City of Gloucester
To view your bill online, go to www.intermedix.com/billpay

City of Gloucester
1105 Schrock Road Suite 610
Columbus OH 43229

ATTACHMENT 3

FRONT

In order to process your claim, please provide your insurance information below and mail the form to CITY OF GLOUCESTER, 1105 Schrock Road Suite 610, Columbus OH 43229 or fax it to 614-987-2075. To view your bill online, go to www.intermedix.com/billpay

Do you have insurance? Yes No (If you *do not* have insurance, complete only the Patient Information section.)

Patient Information (Required Information)

Patient's First Name MI Patient's Last Name Patient's Sex M F
 Patient's Date of Birth (MM-DD-YYYY) - - Patient's Social Security Number - - Telephone Number (Include Area Code) - -
 E-mail Address

I authorize any holder of medical or other information about me to release to the Social Security Administration or its intermediaries or carriers or any other government agency or insurance carrier responsible for payment any information needed for this related Medicare or other claim, now, in the future or in the past. I permit a copy of this authorization to be used in place of the original and request payment of medical insurance benefits to the service provider.

Signature _____ Date _____

Medicare Information **Medicaid Information**

Medicare ID (Include letters and numbers) Railroad Medicaid ID (Include letters and numbers) State

Patient Insurance Information

Policy Holder's First Name MI Policy Holder's Last Name Patient's Relationship to Insured Self Spouse Other
 Insurance Company Name Primary Secondary
 Insurance Policy Number Insurance Group Number
 Insurance Company Address
 City State ZIP Code

Patient Accident/Injury Insurance Information

If services were related to an accident or injury, please provide any additional insurance information, such as homeowners, automobile, workers' compensation, or liability.

Policy Holder's First Name MI Policy Holder's Last Name Patient's Relationship to Insured Self Spouse Other
 Insurance Company Name Insurance Contact Phone Number - -
 Insurance Policy Number Claim Number
 Insurance Company Address
 City State ZIP Code

At-fault Party's Accident/Injury Insurance Information

If services were related to an accident or injury, please provide any additional insurance information for the responsible party, such as homeowners, automobile, workers' compensation, or liability.

Policy Holder's First Name MI Policy Holder's Last Name Patient's Relationship to Insured Self Spouse Other
 Insurance Company Name Insurance Contact Phone Number - -
 Insurance Policy Number Claim Number
 Insurance Company Address
 City State ZIP Code



Accounts For Collections

Department	City of Gloucester EMS	
Min Account Age	180	days (Date Entered)
No Patient Invoice Sent For	60	days
No Payment For	60	days
No Insurance Invoice Sent For	60	days
No 10-Day Letter Sent For	60	days
No Appeal Filed For	60	days
Include Self Pay (Primary, Secondary, Tertiary)	Yes	
Include Private Insurance (Primary, Secondary, Tertiary)	Yes	
Include Medicare (Primary, Secondary, Tertiary)	No	
Include Medicaid (Primary, Secondary, Tertiary)	No	
Include Workers Comp (Primary, Secondary, Tertiary)	Yes	
Include Auto Insurance (Primary, Secondary, Tertiary)	Yes	
Exclude DOA	Yes	
Exclude Deased Patients	Yes	
Exclude Not Medically Necessary	No	
Exclude Patients in District	No	
Min Balance on the Account	\$50	
Min Patient Age	16	
Max Patient Age	70	

Note:

Above criteria is not final and can be changed at any time.

Gloucester does not need to review the accounts prior to being submitted to collection agency, but will be sent a copy of the report when the file is sent to collections.

Intermedix will make contact with FH Cann to establish secure file download.

Start date yet to be determined.

GLOUCESTER FIRE DEPARTMENT NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have any questions about this notice, please contact: EMS Coordinator Sander schultz, or Fire Chief Eric Smith by e-mail to sschultz@gloucester-ma.gov or eamith@gloucester-ma.gov, by mail to the Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529 Attention: HIPAA Compliance Officer or by telephone to the EMS Coordinator or Fire Chief at 978-281-9760.

WHO MUST FOLLOW THIS NOTICE:

This notice describes the privacy practices of the City of Gloucester Fire Department Ambulance Service as provided by the Gloucester Fire Department.

OUR OBLIGATIONS: We are required by law to:

- Maintain the privacy of protected health information;
- Give you this notice of our legal duties and privacy practices regarding health information about you; and
- Follow the terms of our notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION:

The following categories describe ways that we may use and disclose health information that identifies you ("Health Information"). Some of the categories include examples, but every type of use or disclosure of Health Information in a category is not listed. Except for the purposes described below, we will use and disclose Health Information only with your written permission. If you give us permission to use or disclose Health Information for a purpose not discussed in this notice, you may revoke that permission, in writing, at any time by sending or delivering a written document detailing your revocation to Sander Schultz or Eric Smith at the Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529, Attention: HIPAA Compliance Officer.

NOTICE OF PRIVACY PRACTICES

- **For Treatment.** We may use Health Information to treat you or provide you with health care services. We may disclose Health Information to doctors, nurses, technicians, or other personnel, including people outside our facility who may be involved in your medical care. For example, we may tell your primary physician about the care we provided you or give Health Information to a specialist to provide you with additional services.
- **For Payment.** We may use and disclose Health Information so that we or others may bill or receive payment from you, an insurance company or a third party for the treatment and services you received. For example, we may give your health plan information about your treatment so that they will pay for such treatment. We also may tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.
- **For Health Care Operations.** We may use and disclose Health Information for health care operations purposes. These uses and disclosures are necessary to make sure that all of our patients receive quality care and for our operation and management purposes. For example, we may use Health Information to review the treatment and services we provide to ensure that the care you receive is of the highest quality.
- **Fundraising Activities.** We may use Health Information to contact you in an effort to raise money. We may disclose Health Information to a related foundation or to our business associates so that they may contact you to raise money for us.
- **Individuals Involved in Your Care or Payment for Your Care.** We may release Health Information to a person who is involved in your medical care or helps pay for your care, such as a family member or friend. We also may notify your family about your location or general condition or disclose such information to an entity assisting in a disaster relief effort.
- **Research.** Under certain circumstances, we may use and disclose Health Information for research purposes. For example, a research project may involve comparing the health and recovery of all patients who received one medication or treatment to those who received another, for the same condition. Before we use or disclose Health Information for research, though, the project will go through a special approval process. This process evaluates a proposed research project and its use of Health Information to balance the benefits of research with the need for privacy of Health Information. Even without special approval, we may permit researchers to look at records to help them identify patients who may be included in their research project or for other similar purposes, so long as they do not remove or take a copy of any Health Information.

SPECIAL CIRCUMSTANCES

- **As Required by Law.** We will disclose Health Information when required to do so by international, federal, state or local law.
- **To Avert a Serious Threat to Health or Safety.** We may use and disclose Health Information when necessary to prevent or lessen a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, will be to someone who may be able to help prevent the threat.
- **Business Associates.** We may disclose Health Information to our business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services. For example, we may use another company to perform billing services on our behalf. All of our business associates are obligated, under contract with us, to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.
- **Organ and Tissue Donation.** If you are an organ donor, we may release Health Information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary, to facilitate organ or tissue donation and transplantation.
- **Military and Veterans.** If you are a member of the armed forces, we may release Health Information as required by military command authorities. We also may release Health Information to the appropriate foreign military authority if you are a member of a foreign military.
- **Workers' Compensation.** We may release Health Information for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.
- **Public Health Risks.** We may disclose Health Information for public health activities. These activities generally include disclosures to prevent or control disease, injury or disability; report births and deaths; report child abuse or neglect; report reactions to medications or problems with products; notify people of recalls of products they may be using; track certain products and monitor their use and effectiveness; notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and conduct medical surveillance of the office in certain limited circumstances concerning workplace illness or injury. We also

may release Health Information to an appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence; however, we will only release this information if you agree or when we are required or authorized by law.

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NOTICE OF PRIVACY PRACTICES

- **Health Oversight Activities.** We may disclose Health Information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
- **Lawsuits and Disputes.** If you are involved in a lawsuit or a dispute, we may disclose Health Information in response to a court or administrative order. We also may disclose Health Information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.
- **Law Enforcement.** We may release Health Information if asked by a law enforcement official for the following reasons: (1) in response to a court order, subpoena, warrant, summons or similar process; (2) limited information to identify or locate a suspect, fugitive, material witness, or missing person; (3) about the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement; (4) about a death we believe may be the result of criminal conduct; (5) about criminal conduct on our premises; and (6) in emergency circumstances to report a crime, the location of the crime or victims, or the identity, description, or location of the person who committed the crime.
- **Coroners, Medical Examiners and Funeral Directors.** We may release Health Information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We also may release Health Information to funeral directors as necessary for their duties.
- **National Security and Intelligence Activities.** We may release Health Information to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- **Protective Services for the President and Others.** We may disclose Health Information to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.
- **Inmates or Individuals in Custody.** If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release Health Information to the appropriate correctional institution or law enforcement official. This release would be made only if necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

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YOUR RIGHTS:

You have the following rights regarding Health Information we maintain about you:

- **Right to Inspect and Copy.** You have the right to inspect and copy Health Information that may be used to make decisions about your care or payment for your care. To inspect and copy this Health Information, you must make your request, in writing, to The Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529, Attention: HIPAA Compliance Officer.
- **Right to Amend.** If you feel that Health Information we have is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for us. To request an amendment, you must make your request, in writing, to The Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529 Attention: HIPAA Compliance Officer.
- **Right to an Accounting of Disclosures.** You have the right to request an accounting of certain disclosures of Health Information we made. To request an accounting of disclosures, you must make your request, in writing, to The Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529 Attention: HIPAA Compliance Officer.
- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the Health Information we use or disclose for treatment, payment, or health care operations. In addition, you have the right to request a limit on the Health Information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not share information about your surgery with your spouse. To request a restriction, you must make your request, in writing, to The Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529 Attention: HIPAA Compliance Officer. *We are not required to agree to your request. If we agree, we will comply with your request unless we need to use the information in certain emergency treatment situations.*
- **Right to Request Confidential Communications.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we contact you only by mail or at work. To request confidential communications, you must make your request, in writing, to The Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529 Attention: HIPAA Compliance Officer. Your request must specify how or where you wish to be contacted. We will accommodate reasonable requests.
- **Right to a Paper Copy of This Notice.** You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.
 - You may obtain a copy of this notice at our web site, www.ci.gloucester.ma.us/fire.html.
 - To obtain a paper copy of this notice, please request it by mail to The Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529, Attention: HIPAA Compliance Officer.

CHANGES TO THIS NOTICE:

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for Health Information we already have as well as any information we receive in the future. We will post a copy of the current notice at our office. The notice will contain the effective date on the first page, in the top right-hand corner.

COMPLAINTS:

If you believe your privacy rights have been violated, you may file a complaint with us or the Secretary of the Department of Health and Human Services. To file a complaint with us, contact EMS Coordinator Sander Schultz or Fire Chief Eric Smith at the Gloucester Fire Department, 8 School Street, Gloucester, MA 01930-3529. All complaints must be made in writing. You will not be penalized.



CITY OF GLOUCESTER

Community Development

Memorandum

Date: May 1, 2014
To: Mayor Kirk
From: Tom Daniel, Community Development Director
Matt Coogan, Senior Planner
RE: Green Communities Competitive Grant Application

The City has applied for a \$250,000 competitive grant through DOER's Green Communities Division. The grant will help fund an upcoming oil to gas conversion at the O'Maley Innovation School, which includes the installation of new high efficient boilers and domestic hot water system. Please include this memo and the attached documentation in the Mayor's report to City Council. Included is the application package sent to DOER and the grant application and checklist for City Council.

As a Green Community, Gloucester has pledged a 20% energy reduction. Converting the O'Maley school heating and domestic hot water system from an oil to gas system will drastically reduce CO2 emissions and reduce the City's energy consumption, as well as significantly reduce fuel costs. The attached engineering studies estimate that this project will reduce energy consumption citywide by 2% and reduce annual fuel costs by \$120,000.

Community Development has been working with DPW to develop and scope this project. The goal is to complete this project before the beginning of the next heating season this October. We will continue to work with DPW on this project, including grant administration.



City of Gloucester
Grant Application and Check List

Granting Authority: State X Federal _____ Other _____

Name of Grant: GREEN COMMUNITIES COMPETITIVE GRANT

Department Applying for Grant: COMMUNITY DEVELOPMENT

Agency-Federal or State application is requested from: Mass DOER

Object of the application: FUNDING FOR OIL TO GAS CONVERSION + NEW HEATING SYSTEM AT O'MALLEY INNOVATION SCHOOL

Any match requirements: YES

Mayor's approval to proceed: [Signature] 5/6/14
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.

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: COMMUNITY DEVELOPMENT
 ACCOUNT NAME: GREEN COMMUNITIES
 FUND NUMBER AND NAME: (N/A FOR NEW FUND)
 CFDA # (Required for Federal Grants):
 DATE PREPARED: 5/1/2014

OBJECT	APPROVED			
	ORIGINAL BUDGET	AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4,000)	250,000			
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5,850)	250,000			
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE _____

DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____

Green Communities Competitive Grant Application

City of Gloucester

April 18, 2014

Submitted by
Matt Coogan
Senior Planner & Clean Energy Manager
Community Development



Overview

The City is pleased to apply for a Green Communities Competitive Grant of \$250,000 for an oil to gas conversion of the heating system at O'Maley Middle School. The project will greatly reduce energy consumption and energy costs for both the school and for the City as a whole. The following pages include details of the potential project.

Energy Consumption FY2013

According to MEI the City's total energy consumption in FY13 was 95,850 MMBtu. We expect to see this number to decrease significantly in FY14 and FY15 due to the various energy reduction projects completed in the fall of 2013. In addition, there have been several glitches in the MEI data that we are currently working through, including back-logged gas data from National Grid, and redundant electric and gas accounts. We expect our FY13 number to be lower than currently reported, and we will be dedicating time to review all of our data and make adjustments.

In addition, there have been substantial infrastructure improvements in the City's drinking water and wastewater systems since the FY09 baseline was established. In 2009 much of the City's system was offline and not functioning. Since the baseline was established, much of the infrastructure is back online and was replaced with modern, state-of-the-art equipment. As a result, although all new equipment is more energy efficient, the systems are running at full capacity and are consuming significantly more energy than before. This negatively affects our 5-year energy reduction plan. In addition to the MEI review, we will also be reviewing the water system to determine exactly how this work affects our 20% reduction plan, and possibly recalculating our energy reduction.

Project – O’Maley Middle School Heating System Upgrade

Purpose

The O’Maley Innovation School is both the second largest municipal building and the second highest total energy consumer in the City. It has the highest energy costs of all municipal buildings (over \$400,000), produces the most CO2 emissions (over 3 million lbs), and is one of the most inefficient buildings in the City at 82 kBtu/ SF. A heating system upgrade at O’Maley would replace equipment beyond its useful life and greatly reduce energy consumption. In addition, this project alone reduces the City’s FY09 baseline consumption by 2% and significantly contributes to our 20% reduction goal.

Due to available funding and recent cooperation from National Grid, now is the appropriate time for City to proceed with a heating system upgrade at the O’Maley school. The current boilers are fueled by oil and were installed in 1972. In 2009 a Whole Building Program audit was submitted to the City by B2Q in 2009 on behalf of National Grid (this report is included as an attachment to this application). The report estimated the boilers are at most 75% efficient and are significantly beyond their 20 year useful life. Working with BLW Engineers, the City is developing a project that will replace these boilers with 96% high efficiency, gas powered boilers. In addition, the domestic hot water heater installed in 1972 will be replaced by a high efficiency hot water heater, and the current 56.6 horse power heating pump will be replaced with a 33.96 hp variable speed heating pump. The new system will reduce energy consumption by 15% for the school and significantly decrease its carbon footprint. The estimated cost for the entire project is \$ 690,000. The project is estimated to save the City \$120,000 annually and with the awarded \$250,000 competitive grant, the simple payback for the entire project is under 4 years.

How the Project Supports Gloucester’s 5 Year Energy Reduction Plan

As mentioned, according to the 2009 Whole Building Program audit, these boilers were beyond their useful life in the 1990’s and the report recommended they be replaced with new gas boilers. This recommendation from the audit report was included in the City’s 5-year energy reduction plan. The new heating system is estimated to reduce the City’s entire energy consumption by 2% from the FY09 baseline.

Many of the recommendations from the 2009 audit have already been completed for the school. As part of a comprehensive lighting plan, the City has completed over \$250,000 of lighting upgrades at the O’Maley school since 2009 and will be continuing lighting upgrades in FY15. In addition, the City recently made a \$150,000 investment in an EMS upgrade at the school. Not only have these projects greatly reduced energy consumption, but also have vastly improved the lighting quality and environment for faculty and students. The boiler replacement project will further reduce energy consumption and provide modern HVAC technology that will improve the interior climate control for faculty and staff.

Benefits/ Anticipated Impact

BLW Engineering has provided the City an energy savings analysis for this project. The current heating system consumes of 60,000 gallons of oil and uses outdated, inefficient equipment. The new system would consume

75,000 therms of natural gas. The result is a 1,130 MMBtu energy reduction. In addition, the new heating pump will reduce electric consumption by 108,000 kWh. The project is estimated to reduce energy consumption at the school by at least 15% of FY13 levels according to MEI. This reduction accounts for a 2% energy reduction citywide. The school's CO2 emissions will also be reduced by 16% of FY13 levels. The decrease in energy consumption results in significant energy savings, and because of this the project will have a simple payback of less than 4 years if the City is awarded a \$250,000 competitive grant. In addition to the energy savings and reductions, the new HVAC system will dramatically improve climate control in the building resulting in a better indoor environment for students and faculty.

Procurement Required and Status

The project is a full oil to gas conversion, and the entire system will need to be procured. The entire system will be designed with high efficiency boilers, heating pump, and domestic hot water heater. BLW Engineering has provided an energy savings analysis and cost estimate for the City, and the analysis was used for this application and is included as an attachment. BLW Engineering will further develop, scope, and design an RFP for the City, and at that time would specify the boilers, heat pump, and domestic hot water heater. National Grid has confirmed that gas will be brought to the school from Cherry St at no cost to the City. Permitting will be coordinated with the City's Building Inspector. The City is able to partially fund this project for this summer and requires GC Competitive Grant funding to fully fund this project.

Project Timeline

The goal is to have the entire project, including the new gas line, new boilers, heating pump, and domestic hot water heater installed and tested by October 1, 2014 in anticipation of the heating season. The City's OPM, KBA Architects, and their engineer, BLW Engineers, Inc., have provided an analysis that includes the cost estimate and energy saving calculations for the project. The City also has a commitment from National Grid to extend a gas line from nearby Cherry Street to the school at no cost. The next step is for KBA/ BLW to further develop the project and design an RFP for procurement and construction. The RFP would be issued in June and would be awarded in early summer. The awarded contractor would begin implementation sometime in the late summer or early fall. The project will be completed by October 1st for the start of the heating season.

