



GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, August 7, 2014 – **6:30 p.m.**
1st Fl. Council Committee Rm. – City Hall
AGENDA

1. *Special Budgetary Transfer Request (2015-SBT-1) from the Purchasing Department*
2. *Special Budgetary Transfer Request (2014-SBT-2) from the Police Department*
3. *Memo from Planning Director re: City Council acceptance of Green Community Grant for \$250,000*
4. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*
5. *Community Preservation Committee Round 5, FY2014 Recommendations:*

Historic New England/Beauport Museum Electrics	\$20,000
Gloucester Writers Center-Exterior Renovation & Rehabilitation	\$10,000
Rocky Neck Cultural Center at Rocky Neck Phase 2 Renovations	\$50,000

COMMITTEE
Councilor Melissa Cox, Chair
Councilor William Fonvielle, Vice Chair
Councilor Paul McGeary

CC: Mayor Carolyn Kirk
Kenny Costa
John Dunn
Donna Compton
Chief Leonard Campanello
Gregg Cademartori/Matt Coogan
Debbie Laurie/J.J. Bell/Sandra Ronan

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

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

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

TRANSFER # 2015-SBT- 1 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Purchasing

DATE: 7/7/2014 BALANCE IN ACCOUNT: \$ 3,700.00

(FROM) PERSONAL SERVICES ACCOUNT # Unfund Account #
 (FROM) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.138.53410.0000.00.000.00.052
Purchasing Telephone Service
Account Description

DETAILED EXPLANATION OF SURPLUS: no excess, IT dept is paying for CAO's cell phone for a better rate

(TO) PERSONAL SERVICES ACCOUNT # Unfund Account #
 (TO) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.155.53410.0000.00.000.00.052
Mng Info Systems, Telephone Service
Account Description

DETAILED ANALYSIS OF NEED(S): To pay cell phone for CAO

TOTAL TRANSFER AMOUNT: \$ 750.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 2,950.00
 TO ACCOUNT: _____

APPROVALS: (Signature)
 DEPT. HEAD: (Signature) DATE: 7/7/14
 ADMINISTRATION: (Signature) DATE: 7/16/14
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2015**

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

TRANSFER # 2015-SBT- 2 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 7/2/2014 BALANCE IN ACCOUNT: \$ 257,538.32

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.211.51100.0000.00.000.00.051
Unfund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unfund Account #

POLICE-UNIFORM, SALWAGE PERM POS
Account Description

DETAILED EXPLANATION OF SURPLUS: OFFICER TREFRY BUDGETED IN THIS ACCOUNT
MOVED TO DETECTIVES DIVISION MAY 2014.

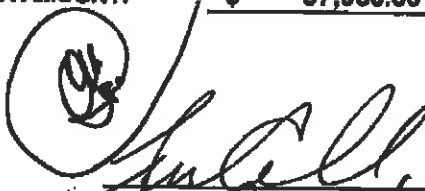
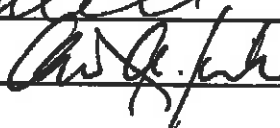
(TO) PERSONAL SERVICES ACCOUNT # 101000.10.212.51100.0000.00.000.00.051
Unfund Account #

(TO) ORDINARY EXPENSE ACCOUNT # _____
Unfund Account #

POLICE-INVESTIGATION, SALWAGE PERM POS
Account Description

DETAILED ANALYSIS OF NEED(S): FUNDS NEEDED TO COVER OFFICER TREFRY SALARY.

TOTAL TRANSFER AMOUNT: \$ 57,953.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ 199,585.32
TO ACCOUNT: \$ _____

APPROVALS: 
DEPT. HEAD: _____ DATE: 7/3/14
ADMINISTRATION:  DATE: 7/16/14
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

RE: Green Communities Grant Award - \$250,000

Matthew Coogan

Sent: Tuesday, July 29, 2014 12:12 PM
To: Dana Jorgensson; Gregg Cademartori
Cc: Melissa Cox; Kenny Costa
Attachments: gloucester_CPT3_grant_con~1.docx (642 KB)

Hi Dana

State contract attached.

There is no match requirement for this grant. This is a reimbursement grant. If the project cost was \$250K the grant would cover entire costs. But in this case the project is more than \$250K, and the City will fund the remainder of the project.

