



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, June 19, 2014 – 5:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. *CC2014-001 (Verga/McGeary) Request that B&F Committee in consultation with Police Dept. & local merchants consider adopting certain days as “parking meter holidays” to begin in FY14 (Cont’d from 5/08/14)*
2. *Memorandum & supporting materials from Planning Director re: City Council acceptance of a Coastal Resilience Grant in the amount of \$50,000*
3. *Memorandum from Community Development Director re: grant opportunity through the U.S. Dept. of Housing & Urban Development (HUD) for lead-based paint removal*
4. *Memorandum from CFO re: proposed Capital Expenditure Loan Orders: (1) \$890,000 for School Building Improvements; (2) \$485,000 for DPW Building/Yard Improvements; (3) \$170,000 for Fire Station Improvements*
5. *Review and votes to make recommendations by Committee to the City Council re: transfers for FY14 Budget deficits and to complete funding of the FY15 budget*
6. *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
Tom Daniel
Gregg Cademartori

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

City Hall Annex
Three Pond Road
Gloucester, MA 01930



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CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Kirk
FROM: Gregg Cademartori, Planning Director *BCML*
CC: Tom Daniel, Community Development Director
RE: Coastal Community Resilience Grant Acceptance
DATE: May 29, 2014

The Community Development Department is pleased to report that the Commonwealth of Massachusetts has awarded the City a grant of \$50,000 to support the development of a Climate Change Vulnerability Assessment focused on impacts to the land and infrastructure from potential increase frequency and intensity of coastal storms and changing sea level conditions. The grant will be primarily used to fund consultant support to provide detailed scenarios of projected conditions, potential economic impacts, and potential mitigation strategies.

We request that you forward the attached application, supporting materials and grant award letter from Bruce K. Carlisle, director of the Office of Coastal Zone Management, to the City Council for consideration of acceptance to advance this project. No cash match commitment was required, however an in-kind staff time equivalent valued at 25% of the total project cost will be provided. Staff will be available to answer and questions or concerns.



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
OFFICE OF COASTAL ZONE MANAGEMENT
251 Causeway Street, Suite 800, Boston, MA 02114-2136
(617) 626-1200 FAX: (617) 626-1240

April 17, 2014

Gregg Cademartori
Planning Director
City of Gloucester
3 Pond Rd.
Gloucester, MA 01930

6/26/14

Dear Mr. Cademartori:

It is my pleasure to inform you that your application to the FY14 Coastal Community Resilience Grant Program has been selected for a **\$50,000 award**. It was a very competitive pool of applications for this first-time grant program, and we recognize the significant time and effort that goes into the development of proposals. We look forward to working with you and your team on this great project.

At this time, please move forward with securing the required match (at least 25% of the total project cost, not the award). Please keep in mind that projects are funded on a reimbursement basis. Once individual project tasks are completed, you may submit a request for reimbursement. The scheduled completion date for all projects will be no later than June 30, 2015. All final invoices must be submitted within one month of the agreed upon completion date.

Julia Knisel, Coastal Shoreline and Floodplain Manager, will be contacting you shortly to set up a scoping call and execute a contract for your project. If you have any immediate questions, please don't hesitate to contact Julia at julia.knisel@state.ma.us or 617-626-1191.

Sincerely,

Bruce K. Carlisle
Director





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

Granting Authority: State X Federal _____ Other _____

Name of Grant: CZM Coastal Community Resilience Grant

Department Applying for Grant: Community Development Department

Agency-Federal or State application is requested from: EOEAA Coast Zone Management

Object of the application: Conduct a Climate Change Vulnerability Assessment Study

Any match requirements: 25% staff time supported effort

Mayor's approval to proceed: [Signature] 6/4/14
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



**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.

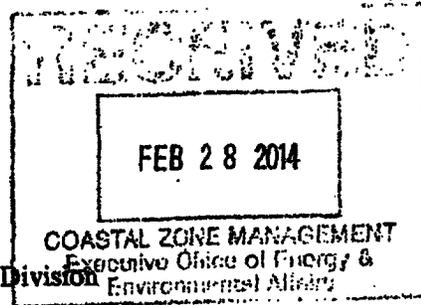
**EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
COASTAL COMMUNITY RESILIENCE GRANT PROGRAM FY14
RFR ENV 14 CZM-06**