Project Team

The project will be managed by Jim Hafey, Facilities Manager for the City's Department of Public Works. BLW Engineering has provided the preliminary analysis and will further develop the scope for the project, including RFP design. Mr. Hafey will also serve as the City's contact with National Grid, and he has been working with Ken Lebreque of National Grid on bringing gas service to the school. The contractor responsible for the installation will be chosen through an RFP process in the summer and will be managed by Mr. Hafey as well. Matt Coogan, the City's Clean Energy Manager, will be responsible for managing the competitive grant, including all necessary reporting to DOER. Mr. Coogan also serves as staff liaison to the Clean Energy Commission, which has been actively involved in the City's energy reduction plan and fully supports this application and the use of Green Community funds for the O'Maley heating system project.

Education and Outreach

The City has been working with the Clean Energy Commission to develop this project. The CEC played an active role in the City's Green Community Designation in 2010 and has been the organization responsible for informing the public on the City's energy savings projects. We expect the CEC to continue their outreach during this project. We intend to post information on the City's website and involve local media, including the Gloucester Times and popular local blogs.

Implementation based on funding

This project hasn't gone forward in the past because it was considered cost prohibitive. The commitment from National Grid to provide gas at no cost to the City has helped to make this project more feasible. However, there is still a gap in funding, for initial estimates for this project were much lower than expected. The Green Community grant will cover the funding gap and make this project possible. This project would greatly benefit the City in energy reduction, energy cost savings. Without Green Communities funding this project will be shelved indefinitely.

Building Name and/or Location	Project Name (description) if applicable	Projected Project Completion (month/year) (optional)	Projected Annual Electricity Savings or Generation (kWh/yr) ¹⁶	Projected Annual Natural Gas Savings (therms) ¹⁶	Projected Annual Oil Savings (gallons) ¹⁶	Projected Annual Energy Savings (other fuel) ¹⁶	Projected Annual Cost Savings ¹⁷ (\$)	Total Project Cost (\$) ¹⁸	GC Grant Funding (\$) ¹⁹	Utility Incentives (\$)	Other Grants (please list source in column of \$)	Town Contribution (\$)	Funding Source(s) for Other Grants and Town Contribution	Audit or Study Reference	Audit or Study Page Reference(s) ¹⁹	Other Supporting Document(s) and Page Reference(s) ¹⁹	Part of Performance Contract? (yes or no)
O'Neley Middle School	Energy System Upgrade: Oil to Gas Conversion and New Boilers and Hot Water	Oct-14	108,599	-75,547	61,611		\$122,308.34	\$988,850.00	\$111,000.00			\$438,830.00	BLM estimate attachment				
								\$0.00									
								\$0.00									
								\$0.00									
								\$0.00									
								\$0.00									

NOTE: This table has been formatted so that the projects are directly transferable to/from Table 4 of the Energy Reduction Plan and Annual Reports in order to minimize the reporting burden of Green Communities.

[1] A municipality may submit proposals for as many projects as it wishes. Projects must comply with all requirements specified in the full guidance document.
 [2] Please estimate only the projected direct annual cost and energy savings.
 [3] For other fuels, please specify in column header fuel and units (see 4.1 items). DOER will perform the calculations for MMBtu and GHGs.
 [4] Total project cost = sum of all funding sources (columns 1-11).
 [5] Please note that the total grant request does not need to equal your total grant allocation at this time. For example, if an audit or engineering study needs to be performed, then the request should be for the cost of that study. A subsequent request should be made to pay for the measures/buildings modified or studied. (Please note: Only audits that are at a minimum an ASHRAE Level 2 audit will be eligible for Green Communities Grant Funding.)
 [6] Please provide a specific page number/range from the audit or study that provides funding request and project details.
 [7] Proposed projects should be completed within approximately one year from contract execution.

February 26, 2014

ATTACHMENT C

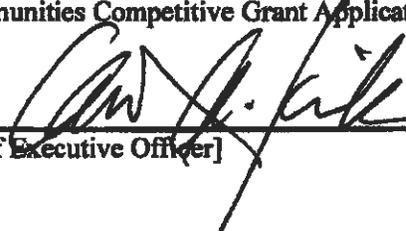
CERTIFICATION OF APPLICATION

The Certification of Application below must be completed, scanned and uploaded as a PDF file.

CERTIFICATION OF APPLICATION

The Chief Executive Officer must complete this certification.

I, Carolyn A. Kirk am authorized to execute said Application on behalf of -
the city of Gloucester, MA, the applying municipality and verify that the information
in the Green Communities Competitive Grant Application is true.



[Signature of Chief Executive Officer]

Mayor

[Title of Chief Executive Officer]

April 16, 2014

[DATE]

NOTE: THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

From: James Hafey
To: Matthew Coogan
Subject: Fwd: 32 Cherry Street Gloucester- O'Maley Middle School
Date: Tuesday, April 08, 2014 10:03:33 AM

Here is the written confirmation.

James M. Hafey

Begin forwarded message:

From: "Labrecque, Kenneth R." <Kenneth.Labrecque@nationalgrid.com>
Date: April 8, 2014, 9:14:45 AM EDT
To: 'James Hafey' <JHafey@gloucester-ma.gov>
Subject: 32 Cherry Street Gloucester- O'Maley Middle School

Jim,

I am pleased to inform you that National Grid has approved the proposed gas load requirement for the above mentioned property. A new natural gas service line will be installed of approximately 800' to the boiler room at the rear of the school. There is no charge for this service based upon a dedicated gas demand of 19,500 cfm and the removal of all oil systems. I look forward to working with you on this project. I can be reached @ 978-556-1381 should you have any questions.

Ken Labrecque

This e-mail, and any attachments are strictly confidential and intended for the addressee(s) only. The content may also contain legal, professional or other privileged information. If you are not the intended recipient, please notify the sender immediately and then delete the e-mail and any attachments. You should not disclose, copy or take any action in reliance on this transmission.

You may report the matter by contacting us via our [UK Contacts Page](#) or our [US Contacts Page](#) (accessed by clicking on the appropriate link)

Please ensure you have adequate virus protection before you open or detach any documents from this transmission. National Grid plc and its affiliates do not accept any liability for viruses. An e-mail reply to this address may be subject to monitoring for operational reasons or lawful business practices.

For the registered information on the UK operating companies within the National Grid group please use the attached link:
<http://www.nationalgrid.com/corporate/legal/registeredoffices.htm>

BLW ENGINEERS, INC.

MEMORANDUM

DATE: April 18, 2014
TO: Matthew Coogan, AICP,
City of Gloucester
FROM: Ken Beck
PROJECT: Boiler Room Renovations
O'Maley Middle School
SUBJECT: Project Schedule
COPIES TO: File

BLW Engineers visited the above referenced site on April 8, 2014 to inspect the current boiler room. Based on that inspection, professional experience with boiler room replacement projects and current bidding climate, BLW Engineers subsequently prepared the estimated construction cost for replacement of the building domestic hot water heating system, the replacement of the building hot water heating system and replacement of the building hot water distribution system including pumping systems.

In addition, BLW Engineers estimated the annual energy savings of the replacement of the building domestic hot water heating system, the replacement of the building hot water heating system and the replacement of the building hot water distribution system including pumping systems based on applicable annual weather data, building transmission heat loss, building outdoor for ventilation heating requirements and typical school occupied/unoccupied schedules.

If there should be any further comments and/or questions regarding this matter, please do not hesitate to contact our office.

ECM 1 - High Efficiency Boilers

Boiler 94% Efficient 56.6 Hp
 Water heater 82% Efficient

Gas Utilization

Boiler (Occupied) =	$\frac{47,073 \text{ F-Hrs} \times 5,200,000 \text{ Btu/h}}{70 \text{ delta T}}$	$\times \frac{1 \text{ Therm}}{100,000 \text{ Btu/h}}$	$\times \frac{\$ 1.02}{\text{therm}}$	=	\$ 37,944.56
Boiler (Uncoupled) =	$\frac{93,925 \text{ F-Hrs} \times 1,800,000 \text{ Btu/h}}{50 \text{ delta T}}$	$\times \frac{1 \text{ Therm}}{100,000 \text{ Btu/h}}$	$\times \frac{\$ 1.02}{\text{therm}}$	=	\$ 36,690.70
Domestic HW =	$800 \text{ Gal/Day} \times \frac{667 \text{ Btu/h/Gal}}{82\% \text{ efficiency}}$	$\times \frac{1 \text{ Therm}}{100,000 \text{ Btu/h}}$	$\times \frac{\$ 1.02}{\text{therm}}$	=	\$ 2,422.67
	Base Case Gas			=	\$ 77,057.93
	Base Case Gas (Thems)			=	75,546.99

Electrical Utilization

Heating Pump =	6,430 Hours	$\times 56.6 \text{ Hp}$	$\times \$ 0.13 \text{ Kwh}$	$\times 0.746$	=	\$ 35,294.71
		Base Case Electrical			=	\$ 35,294.71
		Base Case Electrical (KWH)			=	271,497.75
		Total Building Operating Cost (Gas + Electrical)			=	\$ 112,352.64
		High Efficiency Boiler Efficiency Savings			=	\$ 108,380.46

ECM 2 - Variable Speed Pumps

Boiler 82% Efficient 56.6 Hp VFD 60%
 Water heater 82% Efficient

Electrical Utilization

Heating Pump =	6,430 Hours	$\times 33.96 \text{ Hp}$	$\times \$ 0.13 \text{ Kwh}$	$\times 0.746$	=	\$ 21,176.82
		VFD Savings Electrical			=	\$ 14,117.88
		VFD Savings Electrical (KWH)			=	108,599.10

ECM 3 - High Efficiency Domestic Hot Water Heaters

Boiler 82% Efficient 15.6 Hp
 Water heater 96% Efficient

Gas Utilization

Domestic HW =	$800 \text{ Gal/day} \times \frac{667 \text{ Btu/h/Gal}}{96\% \text{ efficiency}}$	$\times \frac{1 \text{ Therm}}{100,000 \text{ Btu/h}}$	$\times \frac{\$ 1.02}{\text{therm}}$	=	\$ 2,069.37
	High Efficiency Water Heater Gas			=	\$ 3,037.25
	High Efficiency Water Heater Gas (Thems)			=	2,077.70

BLW

BLW ENGINEERS, INC.

311 Grand Road, Post Office Box 1561, Littleton, Massachusetts 01460 Tel 978-486-4301 Fax 978-458-0087 e-mail info@blwengineers.com

Construction Cost Estimate

Project phase: Schematic	Project: Boiler Room Renovation	Sheet 1 of 1
Trade Specification Reference: All	O'Maley Middle School	Date
By: KRB Checked By: KRB	Project Number: 4	04.11.14

Description	Qty	Units	Material		Labor		Total
			Unit Cost	Total	Unit Cost	Total	
Boiler Replacement							
Division 01 - General Requirements							
General Conditions	1	LS			40,000	40,000	40,000
Division 02 - Existing Conditions							
Demolition	1	LS			10,000	10,000	10,000
Asbestos Abatement	1	LS			15,000	15,000	15,000
Division 03 - Concrete							
Concrete Equipment Pads	1	LS	1,000	1,000	1,800	1,800	2,800
Division 02 - Plumbing							
Demolition	1	LS			800	800	800
Piping, Insulation & Valves	1	LS	1,800	1,800	2,800	2,800	4,600
Gas Piping & Valves	1	LS	4,000	4,000	8,000	8,000	12,000
Division 02 - HVAC							
Condensing Boiler - 2000 MBH Input	3	EA	34,000	102,000	6,000	18,000	120,000
Boiler Pumps	3	EA	1,800	5,400	750	2,250	6,750
Piping, Insulation & Valves	1	LS	26,000	26,000	80,000	80,000	132,000
Water Specified	1	LS	2,800	2,800	3,750	3,750	6,250
Wires & Conduits	3	EA	1,500	4,500	3,500	10,500	15,000
Automatic Temperature Controls	1	LS	12,500	12,500	20,000	20,000	32,500
Commissioning	1	LS			1,250	1,250	1,250
Division 02 - Electrical							
Demolition	1	LS			2,500	2,500	2,500
Boiler Room Power Wiring	1	LS	6,000	6,000	10,500	10,500	16,500
Subtotal				\$ 162,504		\$ 198,750	\$ 361,254
10% Overhead & Profit							\$ 36,728
Subtotal							\$ 411,863
7.5% Contingency							\$ 30,890
Subtotal							\$ 442,887
5% Engineering Fees							\$ 22,144
Subtotal							\$ 465,031
4% Architectural Fees							\$ 18,621
TOTAL							\$ 483,652

Pumps & Variable Speed Drives							
Division 01 - General Requirements							
General Conditions	1	LS			6,000	6,000	6,000
Division 02 - Existing Conditions							
Demolition	1	LS			1,500	1,500	1,500
Asbestos Abatement	1	LS			2,500	2,500	2,500
Division 03 - Concrete							
Concrete Equipment Pads	1	LS	800	800	750	750	1,250
Division 02 - HVAC							
Primary Circulating Pumps	5	EA	3,250	16,250	750	3,750	20,000
Piping, Insulation & Valves	1	LS	4,000	4,000	6,000	6,000	12,000
Variable Speed Drives	5	EA	1,500	7,500	750	3,750	11,250
Automatic Temperature Controls	1	LS	1,500	1,500	3,500	3,500	6,000
Commissioning	1	LS			500	500	500
Division 02 - Electrical							
Demolition	1	LS			1,000	1,000	1,500
Boiler Room Power Wiring	1	LS	1,500	1,500	2,500	2,500	4,000
Subtotal				\$ 31,250		\$ 32,750	\$ 64,000
10% Overhead & Profit							\$ 6,400
Subtotal							\$ 70,400
7.5% Contingency							\$ 5,280
Subtotal							\$ 75,680
5% Engineering Fees							\$ 3,784
Subtotal							\$ 79,464
4% Architectural Fees							\$ 3,219
TOTAL							\$ 82,683

Domestic Hot Water Heaters							
Division 01 - General Requirements							
General Conditions	1	LS			7,500	7,500	7,500
Division 02 - Existing Conditions							
Demolition	1	LS			1,500	1,500	1,500
Asbestos Abatement	1	LS			2,500	2,500	2,500
Division 03 - Concrete							
Concrete Equipment Pads	1	LS	500	500	750	750	1,250
Division 02 - Plumbing							
Demolition	1	LS			2,000	2,000	2,000
Condensing Water Heater - 1500 MBH Input	2	EA	20,000	40,000	4,000	8,000	48,000
Piping, Insulation & Valves	1	LS	4,500	4,500	6,000	6,000	12,000
Gas Piping & Valves	1	LS	1,500	1,500	3,500	3,500	6,000
Automatic Temperature Controls	1	LS	1,500	1,500	2,500	2,500	4,000
Commissioning	1	LS			500	500	500
Division 02 - Electrical							
Boiler Room Power Wiring	1	LS	1,250	1,250	2,500	2,500	3,750
Subtotal				\$ 48,750		\$ 58,250	\$ 107,000
10% Overhead & Profit							\$ 10,700
Subtotal							\$ 117,700
7.5% Contingency							\$ 8,828
Subtotal							\$ 126,528
5% Engineering Fees							\$ 6,326
Subtotal							\$ 132,854
4% Architectural Fees							\$ 5,314
TOTAL							\$ 138,168

nationalgrid

Gloucester O'Maley School and Skating Rink



Prepared for
NATIONAL GRID

B²Q

Prepared by
B2Q Associates, Inc.
Beverly, MA

Revision Date
May 6, 2009

Whole Building Program

**Opportunities Screening Final Report
O'Maley Middle School and Skating Rink
NGRID Whole Building Program**

Walk Through Date: 12/4/2008
Address: 32 Cherry Street, Gloucester, MA

Facility Description

O'Maley Middle School

Building Description

City of Gloucester middle school, built in 1972, approximately 143,000 square feet (sqft). This building is connected to an adjacent skating rink and these buildings will be described separately, but benchmarked together because they share electric meters and heating systems. This facility is 100% heated and 30% air-conditioned and houses the 6th – 8th grades.

Approximately 800 student capacity, total of approximately 900 occupants including teachers, staff and students.

Utilities

Electric Supply Company: Suez Energy
Electric Distribution Company: National Grid
Electric Rate Code: G3
Oil Company: Todd Oil

HVAC

(9) Air Handling Units (AHUs) serving all areas except perimeter classrooms, arranged in block sections; each air handler has linked return fan.

Approximately (30) Unit Ventilators (UVs) serving perimeter classrooms, (1) per classroom

Heating

(3) Cleaver Brooks oil boilers serve Hot Water (HW) loop:
(2) Model OB500X-200, each 8,369 MBH input, 10hp blower motor;
(1) Model CB500X-70, 2,929 MBH input, 2hp blower motor.

Limited baseboard Fin Tube Radiation (FTR) in Library and other areas

HW loop serves AHUs, UVs, FTR and Skating Rink AHUs:

(2) 30hp pumps, each 93.6% efficient, run alternately (AHUs)

(1) 10hp pump, 87.5% efficient (UVs, FTR),

(1) 7.5hp pump, 84% efficient (Skating Rink); common spare for UV/FTR and Skating Rink pumps.

Via AHUs, UVs, FTR

Patterson Kelley shell and tube Heat Exchanger (HX) provides Domestic Hot Water (DHW) from HW loop, 1980 gal, installed in 1972.

Cooling

(2) McQuay Air-Cooled Chillers (ACCs), each 155 tons, serve Chilled Water (CHW) loop to AHUs, approximately 10 years old.

(2) 25hp pumps circulate CHW loop, each 90.2% efficient, run alternately with common spare.

Lighting

T5 Fluorescent recently installed in gym. T12 in most areas of school, incandescent lighting in mechanical rooms.

Building Automation System (BAS or EMS)

Digital - pneumatic controls; Siemens system provides primitive controls for AHU fan operation and VFDs. VFD control acts only as on/off switch as VFDs can only be run at 100% or off. No trends currently set up.

Other Equipment

Approximately 125 computers

175 kW diesel backup generator

(7) Vending machines

Full service kitchen, primarily propane fired

Schedules

Occupancy Schedules are as follows:

- School hours: 7am to 4pm M – F

BAS Equipment Schedule:

- 5am – 4pm, staggered starts and stops by 10 min for different equipment

Skating Rink

Building Description

Skating rink attached to O'Maley middle school, also built in 1972, approximately 40,000 sqft. This rink is used primarily for ice hockey with some figure skating use. This facility includes office space for rink staff, locker rooms, and rink and spectator area. All areas other than the rink and spectator area are heated by a HW loop from O'Maley School.

HVAC

(3) AHUs serve skating rink, locker rooms and offices. Typically only unit serving locker rooms and offices is run.

Heating

Via AHUs served by HW loop from O'Maley School
Approximately (2) electric cabinet heaters in mechanical room
Limited HW FTR near rink entrance and exits

Domestic HW tank, estimated 175 gallons, served by O'Maley School

Cooling

(2) Chillers provide cooling to glycol loop, each 125hp reciprocating compressor motor, 94.5% efficient.
Typically only one chiller is needed to maintain ice temperature.
(2) 30hp centrifugal pumps circulate glycol loop.

Lighting

Recent lighting upgrades to T5 fluorescent over ice. T12 fluorescent in locker rooms, mechanical rooms, rink office and lower hallway. See Lighting Report for details.

Building Automation System (BAS or EMS)

Honeywell DDC controls chiller loop at unit level. DCX unit controls rink equipment, however system is malfunctioning and cannot be used for scheduling and setpoints.