Matt

From: Dana Jorgensson
Sent: Tuesday, July 29, 2014 12:00 PM
To: Gregg Cademartori; Matthew Coogan
Cc: Melissa Cox; Kenny Costa
Subject: Green Communities Grant Award - \$250,000

Gentlemen: Councilor Cox, B&F Chair, has asked me to make the following inquires on her behalf regarding the above grant documentation forwarded to her Committee:

It has been noted there is no contract from the state in the packet of information forwarded through the Mayor's Report. Do you anticipate receiving such documentation prior to the B&F meeting of August 7, and if so, would you kindly forward that documentation upon receipt for the Committee's review. If the state will not be forwarding a contract and the award letter suffices for that state department, please advise also.

On the City Auditor's form it is noted there is a match requirement for this grant, but the submitted documentation doesn't appear to address whether the match is monetary or in-kind. Would you kindly point out in your documentation where that information is found or advise what the match consists of if it is not enumerated.

Your advice on these matters will be appreciated. Thank you.

Dana C. Jorgensson

Clerk of Committees

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 Energy Resources MMARS Department Code: DOER-ENE	
Legal Address: (W-9, W-4,T&C): 3 Pond Street, Gloucester, MA 01930		Business Mailing Address: 100 Cambridge Street, Suite 1020, Boston, MA 02114	
Contract Manager: Carolyn A. Kirk		Billing Address (if different):	
E-Mail: ckirk@gloucester-ma.gov		Contract Manager: Jane Pfister	
Phone: 978-281-9700	Fax: 978-281-9738	E-Mail: jane.pfister@state.ma.us	
Contractor Vendor Code: VC6000192096		Phone: 617-626-1194	Fax: 617-727-0030
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number: PON-ENE-2012-011	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date Prior to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <u>250,000</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <i>This is a grant agreement to provide Green Communities grant funding to fund a energy system upgrade and conversion from oil to gas at O'Maley Middle School, to be provided for the benefit of, and subject to the direction and oversight of, the Grantee as detailed in Attachment C.</i>			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 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 . <input checked="" type="checkbox"/> 3. were incurred as of <u>July 14</u> , <u>2014</u> , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>April 30, 2016</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached 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 <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR:		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:	
X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)		X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Carolyn A. Kirk</u>		Print Name: <u>Stephen A. White</u>	
Print Title: <u>Mayor</u>		Print Title: <u>Chief Financial Officer</u>	

City Hall
Three Pond Road
Gloucester, MA 01930



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

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

Memorandum

Date: July 15, 2014
To: Mayor Kirk
From: Gregg Cademartori, Planning Director *GCAL*
Matt Coogan, Senior Planner
CC: Tom Daniel, Community Development Director
Re: Green Communities Grant Acceptance

The Community Development Department is pleased to receive confirmation that the City has received a Green Communities Competitive Grant Program award of \$250,000 from the Department of Energy Resources-Green Communities Division. The Green Communities Grant will be utilized to support a critical energy system upgrade at the O'Maley Innovation Middle School. The current oil heating and hot water system will be converted to a new high efficiency gas system. This project will help continue to move the City forward in achieving its 20% energy reduction goals. Please forward the attached materials to the City Council for grant acceptance, staff will be available to answer any question.



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., SUITE 1020
BOSTON, MA 02114
Telephone: 617-626-7300
Facsimile: 617-727-0030

Deval L. Patrick
Governor

Maeve Vallely Bartlett
Secretary

Meg Lusardi
Acting Commissioner

RECEIVED

JUL 14 2014

COMMUNITY DEVELOPMENT
CITY OF GLOUCESTER

July 14, 2014

Mayor Carolyn A. Kirk
City of Gloucester
3 Pond Street
Gloucester, MA 01930

Dear Mayor Kirk:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of \$250,000 for the following project proposed in the city of Gloucester's Green Communities Competitive Grant application:

List of Projects Funded:

- \$250,000 O'Maley Middle School – Energy system upgrade (oil to gas)

The Division reviewed Gloucester's grant application and has determined that this is a viable, well developed project that meets the eligibility requirements of our Competitive Grant program. Please note that, due to the competitive nature of this grant program, the use of these funds is restricted to the specifically approved projects listed above.

Jane Pfister, Green Communities Grants Coordinator, will follow up with the contact listed in your competitive grant application to discuss next steps, including coordination of the grant contract process.

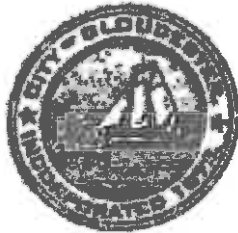
The Green Communities Division looks forward to working with the city of Gloucester on your grant projects. We congratulate you on this grant award, and applaud your efforts to create a cleaner energy future for your community and for the Commonwealth as a whole.