Applicant: City of Gloucester, MA

**Address: City Hall Annex
3 Pond Road
Gloucester, MA 01930**

Local Project Manager:

**Name and Title: Gregg Cademartori, Planning Director
Department: Community Development Department, Planning Division
Email: gcademartori@gloucester-ma.gov
Phone: 978-281-9781 Access #3
Fax: 978-281-9779**



Type of Adaptation Project

The proposed project will include the following StormSmart climate adaptation actions:

- 1) *Conducting public education and awareness communication initiatives*
- 2) *Assessing vulnerability and risk*
- 3) *Identifying potential management measures, standards and policies.*

Project Title: Gloucester Climate Change Vulnerability Assessment

Total Project Cost: \$65,000 (\$50,000 request)

Match Amount: \$15,000 at a minimum (staff time provided as match)

Project Summary: Gloucester Climate Change Vulnerability Assessment

The proposed project is a Climate Change Vulnerability Assessment that utilizes available high resolution technology. While many low resolution inundation mapping tools are available to stimulate discussions surrounding climate change and sea level rise, these resources have only limited ability to both adequately demonstrate the potential impacts and develop strategies. More in depth modeling is required to understanding the level of risk across geographies and to develop targeted strategies to reduce this risk. The City has the necessary robust data sets, but lacks staff with a specific level of expertise to analyze them. Hiring a consultant with the expertise and software to analyze the City's existing data sets and create a robust modeling system is an essential part of a vulnerability assessment that could be used to develop strategies for the cities.

This project will also include elements from each of the five StormSmart climate change adaptation actions, including conducting public education and awareness communication initiatives. The City of Gloucester has already formed an ad hoc partnership between city staff, volunteer boards, including the Gloucester Clean Energy Commission, and not-for-profits, including Maritime Gloucester, to develop a public education and awareness lecture series over the course of the spring of 2014 focused on coastal processes, and functions and values of coastal systems in storm damage prevention. This initiative provides the perfect springboard for the initiation and development of this vulnerability assessment, and several public outreach meetings will follow from this initiative throughout this project.

The results of the vulnerability and scenario building will further provide the basis for adaptation and mitigation planning. This effort will identify potential management measures, standards and policies, but not their implementation over the life of the grant. The span of the assessment project is suggested to be complete by June of 2015.

Detailed Project Proposal

1) Current Approach

Gloucester is a coastal community with over 62 miles of shoreline ranging from gentle sloping saltmarsh-tidal river complexes to rocky shores subject to the brunt of coastal storms off the Atlantic Ocean. Due to Gloucester's topography and geography some areas of the community are already impacted by coastal flooding, and many public and private properties and infrastructure facilities will be at greater risk if even conservative estimates of sea level rise are realized. Furthermore, while lands located in currently identified flood prone areas must meet stringent development standards, there are no standards for lands that may be subject to coastal flooding under future conditions. It is this risk that may have a profound effect on the local economy and community if left unaddressed. While the City of Gloucester has made great strides in environmental arena with initiatives such as renewable energy development and the adoption of a 20% municipal energy reduction plan as Green Community, the city has not begun to comprehensively address climate change.

In 2010 the City of Gloucester, with the assistance of the Metropolitan Area Planning Council, completed a Multi-Hazard Mitigation Planning, which included a brief discussion of sea level rise. However, sea level rise was not treated as a separate hazard from coastal flooding, it was only recognized that coastal flooding will be exacerbated by sea level rise. The Hazard Mitigation Plan and its associated datasets (critical facilities, multi-hazard areas mapped and unmapped, etc.) will jump start data needs for the proposed assessment work. The City has also participated in state level and regional discussions regarding climate change and sea level rise, and has taken proactive steps to limit risk of current and projected impacts of climate change in project review and permitting. It is, however, difficult to provide more specific guidance, standards or support new policies without more certain predictive tools and understanding the economic impacts of decisions on Gloucester's diverse economy, which in so many ways relies on the very position on the ocean's edge that threatens it.