Other Equipment

Zamboni, equipped with 110 gal HW tank

(4) Vending machines

Schedules

Occupancy Schedules are as follows:

- Operating hours: 5:30am – 12am, 7 days/week
- Ice is not constantly in use during day time, i.e. during school and work hours

Contacts

update
CRK

Customer's Contacts

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National Grid

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Denise Rouleau	Rouleau Consulting	978-281-0623	deniserouleau@comcast.net

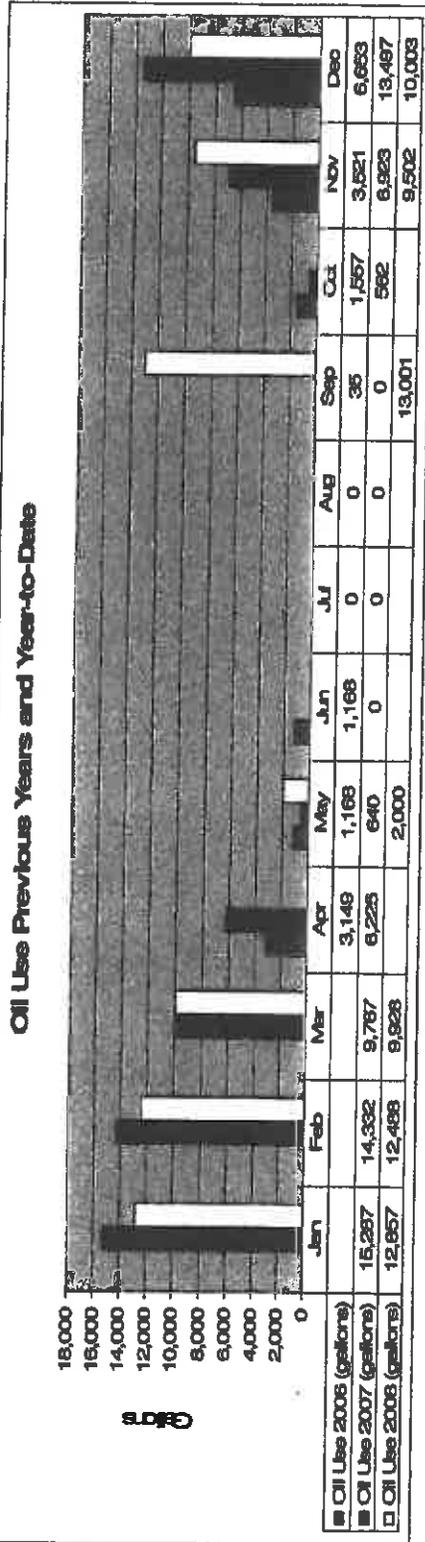
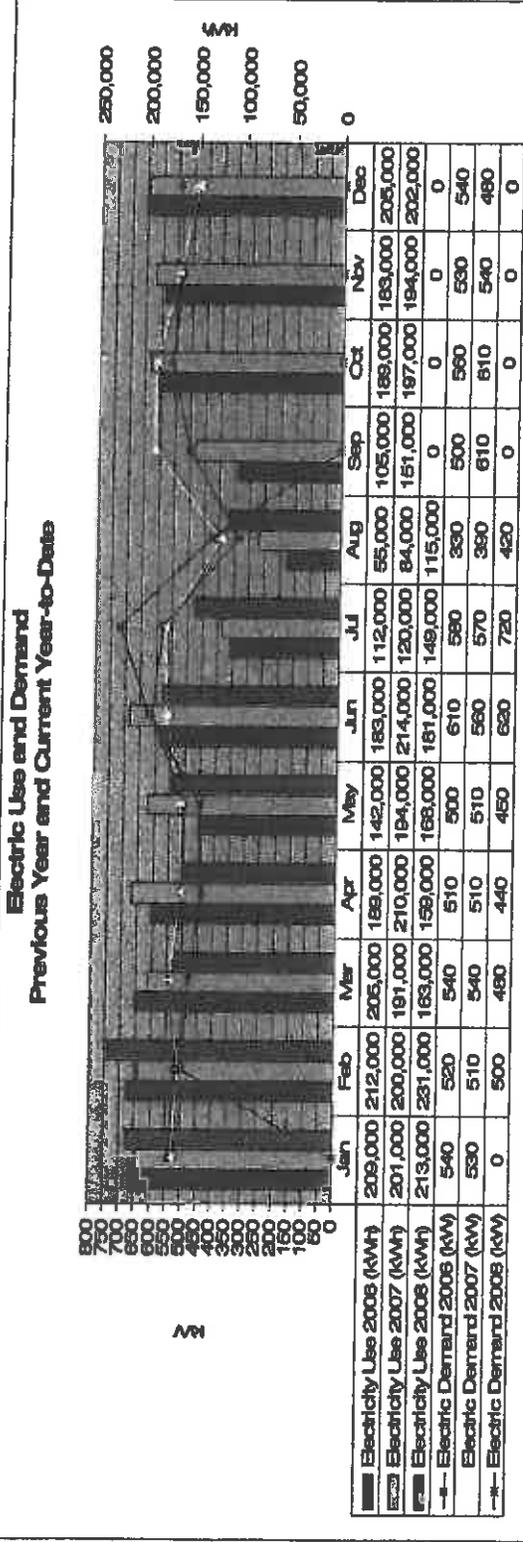
NGRID's TA Consultants

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Joshua Doolittle	B2Q Associates, Inc.	978-846-1994	jdoolittleb2q@comcast.net

The following terms are used in the table above:

- **Building type:** The type of building being examined.
- **EPA Building Type:** EPA Portfolio Manager has a limited number of building types used for benchmarking one building against another. The EPA building type indicates what type of building was chosen to compare this building against.
- **Occ W/sqft:** This is the occupied Watts per square foot (W/ft²), which is an indication of how much energy is being used while the building is occupied on a typical day.
- **Unocc W/sqft:** This is the unoccupied Watts per square foot, which is an indication of how much energy is being used while the building is unoccupied on a typical day. High levels of unoccupied W/ft² indicate that equipment is running when there are few people in the building, and may indicate the opportunity to shutoff equipment.
- **EPA Rank:** This is the rank of the building in EPA's Portfolio Manager benchmarking tool. The scale is 1 to 100, with an average building ranking a 50. Buildings can apply for an Energy Star Award when they receive a rank of 75 or above.
- **Site and Source:** Shown in the table above are the total annual electric and fuel use, and approximate costs per square foot based on average electric and fuel rates. *Site* and *Source* benchmark indices are also shown. *Site* means how much energy is consumed at the site, while *Source* means how much energy is consumed back at the power plants used to generate the energy, which is then transmitted to the Site. The difference is in the conversion of kWh – for Site the conversion is 3.413 kBtu/kWh, while for Source it is 10.3 kBtu/kWh.
- **Site/Source National Avg. kBtu/sqft:** The *Site* or *Source* energy intensity (energy use per square foot) this facility would consume if it had an EPA Rank of 50.
- **Actual Fuel kBtu:** How much heating energy was used during the year, including gas, oil, propane, and other heating fuels. Measured in kBtu, which is 1000 Btu's, or 1/100 of a therm of natural gas.
- **Norm. Fuel kBtu:** The heating energy used during the year, normalized to 30 yr averages.
- **kWh/sqft:** The total electric energy use per year in kilowatt-hours divided by the gross square footage of the building.
- **Norm Site Total kBtu/sqft:** The total Site-based energy use of the building, including electricity use and normalized fuel use, divided by the gross square footage of the building.
- **Norm Source Total kBtu/sqft:** The total Source-based energy use of the building, including electricity use and normalized fuel use, divided by the gross square footage of the building.

Electric utility and oil delivery data for this facility are shown below:

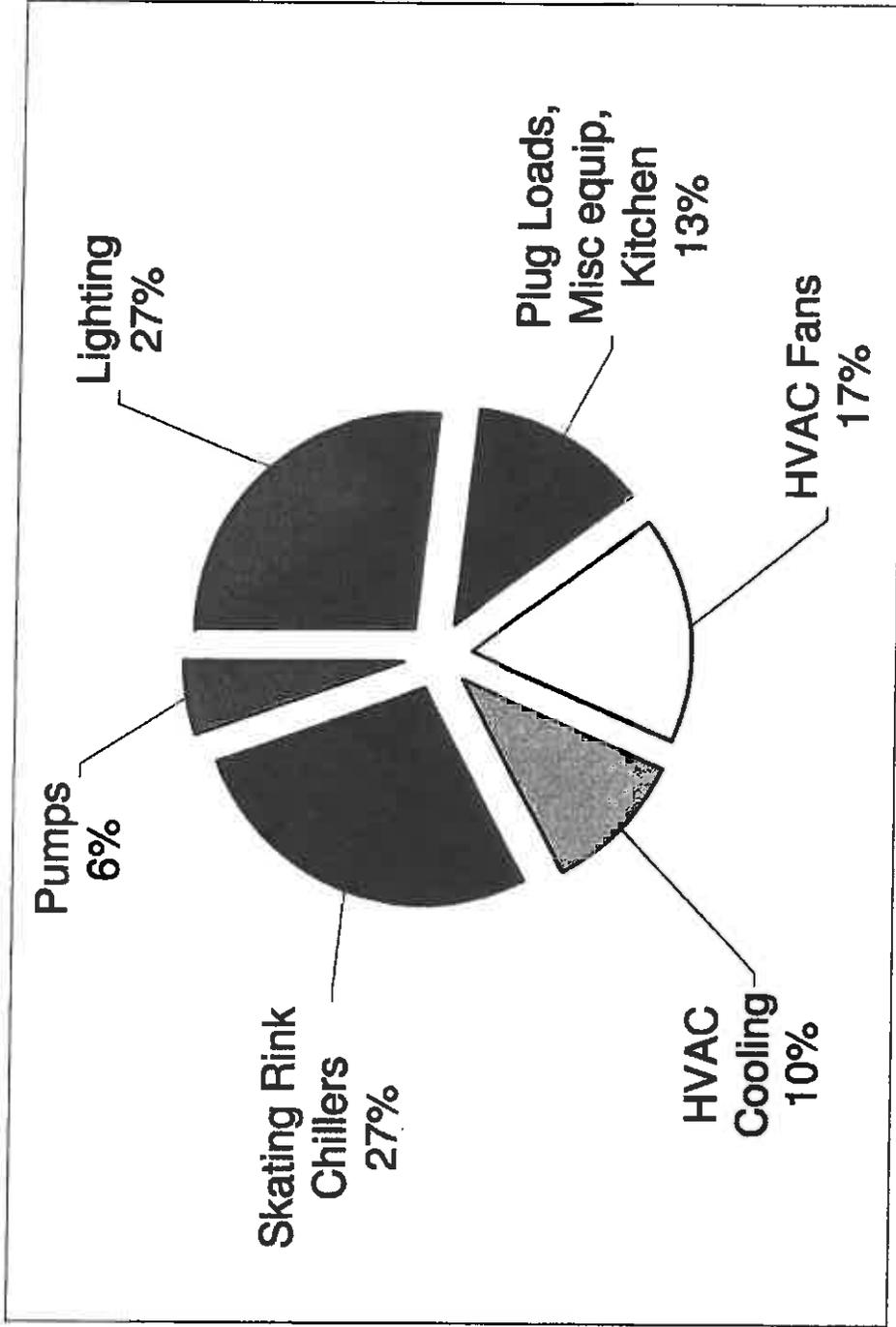


Benchmarking Notes:

- Electricity use follows seasonal trends and is fairly consistent from year to year. Large reductions in use can be seen in the months of July and August each year, as the school is mostly unoccupied and the skating rink is shut down. Electric demand is fairly consistent except for a spike in July 2008; this might be due to skating rink and school chillers operating on a peak day, however it may indicate an opportunity to shutdown or set back equipment.
- Oil use follows seasonal trends; actual use may differ because the tank may not be completely empty at the time of each delivery.

Electricity End-Use Reconciliation Estimate

The chart below estimates the percentage of annual electricity use by each of the resources listed.



Energy Efficiency Measures for Further Study

The energy efficiency measures (EEMs) recommended for further study are summarized on the next page. This is based on initial discussions and observations, and each will require further detailed study of the systems to ensure that they are compatible with the technologies suggested. Costs and savings estimates for each measure are shown as initial estimates, with further refinement needed through detailed study of the facility. As the opportunities listed here are studied in more detail, additional opportunities may emerge.

These initial cost and savings estimates are expected to be within 15% of the final numbers, which will be determined after a detailed study of the facility.

Important Note(s):

1. Since a “menu” of choices is supplied for this report, there is deliberately overlap in costs and savings estimates. This means that there is overlap in the savings estimates if all measures were to be done together. It also means that there are likely economies of scale to be realized by doing multiple projects, and that cost estimates could be lowered.
2. Additional recommendations and explanations are included in the text following the EEM table. Not all recommendations are included in the EEM table because some measures may need more detailed study or are otherwise outside the scope of this preliminary study.
3. All electric and gas rebates included on the following table are estimates and actual incentives need to be confirmed with the utility.
4. All gas rebates are contingent upon the school becoming a National Grid gas customer.
5. Some measures included in the table represent different levels of the same type of measure and savings and cost calculations are redundant. In these cases, all of the redundant measures are included in the table as line items, however only the measure with the most savings is included in the total savings and costs line.

Energy Efficiency Measure Table

Measure	ELEC		GAS		Savings Estimate (kWh)	Equivalent Therms Savings	Savings Estimate (\$)	Cost Estimate (\$)	Potential Incentive (\$)	Potential Data Incentive (\$)	Net Cost (\$)	Simple Payback (Yrs)										
	Rate (\$/kWh)	Rate (\$/therm)	Rate (\$/kWh)	Rate (\$/therm)																		
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Total Cost</td> <td style="text-align:right">\$1,109,157</td> </tr> <tr> <td>Total Savings</td> <td style="text-align:right">\$179,945</td> </tr> <tr> <td>Simple Payback</td> <td style="text-align:right">6.2 yrs</td> </tr> </table>													Total Cost	\$1,109,157	Total Savings	\$179,945	Simple Payback	6.2 yrs				
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Facility-wide Measures	ELEC		GAS		Savings Estimate (kWh)	Equivalent Therms Savings	Savings Estimate (\$)	Cost Estimate (\$)	Potential Incentive (\$)	Potential Data Incentive (\$)	Net Cost (\$)	Simple Payback (Yrs)										
1 No/Low Cost Measures																						
1a Computer Power Management					6,250	0	\$875	\$500	\$0	\$0	\$500	0.6										
1b Schedules, Setpoints, O&M					35,553	1,883	\$7,801	\$1,500	\$0	\$0	\$1,500	0.2										
1c Vending Machine Controls					8,000	0	\$1,120	\$1,800	\$800	\$0	\$1,000	0.9										
1d Education & Awareness					21,580	941	\$4,453	\$1,500	\$0	\$0	\$1,500	0.3										
2 Retro-Commissioning					59,254	4,708	\$15,955	\$40,500	\$28,057	\$0	\$12,443	0.8										
3 Insulation HW Pipe, Ducts					13,038	1,883	\$4,649	\$25,000	\$0	\$1,883	\$23,117	5.0										
4 Airseal Building Envelope					19,558	2,824	\$6,974	\$15,000	\$0	\$2,824	\$12,176	1.7										
5 VSD HW, CHW Pumps					81,282	0	\$11,381	\$43,123	\$25,300	\$0	\$17,823	1.6										
6 Premium Motors					6,752	0	\$945	\$14,220	\$845	\$0	\$13,275	14.0										
7 Solar Hot Water					-1,400	2,002	\$2,807	\$49,801	\$0	\$8,007	\$43,595	15.5										
8 Lighting Upgrades					207,620	-5,911	\$20,229	\$239,513	\$167,656	\$0	\$71,854	3.6										
O'Malley School Measures																						
9 Boiler Upgrade					0	18,908	\$28,362	\$639,860	\$0	\$12,802	\$627,058	22.1										
10 BAS Upgrade					97,788	7,530	\$24,985	\$149,817	\$37,050	\$7,530	\$105,237	4.2										
11 Kitchen Hood Controls					570	1,997	\$3,076	\$10,000	\$0	\$1,997	\$8,003	2.6										
12 Thermostat Upgrade					19,558	2,824	\$6,974	\$10,500	\$0	\$125	\$10,375	1.5										
13a DCV Aud, Lib					24,086	5,181	\$11,145	\$20,269	\$14,169	\$5,181	\$900	0.1										
13b DCV Gym					0	2,791	\$4,186	\$10,135	\$0	\$4,186	\$5,949	1.4										
Skating Rink Measures																						
14 Brine Chiller Replacement					208,353	0	\$29,189	\$289,312	\$18,121	\$0	\$247,191	8.5										
15 Dehumidifier Install					79,975	-4,704	\$4,140	\$110,000	\$0	\$0	\$110,000	26.6										
16 BAS Upgrades/Repair					42,653	941	\$7,383	\$36,336	\$25,435	\$941	\$9,860	1.3										
17 VSD Brine Pumps					32,339	0	\$4,527	\$6,382	\$5,100	\$0	\$3,282	0.7										
18 Low E Ceiling					136,123	0	\$19,057	\$63,369	\$34,903	\$0	\$28,586	1.5										
19 Heat Exchanger Install					2,000	2,889	\$4,314	\$12,900	\$0	\$2,889	\$12,900	3.0										
Total					637,889	41,779	\$178,945	\$1,481,848	\$339,388	\$48,040	\$1,109,157	6.2										
					39%		41%															

NOTE: Equivalent Therms Savings are shown instead of projected oil savings because the city is considering switching the primary heating fuel to natural gas. Gas incentives are contingent upon the facility becoming a NGrid gas customer.



Additional Information on Energy Efficiency Measures

Facility-wide Measures

1. *No/low cost measures:* National Grid is providing guidance on a number of no and low cost measures which can be implemented. Please review the Notebook provided by National Grid. Reviewing these measures and educating personnel can provide immediate energy savings and improve comfort throughout the buildings. In addition, the following no/low cost measures are recommended:

- a. **Computer Power Management:** Power Management features are standard in Windows and Macintosh operating systems, and can place monitors and computers into a low-power “sleep mode” after a period of inactivity. Touching the mouse or keyboard “wakes” the computer and monitor almost instantly. There are many ways to activate sleep features across entire networks of computers, including free solutions that utilize open source software and/or tools that you may already have at your disposal. Alternatively, a number of commercial software packages offer more feature-rich solutions for a fee, and may deliver more energy savings.

To maximize power savings, set computers to enter system standby or hibernate after 30 minutes or less of inactivity, and set monitors to enter sleep mode after 15 minutes or less of inactivity. The lower the time settings, the more energy you save. On laptops, be sure to activate these settings in the AC as well as DC (battery) power profiles. See the Energy Star website for more information at: http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_management

- b. **Schedule, Setpoints and O&M Measures:** All spaces should have their schedules and temperature setpoints for occupied and unoccupied periods reviewed and tightened in the BAS. See Appendix A for more detailed information about energy use patterns and electric loads.

Check all copiers, personal appliances, printers, etc. and ensure they are set to power down to their standby or energy saving modes when not in use. There appears to be a large number of personal appliances in the building which should be shut off when not in use, and/or consolidated with central cafeteria equipment.