Please do not hesitate to contact me at 617-626-7358 or by email at lisa.capone@state.ma.us with any questions you may have regarding your grant award.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Capone". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lisa Capone, Deputy Director
Green Communities Division



CITY OF GLOUCESTER

Community Development

Memorandum

Date: May 1, 2024
To: Mayor Kirk
From: Tom Deniel, 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 INDEPENDENCE 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 departments: _____
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: (CA FOR NEW FUND)
 CPDA # (Required for Federal Grants)
 DATE PREPARED: 5/1/2014

OBJECT	ORIGINAL BUDGET	APPROVED AMENDED BUDGET (IF APPLICABLE)	ACTED REQUEST	REVISED BUDGET
REVENUE ()	250,000			
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE ()	750,000			
				\$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 _____
 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

73,000 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, KSA 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 KEA/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 this project, including RFP design. Mr. Hafey will also serve as the City's contact with National Grid, and he has been working with Ken Lebracque 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.

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.

**GLOUCESTER COMMUNITY PRESERVATION COMMITTEE
RECOMMENDATIONS FOR FY14, ROUND 5 APPROPRIATION**

The Gloucester Community Preservation Committee recommends that City Council appropriate \$371,679 from the Community Preservation Fund for the projects hereinafter described.

PROJECT NO. 1

**Project Title: MAGNOLIA LIBRARY CENTER INC. - RENOVATIONS
Project Sponsor: MAGNOLIA LIBRARY CENTER, INC.**

The Community Preservation Committee recommends the appropriation of \$85,000 to the MAGNOLIA LIBRARY & COMMUNITY CENTER for the purpose of the rehabilitation and restoration of an historic asset by installing a sprinkler and fire alarm system to protect and preserve the building in the event of fire, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2015;
2. Project will be subject to bidding procedures;
3. An historic preservation easement will be required.

The Community Preservation Act spending purpose is to rehabilitate an historic resource.

Project Summary:

The Magnolia Library and Community Center (MLCC) continues its efforts with plans to make the building safe for the use by members and the general public. The center offers residents of Gloucester various educational and cultural experiences through programming and events at the Center. The Center operates in a 127 year old structure which has no sprinkler and fire alarm system which would preserve the building in the event of a fire. This project would allow the MLCC to preserve and protect this historic structure that has seen a 41% increase in use over the last year. The total estimated project cost is \$245,630.

PROJECT NO. 2

**Project Title: GLOUCESTER WRITERS CENTER – EXTERIOR RENO & REHAB
Project Sponsor: GLOUCESTER WRITERS CENTER**

The Community Preservation Committee recommends that the City Council appropriate \$10,000.00 to the GLOUCESTER WRITERS CENTER for the purpose of the rehabilitation and restoration of an historic asset by replacing the roof, installation of end vents and fan, transom window including framing and finish work, gutters, and side patching at 126 East Main Street, Gloucester, MA, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2015;

2. Also, contingent upon that the Writer Center will continue to be used as a Writer's Center open to and serving the public as described in their application.

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

Project Summary:

The project will include the above repairs and ensure that the Gloucester Writers Center (GWC) will remain in good condition for long term preservation. The Writers Center was originally built in 1890 and used as a general store by Adolf Voss. The poet Ferrini bought the property in 1948 and lived and wrote in it for over 60 years until his death in 2007. Preserving and enhancing the Ferrini home has been vital to the successful growth of the GWC and the enactment of its mission to preserve, promote and celebrate Cape Ann's rich literary legacy and to insure that diverse voices are heard through writing and the arts. The space is used for writing and hospitality for writers and all in the community interested in writing through their literary readings, community education programs, Writer-in-residence program and by making available original work by authors from the local community and beyond. Total estimated project cost is \$12,000.

PROJECT NO. 3

Project Title: CULTURAL CENTER AT ROCKY NECK, SECOND PHASE RENOVATION

Project Sponsor: ROCKY NECK ART COLONY, INC.

The Community Preservation Committee recommends that the City Council appropriate \$50,000.00 to the ROCKY NECK ART COLONY, INC. for the purpose of preserving an historic asset by repairing and restoring, the Cultural Center at Rocky Neck, 6 Wonson Street, Gloucester, with phase II renovations, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2015.

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

Project Summary:

The Rocky Neck Cultural Center has almost completed its first phase of renovations to bring the building into ADA compliance. The second phase of renovations include, HVAC upgrade, kitchen/office build-out, installation of a drainage system, insulation, rear deck rebuilding and installation of ten storm windows for Main Hall. The Art Colony offers the Cultural Center as a public welcome center, art gallery, educational space and community gathering place. Total project cost is estimated at \$159,000.