Conducting a high resolution climate change vulnerability assessment is a necessary next step for Gloucester to advance climate change discussions. Understanding the range of predictions of future conditions, modelling the most reliable scenarios and their impacts, and prioritizing adaption strategies is no longer an option but a necessary process for every coastal community. Gloucester is currently well positioned to carry out this effort with staff project managers, interested local organizations, and a dedicated Clean Energy Commission with a codified duty to: *Identify climate adaptation and mitigation issues and strategies to safeguard the long-term economic and cultural vitality of the city.*

2) Description of Problem and Need

There are recognized challenges in predicting annual inundation due to coastal storm events, even before sea level rise scenarios are considered. The Federal Emergency Management Agency (FEMA) has recently released a new Flood Insurance Study and Flood Insurance Rate Maps (also a risk assessment tools), that have come under much scrutiny. It is these same mapped areas of current flood risk that will be the focus of this climate change vulnerability assessment. This effort will help guide short and long-term management strategies to protect people and property, and minimize disruption and promote continued investment in the local economy.

If sea level rise predictions follow conservative estimates, or if sea level rises at an accelerated rate, both coastal storms and even regular tidal inundation may negatively impact public and private property alike. At the local level communities have limited understanding of limits of potential impacts of sea level rise. This is in part due to the wide range of predicted seal level rise from 1 foot to 7 feet over the next 100 years (Sea Level Rise: Understanding and Applying Trends and Future Scenarios for Analysis and Planning, CZM 2013). Additionally, the spatial distribution of such predictions has not been accurately depicted. The inability to adequately demonstrate the potential impacts is due to the low resolution of many existing topographic data sets. The City of Gloucester collected a high resolution topographic data set using LIDAR (Light Detection and Ranging) for the entire community in 2011. This dataset has already been used to help better map Gloucester's surface water supply areas, which will aid in their protection. This data set will provide the basis for accurate mapping of the near shore landforms and structures, and the development of future sea level scenarios. It is the accuracy of these data sets that will help focus and prioritize adaption planning. With complex data sets comes the need for expertise to analyze them. Gloucester has a robust GIS, but does not have the software or staff that can perform such analyses, hence the request for funding. Additionally, specialist with experience guiding communities through the many facets of emerging climate adaption planning is key to its success and implementation. Gloucester is well positioned with staff and interest groups ready to engage on the topic, armed with this assessment tool and support it will succeed.

3) Detailed Description

Integrating adaptation strategies into plans, regulations, and policies is the best assurance for implementation. This project will utilize consulting services to supplement citizen/volunteer/staff hours to provide an inventory, analysis and recommendations that will provide the basis for adaptation planning and implementation.

This project will also utilize scenario planning to help the public and officials understand the range of possible conditions and the effect of actions and inaction. This scenario planning approach will seek to avoid adverse impacts on the built environment and natural resources by considering a few potential futures (in this case low, medium, and high risk scenarios). Scenario planning for this project will incorporate both quantitative and qualitative information in the decision-making process.

Public outreach, as with any planning process, will be the cornerstone of this effort. It is clear the community is prepared to engage on this topic given the ad-hoc group that has already formed and begun to structure talks on facets of the topic of climate change with a foundational series on coastal systems dynamics and storm prevention functions of natural systems.

Vulnerability Analysis

Drawing on existing state and regional information sources, this project will identify and evaluate potential risks from flooding and increased storm intensity. The vulnerability analysis will consider future storm damage, erosion, flooding, and/or loss of infrastructure and life. Using the City's high quality GIS data and 2011 LIDAR elevation data, this project will map and assess the entire shoreline of the community and identify its most vulnerable areas and infrastructure.

Scenario Development

Scenarios provide descriptions of how the future might develop, using current information and assumptions about future trends. Using scenarios in planning helps explore the differing outcomes

that might result if basic assumptions are changed. The development of the different scenarios places an emphasis on input from community experts and stakeholder involvement, thereby enabling an interdisciplinary collaboration and problem solving.

Using a scenario planning approach, this project will seek to understand high, medium and low risk scenarios for the potential impacts of climate change at time horizons of 25, 50 and 100 years from present. Starting with the assumption that the community has a choice to be proactive about potential coastal climate change hazards, the scenarios will attempt to illustrate the range of potential outcomes for the community should no action be taken. Vetting these scenarios will define the targets and strategies the community is willing to consider in adaptation planning.