Create a preventative maintenance (PM) program, to systematically check and manage the following items:

Adjust Belts	Fix Refrigerant Leaks
Clean Condenser Coils	Maintain Cabinet Integrity
Clean Evaporator Coils	Maintain Outside Air Dampers
Clean Filters	Check Airflow
Check Refrigerant Charges	Maintain Fans
Maintain Condenser Fans and Motors	Seal Ducts

During our walkthrough we noticed some AHUs with loose belts, which can decrease fan and motor efficiency. Incorporating a quality PM vendor will keep equipment running smoothly and efficiently, and identify potential problems early on.

- c. **Vending Machine Controls:** These controls will power down the vending machine (including lights and refrigeration) whenever there is no foot traffic in front of the machine for a period of time. This is done through the use of a motion sensor. The controls periodically power up the refrigeration system to maintain product temperature and sense machine operation so that the machine is only powered down when the compressor is not operating (in order to prevent adverse impacts on compressor life)
- d. **Education and Awareness:** This measure is geared towards teaching the students, teachers, and staff about their impact on energy use and energy efficiency and is more community focused than the other recommended measures. The school is a people-driven facility, and educating the people who use it about energy efficiency and raising their awareness about how they can individually make a positive impact can go a long way towards reducing energy consumption. National Grid can assist the school in implementing this measure.

Action Items:

- Utilize internal IT staff for Computer Power Management
 - Utilize internal facilities staff for Schedule, Setpoints, and O&M
 - Arrange for self-install of Vending Machine Controls
 - Work with NGRID to create an Education and Awareness Program
2. **Retrocommissioning (RCx):** RCx is the process of systematically going through the building to determine whether equipment is functioning correctly, and then recommending and implementing no or low cost measures to improve energy efficiency and reduce maintenance costs. During the site visit, we sampled equipment and found that, in general, there is opportunity for adjusting equipment operations and improving energy efficiency. Below is a list of items which can be addressed, many at no or low cost.
- a. The Variable Speed Drives (VSDs) installed on all large fans are only serving to function as an on/off control and only reduce speed during night setback periods. These drives are not being utilized to their full capability, as it appears that the current BAS is not set up to ramp the drives up and down between 50 to 100% capacity as needed. While this is an improvement from the previous condition of equipment operating 24 hours a day, 7 days a week, there is still a lot of room to increase the effectiveness of the drives through improved controls. See BAS Upgrade section in the O'Maley School measures below for more details on VSD control improvements.
 - b. All spaces in the building need to have their schedules and temperature setpoints reviewed, to tighten the occupied and unoccupied periods and setpoints. Examples are mentioned below:

- i. In general, O'Maley equipment scheduled occupied times are from 5am to 4pm, however some spaces are not regularly used for the entire operation periods and schedules for equipment serving those areas may be adjusted to minimize energy use. Good candidates for evaluation are the gyms, cafeteria and the auditorium.
 - ii. We noticed that the HW temperature for AC-1 was 110°F. This is low for HW systems and may indicate a broken or mis-calibrated temperature sensor or may be a result of a poorly insulated HW loop.
 - iii. During the summer, it was noted that all interior AHU VSDs were operating at 60% capacity. The fans in many of these areas may be turned completely off if they are not in use during the summer. If they must be used, the VSDs should be run at minimum speed.
- c. Optimal start/stop is an algorithm which optimizes the start and stop time of equipment, so that units are automatically turned on to bring space temperatures to their setpoints only at the time needed, rather than starting or stopping on a fixed schedule. Optimal start/stop strategies should be implemented into the Building Automation System (BAS).
 - d. As part of the RCx process, building facility staff should be trained on the use of the Building Automation system to utilize the system to its maximum potential. This is extremely important, as it will help staff monitor and diagnose equipment, as well as optimize the runtime of equipment and the overall energy use of the building.
 - e. One immediate RCx measure is to perform a walk-through during unoccupied periods to audit equipment which is operating even though it should be turned off during these periods.
 - f. Upgrade BAS software to the latest version. Up to date software adds advanced control strategies such as optimal start/stop, seven day scheduling, water loop temperature reset, reliable economizing based on enthalpy calculations, etc. New software is also Web-based and accessible via an Internet Browser by anyone authorized. This allows facility managers to easily check on systems or make changes from remote locations if alarms (problems) are generated and sent to their cell phones. A software update would greatly help with existing scheduling issues, saving energy. Refer to EPO data in Appendix A for more details.
 - g. Take advantage of "trending" BAS points over time to view how equipment behaves over several weeks. Often examining a point (temperature, humidity, etc) requires seeing how that information behaves over a period of time. By setting up trends on all the equipment in the building, at any point in time facility staff can review how that equipment has been behaving over the past several weeks, and determine if there is a problem. No trends are currently set up.

Action Items:

- Arrange for EMS/HVAC specialist to review the existing control system

- Incentives for RCx Studies are available from National Grid. Determine if these incentives apply.
3. *Insulation of HW, CHW Pipe and Supply Air Ducts:* This measure is to replace, repair and install insulation on sections of pipe and duct where insulation has been damaged or removed. Insulation is designed to create a heat transfer-resistant barrier between the pipe or duct and the air in the spaces they run through, to minimize heat gains and losses. Uninsulated or badly insulated pipes and ducts can significantly increase heating and cooling loads, causing equipment to use more electricity and fuel to heat or cool the building. During our walkthrough we noticed several areas where insulation was damaged or removed from pipes, most notably in the hallway connecting the school and skating rink. In addition, there are several supply air ducts in mechanical rooms with damaged or no insulation.

Action Items:

- Arrange for insulation vendor to review insulated systems
4. *Weatherize Building Envelope:* This measure is to increase the heat retention of all spaces in the facility by improving door and window seals, and eliminating air leakage. Typical weatherization measures include caulking gaps and joints, weather-stripping outside doors and access panels, and air-sealing air handling units and ducts. During our walkthrough we noticed several spaces with air leakage problems, including half-open entrance doors in the skating rink and poorly sealed exterior doors.

Action Items:

- Arrange for weatherization specialist to review building envelope
5. *VSD on HW, CHW, and DHW pumps:* This measure is to add variable speed drives (VSDs) to the pumps which serve the heating and cooling loops for the school and skating rink. These VSDs modulate the speed of the motor to meet variations in building loads. Just as a car is not driven at maximum speed on the roadways at all times, there is no reason to run a pump at full speed at all times. It should speed up and slow down to meet the needs of the building. There is a big potential for energy savings by incorporating VSDs into pumping systems due to the cubic relationship between motor speed and electrical power used; a small reduction in speed can create significant energy savings.

Action Items:

- Arrange for VSD specialist to install
6. *Premium motors on pumps:* This measure is to replace the existing HW, CHW, and DHW pumps serving the school and skating rink with new, premium efficiency motors. This measure is to both increase efficiency and to use motors that will allow the variable speed drives to work with the system.

Action Items:

- Arrange for contractor to install

7. **Solar Hot Water:** This measure is to install solar hot water collectors to heat water for domestic and zamboni use. This renewable technology reduces the cost of fossil fuels required for domestic hot water use by offsetting a portion of the heating load. Reducing the amount of fossil fuel being burned would also reduce the greenhouse gases that are released into the atmosphere.

The array of solar collectors could either be situated on a building roof or in a nearby field with adequate year-round sunlight. The solar collectors would heat a mixture of glycol and water for freeze protection, which would be pumped through a heat exchanger to transfer the heat from the glycol loop to the domestic and/or zamboni hot water system. This hot water can then be stored in an insulated tank for night-time use as well.

Note that a more detailed study would be required to determine the feasibility of this measure, and to complete the design and engineering required. In addition, the estimated payback shown in the EEM Table above does not include the savings from changing heating systems from oil to natural gas; additional savings from this fuel switch would apply to the solar HW system and reduce the payback to approximately 5 years.

Note: Savings from this measure may overlap with a Heat Exchanger Install.

Action Items:

- Arrange for solar HW specialist to design system

8. **Lighting Upgrades:** National Grid offers incentives for upgrading existing lighting to more efficient lighting fixtures. In addition, there are a number of lighting control strategies that can be used to reduce energy consumption. We recommend the following upgrades and control strategies for further investigation:

- a. **Lighting Occupancy Sensors:** Occupancy sensors can reduce unnecessary energy use by performing the duties of turning lights in an area on and off when they sense someone entering or leaving an area. Areas that are good candidates for occupancy sensors are those that are used infrequently or unpredictably, such as classrooms, private offices, conference rooms, storage rooms, and bathrooms. The school has several of these types of areas, most notably the cafeteria, classrooms, gym, and corridors.
- b. **Daylight Dimming Sensors:** Dimming sensors measure the amount of natural light reaching a space, and use dimming ballasts to reduce or increase the amount of light accordingly. By reducing the light levels when there is adequate natural light in some areas, electrical and cooling energy can be reduced. Areas that have a lot of natural light such as the library are good candidates for dimming sensors.

Action Items:

- See Lighting Report
- Arrange for lighting controls specialist to review lighting systems

O'Maley School Measures

9. *Boiler Upgrade:* This measure is a capital replacement of existing oil boilers. These boilers have been in use for over 35 years, and the efficiency of these boilers may be 75% or less. New high efficiency gas boilers can have efficiencies up to 93%. Switching to natural gas would require significantly less heating fuel than the current boilers use. The energy savings alone may not justify this measure, however, the typical effective economic life of a boiler is considered to be around 20 years. Replacing these units may also decrease costs associated with maintaining old equipment.

Action Items:

- Arrange for contractor to install

10. *BAS System Upgrade:* This measure is to upgrade and expand or replace the existing BAS for the school. The current BAS has limited control capabilities and almost no control strategies. This building has a considerable amount of large equipment, and energy use could be significantly reduced by adding sensors and better control strategies to this equipment. Existing VSDs installed on the large AHUs cannot be used to their full potential because sensors, control boards, and control algorithms are not installed; existing boilers and pumps are controlled by the original pneumatic system that uses only a simple manual timeclock.

Installing a complete BAS with equipment controls will enable advanced control algorithms to be implemented as well as better “trending” by creating more monitored BAS points (BAS points are sensors networked with the BAS, see RCx sub-section above for more information on trending).

Up to date software adds advanced control strategies such as optimal start/stop, seven day scheduling, water loop temperature reset, reliable economizing based on enthalpy calculations, etc. New software is also Web-based and accessible via an Internet Browser by anyone authorized. This allows facility managers to easily check on systems or make changes from remote locations if alarms (problems) are generated and sent to their cell phones. A software update would greatly help with existing scheduling issues, saving significant energy. Refer to EPO data in Appendix A for more details.

Note: A BAS Software Upgrade can also be incorporated as part of an RCx project, and savings calculations may overlap between the two measures.

Action Items:

- Arrange for EMS/HVAC specialist to review the existing control system

11. *Kitchen hood controls:* Add controls, variable speed drives, and smoke sensors to kitchen hoods and kitchen make up air systems to reduce runtime and conditioning of outside air. Kitchen hoods can be overlooked and left running for long periods of time, often when the kitchen is in use but the specific piece of cooking equipment they serve is not. When this occurs, conditioned air is exhausted outside and must be constantly replaced with more conditioned air from outside, wasting energy. Kitchen hood controls can reduce the energy used to constantly condition outside air by cutting down on unnecessary hood exhaust runtimes. One possible product to use is Melink hood fan controls.

Action Items:

- Arrange for Kitchen Hood specialist to install

12. *Thermostat Upgrade:* This measure is to replace existing thermostats in spaces served by UVs with new thermostats. Currently, each UV is controlled by a thermostat located in the space it serves, with only a simple temperature dial that must be manually set back at night and on weekends. New thermostats would be digital and include built in night/weekend temperature setback controls that lower temperature setpoints during unoccupied periods and raise setpoints back up during occupied periods. These controls reduce the unnecessary energy use during times when there are no occupants. In addition, new thermostats can be readily incorporated into a BAS for global control.

Action Items:

- Arrange for contractor to install

13. *Demand-controlled ventilation (DCV) in the Gym, Auditorium, and Library:* DCV is a control strategy that adjusts the quantity of outdoor ventilation air supplied to a zone based on the number of occupants and the ventilation rate required to provide adequate indoor air quality. Designers often design HVAC systems for the maximum number of occupants in a space, however these spaces are rarely used to full capacity. For areas with highly fluctuating occupancy characteristics, a significant amount of heating and cooling energy can be saved by applying the right amount of ventilation air to satisfy the ventilation requirements. Typically CO2 sensors are used to indicate the occupancy levels, and the amount of ventilation air required.

Action Items:

- Arrange for DCV specialist to install

Skating Rink Measures

14. *Brine Chiller Replacement:* The existing brine chiller serving the ice rink is old and can be replaced with a newer, more efficient model. A replacement chiller would utilize modern Turbocore chiller technology with increased compressor efficiency, significantly reducing the annual energy used by the rink refrigeration system. A new chiller would be compatible with modern controls and could be readily incorporated into a BAS. The air-cooled condensing unit would be replaced with a water-cooled heat rejection system for increased efficiency. This should be implemented as part of a planned capital replacement of the system.

Action Items:

- Arrange for contractor to install

15. *Dehumidifier Install:* This measure is to install a gas-fired desiccant based dehumidifier to serve the rink. Currently, there is no functional dehumidifier, so facility staff cannot regulate humidity levels in the rink. High humidity levels in the swing seasons cause condensation to form on the rafters and drip on the ice, requiring an extensive effort by facilities staff to maintain the ice surface and causing structural steel to rust and wood to rot. High humidity levels can also cause fog to occur over the ice surface, which can be dangerous. A new dehumidifier would eliminate ice fog and condensation drips, be energy efficient, and could be easily controlled by a BAS and run only when necessary. Maintaining proper humidity levels can also reduce energy used by the chillers because condensation causes an added heat load due to latent heat as the water changes from a vapor to a liquid.

Action Items:

- Arrange for dehumidification specialist to review existing HVAC systems

16. *BAS Repair/Replacement:* The current BAS serving the skating rink does not function correctly, and is out of date. Repairing or replacing the BAS would enable equipment scheduling and allow facilities staff to better monitor the ice and heating systems. An up to date BAS could incorporate advanced ice management strategies such as ice temperature reset, which adjusts the glycol loop temperature based on the temperature of the ice surface. This can reduce energy use by lowering the load on the chillers when conditions permit. This also can enable facilities staff to maintain the desired ice surface temperature more consistently.

Action Items:

- Arrange for HVAC/EMS specialist to review existing control systems

17. *VSD on Brine Pumps:* This measure is to add variable speed drives to the pumps which serve the brine ice refrigeration loop. This is very similar to adding VSDs to heating and cooling pumps, modulating the speed of the motor to meet variations in ice refrigeration loads. The VSDs could be easily controlled by a new BAS, or they could be controlled independently based on ice surface temperature. A more detailed study would be required to determine the feasibility of this measure and to complete the engineering and controls design required.

Action Items:

- Arrange for VSD specialist to install

18. *Low E Ceiling:* This measure is to install Low E panels on the ceiling over the rink. The 'E' stands for emissivity, which is a factor of how much energy is given off in the form of radiation by an object. Over 25% of the heat load on the ice can be due to energy radiated to the ice surface by the ceiling. Installing a Low E ceiling can create energy savings by reducing the heat radiated from the ceiling to the ice, lowering the load on the chillers. Low E ceilings can also reduce condensation simply by creating a barrier between the space and the roof, limiting the temperature differences that cause condensation.

Action Items:

- Arrange for Ice Rink Ceiling specialist to install

19. *Heat Exchanger (HX) Install:* This measure is to install an HX on the Condensed Water (CW) line from the chillers to heat water for the zamboni and for domestic use. A properly sized HX would eliminate the need to draw hot water from the O'Maley school. The zamboni requires large quantities of hot water to maintain the ice, and installing an HX would turn waste heat from the chillers into a practical energy source for water heating, reducing energy used by the boilers and HW system in the O'Maley school. Currently, the use of hot water by the ice rink is limited to certain hours of the day and creating an on-site source of hot water would eliminate this restriction.

Note: Savings from this measure may overlap with a Solar Hot Water Install.

Action Items:

- Arrange for HVAC engineer to design

Recommendations Not Included in Summary Table:

1. Replace Unit Ventilators in classroom: replace older unit ventilators in the classrooms with new units. Several of the units appear to be more than 35 yrs old and are in need of replacement. This should be done as part of a planned capital replacement of the units.
2. *“Green” your building by enrolling in the LEED EB O&M rating system:* A sustainable building maximizes operational efficiency while minimizing environmental impacts. As a cutting-edge, consensus-based system for certifying green building performance, operations and maintenance, the LEED for Existing Buildings: Operations & Maintenance (O&M) Rating System provides a road map for property managers, portfolio owners and service providers who wish to drive down operating costs while increasing occupants’ productivity in an environmentally responsible manner.

The LEED for Existing Buildings: O&M Rating System is a set of voluntary performance standards for the sustainable ongoing operation of buildings. It provides sustainability guidelines for building operations, periodic upgrades of building systems, minor space-use changes, and building processes. It is intended to provide existing buildings an entry point into the LEED certification process.

LEED for Existing Buildings: O&M certification is based on actual building operating performance, not design expectations. The certification application must provide data demonstrating that the building’s operations meet the LEED for Existing Buildings: O&M prerequisites and attempted credits. The performance of the entire building must be included in measurements and calculations; tenant spaces may not be excluded.

LEED for Existing Buildings: O&M addresses building exterior and site maintenance programs, efficient and optimized use of energy and water, the purchase of environmentally preferred products and food, waste stream management and ongoing indoor environmental quality. In addition, LEED for Existing Buildings: O&M provides sustainability guidelines for whole-building cleaning and maintenance, recycling programs and systems upgrades to improve building energy performance, water consumption, indoor environmental quality and materials use.

Action Items:

- Contact B2Q for more information on improving sustainability and certifying your building through the USGBC LEED EB O&M process
- See www.usgbc.org for more information.

Next Steps

- **Immediately implement no/low cost measures**
- **Determine objectives and level of interest to proceed with detailed study**
- **Contact National Grid to review opportunities and begin detailed audit of opportunities. B2Q is available to assist with implementing any selected measures.**
- **Detailed report reviewed**
- **Implementation of recommended measures**

Please feel free to contact us if you have any questions.

Sincerely,

Richard Andelman, PE, CEM, CBCP

Joshua Doolittle

Appendix A – Energy Use Patterns

A summary of the annual electricity demand and consumption is shown in the table below, and in more detail on the following page. This information is from account 8846705000, and represents a period of 304 days from January 1 – October 31, 2008. A ten-month period is used in this case because data for the entire year was not available at the time of this assessment.

