



GLOUCESTER CITY COUNCIL

Budget & Finance Committee

Thursday, October 23, 2014 – 5:00 p.m.

1st Fl. Council Committee Rm. – City Hall

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

1. *Memorandum from Principal Assessor re: Tax Classification*
2. *Memorandum from Assistant DPW Director re: request permission to deficit spend in the Snow & Ice account in order to fill the newly-constructed salt shed*
3. *Memorandum and Supplemental Appropriation-Budgetary Request 2015-SA-5 from DPW*
4. *Memorandum from Police Chief re: acceptance of the FY15 911 Support & Incentive Grant in the amount of \$61,795*
5. *Memorandum from Community Development Director re: Intermunicipal Agreement with the Town of Essex for Staff Assistance for the Essex Open Space & Recreation Plan*
6. *Memoranda from Harbormaster and Supplemental Appropriation-Budgetary Requests: 2015-SA-6; 2015-SA-7; and 2015-SA-8*
7. *Memorandum from Fire Chief & Special Budgetary Transfer Request 2015-SBT-16*
8. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report*

COMMITTEE

Councilor Melissa Cox, Chair

Councilor William Fonvielle, Vice Chair

Councilor Paul McGeary

CC: Mayor Carolyn Kirk
Salvatore DiStefano, Sr.
Kenny Costa
John Dunn
Nancy Papows
Police Chief Leonard Campanello
Fire Chief Eric Smith
Tom Daniel/Stephen Winslow
Mark Cole

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.

Memorandum

To: Mayor Carolyn Kirk
From: Nancy A. Papows, Principal Assessor NP
cc: file
Date: Wednesday, October 1, 2014
Subject: Tax Classification

Please be advised that the Mayor's Report should include a request that Tax Classification be included for consideration on the City Council agenda of October 7, 2014. The City Council should refer this item to the B&F Committee meeting scheduled for October 23, 2014. Thank you.

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mcole@gloucester-ma.gov

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: Carolyn Kirk, Mayor
FR: Mark Cole, Assistant Director Public Works (mc)
DT: September 25, 2014
RE: Deficit Spending Snow and Ice

The Department of Public Works recently finished construction on a new salt shed that will hold approximately 8,000 tons of salt. The department is requesting permission, via MGL Chapter 44 Section 31D, to deficit spend in the Snow and Ice account in order to fill the shed prior to the start of the winter season. Last year we purchased approximately 8,890 tons of salt at \$45.50 per ton for a total of \$404,474.00. Based on the records generated between FY09 and FY14 (with the exception of FY12-minimal snow) we have purchased on average 7,184 tons of material annually.

The Department has put forth a purchase order request for salt with delivery to begin immediately. Based on the Snow and Ice budget line item for salt (\$147,500) and this year's price of \$53.26 we will be able to order 2,769 tons of material. Based on the past five fiscal years we will be purchasing an additional 4,400 tons by the end of the season. By allowing the Department to deficit spend we will be able to fill the shed to near capacity and have most of our material on hand before the snow falls. Once the winter season begins we have a difficult time getting salt delivered to us on a timely basis especially during or after storms. With the old shed we would hopefully have enough material on hand for the storm but not have enough for the next storm. The Department would make multiple calls requesting deliveries and on several occasion had to hire private trucks to go get the salt. By allowing the Department to deficit spend we would have enough on hand for multiple storms and the urgency of delivery would be significantly decreased.

Fiscal Yr	Cost/Ton	Money Spent	Tons Purchased
FY14	\$ 45.50	\$ 404,474.00	8890
FY13	\$ 47.00	\$ 303,620.00	6460
FY12	\$ 46.00	\$ 115,510.00	2511
FY11	\$ 53.00	\$ 435,000.00	8208
FY10	\$ 63.38	\$ 341,758.00	5392
FY09	\$ 63.85	\$ 445,000.00	6969
		\$ 2,045,362.00	38,430
		\$ 1,929,852.00	36,919
FY15	53.26	\$ 147,500.00	2,769



INTEROFFICE MEMORANDUM

TO: MAYOR CAROLYN KIRK
FROM: MICHAEL B. HALE, DIRECTOR OF PUBLIC WORKS *MBH*
SUBJECT: TRASNFER REQUEST
DATE: SEPTEMBER 18, 2014

The Department of Public Works is requesting that \$70,000 be transferred from the High Way Force Account into the Public Service Paving Account to fund small paving projects and road surface repairs city wide.

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 5 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: _____ DPW

APPROPRIATION AMOUNT: \$ 70,000.00

Account to appropriate from:

	<i>Unfund Account #</i>	<u>294015</u>
	<i>Account Description</i>	<u>Highway Force</u>
Balance Before Appropriation	\$	<u>85,022.00</u>
Balance After Appropriation	\$	<u>15,022.00</u>

Account Receiving Appropriation:

	<i>Unfund Account #</i>	<u>101000.10.470.58415.0000.00.000.00.058</u>
	<i>Account Description</i>	<u>Public Service Paving</u>
Balance Before Appropriation	\$	<u>30,000.00</u>
Balance After Appropriation	\$	<u>100,000.00</u>

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

APPROVALS:

DEPT. HEAD: [Signature] DATE: 16 SEPT 2014

ADMINISTRATION: [Signature] DATE: 10/3/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____



**GLOUCESTER POLICE DEPARTMENT
Office of the Chief of Police
197 Main Street
Gloucester, MA 01930**

Chief Leonard Campanello
(978)281-9775

September 16, 2014

TO: Mayor Kirk

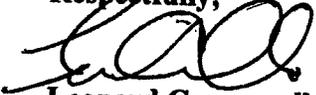
FROM: Chief Leonard Campanello

Re: Request to accept FY15 911 Support and Incentive Grant

Mayor Kirk,

As in previous years, I am requesting permission to accept the FY15 911 Support and Incentive Grant from the State in the amount of \$61,795.00. There is no match for this grant.

Respectfully,


Leonard Campanello
Chief of Police



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

Granting Authority: State X Federal Other

Name of Grant: FY15 Support and Incentive Grant

Department Applying for Grant: Police

Agency-Federal or State application is requested from: State 911 Department

Object of the application: Provides funding for E911 salaries/overtime/equipment

Any match requirements: None

Mayor's approval to proceed: *[Signature]* 10/3/14
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.



The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
1380 Bay Street, Building C - Taunton, MA 02780-1088
Tel: 508-828-2911 - TTY: 508-828-4572 - Fax: 508-828-2585
www.mass.gov/e911



DEVAL L. PATRICK
Governor

ANDREA J. CABRAL
Secretary of Public Safety
and Security

FRANK POZNIAK
Executive Director

September 11, 2014

Chief Leonard Campanello
Gloucester Police Department
9 Dale Road
Gloucester, MA 01930

Dear Chief Campanello,

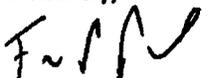
The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the FY 2015 State 911 Department Support and Incentive Grant program.

For your files, attached please find a copy of the executed contract. Please note your contract start date is September 11, 2014 and will run through June 30, 2015. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2015.

Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@state.ma.us. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before April 30, 2015.

Sincerely,


Frank P. Pozniak
Executive Director

cc: FY 2015 Support and Incentive Grant File

FY2015 Support & Incentive Grant

911DeptGrants (EPS) [911deptgrants@state.ma.us]

Sent: Thursday, September 11, 2014 12:49 PM
To: Leonard Campanello
Cc: Stacie Couture
Attachments: GLOUCESTER.pdf (158 KB)

Good Afternoon Chief Campanello,

Attached you will find a scanned copy of your award letter and contract for your **FY2015 Support & Incentive Grant**.

Please be sure to make a copy of the award letter and contract for your grant file. I will not be mailing any copies to you this year.

Your effective contract start date is: September 11, 2014

Attention: The Fiscal Year 2015 Grant will begin on July 1, 2014 and run through June 30, 2015.

“There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract and all goods and services SHALL be received on or before June 30, 2015. Further, the State 911 Department is unable to guarantee funding for reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred.

Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred. Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records.

If you should have any questions, please feel free to contact me.

Marilyn Godfrey | Grants Specialist |

State 911 Department
1380 Bay Street – Bldg. C
Taunton, MA 02780
DIRECT: 508.821.7299
FAX: 508.828.2585

E-Mail | 911DeptGrants@state.ma.us

Forms | Applications | EMD Resources | Approved Trainings | www.mass.gov/E911

From: ocemf911@massmail.state.ma.us [mailto:ocemf911@massmail.state.ma.us]

Sent: Thursday, September 11, 2014 1:46 PM

To: 911DeptGrants (EPS)

Subject: Message from 35C-4

Commonwealth of Massachusetts

**Executive Office of Public Safety and Security
State 911 Department**



**Public Safety Answering Point and Regional Emergency Communication Center
Support and Incentive Grants
Guidelines and Application Package
Fiscal Year 2015**

**Deval L. Patrick
Governor**

**Andrea J. Cabral
Secretary, Executive Office of Public Safety and Security**

**Frank Pozniak
Executive Director, State 911 Department**

**1380 Bay Street, Building C
Taunton, MA 02780-1088
Phone (508) 828-2911
Fax (508) 828-2585
www.mass.gov/e911**

All applications shall be mailed or hand delivered. No applications will be accepted via fax or email. All applications shall be received by 5:00 P.M. on Wednesday, April 1, 2015.

**WHAT'S NEW for the Fiscal Year 2015 State 911 Department
PSAP and RECC Support and Incentive Grants**

- 25% of surcharge revenues allocated to grant for Fiscal Year 2015 (p. 5).
- Change in Call Volume Year (2013 Call Volume). Grantees that would be adversely impacted by use of 2013 call volume will receive the allocation equivalent to their Fiscal Year 2014 award (p. 5).
- Certified enhanced 911 telecommunicators or new personnel working toward obtaining such certification for whom reimbursement requests are submitted shall be identified on Appendix B- Personnel Costs (p.37).
- All radio systems shall comply with Statewide Inter-Operability Emergency Committee ("SIEC") special conditions, as may be amended from time to time. The State 911 Department will submit requests for funding of radio systems to the SIEC for review and confirmation that the requested item(s) comply with the SIEC special conditions (pp. 8, 9).
- Extension requests shall be submitted by March 30, 2015 (p. 10).
- Regional PSAPs and RECCs shall submit, with their grant application, a copy of the detailed Departmental budget supporting the Regional PSAP or RECC. This budget shall contain all operational costs for the Regional PSAP or RECC, including all salary costs (p. 10).
- Application deadline of April 1, 2015 (p. 10).
- Year end budget modifications shall be submitted by April 30, 2015 (p. 13).
- Timeframe for review of reimbursement requests changed from twenty (20) to thirty (30) days (p. 15).
- All requests for reimbursement shall be submitted by December 31, 2015 (p. 13).
- Grant applications forms updated with reminders (pp. 17-30).

I. Introduction

Governor Deval L. Patrick, Secretary, Executive Office of Public Safety and Security Andrea J. Cabral, and Executive Director of the State 911 Department Frank Pozniak are pleased to announce the availability of funding for the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant Programs.

The State 911 Department is a department within the Executive Office of Public Safety and Security and is responsible for administering these grant programs. The Department invites eligible entities to submit applications for grant funds under the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant programs. All information needed to apply, including program guidelines, is contained in this application package.

The following guidelines have been developed for the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants and are applicable for Fiscal Year 2015.

The guidelines and funding levels will be reviewed annually by the State 911 Department and are subject to change, with State 911 Commission approval, with each funding cycle.

The Fiscal Year 2015 Grant will begin on July 1, 2014 and run through June 30, 2015. The "Effective Date" of the individual awards shall be determined in accordance with Section 1 of the Commonwealth Terms and Conditions, which provides as follows: "The effective start date of performance under a Contract shall be the date a Contract has been executed by an authorized signatory of the Contractor, the Department, a later date specified in the Contract or the date of any approvals required by law or regulations, whichever is later." **There shall be no reimbursement for costs incurred prior to the Effective Date of the Contract and all goods and services SHALL be received on or before June 30, 2015.** Further, the State 911 Department is unable to guarantee funding for reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred.

II. Definitions

Throughout this document and related application, the following words shall, unless the context clearly requires otherwise, have the following meanings:

Commission: the State 911 Commission.

Commonwealth: the Commonwealth of Massachusetts.

Computer Aided Dispatch or CAD: a computer-based system intended to increase the efficiency and accuracy of public safety call handling and dispatching.

Coordination: assignment or request for assignment of police, fire, emergency medical resources or any combination thereof, from multiple jurisdictions to a specific incident or incidents.

Customer Premises Equipment or CPE: enhanced 911 call processing equipment located at a PSAP.

Department: the State 911 Department.

Dispatch: upon receipt of a telephone, radio, alarm signal or other request for emergency services, provide a decision as to the proper action to be taken and directly select, identify and assign a specific police, fire, emergency medical resource or resources, or any combination thereof to respond to such request for service.

Enhanced 911 Fund: the fund established under M.G.L. c. 10, section 35JJ.

Enhanced 911 Service: a service consisting of communication network, database and equipment features provided for subscribers or end users of communication services enabling such subscribers or end users to reach a PSAP by dialing the digits 911, or by other means approved by the department, that directs calls to the appropriate PSAPs based on selective routing and provides the capability for automatic number identification and automatic location identification.

Enhanced 911 Telecommunicator: individual who acts in the capacity of an enhanced 911 call taker.

Electrostatic Discharge or ESD: sudden and momentary electric current that flows between two objects that are at different electrical potentials.

Executive Director: the executive director of the State 911 Department.

Governmental Body: a state board, committee, special committee, subcommittee or commission, however created or constituted within the executive or legislative branch of the commonwealth or the governing board or body of any authority established by the general court to serve a public purpose in the commonwealth or any part thereof; a board, commission, committee or subcommittee of any district, city, region or town, however elected, appointed or otherwise constituted, and the governing board of a local housing, redevelopment or similar authority, provided that such entity currently operates a PSAP or RECC or seeks approval from the Department to operate a PSAP or RECC.