Strategies

The consultant and staff will develop a list of potential strategies that would help address the different types of hazard risks presented by climate change. These strategies will be based on an integrated and inter-disciplinary response to climate adaptation that would rely on coordination among local government, state and federal government, and the private sector. The strategies will include high cost and low-cost and short-term and long-term. The intent is to provide a menu of options that will be further vetted through the public outreach process. The section of the Massachusetts Climate Change Adaptation Report (2011) on the Coastal Zone and Ocean will be used as a primer in this area.

Public Outreach

Public outreach and engagement for this project will involve focused discussions with City boards, commissions and department heads, as well as broader public participation. The consultant and staff will use the public outreach to demonstrate the need for climate adaptation as well as to present the list of potential adaptation strategies. The results of the public outreach will be a qualitative assessment of the recommended strategies. However, the broad public outreach should also serve to educate and inform – providing residents and decision makers with an understanding of climate adaptation and the potential consequences of climate change. This will enable more informed decision-making that can be carried forward in the consideration of potential regulation and policy changes.

Recommendations

Based on public input, the consultant and staff will begin the implementation of the identified adaptation strategies. A set of recommendations will be developed for reference in areas such as land use, capital planning, and infrastructure development. A final report will provide a summary of the process, the baseline information, the scenarios and the recommendations.

4) Transfer and Benefits

To facilitate information sharing with other communities in New England, Gloucester will share information via project specific webpage on the City of Gloucester website and case study on the StormSmart Coasts Network. Project updates will be shared periodically throughout the project as well as at the conclusion. The staff and consultant will summarize lessons for other communities as an evaluation both of the process and the planning tools used. This builds upon similarly funded projects in Portsmouth, NH. Much of project design and budget has been modelled after this effort.

5) Timeline

General oversight of this project will be provided by the Planning Division of the Community Development Department working cooperatively with including, but not limited to, the Conservation Division, Shellfish Department, Harbormaster’s Office, Department of Public Works and the GIS Specialist. Direct supervision of consultants for this project shall be provided by the Planning Division.

Tasks to be completed from April 15 to June 15, 2014.

Draft and issue RFP for consultant services for project guidance and sea level rise model development
 Evaluate responses, interview selected candidates, select and engage consultant(s).
 Collect all datasets that may be useful in analyses and supply to consultant.
 Outreach: Introduce project and project goals and timeline at already scheduled lecture series on coastal dynamics.

Tasks to be conducted from June 15th to October 15, 2014

Selected consultants to develop baseline topographic model of the city’s coast.
 Climate Change Scenario development
 Public outreach on scenarios and consensus building on scenarios to conduct vulnerability assessment
 Inventory and Mapping aided by department staff interaction
 Conduct vulnerability assessment

Tasks to be conducted from October 15th to January 15, 2015

Conduct outreach meetings on results of vulnerability assessment
 Review no-action alternative and adaptation strategies
 Develop content for city website as clearing house to Gloucester Climate Change data
 Prepare draft Final report will include priority areas for adaptation planning and broad initiatives.

Task to be conducted from January 15, 2015 to April 15, 2015

Finalize report and present to municipal boards and City Council.
 Develop next steps action outline for adaptation planning.

6) Project Budget

Project Task	Consultant	City Match	Total
Climate Change Scenarios	↓		↓
Inventory and mapping			
Vulnerability Assessment	↓		↓
Potential Adaptation Strategies			
Cost of Alternatives			
Finalize Report	\$50,000 (lump sum)		\$50,000
Develop Outreach and Website materials, public meeting support and draft review		\$15,000 (at least one wks time of each staff identified)	\$15,000
Total			\$65,000

Budget estimates are based on rough understanding of similar projects conducted in Portsmouth, NH and for the City of Boston. Feedback from cities and consultants involved was that the economic analysis of scenarios has been underestimated in past efforts and therefore the budget has been increase for this consultant aided process. Additionally, staff will be directly involved in data development for use in the City GIS and website. A combined hourly rate of \$50/hr for staff time has been used. A minimum of four different staff members have been identified to support the effort including conservation, planning and GIS staff.