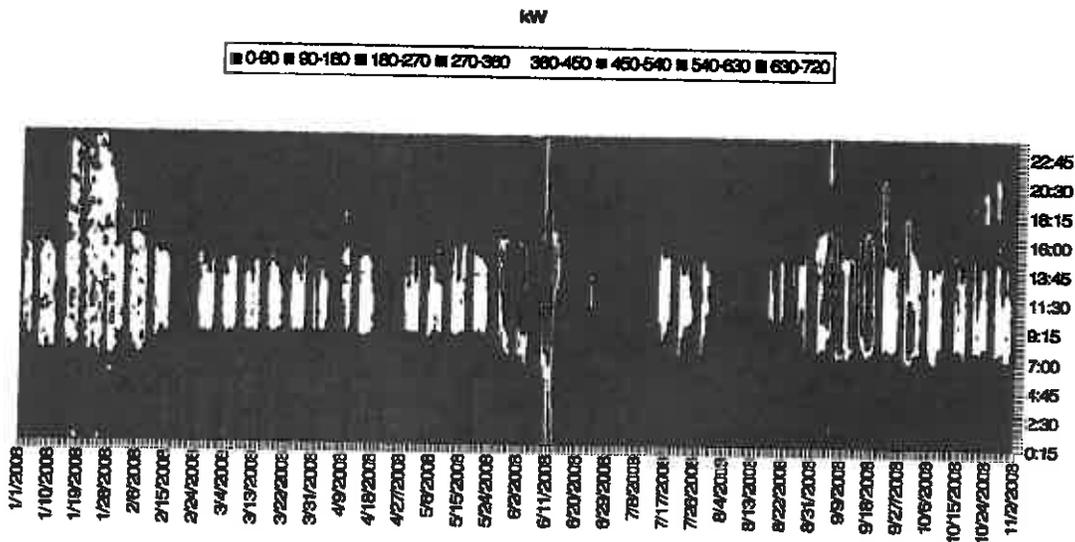
Energy Usage Table 2007 - 2008

Total Energy Usage (kWh)	1,750,973
Total Weekday Energy Usage (kWh)	1,357,633
Total Weekend Energy Usage (kWh)	393,339
Weekday Maximum Demand (kW)	718
Weekend Maximum Demand (kW)	374
Total Energy (kWh)	1,750,973

The weekend energy use is approximately 22% of the total energy use, which is typical of a school. The maximum weekend demand is approximately 52% of the peak demand for this meter. This indicates that high power equipment may be used on the weekend, and although there may be good reason for this use, such as sporting events, there may be an opportunity to turn off or set back this equipment.

The 2D demand graph that follows is a graphical representation of when peak periods are occurring at the facility. The X-axis shows the day of the year, and the Y-axis shows the hour of the day. The colors of the graph indicate the range of electricity demand (kW), with each corresponding range identified by the legend at the top of the graph. Similar to a topographical map, each band can be thought of as a “contour line” of electricity demand. The dark bands in the graph depict times when the demand is equal to or less than the lower end of the kW scale.

**O'Malley School 2D Map
January - October 2008**

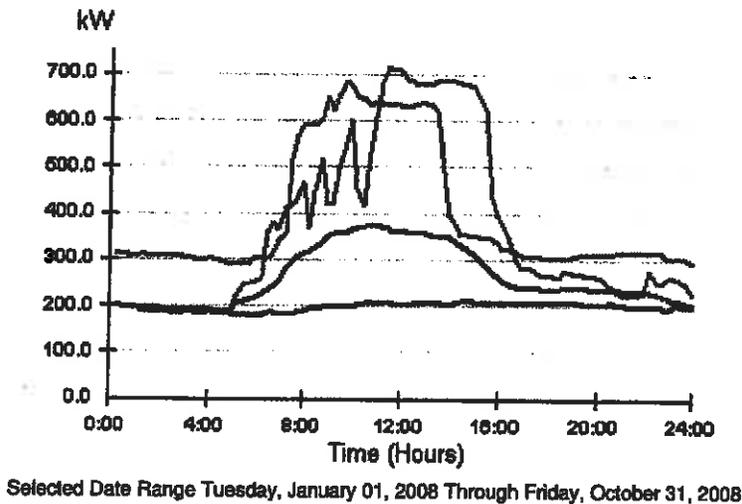


Occupied and unoccupied hours can be distinguished by the contrasts seen from 5 – 7am and from 2 – 4pm. The staggered start up and shut down times of equipment can be seen from the increasing and decreasing demand during these periods, indicated by the changing color bands. Demand is typically 270kW and higher at night during the winter months, approximately 38% of the annual peak demand. This indicates that although some equipment is scheduled off at night there may be additional opportunities to shut off or set back equipment. Upgrading the BAS would provide much more control for facilities staff over building equipment by improving scheduling, creating building-wide night and weekend temperature setback rules, as well as advanced equipment control algorithms. See the ‘Additional Information on Energy Efficiency Measures - RCx’ section for details on BAS controls.

The graph below shows the following:

- Green – peak annual energy demand.
- Red – average annual weekday demand.
- Blue – average annual weekend demand.
- Pink – demand on Tuesday, 9/9/2008 for comparison. It can be seen that demand is almost as high on this day as on the annual peak day. In addition, the graph shows that this day and the annual peak day have a far higher demand than the average weekday. If a complete BAS were installed, it would be possible to minimize demand on peak days such as these using demand limiting BAS control algorithms.

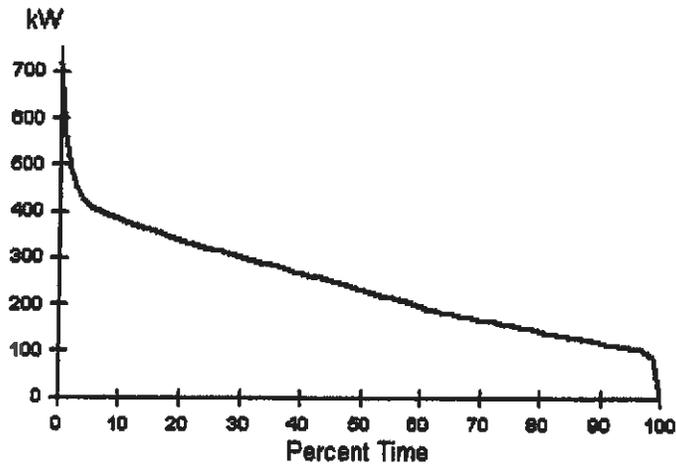
**Profile for Account "8846705000 CITY OF GLOUCESTER S"
Including 09/09/2008**



The load duration curve is a plot of the percentage of time that this building's load is at various demand levels. For example, on a downward sloping curve, the demand at a 10% level would indicate that the demand is at or above that level for 10% of the time. A curve with a steep section at the beginning, such as this one, would be indicative of a load profile that spends very little time at high or full load, and a flat curve would indicate that there is very little variation in load over time. This plot is useful in identifying the potential for peak demand reduction.

We plotted this curve for period of 10 months, as described in the Energy Use Table above. The data from this curve shows that the load at the school is below approximately 260kW for approximately 95% of the time.

It appears that there is a significant opportunity for peak demand reduction, as evidenced by the difference between the peak of over 700kW and the 95% load of approximately 260kW. This is a very steep load duration curve and it would be possible to shed load using demand limiting control strategies available with a BAS upgrade.



Appendix B – Statement of Energy Performance



STATEMENT OF ENERGY PERFORMANCE

Gloucester O'Maley School and Rink

Building ID: 1534404
 For 12-month Period Ending: March 31, 2008¹
 Date SEP becomes Ineligible: N/A

Date SEP Generated: January 28, 2009

Facility Gloucester O'Maley School and Rink 30-32 Cherry Street Gloucester, MA 01930	Facility Owner N/A	Primary Contact for this Facility N/A
--	------------------------------	---

Year Built: 1972
 Gross Floor Area (ft²): 183,000

Energy Performance Rating² (1-100) N/A

Site Energy Use Summary³

Electricity (kBtu)	7,414,276
Fuel Oil (No. 2) (kBtu)	8,836,787
Natural Gas (kBtu) ⁴	0
Total Energy (kBtu)	16,251,063

Energy Intensity⁵

Site (kBtu/ft ² /yr)	89
Source (kBtu/ft ² /yr)	184

Emissions (based on site energy use)

Greenhouse Gas Emissions (MtCO ₂ e/year)	1,534
---	-------

Electric Distribution Utility

Massachusetts Electric Co

National Average Comparison

National Average Site EUI	75
National Average Source EUI	169
% Difference from National Average Source EUI	9%
Building Type	K-12 School

Stamp of Certifying Professional
Based on the conditions observed at the time of my visit to this building, I certify that the information contained within this statement is accurate.

Meets Industry Standards⁶ for Indoor Environmental Conditions:

Ventilation for Acceptable Indoor Air Quality	N/A
Acceptable Thermal Environmental Conditions	N/A
Adequate Illumination	N/A

Certifying Professional

N/A

Notes:

- Application for the ENERGY STAR must be submitted to EPA within 4 months of the Period Ending date. Award of the ENERGY STAR is not final until approval is received from EPA.
- The EPA Energy Performance Rating is based on total source energy. A rating of 75 is the minimum to be eligible for the ENERGY STAR.
- Values represent energy consumption, annualized to a 12-month period.
- Natural Gas values in units of volume (e.g. cubic feet) are converted to kBtu with adjustments made for elevation based on Facility zip code.
- Values represent energy intensity, annualized to a 12-month period.
- Based on Meeting ASHRAE Standard 62 for ventilation for acceptable indoor air quality, ASHRAE Standard 55 for thermal comfort, and IESNA Lighting Handbook for lighting quality.

FOR YOUR RECORDS ONLY. DO NOT SUBMIT TO EPA.

Please keep this Facility Summary for your own records; do not submit it to EPA. Only the Statement of Energy Performance (SEP), Data Checklist and Letter of Agreement need to be submitted to EPA when applying for the ENERGY STAR.

Facility
 Gloucester O'Maley School and Rink
 30-32 Cherry Street
 Gloucester, MA 01930

Facility Owner
 N/A

Primary Contact for this Facility
 N/A

General Information

Gloucester O'Maley School and Rink	
Gross Floor Area Excluding Parking: (ft ²)	183,000
Year Built	1972
For 12-month Evaluation Period Ending Date:	March 31, 2008

Facility Space Use Summary

O'Maley Middle School & Rink		O'Maley Rink	
Space Type	K-12 School	Space Type	Other - Recreation
Gross Floor Area(ft ²)	143,000	Gross Floor Area(ft ²)	40,000
Number of Students	800	Number of PCs*	N/A
Number of PCs	125	Weekly operating hours*	119
Weekly operating hours	45	Workers on Main Shift*	N/A
Cooking Facility	Yes		
Percent Cooled	30		
Percent Heated	100		
Months	10		
School District*	N/A		
Ventilated	Yes		

Energy Performance Comparison

Energy Performance Metric	Evaluation Periods		Comparisons		
	Current (Ending Date 03/31/2008)	Baseline (Ending Date 07/31/2007)	Rating of 75	Target	National Average
Energy Performance Rating	N/A	N/A	75	N/A	N/A
Energy Intensity					
Site (kBtu/ft ²)	89	85	44	N/A	75
Source (kBtu/ft ²)	184	182	92	N/A	169
Energy Costs					
\$/year	\$ 165,550.78	\$ 109,194.36	\$ 62,794.03	N/A	\$ 139,823.29
\$/ft ² /year	\$ 0.90	\$ 0.60	\$ 0.45	N/A	\$ 0.78
Greenhouse Gas Emissions					
MtCO ₂ e/year	1,534	1,485	767	N/A	1,296
kgCO ₂ e/ft ² /year	8	8	4	N/A	7

More than 50% of your building is defined as K-12 School. This building is currently ineligible for a rating. Please note the National Average column represents the CBECS national average data for K-12 School. This building uses X% less energy per square foot than the CBECS national average for K-12 School.

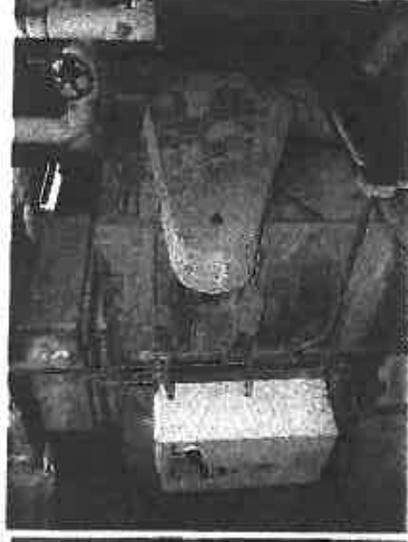
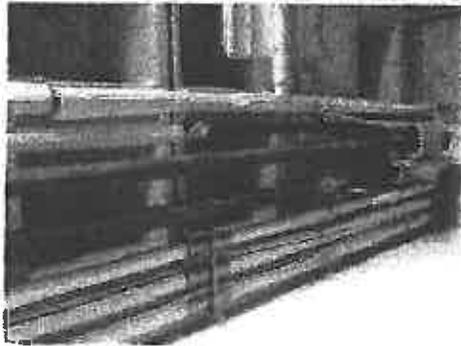
Notes:

- o - This attribute is optional.
- d - A default value has been supplied by Portfolio Manager.

Appendix C – Images

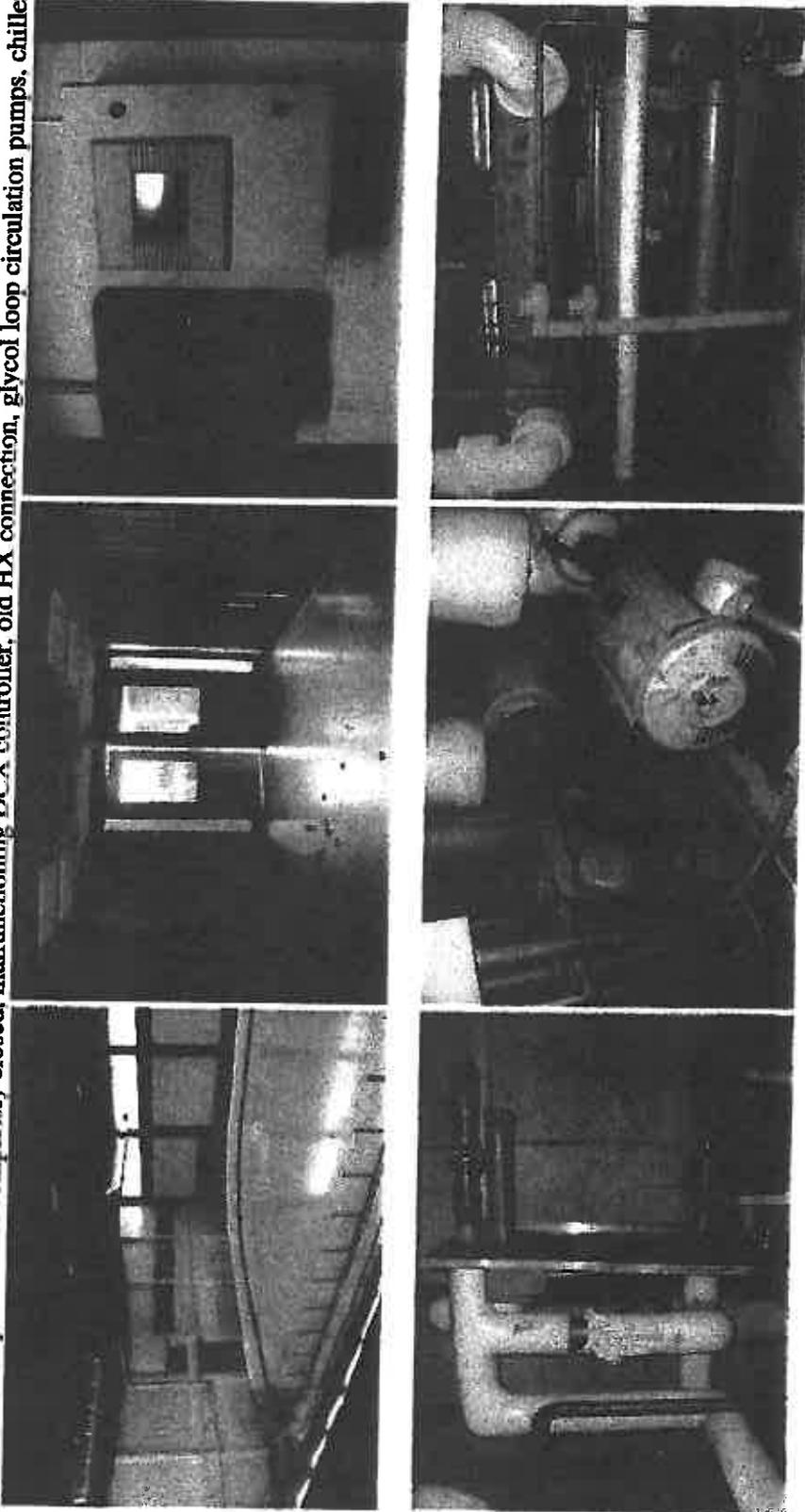
O'Maley School

Uninsulated HW pipes, HW pumps, pneumatic system time clock, auditorium, large gym, AHU with VSD



Skating Rink

Rink area, entry doors not completely closed, malfunctioning DCX controller, old HX connection, glycol loop circulation pumps, chiller





CITY OF GLOUCESTER

Community Development

Memorandum

Date: May 1, 2014
To: Mayor Kirk
From: Tom Daniel, Community Development Director
Matt Coogan, Senior Planner
RE: **Massachusetts Electric Vehicles Incentive Program (MassEVIP) grant award**

The City has been awarded funding for phase II of the Massachusetts Electric Vehicles Incentive Program (MassEVIP) by MassDEP. The program provides funding towards the purchase of full electric and electric hybrid vehicles as well as vehicle charging stations. Please include this memo and the attached documentation in the Mayor's report to City Council. Included is the award letter, the MassDEP contract for you to sign, the original application, and the grant application and checklist for City Council.

As a Green Community, Gloucester has pledged a 20% energy reduction. Converting the City's vehicle fleet from gas to electric would drastically reduce CO2 emissions and reduce the City's energy consumption, as well as significantly reduce fuel costs. MassEVIP provides funding to help cover the cost of purchasing electric vehicles, making them cost competitive with traditional gas powered vehicle options.

Under the advice of MassDEP staff, we applied for the maximum funding for vehicles and charging stations, with the understanding that the City is not obligated to make purchases. The City can update their plan based on vehicle needs and available funds. Once the contract is signed, the City has one year to make the vehicle/ charging station purchases and to receive the funding reimbursement from MassDEP. If the funding is not used within a year it will be reallocated for another community.

The City was awarded \$40,000 to go towards the purchase of three hybrid electric vehicles, two all-electric vehicles, and one level 2 dual head charging station. The funding covers about 15% to 20% of the vehicle cost, depending on the type of vehicles the City chooses to purchase, and nearly the entire cost for a charging station. The charging station would be available for public use.

Community Development have been working with Mark Cole to identify opportunities to purchase either full electric or electric hybrid vehicles based on DPW's upcoming FY2015 vehicle purchase plan. We've identified inspectional services vehicles as the ideal type of vehicle and use for an electric or electric hybrid. Once the grant award is approved, we will proceed with developing a purchasing plan to utilize the available MassEVIP funds.