Grantee: an eligible applicant that has contracted with the State 911 Department to receive funds under the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant Programs. Only governmental bodies and municipalities are eligible to be grantees.

Jurisdiction: A municipality, the Massachusetts Development Finance Agency, or any other agency or entity established by legislation to carry out similar municipal purposes and powers as the Massachusetts Development Finance Agency.

Limited Secondary PSAP: a PSAP equipped, at a minimum, with automatic number identification and automatic location identification display or printout capability. It receives 911 calls only if transferred from the primary PSAP. Data sent to a limited secondary PSAP cannot be re-routed to another location and may not necessarily be transmitted simultaneously with the voice call.

Municipality: Any city or town within the Commonwealth.

Primary PSAP: a PSAP equipped with automatic number identification and automatic location identification displays, and is the first point of reception of a 911 call. It serves the municipality in which it is located.

Private Safety Department: an entity, except for a municipality or public safety department that provides emergency police, fire, ambulance or medical services.

Program: the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants Program.

Public Safety Answering Point or PSAP: a facility assigned the responsibility of receiving 911 calls, and as appropriate, directly dispatching emergency response services or transferring or relaying emergency 911 calls to other public or private safety agencies or other PSAPs.

Public Safety Department: a functional division of a municipality or a state that provides firefighting, law enforcement, ambulance, medical or other emergency services.

Radio Console: the control panel or interface comprised of hardware, including common control hardware, and software components used to monitor, control, and integrate multiple public safety radios or radio systems by a dispatcher in a PSAP using a common microphone, speaker and user interface. This does not include any radio system components.

Radio Systems: base station, portable and mobile radios and related components, including but not limited to, antennas, antenna towers, amplifiers, receivers, and repeaters.

Regional Dispatch: providing dispatch services for two or more public safety departments that serve two or more jurisdictions.

Regional Emergency Communication Center or RECC: a facility operated by or on behalf of 2 or more municipalities or governmental bodies, or combination thereof, as approved by the Department, that enter into an agreement for the establishment and provision of regional dispatch and coordination of emergency services for all such municipalities or governmental bodies including, but not limited to, a regional PSAP that provides enhanced 911 service and police, fire protection, and emergency medical services dispatch, including services provided by a private safety department. The regional PSAP portion of the center shall be equipped with automatic number identification and automatic location identification displays, as approved by the department, and is the first point of reception of a 911 call.

Regional PSAP: a PSAP operated by or on behalf of 2 or more municipalities or governmental bodies, or combination thereof, approved by the Department, for the operation of enhanced 911 call taking and call transfer activities. A regional PSAP may also be engaged in, by agreement, the dispatching or control of public safety resources serving some or all of the municipalities or governmental bodies that comprise the regional PSAP, including where services are provided by a private safety department. If the regional PSAP serves all such municipalities or governmental bodies for the operation of enhanced 911 call taking and call transfer activities and dispatch services including where some dispatch services are provided by a private safety department, it shall be considered a regional emergency communication center. The regional PSAP shall be equipped with automatic number identification and automatic location identification displays, as approved by the department, and is the first point of reception of a 911 call.

Regional Secondary PSAP: a facility operated by or on behalf of 3 or more municipalities or governmental bodies, or a combination thereof, approved by the Department, that enter into an agreement for the establishment and provision of regional dispatch and coordination of either police, fire protection or emergency medical services, or any combination thereof. A regional secondary PSAP is equipped with automatic number identification and automatic location identification displays. It receives 911 calls only when transferred from a primary or regional PSAP or on an alternative routing basis when calls cannot be completed to the primary or regional PSAP.

Ringling PSAP: a PSAP equipped for receipt of voice communications only, and may not operate 24 hours each day. It receives 911 calls that are transferred from the primary PSAP.

Salary: compensation paid to full-time and part-time employees to include straight time, overtime, contract differentials, sick, vacation, and personal leave; associated fringe benefits and/or indirect costs as applied by a municipality or the Commonwealth. Salary does not include contractual reimbursements prior to the contract effective date, lump sum payments (e.g., lump sum educational incentive payments, longevity payments, etc.), buy-outs and/or extended sick, extended vacation, or extended personal leave.

Secondary PSAP: a PSAP equipped with ANI and ALI displays. It receives 911 calls only when they are transferred from the primary PSAP or on an alternative routing basis when calls cannot be completed to the primary PSAP.

Wireless State Police PSAP: a state police facility assigned the responsibility of primarily or entirely receiving wireless 911 calls and, as appropriate, directly dispatching emergency response services or transferring or relaying emergency 911 calls to other public or private safety departments or other PSAPs.

Wireline Enhanced 911 Service: service provided by a wireline carrier that connects a subscriber dialing or entering the digits 911 to a PSAP.

III. Eligibility

A. Support Grant

Primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs are eligible to participate in the Program and are eligible to receive support grant funding.

For Fiscal Year 2015, twenty-five percent (25%) of the total surcharge revenues of the previous fiscal year shall be allocated to the support grant awards. Support grant awards shall be disbursed according to a formula that weighs both 911 call volume and population served.¹

A complete listing of eligible award amounts by PSAP can be found in Appendix A- Eligible Award Amounts by PSAP.

B. Incentive Grant

In addition to amounts allocated as part of the above support grant, existing regional PSAPs and RECCs are eligible to receive additional incentive grant funding through the Program based on the following allocation formula:

- i) for regional PSAPs serving 2 municipalities, ½ of 1 percent of the total surcharge revenues of the previous fiscal year;
- ii) for regional PSAPs serving 3 to 9 municipalities, 1 percent of the total surcharge revenues of the previous fiscal year;
- iii) for regional PSAPs serving 10 or more municipalities, 1 ½ percent of the total surcharge revenues of the previous fiscal year; and

¹ 2013 Call Volume and 2010 U.S. Census will be utilized for Fiscal Year 2015. For Fiscal Year 2015, awards will be adjusted so that awardees negatively impacted by the use of 2013 Call Volume will receive the allocation equivalent to their Fiscal Year 2014 award.

iv) for regional emergency communication centers, up to 4 per cent of the total surcharge revenues of the previous fiscal year.

Funds shall be disbursed according to a formula that weighs both 911 call volume and population served.¹ A listing of the allocations available under the incentive grant by category i to iv above can be found in Appendix A- Eligible Award Amounts by PSAP.

Existing regional PSAPs and RECCs that expand through the addition of one more PSAPs shall be eligible to apply for funds to be allocated based on the population formula set forth in the chart below. Such additional grant funding shall be, for each PSAP that is added to the applicant or after January 1, 2013, the greater of: the amount that would otherwise have been allocated to the applicant for the fiscal year, pro-rated to allow for funding for the remainder of the grant cycle, for the addition of the PSAP(s), or the dollar amount set forth in the chart below.

Increase in Population Served ² (per PSAP added)	Funding Amount/ RECCs	Funding Amount/ Regional PSAPs
0-25,000	\$25,000	\$12,500
25,001-50,000	\$50,000	\$25,000
50,001-100,000	\$75,000	\$37,500
100,001 or greater	\$100,000	\$50,000

The percentages in clauses i to iv, inclusive, and the percentages of the total amounts allocated to each grantee eligible within such clauses i through iv may be adjusted by the State 911 Commission to ensure a proper allocation of incentive funds as more regional PSAPs and RECCs are added.

The amount allocated to a grantee or grantees under the Support and/or Incentive Grants may be adjusted or capped. In addition, should the status and/or dynamic of a primary PSAP, regional PSAP, RECC or regional secondary PSAP change during this funding cycle, the State 911 Department may take the following actions:

- Should a primary PSAP, regional PSAP, RECC, or regional secondary PSAP cease to exist, said PSAP will no longer be eligible for funding under the Support and/or Incentive Grants. The contract shall be terminated immediately;
- Should a primary PSAP, regional PSAP, RECC, or regional secondary PSAP increase its capacity through consolidation with another PSAP(s), the State 911 Department will re-calculate the eligible award amount taking into account the increased population and call volume and, if applicable, the chart above. This new allocation would then be off-set by the funding already received and the difference would be pro-rated to allow for funding for the balance of the grant cycle.
- The State 911 Department may limit allowable expenses and/or approved categories of expenses for a PSAP that is regionalizing.

IV. Purpose

Funding for the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants comes from a portion of revenues received pursuant to M.G.L. Chapter 6A, Section 18H. The purpose of the State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants is to

² 2010 U.S. Census will be utilized.

assist PSAPs and RECCs in providing enhanced 911 service and to encourage the development of regional PSAPs, regional secondary PSAPs, and RECCs.

V. Use of Funding

Grantees may only use grant funds for the purposes listed below. Use of all grant funding shall be: (a) related to the provision of enhanced 911 service; and (b) approved by the State 911 Department. Funds shall not be used for any equipment, personnel or services that are not directly related to the provision of enhanced 911 service. The State 911 Department reserves the right to reject the funding of items that are equivalent to items that have been purchased with State 911 Department grant funds and are still within their industry standard accepted shelf lives. Additionally, the State 911 Department reserves the right, consistent with these guidelines, to provide or deny funding for types or classes of items that have been permitted or denied in prior grant cycles.

The State 911 Department will allow funding for the purchase or lease of equipment and for debt service on equipment, including without limitation, principal and interest payments on loans, notes, and bonds. The State 911 Department will allow grantees to assign lease, debt service, and/or or incremental purchase costs to this grant. However, any and all funding requested under this grant program shall be for goods and/or services received. Funding will not be disbursed for obligations made without receipt of goods/services. The State 911 Department makes no guarantee of funding from year to year and does not assume any obligation, as guarantor or otherwise, under any purchase, lease, or debt instrument.

1. Allowable Expenses

Unless otherwise noted, primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs shall be eligible to receive reimbursement of allowable expenses related to the categories below. Primary PSAPs, regional PSAPs, and RECCs who transfer 911 calls to a secondary PSAP may be reimbursed for the allowable expenses of such secondary PSAP. Funding shall not be available for expenses of a ringing PSAP or a limited secondary PSAP, except where such limited secondary PSAP is the certified emergency medical dispatch resource for the PSAP.

A. Enhanced 911 Telecommunicator Personnel Costs – to defray the costs of salary for enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department, or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department, are solely for hours in which such personnel are working in the capacity of an enhanced 911 telecommunicator as their primary job function. Reimbursement for personnel costs related to training may be allowed only for training courses that have been approved by the State 911 Department under the Fiscal Year 2015 State 911 Department Training Grant, or with the prior written approval of the State 911 Department. Reimbursement for personnel costs for individuals who have other primary job duties not directly related to enhanced 911 service, such as firefighters or police officers who may occasionally be assigned PSAP enhanced 911 telecommunicator duty, may be allowed only for the documented hours in which the employee is acting primarily in the capacity of an enhanced 911 telecommunicator. For example, if a police officer or firefighter is assigned to work as an enhanced 911 telecommunicator 1 day a week, funding from these grants may only be used to cover the portion of such firefighter or police officer’s salary for the 1 day a week that he or she is assigned to enhanced 911 telecommunicator duty. Funding awarded through

these grants shall be assigned to specific identified personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

All wage reimbursements authorized under this Program shall be allocated by the grantee in adherence with applicable collective bargaining agreements. However, the State 911 Department is not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

Certified enhanced 911 telecommunicators for whom reimbursement requests are submitted shall be identified on Appendix B- Personnel Costs. A PSAP may add a certified enhanced 911 telecommunicator or personnel working toward such certification following the award of the grant by submitting a request to 911DeptGrants@state.ma.us. Said request shall contain the information noted on Appendix B- Personnel Costs and shall provide documentation of the required certifications received from attendance at courses hosted by an entity other than the State 911 Department. The State 911 Department will review the request and advise, in writing, whether or not the request has been approved.

- B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment** – to defray costs associated with the acquisition and maintenance of heat, ventilation and air-conditioning equipment and other environmental control equipment. Such funds may only be used to purchase, install, replace, maintain, operate and/or upgrade such equipment used in the physical space used for the provision of enhanced 911 service.
- C. Computer-aided Dispatch Systems** – to defray costs associated with the purchase, installation, replacement, maintenance and/or upgrade of CAD hardware and software used by emergency communication dispatchers, call takers, and 911 operators in primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to initiate public safety calls for service and dispatch, and to maintain the status of responding resources in the field. Funds may be used for mobile devices that are linked to a CAD system. Primary PSAPs may not use funding for records management systems, whether or not part of a CAD system. Regional PSAPs and RECCs may apply for funding for records management systems.
- D. Radio Consoles** – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of radio consoles to be used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such radio consoles used in the physical space used for the provision of enhanced 911 service. All radio consoles shall comply with EOPSS Statewide Interoperability Emergency Committee (“SIEC”) special conditions, as may be amended from time to time. The State 911 Department will submit requests for such funding to the SIEC for review and confirmation that the requested item(s) comply with the SIEC special conditions. The SIEC special conditions are available at:
<http://www.mass.gov/eopss/docs/ogr/homesec/sdsiecspecialconditionsradiofrequenciesdec09.pdf>.
 Questions relating to the SIEC special conditions should be directed to the SWIC, Steve Staffier, who can be reached by email at steve.staffier@state.ma.us and by telephone at 508-820-2022.
- E. Console Furniture and Dispatcher Chairs** – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of console furniture and dispatcher chairs necessary for enhanced 911 telecommunicators working at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to perform their jobs effectively and in an ergonomically appropriate manner. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such console furniture and dispatcher chairs, including shelving, storage cabinets, and rotary resource files, used in the physical space used for the provision of enhanced 911 service.