PROJECT NO. 4

Project Title: DESIGN AND INSTALLATION OF VERTICAL PLATFORM LIFT

Project Sponsor: CAPE ANN HISTORICAL ASSOCIATION (CAPE ANN MUSEUM)

The Community Preservation Committee recommends that the City Council appropriate \$15,000.00 to the CAPE ANN HISTORICAL ASSOCIATION (CAPE ANN MUSEUM) for the purpose of preserving an historic asset which includes the installation of a vertical platform lift to the Museum's auditorium to provide ADA access, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2015;

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

Project Summary:

This project will consist of designing and installing a vertical platform lift to provide ADA approved access to the stage located in the Museum's auditorium. The space is part of the Museum's headquarters at 27 Pleasant Street, Gloucester. Currently the stage is the only public space in the Museum which does not meet ADA requirements. The auditorium seats 180 and is used heavily by the museum throughout the year for its own programming and for collaborative programs done with groups throughout Gloucester, Cape Ann and the North Shore. Total estimated project cost is \$40,000.

PROJECT NO. 5

Project Title: ELECTRICAL REHABILITATION AT BEAUPORT, THE SLEEPER-MCCANN HOUSE
Project Sponsor: HISTORIC NEW ENGLAND/BEAUPORT

The Community Preservation Committee recommends that the City Council appropriate \$20,000.00 to the HISTORIC NEW ENGLAND/BEAUPORT for the purpose of the rehabilitation and restoration of an historic asset by providing electrical upgrades including replacement of fire sensors, removal and re-installation of fixtures, exterior electrical work, upgrade main panel, first and second floor and rewiring of 17 lamps at 75 Eastern Point Boulevard, Gloucester, MA, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2015.

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

Project Summary: Historic New England will be updating the antiquated electrical system and installing new fire protection sensors to better preserve and protect Beauport, the Sleeper-McCann House, one of the two National Historic Landmarks in Gloucester. Beauport has been well-maintained cared for over its 107-year life. Starting in 2008, the Museum has made tremendous efforts to secure the exterior envelope of the house by addressing a myriad of moisture issues. With the assistance of various grant awards, including CPA funding, the museum conserved 249 windows, replaced the roof with red cedar shingles and repointed and restored all six chimneys. What remains is an electrical rehabilitation project critical for protecting the historic property from fire and visitors from injury while allowing for increased public use and enjoyment of the facility. Total estimated project cost is \$45,630.

PROJECT NO. 6
Project Title: BUILDING FOR THE FUTURE
Project Sponsor: THE HOLY FAMILY PARISH

The Community Preservation Committee recommends that the City Council appropriate \$50,000.00 to the HOLY FAMILY PARISH for the purpose of the rehabilitation and restoration of an historic asset which includes the construction of an elevator system for ADA access for the parish building, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be June 30, 2016;
2. If the St. Ann's Church is ever sold, the CPA award will be required to be paid back in full;
3. Also, contingent upon the archdiocese or other acceptable entity to the CPC, agreeing that if the building ceases to be a Church open to and serving the general public as currently operated, the CPC will be reimbursed for the total amount of the award.

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

Project Summary:

The proposed project will enable St. Ann's Church to better accommodate the handicap and elderly as well as restore the original structure of the building to extend the current life of the historic building. In the assessment and design stages of the project it was discovered that the supporting sills at the basement level were rotting. These sills are the support for the main structure of the church. The sills will be rebuilt to maintain the main structure and an addition to the main building will be added to accommodate an elevator for ADA compliance. The total project cost is estimated at \$1,650,150.

PROJECT NO. 7
Project Title: REHABILITATION AND RESTORATION OF THE OAK GROVE CEMETERY
Project Sponsor: OAK GROVE CEMETERY

The Community Preservation Committee recommends that the City Council appropriate \$24,000 to the OAK GROVE CEMETERY for the purpose of the rehabilitation and restoration which will include a survey and mapping of the Cemetery, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2015;

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

Project Summary: The Oak Grove Cemetery is on the National Register of Historic Places. The overall goals are to improve the main entrance off of Washington street with signage and landscaping; to hire map maker and/or landscape architect to examine the historic plans of the cemetery and create new ones which will allow them to install granite street markers and historic plantings throughout the 11 acres; to create a brochure including a map for visitors and scholars interested in self-guided tours; and to complete the assessment of the Bradford Chapel, the keystone of the cemetery, so it can eventually be open for burials and educational programming. All of these improvements will contribute to preserving the cemetery, but also to create a more welcoming and educational experience for visitors. The total estimated project cost is \$40,000.