City of Gloucester
Grant Application and Check List

Granting Authority: State X Federal _____ Other _____

Name of Grant: MASS EVIP

Department Applying for Grant: COM DEV / DPW

Agency-Federal or State application is requested from: MASS DEP

Object of the application: Purchase electric / electric hybrid vehicles + Charging Station

Any match requirements: Yes

Mayor's approval to proceed: [Signature] 5/6/14
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

ACCOUNT BUDGET

DEPARTMENT NAME: COMMUNITY DEVELOPMENT
 ACCOUNT NAME: MASS ELECTRIC VEHICLE INCENTIVE PROGRAM
 FUND NUMBER AND NAME: (N/A FOR NEW FUND)
 CFDA # (Required for Federal Grants):
 DATE PREPARED: 4/30/2014

APPROVED
 AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4)	40,000			
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (58750)	40,000			
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE _____

DATE ENTERED (AUDIT) _____ AUDITING DEPARTMENT INITIALS _____



**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
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

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

DEVAL L. PATRICK
Governor

RICHARD K. SULLIVAN JR.
Secretary

DAVID W. CASE
Commissioner

March 31, 2014

Matthew Coogan
City of Gloucester
3 Pond Road, City Hall Annex
Gloucester, MA 1930

Dear Matthew Coogan,

The Massachusetts Department of Environmental Protection (MassDEP) is pleased to announce that the City of Gloucester has been awarded \$40,000.00 to acquire under Phase II of the Massachusetts Electric Vehicles Incentive Program (MassEVIP):

- Three Plug-In Hybrid Electric Vehicles, ^{5,000}
- Two Battery Electric Vehicles, and ^{7,500}
- One Level 2 dual head charging station. - ^{15,000}

Under Phase II, MassEVIP is awarding \$637,500 in incentive funding to 17 municipalities, 3 public universities, and one state agency for the acquisition of 75 electric vehicles and the installation of 16 Level 2 dual-head charging stations. With MassEVIP, the Commonwealth demonstrates its commitment to increase the deployment of electric vehicles (EVs) in municipal and state fleets, encourage demand for electric vehicles in Massachusetts and help the Commonwealth meet its air quality and Global Warming Solutions Act goals.

As part of the MassEVIP process, first you will need to sign and return both copies of the attached End-User Agreement within 30 days of receipt of the end-user agreement. Please also remember to sign and return to MassDEP the Transportation & Climate Initiative Statement of Support found as Attachment C of the end-user agreement. MassDEP will execute both agreements and return one copy for your records. At this point, the City of Gloucester is authorized to proceed with the acquisition of electric vehicle(s) and installation of the electric

This information is available in alternate format. Call Michelle Waters-Ekanem, Diversity Director, at 617-292-5751. TDD: 1-800-534-7622 or 1-617-574-6868
MassDEP Website: www.mass.gov/dep

Printed on Recycled Paper

charging station, if applicable. Please note that the end-user agreement must be fully executed before any acquisition of vehicle(s) and/or charging station can occur.

Second, when you have finalized your choice of electric vehicle(s) and level 2 charging station, please return the attached requisition form dully completed. Please note you have up to one year from the execution of the end-user agreement to complete the acquisition of the vehicle(s) and electric charging station. Finally, MassDEP will use the information on the requisition form to provide the incentive(s) directly to the vendor(s) selected by you upon completion of the vehicle acquisition and installation of the charging station.

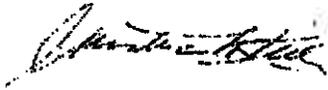
Please mail all documents to the following address:

MassDEP
Attn: Sejal P. Shah
One Winter Street, 6th Floor
Boston, MA 02108

On behalf of Commissioner Cash, I want to congratulate the City of Gloucester for taking this important first step aimed at making Massachusetts a regional leader in deploying these clean cars and helping the Commonwealth achieve our ambitious climate goals.

If you have any questions or comments regarding MassEVIP and/or the awarded incentives please contact Ms. Sejal Shah at (617) 556-1015 or at sejal.shah@state.ma.us.

Sincerely,



Christine Kirby, Division Director
Air and Climate Programs
Bureau of Waste Prevention

Enclosures: Two copies of End-User Agreement
Electric Vehicle(s) & Level 2 Charging Station Requisition Form
Copy of Initial MassEVIP Application

**COMMONWEALTH OF MASSACHUSETTS
AGREEMENT BETWEEN MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND THE CITY OF GLOUCESTER**

This Agreement is entered into by the Commonwealth of Massachusetts, acting through the Massachusetts Department of Environmental Protection (MassDEP) and the City of Gloucester for the purpose of increasing the use and visibility of electric vehicles within the Commonwealth of Massachusetts (the "Agreement").

MassDEP is charged with the implementation and oversight for the Massachusetts Electric Vehicle Incentive Program (MassEVIP). The City of Gloucester has been qualified as a recipient of MassEVIP funding for the purpose of acquiring five electric vehicles and a Level 2 charging station, in an amount not to exceed \$40,000.00, as referenced in the attached application.

By accepting the benefits of MassEVIP funding, the City of Gloucester expressly agrees, through the execution of this Agreement, to be bound by the following Terms and Conditions and other requirements set forth in Attachment A and Attachment B hereto, which are incorporated herein by reference.

The undersigned representatives certify that they are fully authorized to enter into the Agreement, including without limitation the attached Terms and Conditions, and to legally bind the party on whose behalf they are signing this Agreement.

This Agreement shall become effective on the date that it is executed by MassDEP.

IN WITNESS THEREOF, the parties hereby execute this Agreement in duplicate.

CITY OF GLOUCESTER

By: Carolyn A. Kirk
Print Name:
Print Title: Mayor

Date: 5/6/14

COMMONWEALTH OF MASSACHUSETTS

By: _____
Bawa Wavezwa, Chief Fiscal Officer
Massachusetts Department of Environmental Protection

Date: _____

ATTACHMENT A TERMS AND CONDITIONS

By accepting the benefits of the Massachusetts Electric Vehicle Incentive Program (MassEVIP) funding, the City of Gloucester (the award recipient) agrees that it will comply with all Terms and Conditions set forth below and assumes responsibility for all requirements under the laws of the Commonwealth regarding vehicle ownership or lease. The award recipient acknowledges that, from time to time as deemed necessary, MassDEP may request the award recipient to make minor changes in the implementation of MassEVIP, including periodic updates to list of approved MassEVIP Vehicle and Charging Station vendors as described in Attachment B.

1. **MassEVIP Electric Vehicle and Level 2 Charging Station Acquisition**

As a condition of the award recipient being awarded funding through MassEVIP for the acquisition of electric vehicle(s) and charging station, the award recipient is required to execute the acquisition of vehicle(s) and charging station through one of the following methods:

- a) The award recipient must acquire an approved electrical vehicle(s), as listed on Attachment B to the Agreement, through purchase or lease from vendors listed on the State Contract OVM-10. If the award recipient is also acquiring a Level 2 charging station, it must acquire an approved the Level 2 charging station as listed on Attachment B to the Agreement and it must acquire such charging station from vendors listed on State Contract RFR-2011-ENE-008; or
- b) If an award recipient is acquiring an electric vehicle that is not currently on Massachusetts state-wide contract but is identified as a Zero Emission Vehicle (ZEV) or Plug-In Hybrid Electric Vehicle (PHEV) on California's list (<http://energycenter.org/index.php/incentive-programs/clean-vehicle-rebate-project/cvrp-eligible-vehicles>) and is available for purchase or lease in Massachusetts, the award recipient must complete its own competitive procurement process to acquire the electric vehicle(s). The award recipient *itself* must be on a contract with the Commonwealth for goods and services. MassEVIP will then provide the incentive directly to the award recipient upon presentation of the invoice attesting proof of the vehicle(s) acquisition.
- c) The award recipient has up to one year following the execution date of this agreement to acquire the electric vehicle(s) (the "MassEVIP vehicle") and the procurement and installation of the Level 2 charging station (the "Level 2 charging station"). The award recipient must notify MassDEP within 15 days of any changes to the MassEVIP Vehicle(s) number, make, or model, and/or the Level 2 charging station as originally requested and approved by MassDEP (Attachment B) but prior to execution of the purchase agreement with the Vendors for the MassEVIP vehicle(s) and/or Level 2 charging station. The award recipient must notify MassDEP in writing within 30 days prior to the end of the one-year period if the MassEVIP vehicle acquisition and/or procurement and installation of the Level 2 Charging station will not occur within one-year following the execution date of this agreement.

2. MassEVIP Vehicle Registration

The award recipient must obtain a valid registration through the Massachusetts Registry of Motor Vehicles for each MassEVIP vehicle and provide proof of vehicle registration to MassDEP upon request.

3. Insurance Coverage for MassEVIP Vehicles and Level 2 Charging Station

Adequate property and casualty insurance coverage for each MassEVIP vehicle and Level 2 charging station must be provided by the award recipient as required under the laws of the Commonwealth through either the award recipient's self insurance or through third party coverage and provide proof of such coverage to MassDEP upon request.

4. Ownership of MassEVIP Vehicle and Level 2 Charging Station

The award recipient acknowledges that the award recipient becomes the owner or lessee of the MassEVIP vehicle(s) and Level 2 charging station following execution of the acquisition agreement for the electric vehicle(s) (purchase or lease) or charging station (purchase only). In the event that the award recipient is unwilling and/or unable to accept the MassEVIP vehicle(s) or Level 2 charging station after the MassDEP Vendor has ordered the vehicle(s) or charging station, the award recipient agrees to be fully responsible for the payment of any costs incurred by the MassDEP Vendor as a result of the award recipient's failure to accept them, including, without limitation, shipping costs and return fees.

5. Statement of Support

The award recipient is encouraged to complete the Statement of Support for the Transportation Climate Initiative's (TCI) Pledge for the Deployment of Electric Vehicles (Attachment C) that shows a commitment to transition to a clean energy economy, reduce greenhouse gas emissions from their fleet, and increase the visibility of advanced technology vehicles in communities across the state. The award recipient is also encouraged to utilize the available TCI resources to help policy makers, municipal planners, and others in making their businesses or communities EV-ready (<http://www.transportationandclimate.org/northeast-electric-vehicle-network-documents>).

6. Minimum Period to Operate MassEVIP Vehicle and Level 2 Charging Station

The award recipient agrees to use the MassEVIP vehicle(s) and Level 2 charging station for a minimum of thirty-six (36) months following acquisition (vehicle) and installation (Level 2 charging station) per the terms in 1.c above, unless the equipment (vehicle or Level 2 charging station) is sold, transferred, disposed of, or removed from active service in accordance with the procedures set forth in Section 7 below.

7. Assignment, Sale, Transfer, or Removal from Service

No Assignment/Sale /Transfer/ Removal from Service without Prior MassDEP Notice and Approval. As a condition of its receipt of funding under MassEVIP, the award recipient acknowledges that it may not transfer its rights or obligations under this Agreement to another entity, or assign, sell or transfer the assets in a transaction that would include transfer of the MassEVIP vehicle(s) or Level 2 charging station that are the subject of this Agreement, without providing prior written notice and obtaining approval from MassDEP, in accordance with the provisions of this section. In issuing a decision on the award recipient's request for assignment,

sale, transfer or removal from service, MassDEP will seek to further the Commonwealth's goals in establishing the electric vehicle incentive program, including that of reducing green house gas emissions within the borders of the Commonwealth. If the award recipient proposes to assign, sell, transfer or remove from service the MassEVIP vehicle(s) or Level 2 charging station subject to this Agreement prior to the end of the minimum time period set forth in Paragraph 6, the award recipient must comply with the following requirements:

- a) **Award Recipient Notification to New Entity:** Upon agreeing to the assignment, sale or transfer of the MassEVIP vehicle(s) to a New Entity, the award recipient must provide the New Entity with a copy of this agreement and of its obligation to notify MassDEP in writing of its intention to comply with and to sign the Agreement with respect to all MassEVIP vehicle(s) that are the subject of the assignment, sale, or transfer in accordance with 7(c) below.
- b) **Award Recipient Notice, Contents and Certification:** At least thirty (30) days in advance of the date of a proposed assignment, sale, or transfer, the award recipient shall provide MassDEP with written notice ("Award Recipient Notice") of the transaction. The Award Recipient Notice to MassDEP shall include the following information:
 - i. The identity, principal place of business, local address where the MassEVIP vehicle(s) will be garaged, or where the Level 2 charging station will be relocated, and principal contact for the New Entity to whom the award recipient will be assigning/transferring the MassEVIP vehicle(s) or Level 2 charging station as part of the transaction;
 - ii. The date on which the assignment/transfer will occur, together with a brief description of the transaction;
 - iii. A list of all MassEVIP vehicle(s) or Level 2 charging stations, by Vehicle Identification Number (VIN), vehicle make, model number, and model year, that are subject to this Agreement that will be transferred as part of the transaction;
 - iv. A certification by the award recipient that it has provided the New Entity with the following: (a) a copy of this Agreement; (b) a list of all MassEVIP vehicles or Level 2 charging stations that are subject to this Agreement; and (c) a notice to the New Entity of its obligation to notify MassDEP in writing of its intention to comply with the Agreement with respect to all MassEVIP vehicle(s) or Level 2 charging stations that are subject of the assignment, sale or/transfer.
- c) **New Entity Notice, Contents and Certification:** At least fifteen (15) days in advance of the date of the proposed assignment/transfer, the New Entity shall provide MassDEP with a written notice ("New Entity Notice") which states that: (1) it has received a copy of the Agreement; (2) it has received a list of all MassEVIP vehicles by VIN, vehicle make, model number, and model year and of all Level 2 charging stations, if applicable, that are subject to this

Agreement; and (3) the New Entity certifies that it will comply with all Terms and Conditions of the Agreement with respect to all MassEVIP vehicles and Level 2 charging stations that are the subject of the assignment, sale, or transfer.

d) If the award recipient proposes to remove from active service any MassEVIP vehicle(s) or Level 2 charging stations subject to this Agreement prior to the end of the minimum time period set forth in Paragraph 6, the award recipient must comply with the following requirements:

- i. The award recipient must request approval from MassDEP in writing at least thirty (30) days in advance of the expected action, and specify the manner in which the MassEVIP vehicle would be removed from active service and the reasons for such removal.
- ii. If MassDEP approves the award recipient's request to remove the MassEVIP vehicle from service, the award recipient must provide MassDEP with all documentation regarding the MassEVIP vehicle's destruction, sale as scrap metal, or other method by which the vehicle was removed from service.
- iii. The award recipient agrees to work cooperatively with MassDEP to pursue appropriate parties to recover funds in the event that a MassEVIP vehicle's removal from service is due to equipment failures or deficiencies, or due to vendor or manufacturer warranty deficiencies.

e) MassDEP Contact for Notices: All written Notices required by this section shall be sent to:

Ms. Sejal Shah
MassDEP
One Winter Street
Boston, MA 02108

f) MassDEP Review and Approval: Upon receipt of the Award Recipient Notice and the New Entity Notice as provided above, MassDEP will review both Notices and will provide the award recipient and the New Entity with its written determination regarding the assignment, sale or transfer of the MassEVIP vehicle(s) and/or Level 2 charging station within five (5) business days of receipt of both Notices. MassDEP reserves the right under this section to either (a) seek additional information from the award recipient and/or the New Entity regarding the assignment, sale or transfer of the electric vehicle(s) subject to this Agreement in order to make an informed determination; and/or (b) deny the assignment, sale or transfer of the MassEVIP vehicle(s) or Level 2 charging station to the New Entity. If the denial is based on the rationale that either of the Notices has incomplete, inaccurate or misleading information, the award recipient and/or New Entity will each have fifteen (15)

days from the date of MassDEP's denial of the assignment, sale or transfer of the MassEVIP vehicle(s) and/or Level 2 charging station to provide complete and accurate information to MassDEP.

8. Data Provision and Record Requirements

Upon request by MassDEP, the award recipient shall provide the following: (1) access to the operation and maintenance records of each MassEVIP vehicle(s) for a minimum period of thirty-six (36) months following the acquisition of the MassEVIP vehicle(s) and (2) usage data, in a format specified by MassDEP, from Level 2 charging station for a minimum period of thirty-six (36) months following its acquisition.

9. MassDEP Verification of MassEVIP Vehicle and Level 2 Charging Station

Upon acquisition of the MassEVIP vehicle(s) and the installation of the Level 2 charging station on award recipient's property, the award recipient agrees to allow MassDEP access to the MassEVIP vehicle(s) and the Level 2 charging station during normal business hours so that MassDEP can verify the use of the vehicle(s) and the installation of the charging station.

10. Training on the Operation and Maintenance of MassEVIP Vehicle and Charging Station

Upon acquisition of the MassEVIP vehicle(s) and, if applicable, the completion of the installation of the Level 2 charging station, the award recipient agrees to require all pertinent personnel to attend a training session conducted by the vehicle vendor and/or the charging station vendor on the operation and maintenance of the equipment. The award recipient will facilitate these training session(s) by providing a mutually-convenient time and location for such training(s). In addition, the award recipient will provide MassDEP with fourteen (14) calendar days advance notice of the time, date and location of all training sessions so that MassDEP representatives may have the opportunity to attend any/all training sessions.

11. MassEVIP Vehicle Maintenance Requirements

The award recipient shall maintain the MassEVIP vehicle in accordance with the manufacturer's recommended procedures and specifications. The award recipient agrees that it is responsible for any maintenance and repair work that is not covered under the scope of the manufacturer's warranty.

12. Electrical Infrastructure Maintenance Requirements

The award recipient shall maintain the land-based electrical infrastructure in order to provide proper electrical voltage for the operation of the Level 2 charging station for the duration of the thirty-six (36) month minimum in-service period. If the electrical infrastructure fails such that proper electrical voltage required for the operation of the Level 2 charging station is not provided, the award recipient shall contact the vendor on state contract to repair the electrical infrastructure and voltage within seven (7) calendar days of the receipt of notification of the failure of the system.

13. Electrical Infrastructure Parking Requirements

The award recipient receiving financial assistance through MassEVIP for the installation of a Level 2 charging station shall ensure the following requirements are met:

- a. The Level 2 charging station is located in an area that is accessible for the general public during normal business hours;
- b. The two parking spaces allocated to the Level 2 charging station are specifically dedicated for electric vehicles only and that the award recipient will actively enforce this requirement; and
- c. The Level 2 charging station is clearly identified through visible signage as provided in Attachment D. The award recipient may also want to consider pavement treatment (i.e., use of paint) to make the parking spaces more identifiable for electric vehicles.

14. Enforceability

The award recipient agrees that, in the event that the award recipient fails to comply with any of this Agreement's Terms and Conditions, the Commonwealth of Massachusetts and MassDEP shall have the right to pursue any and/or all of the following options:

- a. Require the transfer of possession and/or title to MassDEP and/or a third party at MassDEP's request of any and all MassEVIP vehicle(s) or Level 2 charging stations supplied pursuant to the Agreement; and/or
- b. Require the award recipient to reimburse MassDEP for any transfer, supply and/or installation costs incurred by MassDEP as a result of the failure of the award recipient to comply with the Agreement; and/or
- c. Require the award recipient to return a portion of the MassEVIP funding provided to the award recipient under the Agreement, with such portion to be calculated *pro rata* based on the number of months remaining of the 36 month Minimum Time Period required operation of the MassEVIP vehicle or charging station under paragraph 6 of these Terms and Conditions, determined from the date of award recipient's failure to perform under the Agreement.

The enforceability rights set forth in this paragraph shall in no way be construed to limit either the Commonwealth of Massachusetts or MassDEP from pursuing any other legal or equitable remedy available under any applicable federal or state laws.

15. Public Concerns/False Claims

As a condition of acceptance of this equipment, the award recipient agrees to report to MassDEP any public concerns regarding the MassEVIP Program, and/or any credible evidence of the submission of any false claims under federal or state law by any person or entity associated with the MassEVIP Program, including but not limited to reporting to MassDEP in writing of any installation deficiencies, failures or operations concerns associated with the retrofit equipment.