F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service– to defray costs associated with the purchase, installation, replacement, maintenance, and/or update of fire alarm receiving and alerting equipment used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Funding may be used to purchase, install, replace, maintain, and/or update systems used by such PSAPs to alert remote station personnel of emergency responses, including hardware and components installed within remote station locations. Funding for street or structure based cable or radio fire alarm boxes and related hardware is not permitted.

G. Other Equipment and Related Maintenance Associated with Providing

Enhanced 911 Service – to defray costs associated with the purchase, installation, replacement, and/or maintenance of other equipment used in the physical space used for the provision of enhanced 911 service, except as otherwise approved by the State 911 Department, based on supporting documentation that the physical space used for the provision of enhanced 911 service is inadequate to house the equipment, or except as otherwise approved by the State 911 Department based on supporting documentation. Funding may be used for, but is not limited to: support technology (such as printers, headsets, and call recorders); supplies (such as disc and printer cartridges); hardware and support costs (excluding monthly recurring telephone service costs) for telephones; acoustic wall coverings; ESD-resistant flooring; lighting; and security equipment used for securing access to the PSAP to prevent entry by the public or unauthorized personnel.

H. Regional PSAPs and RECCs ONLY:

Public Safety Radio Systems – to defray costs associated with the acquisition and maintenance of radio systems (including circuit costs for connectivity) used for police, fire, emergency medical services, and/or emergency management communications. All radio systems shall comply with EOPSS Statewide Interoperability Emergency Committee (“SIEC special conditions, as may be amended from time to time. The State 911 Department will submit requests for such funding to the SIEC for review and confirmation that the requested item(s) comply with the SIEC special conditions. The SIEC special conditions are available at: <http://www.mass.gov/eopss/docs/ogr/homesec/sdsiecspecialconditionsradiofrequenciesdec09.pdf> Questions relating to the SIEC guidelines should be directed to the SWIC, Steve Staffier, who can be reached by email at steve.staffier@state.ma.us and by telephone at 508-820-2022. Only Regional PSAPs and RECCs are eligible for funding in this category.

I. Regional Secondary PSAPs ONLY:

Regional Secondary PSAP 911 Customer Premises Equipment Maintenance – to defray costs associated with maintaining PSAP 911 customer premises equipment. ONLY regional secondary PSAPs are eligible for funding in this category.

(The Department assumes the responsibility of all costs for maintenance of CPE at all primary PSAPs and regional PSAPs and RECCs). Note: Regional Secondary PSAPs are eligible for the purchase, installation and/or upgrade of CPE equipment under the State 911 Department Regional PSAP and Regional Secondary PSAP and RECC Development Grant.

All goods and services SHALL be received on or before June 30, 2015 to be eligible for reimbursement under the Fiscal Year 2015 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants.

The State 911 Department may grant an extension, not to exceed sixty (60) days from the end of the contract period, for the receipt of goods and services after June 30, 2015 if the grantee demonstrates to the satisfaction of the State 911 Department that the goods and services will not

be received on or before June 30, 2015 solely as the result of the vendor's inability to deliver such goods and services, through no fault of the grantee, on or before June 30, 2015. Any request for an extension shall be made on or before March 30, 2015 and shall be supported by appropriate documentation. Failure to request an extension on or before March 30, 2015 may result in denial of said request and denial of reimbursement for any and all costs associated with goods/services not received on or before June 30, 2015.

All technology or telecommunications related goods or services must be compliant with applicable laws, rules, regulations, and standards. Grantees shall specify that they have referenced www.mass.gov/accessibility, www.access-board.gov, the Massachusetts Architectural Access Board regulations at www.mass.gov/aab, and the Massachusetts Office on Disability standards and best practices at www.mass.gov/mod/ADACoordinators.html to determine what laws, rules, and standards apply and what efforts they have made to ensure specific compliance therewith. Failure to make adequate ascertains of compliance will result in denial of funding for the requested goods or services.

VI. Application Process

All applicants shall submit to the State 911 Department one (1) original and three (3) copies of the completed application, including budget worksheet and detail narrative, supporting documentation, a fully executed Commonwealth of Massachusetts Contract Authorized Signatory Listing, including notary page(s) and completion of the highlighted areas of the Commonwealth's Standard Contract Form signed by an authorized signatory for the grant.

In addition, Regional PSAPs and RECCs shall submit, with their grant application, a copy of the detailed Departmental budget supporting the Regional PSAP or RECC. This budget shall contain all operational costs for the Regional PSAP or RECC, including all salary costs.

Budget Worksheet and Detail Narrative:

- Use the worksheet provided to summarize the amounts planned to be spent in each category.
- Use the narrative section to explain, in detail, the basis of the funding in each category. Be as specific as possible and include quotes, brand names and model numbers where applicable and available. For example, if the grantee has \$1000.00 in the "furniture, chairs" column, the grantee shall justify the computation of that budget item in the narrative such as "4 Acme model EZ dispatch chairs at \$250.00 per chair."

All applications must be signed and submitted by an authorized signatory of the applicant.

All applications shall be mailed or hand-delivered to the address below. No applications will be accepted via fax or email.

State 911 Department
1380 Bay Street, Building C
Taunton, MA 02780-1088

**ALL GRANT APPLICATIONS MUST BE RECEIVED BY THE STATE 911 DEPARTMENT
NO LATER THAN 5:00 P.M. ON WEDNESDAY, APRIL 1, 2015.**

The State 911 Department reserves the right, in its sole discretion, to extend the application deadline.

VII. Grant Review and Selection Process

The State 911 Department staff will review all applications and make selection recommendations to the Executive Director or his designee. The State 911 Department staff will use its best efforts to review grant applications and to take the following action within fifteen (15) business days of receipt of the grant application: 1) request additional information from the applicant in the event that the grant application is not complete; 2) recommend approval of the grant; or 3) recommend denial of the grant, in part or in its entirety. If the State 911 Department staff determines, based upon its review of the grant application, that the grant application is not complete, the State 911 Department will notify the applicant by telephone and/or e-mail of the need to provide additional information and will notify the applicant that such additional information shall be provided to the State 911 Department staff in order to complete the application. If the applicant fails to provide the requested information necessary to complete the application, the State 911 Department may consider the application closed and return the application to the applicant. If the application is closed and returned to the applicant, the applicant may resubmit the application, in which case the application will be considered a new application, and the review period will begin again.

Any denial of a grant application, in whole or in part, may be appealed to the Executive Director, or his designee, with supporting documentation. The Executive Director will use his best efforts to respond to the appeal within five (5) business days. All decisions of the Executive Director for selecting applicants for the State 911 Department Support and Incentive Grant are final.

The State 911 Department reserves the right, in its sole discretion, to extend any of the above processing timelines.

Adherence to the conditions detailed within the grant application package and other factors will be considered. These factors include:

- o A reasonable, properly completed budget and application; and
- o Applicant’s adherence to grant guidelines and reporting requirements.

VIII. Grant Funding Process

Upon completion of the grant review process, the State 911 Department will enter into contracts with approved applicants. As of the effective date of the contract, the grantee can incur costs and seek reimbursement from the State 911 Department, provided that all award conditions have been satisfied.

In addition:

- The State 911 Department will not reimburse for costs incurred prior to the effective date of the contract.
- All funding is subject to the availability of funds.
- Grantees shall maintain and retain accounting and other records of Program-related information as required by applicable state and local laws and regulations and are subject to examination, audit, and inspection by the State 911 Department and/or any other local, state, or federal agency that has appropriate jurisdictional authority.
- The State 911 Department reserves the right to withhold future grant funding and/or disqualify grantee from participating in future grant awards if any grant funds received by grantee are not properly accounted for, and/or if grantee fails to meet reporting requirements, including without

limitation, reporting and/or certification requirements set forth in regulations and/or standards established by the State 911 Department.

- All goods and services shall be received on or before June 30, 2015, except as otherwise expressly noted herein.
- Any funding received for which goods and or services are not received on or before June 30, 2015 shall be promptly returned to the State 911 Department, unless otherwise approved by the State 911 Department.
- Funding of reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.
- Due to the limited availability of resources, the State 911 Department will not be able to honor any CPE move or change requests that are not received a minimum of two (2) months prior to the end of the grant cycle (i.e., notice shall be provided by the grantee to the State 911 Department on or before April 30, 2015). Additionally, grantees shall provide the Department with advance written notice of all proposed CPE moves or changes, as follows: a) a minimum of six (6) months in advance for CPE moves to a different building; b) a minimum of three (3) months in advance for inside CPE moves that involve a relocation of backroom equipment; c) a minimum of one (1) month in advance for all other types of CPE moves; d) or as otherwise may be directed by the Department in its sole discretion.
- Disposal of Equipment Purchased with Grant Funding: Grantees may replace and/or dispose of equipment purchased with funds under the State 911 Department grant programs only if such equipment has reached the end of its useful life, in accordance with the manufacturer's warranty or industry expected useful life, whichever is longer. Disposal shall be in compliance with municipal guidelines, and equipment may be transferred to public entities for public municipal purposes only.

Budget Modifications

After contract execution, the grantee is permitted to reallocate not more than 10% of the total award amount between **approved** categories of use set forth in Section V. "Use of Funding" above for approved items without requesting prior approval from the State 911 Department. For example, if a PSAP is awarded a \$10,000 contract to fund \$5,000 in personnel costs (category A) and \$5,000 for dispatcher chairs (category E) and determines that reimbursement of additional personnel costs is warranted, it may reallocate \$1,000 (10% of the award) from category E to category A without receiving approval from the State 911 Department. The PSAP's new budget becomes \$6,000 for category A and \$4,000 for category E.

A grantee shall be permitted to reallocate funding through a budget modification when:

- 1) reallocation is between previously approved budget categories and approved items but exceeds 10% of the total contract award;
- 2) reallocation is for an item not previously approved that falls within a previously approved budget category; or
- 3) reallocation falls within a budget category not previously requested in the initial grant application.

Such budget modifications shall be subject to the prior written approval of the State 911 Department, and such approval shall be sought and obtained PRIOR to implementation of such reallocation or new budget items/expenses.

Budget modification forms can be found at www.mass.gov/e911. This form should be completed, signed by an authorized signatory and forwarded along with a brief narrative explaining the requested changes. Budget modifications along with requested narrative and quotes (if applicable) SHALL be mailed to:

State 911 Department
1380 Bay Street, Building C
Taunton, MA 02780-1088

Although the State 911 Department will endeavor to provide authorization or denial of authorization to the PSAP within ten (10) business days of the request, failure of the State 911 Department to respond within such ten (10) business days does not confer authorization. No authorization for reimbursement will be made without the prior express written approval of the State 911 Department.

Grantees are strongly encouraged to submit final, year-end budget modification requests on or before April 30, 2015.

The State 911 Department reserves the right, in its sole discretion, to extend any of the above processing timelines.

Reimbursement Process

A. Reimbursement for Expenses Incurred

After contract execution, the grantee can incur costs and seek reimbursement from the Department. Approval of reimbursement at the time of contract execution is conditional on the reasonableness of the request and adequacy of documentation at the time funds are to be disbursed.

Reimbursement requests should be submitted to the Department within thirty (30) days of the date on which the cost is incurred. Failure to submit requests within the noted timeframe may result in a delay of the funding process as detailed above. Reimbursement requests must include expenditure and activity reports as well as supporting documentation, including but not limited to, copies of receipts, proof of payment and/or payroll records. All requests for reimbursement shall be submitted by December 31, 2015. PSAPs should be advised the Department is unable to guarantee funding for reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred.

For personnel costs, proof of payment shall include the individual name, pay period, pay date, rate of pay, number of hours paid and the total amount paid. As an example, the supporting documentation may be a copy of the payroll register/report from the city or town or copies of pay advices for the employee. Please note the payroll register/report does not need to segregate the "grant" costs, it simply needs to show payment to the individual for at least the amount of the requested reimbursement.

For vendor payments, proof of payment shall include the check/electronic funds transfer ("eft") number, the date of payment, the vendor name, and the amount of payment. As an example, the supporting documentation may be a copy of the check, cancelled check, check warrant report or a general ledger report. If the amount of the check is greater than the amount being requested, a breakdown of the payment should be provided to properly support the costs being requested.

All State 911 Department Program reimbursement forms will be made available at www.mass.gov/e911. Reimbursement forms must be signed by an authorized signatory and submitted to the Department by mail. Electronic signatures or fax copies of these forms will not be accepted. Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of a grant award. Please be sure to notify your Municipal Treasurer's/Finance Office as all payments will be issued to that office.

B. Release of Funding to Grantees for Anticipated Expenditures

The Department recognizes that grantees may have budget limitations that do not permit them to make significant purchases or commit to personnel-related funding without adequate funds already in place. Therefore, the Department may disburse grant funds for anticipated expenditures as detailed below.

- **Equipment/Services:** Upon request of the grantee, anticipated expenditures may qualify for a disbursement of grant funds when the good/service is: (1) an approved budget item; (2) complies with all applicable purchasing policy, procedures, and regulations; (3) goods/services have been received/rendered; and (4) a valid invoice from the vendor documenting receipt of the goods/services is produced. Documentation, including but not limited to, bid documents (where applicable), product information, shipping documents and additional pertinent and available information will be required prior to release of funds. Additional documentation, including but not limited to, proof of payment and other pertinent and available documentation shall be submitted to the State 911 Department within fifteen (15) days of issuance of payment by the grantee to the vendor. The State 911 Department reserves the right to withhold and/or reduce future disbursements to a grantee who fails to comply with reporting requirements.
- **Personnel:** Funds may be disbursed, upon request of the grantee, to support anticipated new enhanced 911 telecommunicator personnel salary costs. Please see above Section V "Use of Funding" subsection A "Enhanced 911 telecommunicator personnel costs" for a detailed explanation of how grant funds may be used to support personnel costs. An initial disbursement equivalent to two months of salary costs may be made to the grantee. Personnel costs must be reconciled with the State 911 Department on a monthly basis. All subsequent disbursements will be made monthly in the amount of costs reconciled by the grantee. Pertinent and available documentation, including but not limited to, job postings, offer of employment, and scheduled start date, will be required prior to disbursement of any funds. Additional documentation, including but not limited to, detailed specific payroll records and other pertinent and available documentation shall be submitted monthly to the Department that provides proof that the disbursed funds were used to support the personnel costs as requested.
- **State Agencies:** In compliance with Massachusetts finance law, funds may be disbursed upon execution of an intergovernmental service agreement ("ISA") for state agencies hosting a PSAP. State agencies shall be required to submit the same level of documentation as detailed in Section VIII "Grant Funding Process" subsection A "Reimbursement for Expenses Incurred." Failure to submit documentation in compliance with these grant guidelines may result in suspension or cancellation of the ISA and/or delays in future funding. Expenses identified by the State 911 Department as ineligible under this grant shall be removed from the child account within ten (10) business days of receipt of notification of ineligible expenses.