7) *Planning Team*

At a minimum City of Gloucester staff will include: Gregg Cademartori, Planning Director and point of contact for the project, Matt Coogan, Senior Project Manager (Planning and Clean Energy), Lisa Press (Conservation Agent) and Ellen Carney (GIS Support Specialist). Resumes provided (Attachment A)

8) *Supporting Letters*

- a) Supporting materials include authorization letter from the Mayor of Gloucester in support of the pursuit of this grant application and project (Attachment B). The support letter of the Mayor of Gloucester includes acknowledgement of staff time and outreach that will be provided as 25% local match. Time will be divided between Planning, Community Development, and GIS staff.
- b) Also attached are support letters from the Chair of the Conservation Commission, the Chair of the Clean Energy Commission, the Regional and Environmental Planner at the Metropolitan Area Planning Council, and the Executive Director of Maritime Gloucester (Attachment C).

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Community Development Department

ACCOUNT NAME: _____

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

CFDA # (Required for Federal Grants): _____

DATE PREPARED: _____

APPROVED
AMENDED BUDGET
(IF APPLICABLE)

OBJECT	ORIGINAL BUDGET	AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_____)	\$ 50,000			
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (51, 68A)	\$ 50,000			
				\$0.00
				\$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

Tim Daniel

DATE ENTERED (AUDIT) _____

AUDITING DEPARTMENT INITIALS _____

City Hall Annex
Three Pond Road
Gloucester, MA 01930



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Fax 978 281-9779
tdaniel@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Carolyn Kirk, Mayor
FROM: Tom Daniel, Community Development Director *TD*
RE: Grant Application to Lead-Based Paint Hazard Control Grant Program and Lead Hazard Reduction Demonstration Grant Program from the US Department of Housing and Urban Development
DATE: June 6, 2014

On May 29, 2014, we learned of a grant opportunity through the US Department of Housing and Urban Development (HUD) for lead-based paint removal. The application is due June 27, 2014. Much of Gloucester's housing stock contains lead-based paint. It is costly to remove the paint, and public funding sources are limited.

The HUD program is highly competitive, and it is difficult for communities without an existing program to receive funding in their first application. However, after talking with our HUD representative and other communities that have received funding, we feel it is worth the effort to submit an application. If we are not successful this year, we will be better positioned for next year.

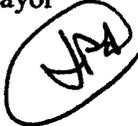
Please include this memo in the Mayor's report to City Council. We do not have the supporting materials prepared yet but will have them available for Budget and Finance Committee review.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-281-8472
jdunn@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Carolyn A. Kirk, Mayor
From: John P. Dunn, CFO 
Date: June 4, 2014
Re: Proposed Capital Expenditure Loan Orders

There are a number of capital projects that Mike Hale would like to begin, if not finish, over the summer months. In order to do so, he will need loan orders approved by the City Council to provide the needed appropriations. Those loan orders, as provided by bond counsel, are attached.

The following is a summary of each:

1. \$890,000 for School Building Improvements – Includes the Beeman Elementary School gas heat conversion (\$275,000) and O'Malley Innovation Middle School HVAC work (\$465,000) and window replacement (\$150,000).
2. \$485,000 for DPW Building/Yard Improvements – Includes roof replacement for the highway barn (\$350,000), security gates and fencing at the DPW yard (\$100,000) and a modest amount (\$33,000) for roof and boiler work at Old Town Hall, now occupied by the American Legion.
3. \$170,000 for Fire Station Improvements – Includes roof, siding and heating improvements to the Bayview and West Gloucester fire stations.

All of the proposed improvements are rated as "Highest" or "High" priorities on the most recent list of Citywide Capital Improvements.

Fire Stations Loan Order

Ordered: That the City of Gloucester appropriates One Hundred Seventy Thousand Dollars (\$170,000) to pay costs of building remodeling and heating plant repairs at multiple fire stations, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the City are authorized to apply for and accept any and all grants or gifts that may be available to the City to pay costs of the projects.

Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

DPW Building Improvements Loan Order

Ordered: That the City of Gloucester appropriates Four Hundred Eighty Five Thousand Dollars (\$485,000) to pay costs of DPW and Old Town Hall building roof replacement, mechanical systems and site improvements, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the City are authorized to apply for and accept any and all grants or gifts that may be available to the City to pay costs of the projects.

Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

School Building Improvements Loan Order

Ordered: That the City of Gloucester appropriates Eight Hundred Ninety Thousand Dollars (\$890,000) to pay costs of boiler conversions and/or improvements and Building envelope repairs at the O'Maley Innovation Middle School and the Beeman Elementary School, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the City are authorized to apply for and accept any and all grants or gifts that may be available to the City to pay costs of the projects.

Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.