16. Indemnification

The award recipient agrees to indemnify and hold harmless the Commonwealth of Massachusetts and MassDEP, and any of the officers, officials, contractors, employees or agents of the Commonwealth or MassDEP, from any and all liability, actions or claims, whether under federal or state law, associated with the Agreement, and also agrees to provide indemnification

from any costs incurred by the award recipient or its representatives in connection with the use, operation and maintenance of the equipment that is the subject of the Agreement.

17. Civil or Criminal Investigations/Proceedings

By entering into the Agreement with MassDEP, the award recipient certifies that it has not been and is not currently the subject of any civil or criminal investigation or proceeding by any federal, state or local prosecuting or investigative agency and/or a civil anti-trust investigation or proceeding by any federal, state or local prosecuting or investigative agency.

18. Severability

If any term or provision of this Agreement is held to be invalid, illegal, unenforceable or in conflict with the laws of any jurisdiction, the validity, legality and enforceability of the remainder of the terms and provisions of this Agreement shall not in any way be affected or impaired, and shall remain valid and enforceable to the fullest extent permitted by law.

19. Governing Law

The Agreement shall be governed by and construed in accordance with the Laws of the Commonwealth of Massachusetts for all purposes, without regard to the Commonwealth's law on choice of law.

Attachment B

**List of Approved MassEVIP Vehicle(s) and Level 2 Charging Stations as of 03/31/14;
Contact MassDEP Prior to Acquisition of Vehicle or Charging Station**

Electric Vehicles (OVM-10)

Type	Class	Make	Model	Trim	Dealership
EV	Compact Car	Ford	Focus	Electric Sedan Base Model (2012 or current)	Imperial Ford, Mendon
EV	Subcompact Car	Chevy	Spark	Electric Plug-in Base Model	Imperial Chevrolet, Mendon
PHEV	Compact Car	Chevy	Volt	1RC68 - Base Model	Mirak Chevrolet, Arlington
PHEV	Mid-Size Car	Ford	Fusion	POP - SE PHEV Front Wheel Drive Base Model	Imperial Ford, Mendon
PHEV	Mid-Size Car	Ford	Fusion	POS - Titanium PHEV Base Model	Imperial Ford, Mendon
PHEV	Compact Car	Ford	C-Max	C-Max Hybrid Energi. Base Model	Imperial Ford, Mendon
PHEV	Mid-Size Car	Toyota	Prius	1235 4 Door Plug-in Hybrid Base Model	MHQ, Marlborough

Electric Vehicle Charging Station Approved Vendors(RFR-2011-ENE-008)

Company	Contact	Telephone
Graybar	Michael Teahan	617 406-5057
AeroVironment (AV)	John Bianchi	626 357-9983 or 508 415-4340
Interstate Electrical (IE)	Carl Brand	978 947-8131
	John Sloane	
Osram Sylvania (Turnkey Services)	Sal Manganaro	978 968-9634
	Brandon Tibbetts	617 504-9473
Eaton Corporation	Christopher Searles	774 291-9454
	Bob Kirsliis	
Green Power Technology LLC	Jerry Reich	877 236-1641
	James Stamos	516 922-5494
Clipper Creek	David Packard	912-882-0702
Control Module Industries	Daniel Shanahan	860 916-7162
Northeast Electrical Distributors	Bob Leland	781 401-8500
	Ed Slowe	
Voltrek (Turnkey Services)	Kathleen Rosen	978 886-5166
	Michelle Broussard	603 489-8605

Attachment C

Statement of Support for the Deployment of Electric Vehicles

We Support the Deployment of Electric Vehicles

Please sign onto the statement below to express your organization's support for the deployment of electric vehicles in the northeastern United States.

The Northeast Electric Vehicle Network – a project of the states participating in the Transportation and Climate Initiative – seeks to eliminate barriers to the deployment of electric vehicles and maximize the economic and environmental benefits that will be generated by the mass-market arrival of plug-in cars and trucks.

_____ supports these important goals, and is
Name of Organization
ready to work with the Northeast Electric Vehicle Network to facilitate the deployment of electric vehicles in the northeastern United States.¹

Signature: _____ Date: _____

The Northeast Electric Vehicle Network is a project of participating Transportation and Climate Initiative (TCI) jurisdictions, including Connecticut, the District of Columbia, Delaware, Massachusetts, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and communities in Maine.



Planning for the Network is funded in part by a nearly \$1 million Electric Vehicle Readiness Grant from the U.S. Department of Energy. To learn more about the TCI, please go to <http://www.georgetownclimate.org/TCI>

Email this statement of support to TCI facilitator Cassie Powers at powers@law.georgetown.edu.

Optional: Our Organization Is Prepared to Take the Following Actions to Support the Deployment of Electric Vehicles in the Northeastern United States

Please describe any specific actions that your organization has taken in TCI states or is prepared to take below. You may attach a separate letter if you need more room. Examples include, but are not limited to, the following:

- Installing charging stations for your employees or the public;
- Working with states to better understand and overcome electric vehicle deployment obstacles;
- Providing dedicated parking for electric vehicles;
- Committing to use electric vehicles in your fleet;
- Providing additional benefits to drivers of electric vehicles;
- Promoting electric vehicles in your materials and/or at events;
- Sharing charging station location, use, or other data with the Network.



Electric Vehicle Guidance Documents For Communities in the Northeast and Mid-Atlantic

October 2011

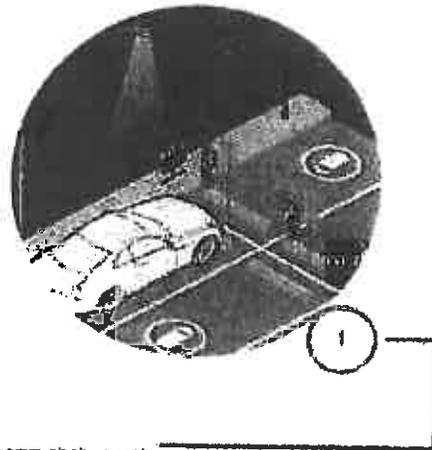
In October 2011, the Transportation and Climate Initiative (TCI), a collaboration of state transportation, energy, and environmental agencies in the Northeast, launched a Northeast Electric Vehicle Network and agreed to coordinate on electric vehicle (EV) infrastructure planning and deployment. TCI, in partnership with the New York State Energy Research and Development Authority (NYSERDA) and 16 of the region's Clean Cities Coalitions, received a nearly \$1 million Department of Energy Electric Vehicle Planning grant to support early planning activities for the Network.

Under the grant, five "EV guidance documents" are being developed to help policy makers, municipal planners, and others in making their businesses or communities EV-ready. The guidance documents are being developed by Energetics Incorporated, an engineering and management consulting firm, and WXY Architecture + Urban Design, an urban design planning firm, and are expected to be available this fall.

EV Guidance Documents: Summary

Siting and Design Guidelines for Electric Vehicle Supply Equipment. These guidelines identify key siting and design issues that are relevant to local governments, developers, homeowners, businesses, utility providers, and other organizations. The guidelines provide an overview of elements of site selection and design and installation scenarios, including considerations for commercial lots, multi-family residences, on-street charging, service station models, and fleets.

For additional guidance on siting EV charging stations, please refer to NYSERDA's "Site Design for Electric Vehicle Charging Stations," which can be downloaded at www.sustainabletransportationstrategies.com.



COMMERCIAL LOT

Assessment of Current EVSE and EV Deployment. The deployment assessment provides a region-wide look at EV and electric vehicle supply equipment (EVSE) deployment in the Northeast. The report highlights trends in EV ownership and EVSE locations, offers recommendations to maximize the impact of EVSE installations, and offers recommendations for further areas of study. The report finds that EV owners in the TCI region are typically younger, more educated, wealthier, and live in rural or suburban areas surrounding metro centers. Moreover, the assessment shows that a significant portion of the region's EVSE is located at EV dealerships, and that new EVSE should be located as destinations that are within driving distance of EV communities.

EVSE Cluster Analysis. The Cluster Analysis proposes nine land use “clusters” that represent strong areas of current and potential EVSE deployment. The clusters were chosen based on the behavior of the typical user, the site’s operations, external influences like geography and demographics, and the ability of a cluster to provide benefits to the EVSE host and wider public. The analysis also uses case studies to demonstrate how the clusters can effectively support EV use.

EV-Ready Codes for the Built Environment. This document provides an overview of building and electrical codes and their relation to EVs, highlights best practices from around the country, and makes recommendations for jurisdictions in the Northeast and Mid-Atlantic. The report draws several conclusions:

- Existing codes do not present a significant barrier to electric vehicle supply equipment (EVSE) deployment, but there is room within the codes to more clearly encourage EV-readiness.
- Codes can achieve EV-readiness and regional cohesion. For example, a coordinated effort to specify requirements for certain features in new construction and provide for new permitting or inspection protocols can help to streamline EV codes across the region.
- Adopting EV-friendly codes that encourage EVSE deployment can promote economic development in the region.
- Codes can create a high-level planning framework while retaining flexibility at the local level. For example, states can adopt code appendices containing EV-friendly provisions that can be adopted at the local level.
- Adopting EV-friendly codes should be part of a collaboration between partners to create a comprehensive EVSE deployment strategy.

Creating EV-Ready Towns and Cities: A Guide to Planning and Policy Tools. This report provides guidance to practitioners at all levels of state and local governments wishing to take action to implement EVSE deployment in their jurisdictions. It provides discussion and guidance regarding the steps to create, administer, and amend planning processes, rules, and regulations, and explores the potential for jurisdictions to encourage EV charging station installation and use. Tools to promote EV-friendly zoning regulations, parking ordinances, building codes, permitting practices, and partnership and procurement are explored, and examples of streamlined approaches are provided.

The Northeast Electric Vehicle Networks’ EV Guidance Documents can be downloaded from www.northeastevs.org.

Or contact Georgetown Climate Center’s EV Program Coordinator, Cassie Powers, at powers@law.georgetown.edu, or 202.661.6695.



U. S. Department of Energy

Attachment D

Parking Signage

**RESERVED PARKING
FOR ELECTRIC
VEHICLES ONLY**



2 Hour Limit

Violators Will Be Towed



**RESERVED PARKING
FOR ELECTRIC
VEHICLES ONLY**



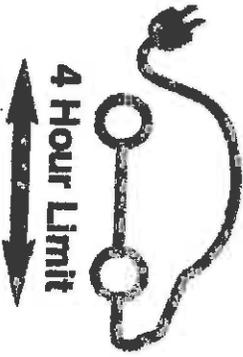
Violators Will Be Towed



**PARKING
FOR ELECTRIC
VEHICLES**



**RESERVED PARKING
FOR ELECTRIC
VEHICLES ONLY**



4 Hour Limit

Violators Will Be Towed



**RESERVED PARKING
FOR ELECTRIC
VEHICLES ONLY**

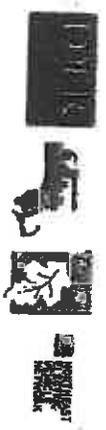


Parking only while charging

Violators Will Be Towed



**PARKING
FOR ELECTRIC
VEHICLES**





MassEVIP

Electric Vehicle and Level 2 Charging Station Requisition Form

Please use this form to indicate the Electric Vehicle(s) and Level 2 Charging Station that you will be acquiring through MassEVIP.

<u>Vehicle(s) and Level 2 Charging Station OWNER Information (Grantee):</u>			
<u>Municipality :</u>		<u>Contact Person:</u>	
<u>Address:</u>		<u>E-Mail:</u>	
<u>City, State, Zip :</u>		<u>Phone Number:</u>	

VEHICLE INFORMATION

Please specify below the Electric Vehicle(s) you will be acquiring along with the corresponding vendor information.

VEHICLE 1:					
Please Select: <input type="checkbox"/> Battery Electric OR <input type="checkbox"/> Plug-In Hybrid					
Please Select: <input type="checkbox"/> Purchase OR <input type="checkbox"/> Lease					
ANTICIPATED DELIVERY DATE: _____ PRICE \$ _____					
<u>Make:</u>		<u>Model:</u>		<u>Model Year:</u>	
<u>Vendor Name:</u>		<u>Vendor Contact:</u>		<u>Contact Phone:</u>	

VEHICLE 2: Please Select: <input type="checkbox"/> Battery Electric OR <input type="checkbox"/> Plug-In Hybrid					
Please Select: <input type="checkbox"/> Purchase OR <input type="checkbox"/> Lease					
ANTICIPATED DELIVERY DATE: _____ PRICE \$ _____					
<u>Make:</u>		<u>Model:</u>		<u>Model Year:</u>	
<u>Vendor Name:</u>		<u>Vendor Contact:</u>		<u>Contact Phone:</u>	

VEHICLE 3: Please Select: <input type="checkbox"/> Battery Electric OR <input type="checkbox"/> Plug-In Hybrid					
Please Select: <input type="checkbox"/> Purchase OR <input type="checkbox"/> Lease					
ANTICIPATED DELIVERY DATE: _____ PRICE \$ _____					
<u>Make:</u>		<u>Model:</u>		<u>Model Year:</u>	
<u>Vendor Name:</u>		<u>Vendor Contact:</u>		<u>Contact Phone:</u>	

VEHICLE 4: Please Select: <input type="checkbox"/> Battery Electric OR <input type="checkbox"/> Plug-In Hybrid					
Please Select: <input type="checkbox"/> Purchase OR <input type="checkbox"/> Lease					
ANTICIPATED DELIVERY DATE: _____ PRICE \$ _____					
<u>Make:</u>		<u>Model:</u>		<u>Model Year:</u>	
<u>Vendor Name:</u>		<u>Vendor Contact:</u>		<u>Contact Phone:</u>	

VEHICLE 5: Please Select: <input type="checkbox"/> Battery Electric OR <input type="checkbox"/> Plug-In Hybrid					
Please Select: <input type="checkbox"/> Purchase OR <input type="checkbox"/> Lease					
ANTICIPATED DELIVERY DATE: _____ PRICE \$ _____					
<u>Make:</u>		<u>Model:</u>		<u>Model Year:</u>	
<u>Vendor Name:</u>		<u>Vendor Contact:</u>		<u>Contact Phone:</u>	

LEVEL 2 CHARGING STATION INFORMATION

Please specify below the Level 2 Charging Station you will be purchasing along with the corresponding vendor information. (NOTE at least ONE Battery Electric vehicle must be purchased to receive the incentive for the Level 2 Charging Station)

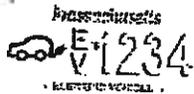
Model Type:		Model #:	
Installation Location:			
Address		City/Town:	
Anticipated Installation Date:			
<u>Level 2 Charging Station Vendor Information:</u>			
Company:		Contact Person:	
Address:		E-mail:	
City, State, Zip:		Phone Number:	
<u>Level 2 Charging Station Costs:</u>			
Total Equipment: \$ _____		Total Installation: \$ _____	
		TOTAL COST: \$ _____	

I affirm that the vehicle(s) and the Level 2 Charging Station have met all the conditions required by the MassDEP Electric Vehicle Incentive Program. I affirm that the vehicle(s) referred to in this Requisition Form will operate in the Commonwealth for at least the next three (3) years and will be in service at the Grantee's facility. Additionally, that the Level 2 Charging Station referred to in this Reservation Form is to be placed in a location accessible by the general public. Furthermore, I agree to abide by all of the Terms and Conditions as stated in the attached End User Agreement. MassEVIP allows up to one year from the execution of the end user agreement to complete the acquisition of the vehicle(s) and electric charging station.

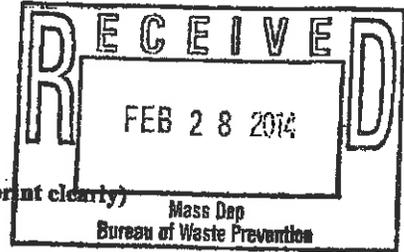
Grantee Signature

Date

Please return the completed form to
MassDEP
Ms. Sejal P. Shah
One Winter Street, 6th Floor
Boston, MA 02108



MassEVIP Application



APPLICANT INFORMATION: (* Indicates Required Fields, and please print clearly)

Name of Entity*: City of Gloucester _____

Division within Entity applying for incentive: Community Development _____

Principal Contact*

Last Name: Coogan _____

First Name: Matthew _____

Title: Senior Planner, Clean Energy Manager _____

Email: mcoogan@gloucester-ma.gov _____

Phone: (978) 282-8015 _____

Fax: (978) 281-9779 _____

Street Address: 3 Pond Rd City Hall Annex _____

City: Gloucester _____

State: MA _____

Zip Code: 01930 _____

Mailing address (enter ONLY if it is different from contact address above)

Street Address: _____

City: _____

State: _____

Zip Code: _____

If a municipality, are you currently a Green Community as designated by the Massachusetts Green Communities Division? (Circle one)

YES

NO

Use the Table below to list the electric vehicle(s) your entity is considering for acquisition.*

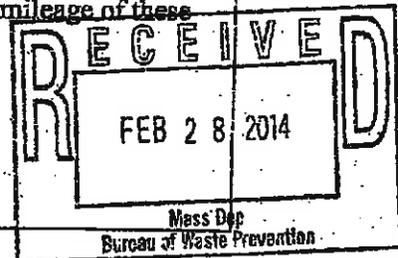
Make/Model	Type (Electric or Hybrid Plug-in)	Dealer	Purchase/Lease
Ford Focus	Electric	Imperial Ford, Mendon/ TBD	Purchase
Ford Focus	Electric	Imperial Ford, Mendon/ TBD	Purchase
Ford Fusion	Hybrid	Imperial Ford, Mendon/ TBD	Purchase
Ford Fusion	Hybrid	Imperial Ford, Mendon/ TBD	Purchase
Ford Fusion	Hybrid	Imperial Ford, Mendon/ TBD	Purchase

*If requesting more than five vehicles, please use additional pages.

In the space provided below, please indicate how the vehicle will be used to increase the visibility of electric vehicles in the community.

Vehicles will be used by our inspectional services (health inspectors, building inspections, planners, grant administrators, etc.). These employees are constantly using city vehicles for site visits throughout the city. The electric and hybrid vehicles will have lots of visibility in the community.

In addition to the visibility for all the miles driven by the City's inspectional service employees, the City will launch a PR campaign, issuing a press release about the purchase of these vehicles, as well as posting information about these vehicles, including energy savings, on the city website. Our DPW will carefully track the mileage of these vehicles to provide accurate data.



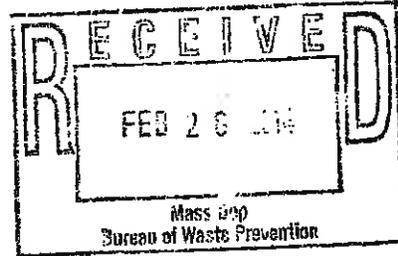
If planning on acquiring one or more battery electric vehicles (fully battery operated), your entity is eligible to apply for assistance to install a Level 2 dual-head charging station. Do you wish to apply for assistance to install a Level 2 dual-head charging station? If yes, use the Table below to provide information for the requested charging station. *Note: the acquisition of hybrid plug-in electric vehicles only does not qualify an entity for financial assistance to install a Level 2 dual-head charging station.*

Make/Model:	Osram Sylvania "Chargepoint" - we're interested in their turnkey services
Vendor:	Osram Sylvania, Sal Manganero and Brandon Tibbets
Proposed location:	City Hall

Signature of Representative: Matthew Coop
Date: 2/26/2014

This form should be returned to MassDEP at the address below, postmarked no later than February 28, 2014.