FY 2015

The State 911 Department staff will review all reimbursement requests and make selection recommendations to the Executive Director or his designee. The State 911 Department will e-mail the grantee an acknowledgment of receipt of the grant reimbursement request (if the e-mail address has been provided by the grantee on the grant reimbursement form). The State 911 Department staff will make its best efforts to review reimbursement requests and take the following action within thirty (30) days of receipt of the reimbursement request: 1) request additional information in the event that the reimbursement request is not complete; 2) recommend approval, in full or part, of the request; or 3) recommend denial of the reimbursement request. If the State 911 Department staff determines, based upon its review of the reimbursement request, that the reimbursement request is complete, the State 911 Department will within thirty (30) business days of receipt of the request notify the grantee (or the specific person that prepared the reimbursement request) by telephone and/or e-mail of the need to provide additional information and will notify the grantee that such additional information shall be provided to the State 911 Department staff within ten (10) business days in order to complete the reimbursement request. If the grantee fails to provide the requested information necessary to complete the reimbursement request within ten (10) business days of the request by the State 911 Department, the State 911 Department will take the following action: 1) process the reimbursement request to the extent practicable; or 2) consider the reimbursement request closed and return the reimbursement request to the grantee. If the reimbursement request is closed and returned to the grantee, the grantee may resubmit the reimbursement request, in which case the reimbursement request will be considered a new reimbursement request, and the review period will begin again.

The State 911 will provide a letter of explanation with all reimbursement requests that are returned to a grantee. The State 911 Department will also notify, via e-mail, the authorized signatory(ies) for a grantee of all payments processed. In the event that a payment is processed for an amount less than that requested, the reason(s) for such reduction will be noted in the aforementioned e-mail notification.

Any denial of a reimbursement request, in whole or in part, may be appealed to the Executive Director, or his designee, with supporting documentation. The Executive Director will use his best efforts to respond to the appeal within five (5) business days. All decisions of the Executive Director for reimbursement requests under the State 911 Department Support and Incentive Grant are final.

The State 911 Department reserves the right, in its sole discretion, to extend any of the above processing timelines.

IX. Assistance

For assistance please contact Marilyn Godfrey, the State 911 Grant Specialist at 508-821-7299 or 911DeptGrants@state.ma.us.

For additional assistance, please refer to the following State 911 Department contact list:

Name	Resource	Contact Number	E-Mail
Marilyn Godfrey	Questions regarding application process, budget modifications	508-821-7299	911DeptGrants@state.ma.us
Vicki Goetz	Questions regarding supporting documentation for reimbursements	508-821-7211	Vicki.Goetz@state.ma.us
Michelle Hallahan	Questions regarding eligibility and process for reimbursements	508-821-7216	Michelle.Hallahan@state.ma.us
	Adding Enhanced 9-1-1 telecommunicators to a grant after contract award		911DeptGrants@state.ma.us

All applications shall be submitted to:

State 911 Department
 1380 Bay Street, Building C
 Taunton, MA 02780

State 911 Department Grant Application Checklist

Checklist:

- Signed and Dated PSAP and RECC Support and Incentive Grants Application Page
- Completed Budget Summary Page
- Completed Budget Narrative

Personnel: include name(s), hourly rate(s), and overtime rate(s)

HVAC: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

CAD: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Radio Console: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Console Furniture/Chairs: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Fire Alarm Receiving & Alerting Equipment: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Other Equipment: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Quotes

Appendix A – Personnel Costs, if applicable

Regional PSAPs and RECCs only:

Detailed Departmental Budget, including all salary costs.

Public Safety Radio Systems: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Regional Secondary PSAPs only:

CPE Maintenance: Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

Completed Authorized Signatory Listing Page

Completed and Notarized Proof of Authentication of Signature Page

Signed and Dated Standard Contract Page

Provide Original and Three (3) Copies

Type of PSAP: (please check one)

- Primary
- Regional
- Regional Secondary
- Regional Emergency Communication Center

1. Name of City/Town/Municipality City of Gloucester Police Department
 Address 197 Main Street
 City/Town/Zip Gloucester, MA 01930
 Telephone Number 978-281-9775
 Fax Number 978-282-3026
 Website www.gloucester-ma.gov

2. Name of Applicant City of Gloucester Police Department
 Name /Title of Authorized Signatory Chief Leonard Campanello
 Address (if different from above) _____
 Telephone Number _____
 Fax Number _____
 Email Address lcampanello@gloucester-ma.gov

3. Contact Name/Title for Grant Questions Stacie Couture Financial Coordinator
 Telephone Number 978-281-9775 ext 2
 Fax Number 978-282-3026
 Email Address scouture@gloucester-ma.gov

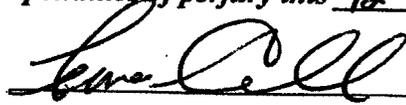
4. Total Grant Program funds requested. \$61,795

5. Goal and Desired Outcome

Through its submission of this application to the State 911 Department, the applying governmental entity affirms that the primary goal of the State 911 Department PSAP and RECC Support and Incentive Grant Program is to assist PSAPs and RECCs in providing enhanced 911 service and to foster the development of regional PSAPs, regional secondary PSAPs and RECCs.

6. Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the application packet.

Signed under the penalties of perjury this 12th day of June, 20 14



ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY
(in blue ink)

Primary PSAP, Regional PSAP, Regional Secondary PSAP, & RECC	
CATEGORY	AMOUNT
A. Enhanced 911 Telecommunicator Personnel Costs	\$35,405.00
B. Heat, Ventilation, Air Conditioning, and Other Environmental Control Equipment	\$
C. Computer-Aided Dispatch Systems	\$26,390.00
D. Radio Console	\$
E. Console Furniture and Dispatcher Chairs	\$
F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service	\$
G. Other Equipment	\$
TOTAL*	\$ 61,795.00

*Total amount must exactly match amount requested on application page

REGIONAL PSAP and RECC ONLY	
CATEGORY	AMOUNT
H. Public Safety Radio Systems	\$
TOTAL*	\$

*Total amount must exactly match amount requested on application page

REGIONAL SECONDARY PSAP ONLY	
CATEGORY	AMOUNT
I. PSAP Customer Premises Equipment Maintenance	\$
TOTAL*	\$

*Total amount must exactly match amount requested on application page

**PRIMARY PSAP, REGIONAL PSAP, REGIONAL SECONDARY PSAP, & RECC
DETAIL NARRATIVE**

Please make sure that every item listed in the above Budget Worksheet is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative. For personnel costs, please note for each individual to be funded, the anticipated hourly rate, cost of benefits if applicable, and anticipated overtime rate if applicable. Please use additional pages if needed.

A. Enhanced 911 Telecommunicator Personnel Costs – to defray the costs of salary for enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as an enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department are solely for hours in which such personnel are working in the capacity of an enhanced 911 telecommunicator as their primary job function. Reimbursement for personnel costs related to training may be allowed only for training courses that have been approved by the State 911 Department under the Fiscal Year 2015 State 911 Department Training Grant. Reimbursement for personnel costs for individuals who have other primary job duties not directly related to enhanced 911 service, such as firefighters or police officers who may occasionally be assigned PSAP enhanced 911 telecommunicator duty, may be allowed only for the documented hours in which the employee is acting primarily in the capacity of an enhanced 911 telecommunicator. For example, if a police officer or firefighter is assigned to work as an enhanced 911 telecommunicator 1 day a week, funding from these grants may only be used to cover the portion of such firefighter or police officer’s salary for the 1 day a week that he or she is assigned to enhanced 911 telecommunicator duty. Funding awarded through these grants shall be assigned to specific identified personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

All wage reimbursements authorized under this Program shall be allocated by the grantee in adherence with applicable collective bargaining agreements. However, the State 911 Department is not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

~~A~~ Attach Appendix B – page 39

Total Category A

\$35,405.00	_____
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B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment – to defray costs associated with the acquisition and maintenance of heat, ventilation and air-conditioning equipment and other environmental control equipment. Such funds may only be used to purchase, install, replace, maintain, operate and/or upgrade such equipment used in the physical space used for the provision of enhanced 911 service.

B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment

Description:

Vendor:

Attach Quote and mark with letter B

Total Category B

\$ _____

C. Computer-aided Dispatch Systems – to defray costs associated with the purchase, installation, replacement, maintenance and/or upgrade of CAD hardware and software used by emergency communication dispatchers, call takers, and 911 operators in primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to initiate public safety calls for service and dispatch, and to maintain the status of responding resources in the field. Funds may be used for mobile devices that are linked to a CAD system. Primary PSAPs may not use funding for records management systems, whether or not part of a CAD system. Regional PSAPs and RECCs may apply for funding for records management systems.

C. Computer-aided Dispatch Systems

Description: Contract (8/1/14-12/31/14) with Delphi Technology Solutions, Inc. 4 Plymouth Avenue, Wilmington, MA. For IT support directly related to “enhance and maintain computer aided Dispatch Systems through current and developing Dispatch related technology needs.”

Are the requested items linked to CAD? Please see attached proposed contract
Where will the requested items be located?
What will be displayed on monitors, if requested?

Vendor: Delphi Technology Solutions, Inc.
4 Plymouth Ave.
Wilmington, MA

Attach Quote and mark with letter C

Total Category C

\$26,390.00

D. Radio Consoles – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of radio consoles to be used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such radio consoles used in the physical space used for the provision of enhanced 911 service. All radio systems shall comply with SIEC special conditions, as may be amended from time to time. The SIEC special conditions are available at:

<http://www.mass.gov/eopss/docs/ogr/homesecc/sdsiecspecialconditionsradiofrequenciesdec09.pdf>

The State 911 Department will submit requests for such funding to the SIEC for review and confirmation that the requested item(s) comply with the SIEC special conditions. Questions relating to the SIEC special conditions should be directed to the SWIC, Steve Staffier, who can be reached by email at steve.staffier@state.ma.us and by telephone at 508-820-2022.

D. Radio Consoles

Description:

Vendor:

Attach Quote and mark with letter D

Total Category D

\$ _____

E. Console Furniture and Dispatcher Chairs – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of console furniture and dispatcher chairs necessary for enhanced 911 telecommunicators working at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to perform their jobs effectively and in an ergonomically appropriate manner. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such console furniture and dispatcher chairs, including shelving, storage cabinets, and rotary resource files, used in the physical space used for the provision of enhanced 911 service.

REMINDER: Disposal of Equipment Purchased with Grant Funding: Grantees may replace and/or dispose of equipment purchased with funds under the State 911 Department grant programs only if such equipment has reached the end of its useful life, in accordance with the manufacturer’s warranty or industry expected useful life, whichever is longer. Disposal shall be in compliance with municipal guidelines, and equipment may be transferred to public entities for public municipal purposes only.

E. Console Furniture and Dispatcher Chairs

Description:

Have you previously applied for funding for dispatcher chairs?

If so, what year?

Are they under warranty?

Vendor:

Attach Quote and mark with letter E

Total Category E

F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service – to defray costs associated with the purchase, installation, replacement, maintenance, and/or update of fire alarm receiving and alerting equipment used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Funding may be used to purchase, install, replace, maintain, and/or update systems used by such PSAPs to alert remote station personnel of emergency responses, including hardware and

used by such PSAPs to alert remote station personnel of emergency responses, including hardware and components installed within remote station locations. Funding for street or structure based cable or radio fire alarm boxes and related hardware is not permitted.

F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service

Description:

Vendor:

Attach Quote and mark with letter F

Total Category F

\$ _____

G. Other Equipment and Related Maintenance Associated with Providing Enhanced 911

Service – to defray costs associated with the purchase, installation, replacement, and/or maintenance of other equipment used in the physical space used for the provision of enhanced 911 service, except as otherwise approved by the State 911 Department, based on supporting documentation that the physical space used for the provision of enhanced 911 service is inadequate to house the equipment, or except as otherwise approved by the State 911 Department based on supporting documentation. Funding may be used for, but is not limited to: support technology (such as printers, headsets, and call recorders); supplies (such as disc and printer cartridges); hardware and support costs (excluding monthly recurring telephone service costs) for telephones; acoustic wall coverings; ESD-resistant flooring; lighting; and security equipment used for securing access to the PSAP to prevent entry by the public or unauthorized personnel.

G. Other Equipment and Related Maintenance Associated with Providing Enhanced 911 Service

Description:

Please include **use and location** of the requested item(s).

Vendor:

Attach Quote and mark with letter G

Total Category G

\$ _____

**REGIONAL PSAP & RECC ONLY
DETAIL NARRATIVE**

Please make sure that every item listed in the above Budget Worksheet is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative. Please use additional pages if needed.

H. Regional PSAPs and RECCs ONLY:

Public Safety Radio Systems – to defray costs associated with the acquisition and maintenance of radio systems (including circuit costs for connectivity) used for police, fire, emergency medical services, and/or emergency management communications. Only Regional PSAPs and RECCs are eligible for funding in this category. All radio systems shall comply with SIEC special conditions, as may be amended from time to time. The SIEC special conditions are available at: <http://www.mass.gov/eopss/docs/ogr/homesec/sdsiecspecialconditionsradiofrequenciesdec09.pdf>.