PROJECT NO. 8

Project Title: LIGHT UP MATTOS – DESIGN STAGE 1

Project Sponsor: CAPE ANN WOMEN'S SOFTBALL LEAGUE WORKING WITH CITY OF GLOUCESTER DPW

The Community Preservation Committee recommends that the City Council appropriate \$12,679.00 to the CAPE ANN WOMEN'S SOFTBALL LEAGUE for the purpose of rehabilitating and restoring a recreational resource by conducting preliminary design work for installing new playing field lights at Mattos Field on Webster Street, Gloucester, MA, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following conditions:

1. The expiration of the Award shall be December 31, 2015.

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

Project Summary:

The purpose of this project is to perform preliminary design work for installing new playing field lights at Mattos Field. The new lighting posts must meet new wind code specifications and the ground conditions must be evaluated to determine which type of foundations are needed based on soil conditions. The scope of the work will include performing geotechnical borings by a drilling contractor and a Geotechnical Evaluation Engineer, all done as a preliminary work in preparation for new playing field lights to be installed at Mattos Field. Project cost is estimated at \$12,679.

PROJECT NO. 9

Project Title: BURNHAM'S FIELD BALL FIELD BACKSTOP REPLACEMENT

Project Sponsor: CITY OF GLOUCESTER COMMUNITY DEVELOPMENT DEPARTMENT

The Community Preservation Committee recommends that the City Council appropriate \$50,000 to the GLOUCESTER COMMUNITY DEVELOPMENT DEPARTMENT for the purpose of rehabilitating and restoring a recreational resource as part of the Burnham's Field Phase I project to replace two ball field backstops, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2015;

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

Project Summary: The Burnham's Field Phase I Construction project is well underway. The base bid and five alternatives will be accomplished, however, it did not include the back stops for the two fields. The current backstops at Burnham's are rusted, falling apart in various locations and are beyond repair. The plan is to match the backstops with the same type of fencing used in the Phase I Construction project which consists of a high quality, coated fencing that will last a lot longer and fits into the overall design of the Park. Total project cost is estimated at \$50,000.

PROJECT NO. 10

Project Title: BURNHAMS FIELD COMMUNITY GARDEN FENCE REPLACEMENT
Project Sponsor: BURNHAMS FIELD COMMUNITY GARDEN, INC.

The Community Preservation Committee recommends that the City Council appropriate \$5,000.00 to the BURHAMS FIELD COMMUNITY GARDEN, INC. for the purpose of the rehabilitation and restoration of recreational land by replacing an existing fence with the expansion of the community garden at Burnham's field, Gloucester, MA, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be December 31, 2015.

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

Project Summary:

The project overall will consist of expanding the community garden to have a total of 28 plots, 33 yards of soil to fill the plots, a new fence to enclose the garden and compost area and additional ground cover including geothermal fabric and gravel. The Community Garden has had a great impact for families in the area and to be able to grow local, organic produce in the downtown area. For the last three years there has been a waiting list for the plots. The expansion will be completed in the spring of 2015, as to not interrupt this year's growing season. It will also, enhance the improvements to the Burnham's Field Phase I construction project. Total project cost is estimated at \$9,050.

PROJECT NO. 11

Project Title: PRESERVATION OF THE ANNISQUAM WOODS PROPERTY
Project Sponsor: GLOUCESTER CONSERVATION COMMISSION AND ESSEX COUNTY GREENBELT ASSOCIATION

The Community Preservation Committee recommends that the City Council appropriate \$50,000.00 of FY15 Open Space Reserve to the GLOUCESTER CONSERVATION COMMISSION AND ESSEX COUNTY GREENBELT for the purpose of the preserving open space by acquiring the Annisquam Woods parcel (27.4 acres), located off Hutchins Court and Tufts Lane, Gloucester, MA, and protecting it from development as well as protecting wildlife habitat and water resources, with the following conditions:

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, the following:

1. The expiration of the Award shall be April 1, 2015;
2. A Conservation Restriction will be required.

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

Project Summary: The Gloucester Conservation Commission and Essex County greenbelt jointly propose to acquire and preserve a 27.4 acre property known as the Annisquam woods parcel. The property is wooded, supports significant wildlife habitat and is characterized by Gloucester's typical rugged, boulder-strewn topography. The City will own the perpetual conservation restriction over the property and Greenbelt will own the restricted fee interest in the property with responsibility of all property stewardship tasks, including trail construction and maintenance, parking lot construction and maintenance, installation and maintenance of signage, and other related property management tasks. Without the purchase and conservation restriction of this parcel, there is a significant risk that the already permitted subdivision could be immediately developed and its value as open space would be lost forever. The total project cost is \$825,000. -