Sejal K. Shah
Environmental Analyst, Mass. DEP
MassDEP
One Winter Street, 6th Floor
Boston, MA 02108



Memorandum

To: Mayor Carolyn A. Kirk
From: Noreen Burke, Public Health Director
CC: Joan Whitney, Healthy Gloucester Collaborative Director
Rich Sagall, Chair Gloucester Board of Health
Date: 4/30/2014
Re: Bureau of Substance Abuse Services (BSAS), Underage Drinking Prevention Grant
One Year Extension

Dear Mayor Kirk,

The Gloucester Health Department is pleased to report that Massachusetts Department of Public Health (MDPH), Bureau of Substance Abuse Services (BSAS), will provide the City with extension funding of \$80,000 to continue implementation of the key priorities of Gloucester's Underage Drinking Prevention Strategic plan. We seek Mayoral and City Council approval to use these funds.

The time period for expenditure of the funds will be from July 1st 2014 to June 30th 2015. June 30th 2015 will then mark the end of this five year federal Center for Substance Abuse Prevention (CSAP) grant. The funding flows through the Bureau of Substance Abuse Services of Mass Department of Public Health.

In partnership with the Gloucester Police Department and the Liquor Licensing Board Healthy Gloucester Collaborative (HGC) implements strategies to increase visible consistent enforcement to prevent underage drinking. These include: Revising and Updating all Liquor Licensing Board Policies, Policy and Enforcement Training including Alcohol Safe Server, Police, Board and Off-Premise Licensee Training, Compliance Checks, Shoulder Taps and Cops n Shops.

HGC expanded parent and family outreach to increase adult and community awareness of the consequences of underage drinking and substance use to shift Community Norms of a "Culture of Use". The strategy focuses on underserved populations and builds on existing partnerships and strengths regarding access to healthcare services via Gloucester Family Health Center and Addison Gilbert Hospital and Gloucester Public School Nurses.

Additionally, partnership with the Gloucester Public Schools and Pathways for Children has expanded community based family outreach for substance prevention information and support for students from elementary school to high school ages.

April 30, 2014

HGC increases healthy youth development and choices through Personal Growth, Leadership and Community Connection through various initiatives such as: Creation of the Youth Leadership Council; Production of Public Service Announcements engaging youth in partnership with adults; and Implementation of best practice substance abuse prevention models as the Screening Brief Intervention and Referral (SBIRT) for teens and "I Can Help" training workshops.

Staff will be available to answer City Council questions.

Thank You,

Noreen



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

Granting Authority: State ___ Federal X Other ___

Name of Grant: Underage Drinking Prevention

Department Applying for Grant: HEALTH DEPARTMENT

Agency-Federal or State application is requested from: Center for Substance Abuse Prevention (CSAP) through Mass Dept of Public Health (MDPH), Bureau of Substance Abuse Services (BSAS)

Object of the application: To prevent underage drinking among Gloucester underage youth.

Any match requirements: No cash match. In-Kind Staffing, Materials and Equipment match only.

Mayor's approval to proceed: [Signature] 5/6/14
Signature Date

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

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

City Council's Approval or Rejection: _____
Vote Date

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

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

Grant Budget by line item account: _____

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

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

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Health Dept.
 ACCOUNT NAME: BOH - Underage Drinking
 FUND NUMBER AND NAME: 292083
 CFDA # (Required for Federal Grants): 93.959
 DATE PREPARED: 4/30/2014

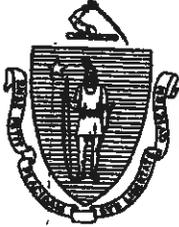
OBJECT	ORIGINAL BUDGET	APPROVED AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4 _____)				
45800	\$80,000.00			
				\$0.00
				\$0.00
Total:	\$80,000.00	\$0.00	\$0.00	\$0.00
EXPENSE (5 _____)				
51000	\$6,721.48			\$6,721.48
51250	\$32,185.53			\$32,185.53
51720	\$542.49			\$1,144.45
51740	\$20.00			\$53.35
51750	\$10,000.00			\$10,597.74
51840	\$800.00			\$858.34
51860	\$3,322.55			\$5,150.02
52000	\$20,232.95			\$0.00
54000	\$3,000.00			\$3,000.00
57000	\$2,175.00			\$2,175.00
57100	\$1,000.00			\$1,000.00
Total:	\$80,000.00	\$0.00	\$0.00	\$62,885.91

DEPARTMENT HEAD SIGNATURE

Moreen Burke

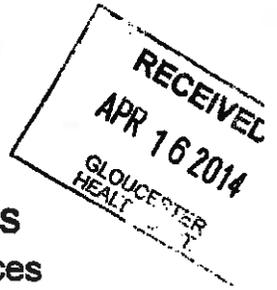
DATE ENTERED (AUDIT) _____

AUDITING DEPARTMENT INITIALS _____



DEVAL L. PATRICK
GOVERNOR
TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR
JOHN W. POLANOWICZ
SECRETARY
CHERYL BARTLETT
COMMISSIONER

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



April 15, 2014

TO: City Of Gloucester
RE: Contract# INTF2354MM3901115029

Attached please find a copy of the fully executed Standard Contract Form between your Agency and the Department of Public Health.

If you have any questions, please contact me at 617-624-6190 .

Sincerely,

A handwritten signature in black ink, appearing to read "Sokonthea Dao".

Sokonthea Dao
POS Contract Manager



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

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JOHN W. POLANOWICZ
SECRETARY

CHERYL BARTLETT
COMMISSIONER

RECEIVED

JAN 17 2014

GLOUCESTER
HEALTH DEPT.

January 15, 2014

TO: City Of Gloucester

RE: Contract# INTF2354MM3901115029

Enclosed please find for your review and signature a Standard Contract package. This package is a result of recent negotiations with the Department of Public Health, as specified in the attached cover letter and includes the items noted below. Please take note of the following:

NEW STANDARD CONTRACT/AMENDMENT/RENEWAL FORM:

Must be signed and dated (Preferred BLUE INK). Do not use correction fluid anywhere on the forms. If the provider information that is pre-filled in the upper left hand box is incorrect or missing, please contact me so that I can help you with the process to update. For instructions and hyperlinks, you can view this form at: www.mass.gov/osc under Guidance for Vendors-Forms or at www.mass.gov/osd under OSD Forms.

All attachments MUST be completed for your contract package to be processed.

As of July 1, 2011 the POS Office will no longer be making copies of a completed contract package and returning to your contract manager. The POS Office will continue to send copies of all forms signed by a Department representative. Please make copies of all relevant documents for your files before sending your completed packet to the POS Office.

CONTRACTOR AUTHORIZED SIGNATORY LISTING AND AUTHENTICATION FORM:

An original Contractor Authorized Signatory Listing form must be submitted for each new contract package. Once an original is in the contract file, the provider/vendor can include a copy of the Contract Authorized Signatory Listing (first page only) with each subsequent contract amendment package, unless there is a change to the person who signed the Listing, or a name/s on the Contractor Authorized Signatory Listing changes. The contractor/vendor is responsible for ensuring that both pages are current.

If you have any questions, please contact Sokonthea Dao at 617-624-6190 . An original contract package must be completed by January 29, 2014 and mailed to:

Department of Public Health
Purchase of Service Office
250 Washington Street, 8th Floor
Boston, MA 02108-4619
ATTENTION: Sokonthea Dao

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

CONTRACTOR LEGAL NAME: City Of Gloucester (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department Of Public Health MMARS Department Code: DPH	
Legal Address: (W-9, W-4, T&C): 9 Dale Ave Ste 9, Gloucester, MA 019303000		Business Mailing Address: 250 Washington Street, Boston, MA 02108	
Contract Manager: Noreen Burke		Billing Address (if different):	
E-Mail: nburke@gloucester-ma.gov		Contract Manager: Sokonthea Dao	
Phone: 978-281-8771	Fax: 978-281-8729	E-Mail: sokonthea.dao@state.ma.us	
Contractor Vendor Code: VC6000192086		Phone: 617-624-6190	
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address Id Must be set up for EFT payments.)		Fax: 617-624-5017	
		MMARS Doc ID(s): INTF2354MM3901115029	
		RFR/Procurement or Other ID Number: 901115	

<p style="text-align: center;">NEW CONTRACT</p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget)</p> <p><input type="checkbox"/> <u>Department Procurement</u> (Includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> <u>Legislative/Legal or Other</u> (Attach authorizing language/justification, scope and budget)</p>	<p style="text-align: center;">X CONTRACT AMENDMENT</p> <p>Enter Current Contract End Date <u>Prior</u> to Amendment: <u>06/30, 20 14</u></p> <p>Enter Amendment Amount: \$ <u>80,000.00</u> (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</p> <p><input checked="" type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget)</p> <p><input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> <u>Legislative/Legal or Other</u> (Attach authorizing language/justification and updated scope and budget)</p>
---	--

The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.
 Commonwealth Terms and Conditions Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
 Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
 Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended), \$ 560,000.00.

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: ___ agree to standard 45 day cycle statutory/legal or Ready Payments (G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
 Renewal or Extension Only

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

2. may be incurred as of 07/01, 20 14, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

3. were incurred as of ___ 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of 06/30, 20 15, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 24.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:
 X: [Signature] Date: 1/30/14
 (Signature and Date Must Be Handwritten At Time of Signature)
 Print Name: CAROLIN A. KIRK
 Print Title: MAYOR

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:
 X: [Signature] Date: 3/19/2014
 (Signature and Date Must Be Handwritten At Time of Signature)
 Print Name: Sharon Dyer
 Print Title: Director, Purchase of Service Office

**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May
2004



CONTRACTOR LEGAL NAME: City of Gloucester
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192096

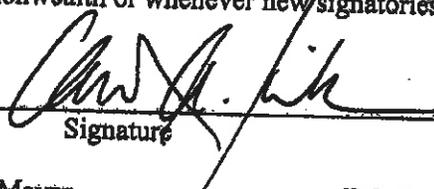
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Carolyn A. Kirk	Mayor
Noreen Burke	Director, Public Health Department

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.



Signature

Date: 3/17/14

Title: Mayor

Telephone: 978-281-9700

Fax: 978-827-9738

Email: ckirk@gloucester-ma.gov

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME: City of Gloucester
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192096

PROOF OF AUTHENTICATION OF SIGNATURE

It is required that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Carolyn Anderson Kirk

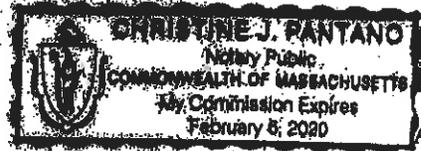
Title: Mayor

X *Carolyn A. Kirk* 3/17/14
Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, *Christine J. Pantano* (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

March 17, 2014
My commission expires on: February 6, 2020



AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

_____, 20____.

AFFIX CORPORATE SEAL

FY: 2014

Amendment # (if Applicable): _____

If Federal Funds, CFDA#

93.969

PURCHASE OF SERVICE - ATTACHMENT 1: PROGRAM COVER PAGE

PROGRAM INFORMATION

Contractor Name: City Of Gloucester	Department Name: Massachusetts Department of Public Health
Program Type: Substance Abuse Prevention Programs	Document ID #: INTF2364MM3901115029
Program Name: Healthy Collaborative	UFR Program:
Program Address: 9 Dale Ave Ste 9	MMARS Program Code: 4941
City/State/Zip: Gloucester, MA 019303000	Other Reference Information (Information Purposes Only):
Contact Person: Noreen Burke Telephone: 978-281-9771	Contact Person: Sokonthea Dao Telephone: 617-624-6190
RFR INFORMATION: <input type="checkbox"/> Attached <input checked="" type="checkbox"/> RFR Reference # 901115 <input type="checkbox"/> Legislative exemption <input type="checkbox"/> Emergency <input type="checkbox"/> Collective Purchase <input type="checkbox"/> Interim <input checked="" type="checkbox"/> Amendment	
SCOPE OF SERVICES: <input type="checkbox"/> Bidders Response Attached <input checked="" type="checkbox"/> Description of Services Attached	
TOTAL ANTICIPATED CONTRACT DURATION: 07/01/2008 to 06/30/2016	
INITIAL DURATION: 07/01/2008 to 06/30/2011	
OPTIONS TO RENEW: *****Refer to RFR for options to renew and for years each option*****	

FISCAL TERMS

Price is established through: (Check 1, 2, or 3) <input type="checkbox"/> OPTION 1: PRICE AGREEMENT (list price) \$ _____ Rate Regulation (if any) _____ <input type="checkbox"/> OPTION 2: SUMMARY BUDGET ("T" Lines only) <input type="checkbox"/> Unit Rate <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> OPTION 3: COMPLETED BUDGET <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Unit Rate <input type="checkbox"/> Other _____	FUNDING SUMMARY					
	Prior Years		Current Years		Future Years	
	FY	Amount	FY	Amount	FY	Amount
	2013	\$ 80,000.00	2014	\$ 80,000.00	2015	\$ 80,000.00
	2012	\$ 80,000.00				
2011	\$ 80,000.00					
2010	\$ 80,000.00					
2009	\$ 80,000.00					
Total	\$ 400,000.00	Total:	\$ 80,000.00	Total:	\$ 80,000.00	
Multi Years Total:					\$ 560,000.00	
Current Max Obligation: \$ _____ Unit Rate: \$ _____ per _____ # Billable Units: _____						
Additional Payment or Price Specifications:						

FY: 15

Contractor Name: City of Gloucester

Amendment #, if Applicable:

If Federal Funds, CFDA #:93

PURCHASE OF SERVICE - ATTACHMENT 3: FISCAL YEAR PROGRAM BUDGET

Program Name: Underage Drinking Prevention	Document ID#: INTF 2354MM3901113029	MMARS Activity Code: 4941	Program Type: Prevention Program	UFR Prog. #:
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UFR Title #	Program Component	Current		Amend. Change		New		COST REIMBURSEMENT ONLY		
		FTE	Amount	FTE	Amount	FTE	Amount	Offset	Source	Reimbursable Cost
	Direct Care/Program Support Staff/Overtime/Shift Differential & Relief (Titles 101-141)									
101	Program Function Manager (J. Whitney)	.1	\$6,721.48							
137	Prog. Secretarial, Clerical Staff (A. Satterfield)	.6	\$12,899.93							
137	Prog. Secretarial, Clerical Staff (J. Melvin)	.3	\$19,285.60							
	SUBTOTAL STAFF I	1	\$38,907.01							
150	Payroll Taxes		\$ 1,342.49							
151	Fringe Benefits		\$ 13,342.55							
T 100	Total Direct Care/Program Staff	1	\$53,592.05							
Title	Occupancy									
301	Program Facilities									
390	Fac. Oper/Main/Furn									
T 300	Total Occupancy									
UFR Title	Other Direct Care/Program Support									
201	Direct Care Consultant		\$18,232.95							
202	Temporary Help									
203	Clients/Caregivers. Reimb/Stipends									
206	Subcontract Dir. Care (evaluation)		\$2,000.00							
204	Staff Training		\$1,500.00							
205	Staff Mileage/Travel		\$1,000.00							
207	Meals									
208	Contracted Client Trans.									
208	Vehicle Expenses									
208	Vehicle Depreciation									
209	Incid. Health/Med Care									
211	Client Per. Allowances									
212	Prov. of Material Good									
214	Direct Client Wages									
214	Other Commercial Prod. & Svs.									
215	Program Supplies/Mat		\$3,000.00							
T 200	Total Other Direct Care/Program		\$25,732.95							
Title	Direct Admin Expenses									
216	Program Support									
510 (410 & 390)	Other Direct Administrative Expenses		\$375.00							
T 500	Total Direct Administrative Exp.		\$375.00							
T	SUBTOTAL PROGRAM COSTS		\$79,700.00							
410	Agency Admin. Support Allocation		\$300.00							
T	PROGRAM TOTAL		\$80,000.00							

Commercial Fee, if applicable, for for-profit contractors only (for informational purposes only; not to be included in the price paid by the Commonwealth): % ___ \$ ___; N/A for Cost Reimbursement

A. \$ _____ Subtotal of offsets which are for non-reimbursable costs.

Non-reimbursable costs must be shown in detail on Attachment 5 when the program is subject to the provisions of Federal OMB Circular A-122 and/or 808 CMR 1.00.

* Contractor's Board approved capitalization level relative to any negotiated expense costs in lines 208, 215, 390 or 410 is \$ _____

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC HEALTH**

SUBCONTRACTOR IDENTIFICATION LIST FOR DIRECT CARE SERVICES

Provider/Vendor Name: City of Gloucester Vendor VC No.: VC6000192096
Healthy Gloucester
 Program Name: Collaborative Contract ID: INTF2354MM3901115029

Instructions: Providers/vendors must complete and submit to DPH at the time of initial contract execution AND when subcontract dollars and/or vendors/providers are added or deleted. This form must be signed by the DPH program representative to indicate program approval PRIOR TO the execution of said subcontract(s).

Subcontractors must agree to the Terms and Conditions set forth in the RFR, which is part of this contract. Subcontracts must be in writing, in accordance with Section 9 of the Commonwealth Terms and Conditions or the Commonwealth Terms and Conditions for Human and Social Services. Providers may use the standard subcontract template available through DPH contract managers. All subcontracts must be available for review by authorized agents of the Commonwealth. DPH may require the submission of any subcontract at any time during the contract period.

1. Total Subcontract Dollars* \$ 2,000.00
 2. Amount of #1 allocated to identified subcontractors (list below): \$ 2,000.00

Patricia Cronin	\$2,000.00	Evaluation, data collection and analysis services.
	\$2,000.00	

3. Amount of #1 not yet allocated to identified subcontractors: \$ 0

Submitted by: Noeen Burke Date: 3/12/14 Phone: 978-282-8016
 Provider/Vendor Authorized Signature

Approved by: _____ Date: _____ Phone: _____
 DPH Program Manager

* For contracts using Attachment 3, the Program Budget Form, 2 + 3 must = Line 206 of the form.

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CITY OF GLOUCESTER
DEPARTMENT OF LAW

Memorandum to: President McGeary and Members of the City Council

From: Suzanne P. Egan, General Counsel *SEE*

Date: May 8, 2014

Re: Water debt service charges

CITY CLERK
GLOUCESTER, MA
14 MAY -9 AM 9:07

As a part of the Mayor's budget memorandum it was suggested that the council consider a shift of the water debt service charges. This memorandum sets out the process through the council may shift the water debt service charges from the water enterprise account to the tax rate.

Thus, the Council may shift the water debt service charges to the real estate tax rate, by voting to accept the provisions of chapter 59 section 21C (n) as it relates to the water debt service charges. The vote may take place at a regularly scheduled city council meeting as a recommendation from the ordinance and administration committee and the budget and finance committee to the full city council. A public hearing is not required. The motion should specify whether all or a portion of the debt service charges are being shifted. Four affirmative votes to accept the state statute, General Law chapter 59 section 21C(n), are required. The vote should occur prior to the public hearing on the budget.