The State 911 Department will submit requests for such funding to the SIEC for review and confirmation that the requested item(s) comply with the SIEC special conditions. Questions relating to the SIEC special conditions should be directed to the SWIC, Steve Staffier, who can be reached by email at steve.staffier@state.ma.us and by telephone at 508-820-2022.

Description:

Vendor:

Attach Quote and mark with letter H

Total Category H

\$ _____

All goods and/or services shall be received on or before June 30, 2015 to be eligible for reimbursement under the Fiscal Year 2015 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants.

**REGIONAL SECONDARY PSAP ONLY
DETAIL NARRATIVE**

Please make sure that every item listed in the above Budget Worksheet is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative.

I. Regional Secondary PSAPs ONLY:

Regional Secondary PSAP 911 Customer Premises Equipment Maintenance – to defray costs associated with maintaining PSAP 911 customer premises equipment. ONLY regional secondary PSAPs are eligible for funding in this category.

(The Department assumes the responsibility of all costs for maintenance of CPE at all primary PSAPs and regional PSAPs and RECCs). Note: Regional Secondary PSAPs are eligible for the purchase, installation and/or upgrade of CPE equipment under the State 911 Department Regional PSAP and Regional Secondary PSAP and RECC Development Grant.

Description:

Vendor:

Attach Quote and mark with letter I

Total Category I

\$ _____

All goods and/or services shall be received on or before June 30, 2015 to be eligible for reimbursement under the Fiscal Year 2015 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grants.

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM.

FY 2015



CONTRACTOR LEGAL NAME: City of Gloucester (and d/b/a): <u>Gloucester Police Department</u>		COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS	
Local Address: (W-9, W-4, T&C): 9 Dale Road, Gloucester MA 01930		Business Mailing Address: 1380 Bay Street, Building C, Taunton, MA 02780	
Contract Manager: Chief Leonard Campanello		Billing Address (if different):	
E-Mail: <u>lcampanello@gloucester-ma.gov</u>		Contract Manager: Marilyn Godfrey	
Phone: 978-281-9775 Fax: 978-282-3025		E-Mail: 911DeptGrants@state.ma.us	
Contractor Vendor Code: <u>VC6000192096</u>		Phone: 508-821-7299 Fax: 508-826-2585	
Vendor Code Address ID (e.g. "AD001"): <u>AD001</u> (Note: The Address ID Must be set up for EFT payments.)		MMARS Doc ID(s): CT SUPG	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only)		Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____.	
<input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants <u>815 CMR 2.00</u>) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		Enter Amendment Amount \$ _____ (or "no change")	
<input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)		AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)	
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"/> <u>Rate Contract</u> (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"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <u>61,795.00</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: X ___ 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.) For disbursement of funds under the State 911 Department FY 2015 PSAP and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with program guidelines and grantee's approved application.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:			
<input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> 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>June 30, 2015</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 <u>Contractor Certifications</u> (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 <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , 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: X: <u>[Signature]</u> Date: <u>6/12/14</u> (Signature and Date Must Be Handwritten At Time of Signature)		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>[Signature]</u> Date: <u>9/11/14</u> (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Chief Leonard Campanello</u> Print Title: <u>Police Chief</u>		Print Name: <u>Frank Pozniak</u> Print Title: <u>Executive Director</u>	

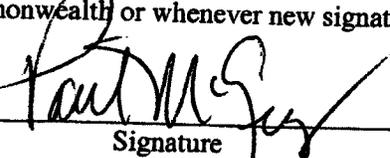
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In 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
Chief Leonard Campanello	Police Chief

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: 6.12.2014

ACTING
 Title: Mayor

Telephone: 978-281-9700

Fax: 978-281-9738

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.

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.³

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

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

Title:

X *[Handwritten Signature]*

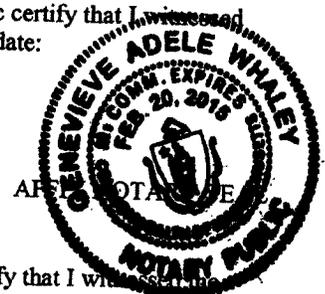
Signature as it will appear on contract or other document (Complete only in presence of notary):

**AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:
ESSEX COUNTY, MASSACHUSETTS**

I, *[Handwritten Signature]* (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:

JUNE 12, _____, 20 14

My commission expires on: **FEBRUARY 20, 2015**



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

³ This form is required for this grant program.

Appendix A - Eligible Award Amounts by PSAP

ENTRY	TOTAL AWARD AMOUNT	SUPPORT				
ABINGTON	\$37,651	\$37,651				
ACTON	\$53,545	\$53,545				
ACUSHNET	\$27,979	\$27,979				
ADAMS	\$25,540	\$25,540				
AGAWAM	\$70,999	\$70,999				
AMESBURY	\$34,041	\$34,041				
AMHERST	\$84,023	\$84,023				
ANDOVER	\$79,164	\$79,164				
ARLINGTON	\$91,653	\$91,653				
ASHBURNHAM	\$18,390	\$18,390				
ASHBY	\$12,823	\$12,823				
ASHLAND	\$31,876	\$31,876				
ATHOL	\$24,516	\$24,516				
ATTLEBORO	\$93,651	\$93,651				
AUBURN	\$46,693	\$46,693				
AVON	\$18,957	\$18,957				
AYER	\$23,623	\$23,623				
BARNSTABLE (Town of)	\$177,282	\$177,282				
BARNSTABLE COUNTY	\$941,409	\$238,909	\$702,500			
BEDFORD	\$35,475	\$35,475				
BELCHERTOWN	\$31,036	\$31,036				
BELLINGHAM	\$39,448	\$39,448				
BELMONT	\$55,540	\$55,540				
BERKLEY	\$18,888	\$18,888				
BERKSHIRE COUNTY	\$751,456	\$78,800				\$ 672,656
BERLIN	\$12,650	\$12,650				
BEVERLY	\$93,117	\$93,117				
BILLERICA	\$82,238	\$82,238				
BLACKSTONE	\$23,675	\$23,675				
BOLTON	\$16,364	\$16,364				
BOSTON	\$3,253,317	\$3,253,317				
BOURNE	\$50,220	\$50,220				
BOXBOROUGH	\$16,485	\$16,485				
BOXFORD	\$23,745	\$23,745				
BOYLSTON	\$15,110	\$15,110				
BRAINTREE	\$88,219	\$88,219				
BRIDGEWATER	\$53,914	\$53,914				
BROCKTON	\$315,586	\$315,586				
BROOKLINE	\$135,634	\$135,634				
BURLINGTON	\$61,021	\$61,021				
CAMBRIDGE	\$301,330	\$301,330				
CANTON	\$49,483	\$49,483				
CARLISLE	\$18,756	\$18,756				
CARVER	\$31,996	\$31,996				
CHARLTON	\$36,305	\$36,305				
CHELMSFORD	\$77,902	\$77,902				

ENTITY	TOTAL ALLOCATION	SUBGRANT			
CHELSEA	\$126,639	\$126,639			
CHICOPEE	\$158,747	\$158,747			
CLINTON	\$29,661	\$29,661			
CONCORD	\$46,831	\$46,831			
DALTON	\$24,812	\$24,812			
DANVERS	\$69,914	\$69,914			\$ 103,127
DARTMOUTH	\$87,925	\$87,925			
DEDHAM	\$68,006	\$68,006			
DENNIS	\$45,872	\$45,872			
DIGHTON	\$20,677	\$20,677			
DOUGLAS	\$22,184	\$22,184			
DOVER	\$17,744	\$17,744			
DRACUT	\$60,857	\$60,857			
DUDLEY	\$30,004	\$30,004			
DUKES COUNTY	\$44,272	\$44,272			
DUXBURY	\$37,270	\$37,270			\$ 217,146
EAST BRIDGEWATER	\$30,919	\$30,919			\$ 61,221
EAST LONGMEADOW	\$43,586	\$43,586			
EASTHAM	\$20,395	\$20,395			
EASTHAMPTON	\$42,682	\$42,682			
EASTON	\$49,687	\$49,687			
ESSEX COUNTY RECC	\$109,002	\$37,897			
EVERETT	\$116,715	\$116,715			\$ 71,105
FAIRHAVEN	\$45,462	\$45,462			
FALL RIVER	\$287,848	\$287,848			
FITCHBURG	\$115,227	\$115,227			
FOXBOROUGH	\$43,534	\$43,534			
FRAMINGHAM	\$175,774	\$175,774			
FRANKLIN	\$62,376	\$62,376			
FREETOWN	\$27,926	\$27,926			
GARDNER	\$48,939	\$48,939			
GEORGETOWN	\$21,734	\$21,734			
GLOUCESTER	\$61,795	\$61,795			
GRAFTON	\$42,658	\$42,658			
GRANBY	\$19,593	\$19,593			
GREAT BARRINGTON	\$31,633	\$31,633			
GREENFIELD	\$54,607	\$54,607			
GROTON	\$233,701	\$26,176			
GROVELAND	\$18,580	\$18,580			\$ 207,525
HADLEY	\$24,156	\$24,156			
HALIFAX	\$26,232	\$26,232			
HAMILTON	\$15,001	\$15,001			
HAMPDEN	\$16,037	\$16,037			
HANOVER	\$37,160	\$37,160			
HANSON	\$27,918	\$27,918			
HAVERHILL	\$158,949	\$158,949			
HOLBROOK	\$179,280	\$51,989	\$127,291		
HOLDEN	\$40,076	\$40,076			
HOLLISTON	\$25,210	\$25,210			
HOLYOKE	\$150,400	\$150,400			
HOPKINTON	\$28,649	\$28,649			

ENTITY	TOTAL ALLOCATION	SUPPORT		
HUDSON	\$39,960	\$39,960		
IPSWICH	\$34,312	\$34,312		
KINGSTON	\$35,355	\$35,355		
LAKEVILLE	\$28,304	\$28,304		
LAWRENCE	\$243,636	\$243,636		
LEE	\$15,791	\$15,791		
LEICESTER	\$30,780	\$30,780		\$ 137,475
LEOMINSTER	\$100,216	\$100,216		
LEXINGTON	\$77,205	\$77,205		
LINCOLN	\$21,078	\$21,078		
LITTLETON	\$25,495	\$25,495		
LONGMEADOW	\$41,398	\$41,398		
LOWELL	\$292,060	\$292,060		
LUDLOW	\$48,151	\$48,151		
LYNN	\$304,081	\$304,081	\$292,806	
LYNN REGIONAL SECONDARY	\$167,287	\$167,287		
LYNNFIELD	\$30,986	\$30,986		
MALDEN	\$145,332	\$145,332		
MANCHESTER	\$10,874	\$10,874		
MANSFIELD	\$53,611	\$53,611		
MARBLEHEAD	\$48,099	\$48,099		
MARION	\$17,559	\$17,559		
MARLBOROUGH	\$99,805	\$99,805		
MARSHFIELD	\$55,156	\$55,156		
MATTAPOISETT	\$19,192	\$19,192		
MAYNARD	\$19,939	\$19,939		
MEDFIELD	\$29,345	\$29,345		
MEDFORD	\$127,559	\$127,559		
MEDWAY	\$30,194	\$30,194		
MELROSE	\$56,187	\$56,187		
MENDON	\$62,873	\$18,456		
MERRIMAC	\$18,471	\$18,471		\$ 44,417
METHUEN	\$109,611	\$109,611		
MIDDLEBORO	\$53,902	\$53,902		
MILFORD	\$71,012	\$71,012		
MILLBURY	\$37,056	\$37,056		
MILLIS	\$21,889	\$21,889		
MILTON	\$65,400	\$65,400		
MONSON	\$24,160	\$24,160		
MONTAGUE	\$21,792	\$21,792		
NAHANT	\$13,580	\$13,580		
NANTUCKET*	\$75,000	\$75,000		
NASHOBA VALLEY RDD	\$54,727	\$54,727		\$ 130,273
NATICK	\$79,476	\$79,476		
NEEDHAM	\$59,894	\$59,894		
NEW BEDFORD	\$365,038	\$365,038		
NEW BRAintree MSP	\$59,591	\$59,591		\$ 306,260
NEWBURY	\$19,408	\$19,408		
NEWBURYPORT	\$37,866	\$37,866		
NEWTON	\$190,930	\$190,930		
NORFOLK	\$26,938	\$26,938		

	TOTAL ALLOCATION	SUPPORT		
NORTH ADAMS	\$278,775	\$45,149		
NORTH ANDOVER	\$68,716	\$68,716		\$ 233,626
NORTH ATTLEBOROUGH	\$57,078	\$57,078		
NORTH READING	\$30,203	\$30,203		
NORTHAMPTON	\$94,022	\$94,022		
NORTHBOROUGH	\$36,931	\$36,931		
NORTHBRIDGE	\$33,086	\$33,086		
NORTON	\$43,618	\$43,618		
NORWOOD	\$69,026	\$69,026		
OXFORD	\$39,070	\$39,070		
PALMER	\$37,776	\$37,776		
PAXTON	\$16,395	\$16,395		
PEABODY	\$118,478	\$118,478		
PEMBROKE	\$38,704	\$38,704		
PEPPERELL	\$27,764	\$27,764		
PITTSFIELD	\$149,190	\$149,190		
PLAINVILLE	\$24,595	\$24,595		
PLYMOUTH	\$128,597	\$128,597		
PRINCETON	\$13,716	\$13,716		
PROVINCETOWN	\$17,747	\$17,747		
QUINCY	\$233,743	\$233,743		
RANDOLPH	\$74,913	\$74,913		
RAYNHAM	\$33,301	\$33,301		
READING	\$55,578	\$55,578		
REHOBOTH	\$28,699	\$28,699		
REVERE	\$140,134	\$140,134		
ROCHESTER	\$17,149	\$17,149		
ROCKLAND	\$41,331	\$41,331		
ROCKPORT	\$21,688	\$21,688		
ROWLEY	\$18,172	\$18,172		
RUTLAND	\$223,892	\$37,117		\$ 186,775
SALEM	\$114,507	\$114,507		
SALISBURY	\$20,784	\$20,784		
SANDWICH	\$46,114	\$46,114		
SAUGUS	\$72,955	\$72,955		
SCITUATE	\$36,076	\$36,076		
SEEKONK	\$37,341	\$37,341		
SHARON	\$34,559	\$34,559		
SHELBURNE FALLS MSP	\$891,454	\$104,110	\$587,344	
SHERBORN	\$16,634	\$16,634		
SHIRLEY	\$20,810	\$20,810		
SHREWSBURY	\$75,410	\$75,410		
SOMERSET	\$45,601	\$45,601		
SOMERVILLE	\$186,976	\$186,976		
SOUTH HADLEY	\$44,582	\$44,582		
SOUTH SHORE RECC	\$667,435	\$120,882		\$ 546,603
SOUTHAMPTON	\$18,307	\$18,307		
SOUTHBOROUGH	\$27,660	\$27,660		
SOUTHBRIDGE	\$44,952	\$44,952		
SOUTHWICK	\$28,148	\$28,148		
SPENCER	\$36,280	\$36,280		

ENTITY	TOTAL ADDITION	SUBJECT			
SPRINGFIELD	\$663,262	\$663,262			
STERLING	\$21,904	\$21,904			
STONEHAM	\$52,920	\$52,920			
STOUGHTON	\$62,902	\$62,902			
STOW	\$19,189	\$19,189			
STURBRIDGE	\$29,006	\$29,006			
SUDBURY	\$35,370	\$35,370			
SUTTON	\$23,896	\$23,896			
SWANSEA	\$36,581	\$36,581			
TAUNTON	\$153,728	\$153,728			
TEMPLETON	\$18,408	\$18,408			\$ 101,095
TEWKSBURY	\$71,660	\$71,660			
TOPSFIELD	\$19,360	\$19,360			
TOWNSEND	\$24,533	\$24,533			
TRURO	\$13,016	\$13,016			
TYNGSBOROUGH	\$27,872	\$27,872			
UPTON	\$26,411	\$26,411	\$ 27,965		
UXBRIDGE	\$35,390	\$35,390			
WAKEFIELD	\$58,916	\$58,916			
WALPOLE	\$56,358	\$56,358			
WALTHAM	\$152,176	\$152,176			
WARE	\$25,003	\$25,003			
WAREHAM	\$58,223	\$58,223			
WARREN	\$18,231	\$18,231			
WATERTOWN	\$81,507	\$81,507			
WAYLAND	\$32,913	\$32,913			
WEBSTER	\$46,358	\$46,358			
WELLESLEY	\$61,359	\$61,359			
WEST BOYLSTON	\$23,583	\$23,583			
WEST BRIDGEWATER	\$17,679	\$17,679			
WEST NEWBURY	\$15,498	\$15,498			
WEST SPRINGFIELD	\$92,301	\$92,301			
WESTBOROUGH	\$45,542	\$45,542			
WESTFIELD	\$114,840	\$114,840			
WESTFORD	\$40,872	\$40,872			
WESTMINSTER	\$21,129	\$21,129			
WESTON	\$26,204	\$26,204			
WESTPORT	\$34,249	\$34,249			
WESTWOOD	\$39,100	\$39,100			
WEYMOUTH	\$125,441	\$125,441			
WILBRAHAM	\$39,634	\$39,634			
WILLIAMSTOWN	\$25,892	\$25,892			
WILMINGTON	\$53,531	\$53,531			
WINCHENDON	\$29,538	\$29,538			\$ 80,462
WINCHESTER	\$47,803	\$47,803			
WINTHROP	\$36,002	\$36,002			
WOBURN	\$95,312	\$95,312			
WORCESTER	\$659,180	\$659,180			
WRENTHAM	\$32,923	\$32,923			
YARMOUTH	\$73,354	\$73,354			

Equitable Allocation Adjustment

**Appendix B -Personnel costs
(List Certified Enhanced 911 Telecommunicators)**

Last Name, First Name (Please use Alphabetical Order)	Please indicate Full (F) or Part-time (P)	Hourly Pay Rate	Overtime Pay Rate
Aberle, Josiah	F	\$27.48	\$41.22
Adelfio, Vincent	F	\$27.48	\$49.46
Aiello, Brian	F	\$27.48	\$49.46
Alves, Clifford	F	\$27.48	\$51.52
Balbo, Joseph	F	\$27.48	\$45.34
Bouchie, Shawn	F	\$27.48	\$41.22
Cahill, William	F	\$27.48	\$51.52
Carr, George	F	\$27.48	\$49.46
Cecilio, Marc	F	\$27.48	\$51.52
Cherry, Peter	F	\$27.48	\$41.22
Chipperini, Brendan	F	\$27.48	\$41.22
Ciolino, Jerome	F	\$27.48	\$45.34
Crowley, Brian	F	\$27.48	\$41.22
Duffany, Scott	F	\$27.48	\$41.22
Duwart, Carlton	F	\$27.48	\$41.22
Fialho, Heidi	F	\$27.48	\$49.46
Foote, Mark	F	\$27.48	\$41.22
Frates, Christopher	F	\$27.48	\$51.52
Genovese, Christopher	F	\$27.48	\$45.34
Giacalone, Anthony	F	\$27.48	\$41.22
Hicks, Kevin	F	\$27.48	\$45.34
Johnsen, Robert	F	\$27.48	\$45.34
Knickle, Andrew	F	\$27.48	\$45.34
Lamberis, Stephen	F	\$27.48	\$51.52
Liacos, Christopher	F	\$27.48	\$45.34
Mackey, Kevin	F	\$27.48	\$49.46
Mizzoni, Steven	F	\$27.48	\$45.34
Moseley, Heath	F	\$27.48	\$41.22
Muise, Kevin	F	\$27.48	\$45.34
Officer, James	F	\$27.48	\$51.52
O'Leary, Timothy	F	\$27.48	\$41.22
Palazola, Robert	F	\$27.48	\$49.46
Parady, Joseph	F	\$27.48	\$45.34
Piscitello, Ronald	F	\$27.48	\$45.34
Quinn, Michael	F	\$27.48	\$51.52
Quinn, Thomas	F	\$27.48	\$51.52
Scola, Michael	F	\$27.48	\$49.46
Simoes, Troy	F	\$27.48	\$41.22
Stuart, Leon	F	\$27.48	\$41.22
Sutera, Peter	F	\$27.48	\$49.46
Trefry, Jonathan	F	\$27.48	\$49.46

Please use additional pages if needed.

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 Winslow, Sr. Project Manager, Mass in Motion – Cape Ann *SPW*

Date: September 12, 2014

Re: Intermunicipal Agreement – Town of Essex,
Staff Assistance for the Essex Open Space and Recreation Plan

The Town of Essex has asked for staff assistance to update its 2007 Open Space and Recreation Plan. Discussions regarding this assistance began when City Health Director Noreen Burke reached out to Town Managers in Essex, Manchester by the Sea and Rockport to support a joint grant application to fund the creation of "Mass in Motion - Cape Ann", a follow-on program to the City's "Get Fit Gloucester!" program.

The Town's request has been developed into an inter-municipal agreement (IMA) for your consideration. The Town of Essex will provide \$5000 to fund this work. This IMA has been reviewed by this Department and the Solicitor's office. Please forward this copy of the IMA to the City Council for their review and approval prior to execution.

Mr. Winslow will be available after September 29th to attend any Council meeting to discuss the IMA.

**INTERMUNICIPAL AGREEMENT BETWEEN
THE CITY OF GLOUCESTER AND
THE TOWN OF ESSEX**

**FOR STAFFING ASSISTANCE TO SUPPORT THE UPDATE
OF THE TOWN OF ESSEX OPEN SPACE AND RECREATION PLAN**

THIS AGREEMENT date as of this ____ day of _____, 2014 (the "Agreement") by and between the City of Gloucester, a Massachusetts municipal corporation having a usual place of business at 9 Dale Avenue Gloucester, Massachusetts 01930, acting by and through its Mayor, the honorable Carolyn A. Kirk ("Gloucester") and the Town of Essex, a Massachusetts municipal corporation having a usual place of business at 30 Martin Street, Essex, Massachusetts 01929, acting by and through its Board of Selectmen ("Essex").

WITNESSETH THAT:

WHEREAS, the Town of Essex needs to update its 2007 Open Space and Recreation Plan so that Essex can be eligible for federal and state grants to preserve and improve open space and recreational areas within Essex,

WHEREAS, the City of Gloucester working with Essex and the Towns of Manchester and Rockport seek to maintain staff and financial resources to promote active and healthy lifestyles through "Mass in Motion: Cape Ann" program which will be based within Gloucester,

WHEREAS, each of the parties has obtained authority to enter into this Agreement pursuant to M.G.L. c40 s4A; (Attachment A: Town of Essex Selectmen Authorization Vote, Attachment B: Town of Essex Purchase Order and Attachment C: Gloucester City Council Vote);

NOW, for the consideration set forth below, receipt and sufficiency which are hereby acknowledged the parties hereto, intending to be legally bound, hereby agree as follows:

1. Open Space and Recreation Plan Development Assistance: Gloucester agrees to provide Essex with staff to assist the Essex Open Space and Recreation Committee (the "Committee") to prepare a 2015 update to Essex's Open Space and Recreation Plan (the "2015 Plan"). The 2015 Plan will be developed to meet the requirements of the Massachusetts Division of Conservation Services 2008 Open Space and Recreation Plan requirements attached hereto as Appendix D. Gloucester's staff assistance shall primarily consist of meetings, discussions and writing to assist the Committee and Essex residents identify and prioritize Essex's open space and recreation needs for the next 7 years. The Committee and Essex officials will primarily be responsible for preparation of the required and optional maps that will be included with the 2015 Plan (see list in Appendix E).

The Committee will be responsible for managing Gloucester's staff resources to meet its needs for assistance with the development and completion of the plan. The Committee remains responsible for completing the Plan according to DCS guidelines.

2. Term: The term of this Agreement shall commence on September 15, 2014 and continue until June 30, 2015, unless earlier terminated as set forth herein. On or before May 1st of each year during the Term of this Agreement, the parties shall review their contractual relationship, the terms of which are set forth herein, to ensure this agreement continues to meet the needs of each community.

3. Identity of the Gloucester Staff. Gloucester's Community Development Department will provide staff with open space and recreation planning and project management experience to perform these services. Stephen Winslow, Sr. Project Manager has been assigned to complete these services by Gloucester.
4. Compensation. Gloucester's projected staff time, costs and the project schedule are provided in Appendix F. Essex shall pay Gloucester's staff for time upon receiving an invoice for services documenting the time spent on project tasks. Such payment shall be due within forty-five (45) days receipt of such invoice. The Committee shall be responsible for managing the Gloucester's staff time to ensure that staffing costs remain within the \$5,040 staff budget established by this Agreement.
5. Other Collective Bargaining Agreement Benefits. Gloucester shall be responsible for all benefits to which staff are entitled to by law or collective bargaining. Neither party may make a demand on staff that is in violation of his or her rights under standard personnel practices or his or her collective bargaining agreement or any applicable legislation.
6. Retirement and Workers Compensation Benefits. Gloucester staff retains membership in the Gloucester Contributory Retirement System.
7. Duties. Gloucester staff shall perform duties consistent with this Agreement.
8. Materials and Expenses. Essex, through the Committee, shall make arrangements to provide materials and pay expenses reasonably necessary for Gloucester staff to assist with preparation of the Plan such as making copies of materials for committee and public meetings, and expenses for travel off Cape Ann pre-approved by the Committee.
9. Indemnification. Notwithstanding the final sentence of M.G.L. 40, s 4A, Essex shall indemnify and hold harmless Gloucester for any claims arising from or in connection with Gloucester's performance of this agreement.
10. Termination. This Agreement may be terminated by either party for any reason or no reason on thirty (30) days written notice to the other. No such termination shall affect the obligation of indemnification that may have arisen hereunder prior to termination. The parties shall equitably adjust payments made or due relating the unexpired portion of the Term following such termination.
11. Assignment. Neither party shall assign or transfer any of its rights or interests in this Agreement, or delegate any of its obligations hereunder, without prior written consent of the other.
12. Severability. If any provision of this Agreement is held by a court to be invalid, illegal or unenforceable, such invalidity shall not affect any other provision of this Agreement, and this Agreement shall be construed and enforced as if such invalid, illegal or unenforceable provision were not contained herein.
13. Waiver. The obligations and conditions of this Agreement may only be waived in writing by the party waiving such obligation or condition. Inaction or action by a party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that party under this Agreement or applicable law.
14. Amendment. This Agreement may be amended only by a writing signed by both parties duly authorized thereunto.

15. Notices. Notices under this Agreement can be made either by mail or electronically as follows:

To Gloucester:

Tom Daniel, Community Development Director
City of Gloucester
3 Pond Road
Gloucester MA 01930
tdaniel@gloucester-ma.gov

To Essex:

Brendhan Zubricki, Town Administrator
Town of Essex
30 Martin Street
Essex MA 01929
bzubricki@essexma.org

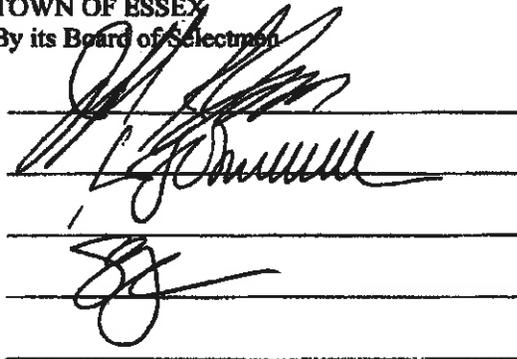
16. Complete Agreement. This Agreement constitutes the entire agreement between the parties concerning this subject matter and supersedes all prior agreements and understandings.

17. Financial Safeguards. Gloucester shall maintain separate, accurate and comprehensive records of all services performed under this agreement, including all re-imbursements and contributions received from Essex. On an annual basis, the parties' Financial Officers will jointly review the accounts created to implement this agreement for consistency and reliability.

18. Location of Services Performed.

WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF ESSEX
By its Board of Selectmen



CITY OF GLOUCESTER
By its Mayor



ATTACHMENT A

**TOWN OF ESSEX
SELECTMEN'S VOTE**

August 25, 2014

coming Annual Town Meeting in May of next year. The Selectmen agreed to review them for future discussion.

A motion was made, seconded, and unanimously voted to approve a request to pass over Town roads during the 8th Annual Stephen Hancox Memorial Motorcycle Run and BBQ benefit on September 6, 2014.

A motion was made, seconded, and unanimously voted to authorize Police Chief Peter Silva to dispose of surplus property by auction; i.e. an old Harbormaster boat, 2 outboard motors, used bikes, and miscellaneous used electronic devices.

The Selectmen considered a request from Eric Heitz to remove pine logs left from a cut tree behind the ball field at Centennial Grove, and, a motion was made, seconded, and unanimously voted to approve his request.

After review, a motion was made, seconded, and unanimously voted to approve a proposal from DeAngelis for Phase II of the Spring Street Cemetery Fence Restoration Project in the amount of \$24,960.00.

The Selectmen were in favor of a donation to the Town's Annual Flower Beautification Program, and a motion was made, seconded, and unanimously voted to donate \$200.00 to the fund for placement of mums around Town.

A motion was made, seconded, and unanimously voted to sign paperwork to arrange for the creation of a monthly billing account with Energy North that would allow for 24/7 access to fuel, plus a discounted rate for the Essex Police Department.

A motion was made, seconded, and unanimously voted to approve and sign a letter to the Democratic Town Committee and a letter to the Republican State Committee soliciting candidates to serve on the Town's Board of Registrars.

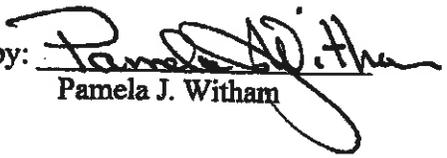
There being no further business before the Board, a motion was made, seconded, and unanimously voted to adjourn the meeting at 8:45 p.m.

Documents used during this meeting include the following:

Resignation letters from Marlene Sanders

List of possible items to be considered at the Special Town Meeting

Prepared by:


Pamela J. Witham

Attested by:


Lisa J. O'Donnell

A TRUE COPY.

ATTEST:

7 pages


TOWN CLERK, ESSEX, MA

the Shellfish Advisory Commission, the Shellfish Constable, the Selectmen, and the Essex Clam Enhancement Group at a future Selectmen's meeting.

Future Town Building Committee Meeting: Selectman Lisa O'Donnell, who is the Chair of the Town Building Committee, said that the TBC will meet again on September 15th to review the current status of the Town buildings. The Committee's work will likely dovetail in some fashion with the Public Safety Study Committee. The PSSC informed Selectman O'Donnell that they have received most of the information that they have requested, except for an internal assessment document from the Police Department. Mr. Zubricki said that the Town will be paying 80% of the recent bill for a consultant's report regarding the Fire Department. Twenty percent will be retained pending the production of the final report, which will take into account various comments from Town officials.

Mr. Zubricki said that the consulting engineer, who is exploring the structural integrity of the Town Hall Clock Tower and adjacent walls, should have his completed report available for review within the next two weeks. Selectman O'Donnell said that it is important that any repair work performed now should consider future anticipated repairs to the Town Hall.

Discussion Regarding Strategic Planning Committee: The Selectmen agreed that they would like to discuss evolving the Long Term Planning Committee into a Strategic Planning Committee and Mr. Zubricki said that he would invite LTPC Chair Andrew St. John and past LTPC Chair Mike Dyer to a future Selectmen's meeting for that discussion.

Award of Contract for Asbestos Removal at 103 & 138 Conomo Point Road: Mr. Zubricki said that the low bidder for the asbestos removal contract was TLR of Agawam, Massachusetts. The Selectmen were in favor of proceeding with the project and a motion was made, seconded, and unanimously voted to sign the contract as soon as all the paperwork is completed. The specifications call for the work to be completed by October 3, 2014.

Intermunicipal Agreement for Update of Essex Open Space Plan: Mr. Zubricki reported that Gloucester, via an Intermunicipal Agreement, has offered to update the Town's Open Space Plan for a fee of \$5,040 to cover their employee's time. The Town's Open Space Committee has an appropriation for an update that will more than cover this fee. Subsequently, a motion was made, seconded, and unanimously voted to approve and sign the contract for the update when the final version becomes available.

Preliminary Joint School/Town Budget Discussion: Mr. Zubricki said that both he and Selectman Gould-Coviello, as well as Finance Committee Chair Jeff Soulard, had attended the recent preliminary school budget discussion in Manchester. It is likely that an override will be necessary this year, primarily due to enrollment growth that has outpaced normal municipal budget increases.

Draft Topics for Fall Town Meeting: Mr. Zubricki said that he has drafted a *list of possible items to be considered at the Special Town Meeting* proposed for November 17 and at the

**Selectmen's Minutes
TOHP Burnham Library**

August 25, 2014

Present: Chairman Jeffrey D. Jones, Selectman Lisa J. O'Donnell, Selectman Susan Gould-Coviello, Town Administrator Brendhan Zubricki, Town Counsel Gregg Corbo, and Selectmen's Assistant Pamela J. Witham.

Also Present: Ida Doane and Attorney Ralph Pino.

The Chairman called the meeting to order at 7:00 p.m. in the TOHP Burnham Library and announced that the Board would hear Public Comment. No one offered any comment.

Mr. Zubricki began the presentation of his Town Administrator's Report for the period August 9th through August 22, regarding the following:

Town Planner's Analysis of Green Communities Program: Mr. Zubricki reviewed the Town Planner's outline and timeline for the Town to achieve a green community designation. The Selectmen were in favor of Mr. Coogan asking the green community regional coordinator to speak at the next quarterly department/committee head meeting about the advantages of becoming a green community.

Attorney Ralph Pino came before the Selectmen and Town Counsel to discuss his client's (David Cutter) wishes to assume the lease for the property at 40 Robbins Island Road, Map 19, Lot 70. After some discussion, Selectman Gould-Coviello moved that the Board accept payment in the amount of \$51,303.97 as payment in full of all outstanding amounts due under the Bridge Lease for 40 Robbins Island Road, which expired on December 31, 2013, and which was not extended by the Town. The motion was seconded and unanimously voted.

Selectman Gould-Coviello moved that the Board acknowledge assignment of the former leaseholders' rights to Mr. David Cutter and that the Board enter into a Third-Year Bridge Lease with Mr. Cutter for 40 Robbins Island Road. The motion was seconded and unanimously voted.

Selectman Gould-Coviello moved that the Board approve and sign an amendment to the Bridge Lease for 40 Robbins Island Road. The motion was seconded and unanimously voted. The Selectmen signed the amendment which will be scanned and forwarded to Attorney Pino on Tuesday.

And, Selectman Gould-Coviello moved that the Board offer a fourth year bridge lease, as amended, to Mr. David Cutter for 40 Robbins Island Road. The motion was seconded and unanimously voted. The Selectmen signed the letter to Mr. Cutter offering a fourth-year bridge lease. Attorney Pino thanked those present and left the meeting.

In other business, a motion was made, seconded, and unanimously voted to approve the weekly warrant in the amount of \$662,149.92.

A motion was made, seconded, and unanimously voted to approve the minutes for the Selectmen's August 11th, 2014, Open Meeting and Executive Session.

The Selectmen discussed a letter from John Amirault regarding overgrown trees and shrubs that are obstructing the view from his residence. The Selectmen decided to advise Mr. Amirault to consult with DPW Superintendent Paul Goodwin, who is authorized to determine if trees may be removed. Additionally, Mr. Amirault may be advised to consult with the Conservation Commission regarding his concerns. Mr. Zubricki will assist with coordination of the matter between Mr. Amirault and Mr. Goodwin.

Relating to Conomo Point matters, Mr. Zubricki said that no correspondence has been received to date from Sandy Osborn relative to parking and drop-off zones at Conomo Point.

It was reported that closings for two of the Central Conomo Point properties are scheduled to take place this Friday and a motion was made, seconded, and unanimously voted to sign the deeds for these properties: Jonathan B. and Ellen McCarthy Hull, 105 Conomo Point Road, Map 19, Lot 97; and, Daniel Mayer, 101 Conomo Point Road, Map 19, Lot 102. The Chairman and Selectman Gould-Coviello signed the deeds and Selectman O'Donnell will sign both deeds tomorrow in the presence of a notary public.

The Selectmen considered an extension of the Conomo Point purchase and sale agreement and/or the bridge lease for 20 Cogswell Road, Map 19, Lot 54, Marybeth Tirrell, for the month of September at the third-year Bridge Lease rate; and, the Selectmen were satisfied that Ms. Tirrell continues to work towards a purchase of the property. A motion was made, seconded, and unanimously voted to offer these extensions for another month.

A motion was made, seconded, and unanimously voted to approve notices offering a fourth year bridge lease to the following Conomo Point leaseholders (all in good standing):

- 39 Middle Rd, Map 19, Lot 81, Averay
- 34 Robbins Island Rd, Map 19, Lot 66, Calder
- 38 Robbins Island Rd, Map 19, Lot 69, Clark
- 169 Conomo Pt Rd, Map 24, Lot 10, Coakley
- 31 Middle Rd, Map 24, Lot 3, Collins
- 161 Conomo Pt Rd, Map 24, Lot 14, Conomo Point Association
- 155 Conomo Pt Rd, Map 24, Lot 16, Cottage Park Realty
- 142 Conomo Pt Rd, Map 24, Lot 36, Crossen
- 136 Conomo Pt Rd, Map 24, Lot 38, Cushing
- 163 Conomo Pt Rd, Map 24, Lot 13, Cushing & Lane
- 15 Middle Rd, Map 24, Lot 32, Cuthbertson
- 2 Conomo Ln, Map 19, Lot 82, Davis
- Conomo Pt, Map 24, Lot 25, Davis
- 124 Conomo Pt Rd, Map 24, Lot 43, Davis
- 34 Robbins Island Rd, Map 19, Lot 67, Denton
- 168 Conomo Pt Rd, Map 24, Lot 22, Goldsberry

- 170 Conomo Pt Rd, Map 24, Lot 23, Goldsberry
- 11 Middle Rd, Map 24, Lot 33, Goldsberry
- 11 Conomo Ln, Map 24, Lot 1, Hartley
- 126 Conomo Pt Rd, Map 24, Lot 42, Hatfield, Fraser, & Osburn
- 172 Conomo Pt Rd, Map 24, Lot 24, Herrmann
- 21 Middle Rd, Map 24, Lot 29, Holleran
- 25 Robbins Island Rd, Map 19, Lot 78, King
- 41 Robbins Island Rd, Map 19, Lot 76, King
- 9 Middle Rd, Map 24, Lot 34, Lane
- 144 Conomo Pt Rd, Map 24, Lot 35, Lane
- 9 Conomo Ln, Map 24, Lot 2, Lane
- 179 Conomo Pt Rd, Map 24, Lots 5 & 6, Lane
- 17 Middle Rd, Map 24, Lot 31, Lemcke & de Vries
- 159 Conomo Pt Rd, Map 24, Lot 15A, LeRoyer
- 122 Conomo Pt Rd, Map 24, Lot 44, Lynch
- 36 Robbins Island Rd, Map 19, Lot 68, MacDougall
- 120 Conomo Pt Rd, Map 24, Lot 45, Maher
- 114 Conomo Pt Rd, Map 19, Lot 86, Mazzarino
- 175 Conomo Pt Rd, Map 24, Lot 7, Mears
- 173 Conomo Pt Rd, Map 24, Lot 8, Mears
- 171 Conomo Pt Rd, Map 24, Lot 9, Murphy
- 167 Conomo Pt Rd, Map 24, Lot 11, Murphy
- 30 Robbins Island Rd, Map 19, Lot 65, Rettberg
- 154 Conomo Pt Rd, Map 24, Lot 18, Richardson
- 42 Robbins Island Rd, Map 19, Lot 71, Riggs
- 43 Robbins Island Rd, Map 19, Lot 75, Riggs
- 29 Robbins Island Rd, Map 19, Lot 77, Romano
- 25 Middle Rd, Map 24, Lot 27, Rowe
- 46 Robbins Island Rd, Map 19, Lots 73 & 74, Ryan
- 44 Robbins Island Rd, Map 19, Lot 72 & 74A, Sachsse
- 113 Conomo Pt Rd, Map 19, Lots 89 & 91, Sisk
- 29 Middle Rd, Map 24, Lot 4, Sisk
- 23 Middle Rd, Map 24, Lot 28, Smith
- 111 Conomo Pt Rd, Map 19, Lot 92, Smith
- 4 Conomo Ln, Map 19, Lot 83, Spunt
- 109 Conomo Pt Rd, Map 19, Lot 93, True
- 165 Conomo Pt Rd, Map 24, Lot 12, Walker
- 166 Conomo Pt Rd, Map 24, Lot 21, Walker
- 187 Conomo Pt Rd, Map 19, Lot 85, Webber
- 159 Conomo Pt Rd, Map 24, Lot 15 B, Wendell
- 3 Middle Rd, Map 24, Lot 18 A, Wendell
- 1 Middle Rd, Map 24, Lot 19, Wendell
- 162 Conomo Pt Rd, Map 24, Lot 20 Wendell

A motion was made, seconded, and unanimously voted to defer offering fourth-year bridge leases at this time due to tax arrearage (which may be cured by 10/1/2014) to the following leaseholders:

- 134 Conomo Pt Rd, Map 24, Lot 39, Healy
- 19 Middle Rd, Map 24, Lot 30, MacGrath
- 110 Conomo Pt Rd, Map 19, Lot 88, Marsolais
- 130 Conomo Pt Rd, Map 24, Lot 41, Wendell

The Chairman announced that the Board would like to move to Executive Session. Ida Doane requested permission to ask about the Board's intentions regarding Mr. Tofuri's wish to transfer his rights to a property located in southern Conomo Point. Mrs. Doane said that Mr. Tofuri would have to notify his tenants in a timely fashion that the property was being sold to a third party. The Chairman stated that the Board could not comment on this matter at the present time.

At 7:25 p.m., citing the need to discuss pending litigation concerning the case of the Town of Essex v. Leah Maher, et al., Essex Superior Court C.A. No. ESCV2014-00522D; and, the lease, sale, and value of real property at Conomo Point; the Chairman entertained a motion to move to Executive Session. He stated that discussing these matters in Open Session would be detrimental to the Town's negotiating and litigating strategies and said that the Board would be returning to Open Session in approximately thirty minutes to finish this evening's regular business. The Chairman invited the Town Administrator and Town Counsel to attend the Executive Session. The motion was moved and seconded. Following a unanimous Roll Call Vote, the Board, their Assistant, Mr. Zubricki, and Town Counsel, Gregg Corbo, moved to Executive Session and Ida Doane left the meeting.

The Board, their Assistant, the Town Administrator, and Town Council returned to Open Session at 8:00 p.m. Town Counsel Gregg Corbo left the meeting.

A motion was made, seconded, and unanimously voted to approve the following requests for licenses and permits:

Centennial Grove & Field of Dreams Rental:

- ClearBridge Technology, Amber Giove, for use on Friday, September 5, 2014, between the hours of 1:00 p.m. and 7:00 p.m. within the confines of the Field of Dreams and Centennial Grove.

Waiver of Application Deadline and Non-Resident Recreational Clamming Permit:

- Steve Landers of Hamilton, recommended by William Knovak of Eastern Avenue

One-Day Wine & Malt License:

- Woodman's Inc., Joan Houghton, for use on Saturday, September 6, 2014, between the hours of 12:00 noon and 11:00 p.m. within the confines of 125 Main Street.
- Ratify Woodman's Inc., Joan Houghton, for use on Thursday, August 21, 2014, between the hours of 12:00 noon and 10:00 p.m. within the confines of 125 Main Street.
- Cape Ann Chamber of Commerce, Kerry McKenna, for the Essex Clamfest for use on Saturday, October 25, 2014 (Raindate 10/26/14), between the hours of 11:00 a.m.

and 4:00 p.m. within the confines of Memorial Park, pending receipt of a certificate of liability insurance with the Town listed as beneficiary.

- ClearBridge Technology, Amber Giove, for use on Friday, September 5, 2014, between the hours of 1:00 p.m. and 7:00 p.m. within the confines of the Field of Dreams and Centennial Grove.

One-Day Entertainment License:

- Cape Ann Chamber of Commerce, Kerry McKenna, for the Essex Clamfest for use on Saturday, October 25, 2014 (Raindate 10/26/14), between the hours of 11:00 a.m. and 4:00 p.m. within the confines of Memorial Park.
- ClearBridge Technology, Amber Giove, for use on Friday, September 5, 2014, between the hours of 1:00 p.m. and 7:00 p.m. within the confines of the Field of Dreams and Centennial Grove.

The Selectmen were reminded that their next regular Board of Selectmen's meeting will take place on Monday, September 8th, 2014, at 7:00 p.m. in the TOHP Burnham Library on Martin Street.

A motion was made, seconded, and unanimously voted to offer to extend the purchase and sale agreement signing deadline and the bridge lease for 92 Conomo Point Road, Map 19, Lot 46, to Joan Brown Herrmann, for the month of September and half of October at the third-year Bridge Lease rate, to allow her to continue to market the property.

The Selectmen reviewed a *resignation letter from Marlene Sanders* regarding the Council on Aging; and, a motion was made, seconded, and unanimously voted to accept her resignation. The Selectmen also reviewed a resignation letter from Marlene Sanders regarding the Board of Health; and, a motion was made, seconded, and unanimously voted to acknowledge her resignation from the Board of Health. The Selectmen asked that a thank-you letter be prepared acknowledging Mrs. Sanders' many years of contributions. The Selectmen were joined by the remaining Board of Health members: Dr. Driscoll, Chairman, and Martha Mazzarino; and also Allison Roderick. Dr. Driscoll introduced Ali Roderick and briefly reviewed her extensive background in food safety and microbiology. Dr. Driscoll sincerely recommended Ms. Roderick be appointed to fill the vacancy left by Marlene Sanders. Everyone agreed and a motion was made and seconded to appoint Ms. Roderick for the remainder of the fiscal year until the next Town election in May. Following a unanimous Roll Call Vote, Ms. Roderick was congratulated by everyone and the Board of Health members and Ms. Roderick left the meeting.

Mr. Zubricki resumed reviewing the topics in his current Town Administrator's report:

Shellfish Officials' Coordination with New Clam Enhancement Group: Mr. Zubricki said that a private group had received permission from the Shellfish Constable to place nets on the clam flats to encourage clam production during a recent closure of the clam flats due to red tide. The Constable will continue to supervise and monitor that work under the auspices of the Town's shellfish propagation license. The Selectmen asked Mr. Zubricki to coordinate a joint meeting of

ATTACHMENT B

TOWN OF ESSEX

NOTICE TO PROCEED

ATTACHMENT C

GLOUCESTER CITY COUNCIL VOTE

ATTACHMENT D

OPEN SPACE AND RECREATION PLAN GUIDELINES

OPEN SPACE AND RECREATION PLAN REQUIREMENTS

**COMMONWEALTH OF MASSACHUSETTS
DEVAL PATRICK, GOVERNOR**

**EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
IAN A. BOWLES, SECRETARY**

**DIVISION OF CONSERVATION SERVICES
BOB O'CONNOR, DIRECTOR
100 CAMBRIDGE STREET, SUITE 900
BOSTON, MA 02114**

Open Space and Recreation Plan Requirements

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Open Space and Recreation Plan Requirements

The following pages have been compiled to outline the elements that need to be incorporated into a community's Open Space and Recreation Plan. A longer, step-by-step explanation of how to develop an Open Space and Recreation Plan can be found in the *Open Space Planner's Workbook*, available from the Division of Conservation Services. Get your copy online at www.state.ma.us/envir and click on Conservation Services.

Section 1: Plan Summary

Give a brief summary of what is being recommended in the Open Space and Recreation Plan. Mention the overall aspirations of the community that are addressed by the document. This can be an Executive Summary highlighting the critical needs, actions to implement the plan, important issues, and identification of major projects.

Section 2: Introduction

A. Statement of Purpose

Describe why the plan was written. Include an update since the last plan, citing past and current efforts to protect and enhance open space and recreational opportunities.

B. Planning Process and Public Participation

Describe the process used to develop the plan. Name the primary researchers and writers, people who worked on committees, etc. List the meetings, surveys, public participation, municipal assessments, etc. that contributed to the development of the plan. More specifically, discuss the enhanced outreach undertaken in Environmental Justice Neighborhoods. (Note: Support the formation of an advisory committee to monitor progress.)

Section 3: Community Setting

A. Regional Context

Describe the community's physical location and major watershed address (is it in the coastal plain, foothills of the Berkshires, Connecticut River flood plain?) and what effect that has had on the community's development. Describe the community's regional context in terms of resources shared with neighboring towns (such as water resources or a mountain range) and what effect that has had on the community's development. Also, describe its socioeconomic context: is it an isolated hill town, upper income Boston suburb, declining mill town? What effect does the economy have on the community's open space and recreation needs? (Required Map 1)

B. History of the Community

Give a brief summary of the community's history, including the effects of its location as discussed in Section 3A. Mention the historic and archeological resources that give the community special character. Note: Check with the local historical commission and Massachusetts Historical Commission. (Optional Map A)

C. Population Characteristics

Describe demographic factors that help identify patterns of need and interest. Consider population trends, density, family income, and major industries, employers, and employment trends. The goal is to understand the community's needs for open space and recreation, not to duplicate census information. This is also the section to discuss Environmental Justice Populations, including race, income, immigrant populations, and foreign languages spoken. (EJ Populations – Required Map 2, Other data – Optional Map B)

D. Growth and Development Patterns

1. **Patterns and Trends:** Give a brief description of how the community developed and grew (e.g., started as a compact village surrounded by farms, roads now lined with "Form A lots". Or, old mill town surrounded by forest, now experiencing heavy residential growth). Think about the changing functions of open space and recreation lands and how they help to define and preserve the community's character. (Optional Map – Current Land Use C)
2. **Infrastructure:** Describe the existing infrastructure and the effects it has had on development patterns. The intent is to understand the effects of the community's "gray" infrastructure on its "green" infrastructure, or open space, and to help define and preserve the community's character. (Optional Map D) Include the following infrastructure systems:
 - a. Transportation Systems
 - b. Water Supply Systems
 - c. Sewer Service
3. **Long-Term Development Patterns:** Outline local land use controls (zoning laws already in place). Include the Zoning Map (Required Map 3). List scheduled and proposed subdivisions and expansions to the infrastructure, then describe the effect this will have on existing open space. Describe what the community will look like with a maximum build-out of the current zoning plan. This will indicate what residual open space will remain if nothing is done. More positively, it will indicate the vulnerable areas needing permanent protection given present trends. Comment on ecological impacts.

Section 4: Environmental Inventory and Analysis

This inventory section is an inventory of your community's natural and cultural resources. The analysis should begin to suggest the Open Space and Recreation Plan goals and objectives that will help protect the biodiversity, ecosystems and ecological integrity of your town. (Note: this environmental data will allow the planning committee to assess the possibility of legal constraints for development in Section 7: Analysis of Needs.)

A. Geology, Soils and Topography

1. Discuss the essential structure on which your community is based. Give brief description of topography, geologic features, and soils, especially prime and significant (statewide) agricultural soils. Consider resources such as sand and gravel deposits, erodible soil types, significant hills, eskers, kettle holes, caves, and cliffs, etc.
2. Describe the effects these have on development, drinking water and wastewater issues, recreational opportunities, erosion, etc. The required Soils and Geologic Features Map should show soil types grouped by development limitations. (Required Map 4)

B. Landscape Character

Describe those aspects of the landscape that give your community its own special character. Focus attention on distinctive landforms, unique environments, and areas of particular scenic interest. Consider the impact that changes in development might have on the overall scenic character of the community or on recreational use of various areas. Note where that may happen and how adverse impacts might be prevented. Map the notable areas on Required Map 5, Unique Features Map (this map will also include features mentioned in Section 4, F. Scenic Resources).

OPEN SPACE AND RECREATION PLAN REQUIREMENTS

C. *Water Resources*

The text should mention existing recreational uses, classification of the water, and status in regard to access. Mapping Water Resources is Required Map 6.

1. Watersheds – map major watersheds and sub-watersheds and mention on-going efforts to protect them (local stream teams, and watershed associations). Refer to the Source Water Assessment Program (SWAP) that is mapping all water supplies, their areas of contribution, and threats to the water supply.
2. Surface water – lakes, ponds, bays, streams, rivers, and reservoirs; Outstanding Resource Waters (ORW); marine and brackish waters; extent of tidal penetration into estuaries. Include surface water supplies to water supply reservoirs (required on the map);
3. Aquifer Recharge Areas – existing and potential drinking water supplies. Include zones of contribution to public supply wells (at a minimum, consider Zone I and Zone II recharge areas);
4. Flood hazard areas – use FEMA maps for zones A and V.
5. Wetlands – both forested and non-forested wetlands must be mapped.

D. *Vegetation*

In discussing the vegetation of your community, concentrate on the recreational values such as hunting, intensive recreation, and scenic viewing, as well as natural resource protection issues such as biodiversity, and ecosystem protection, economic impact, soil stabilization qualities, etc. (Optional Map F for both Vegetation and Fisheries and Wildlife)

1. General inventory – mention important plants and plant communities that characterize the area;
2. Forest land – include unusual cover types and large uninterrupted blocks of woodland;
3. Public shade trees, including street trees, cemetery trees, trees in parks, and any other publicly owned and managed trees;
4. Agricultural land – these parcels have both scenic values and may serve as cover for wildlife;
5. Wetland vegetation – important wildlife resource;
6. Rare species, including federal and state listed endangered, threatened, and special concern species;
7. Sites having unique natural resources such as barrier beaches, vernal pools, heath land, quaking bogs; and
8. Vegetation mapping projects that have been undertaken on a regional and statewide basis.

E. *Fisheries and Wildlife*

This discussion should be similar to the one in the previous section, that is, an inventory of fish and wildlife species found in the community, with consideration of necessary steps to protect your community's biodiversity and ecosystems.

1. Inventory – General description of wildlife and wildlife habitats, including shellfish where appropriate;
2. Information on vernal pools;
3. Corridors for wildlife migration; and
4. Rare species, including federal and state listed endangered, threatened, and special concern species.

F. *Scenic Resources and Unique Environments*

This section should identify and map those areas that contribute to the community's character, which was mentioned earlier. These resources may or may not fit neatly into one of the previous categories, but should be valued and discussed here and mapped for their aesthetic importance. (Required Map 5)

1. Scenic landscapes – include notable areas such as hilltops, stream corridors, open meadows, agricultural landscapes, scenic views, and scenic roads. Consult DCR's Scenic Landscape Inventory.

OPEN SPACE AND RECREATION PLAN REQUIREMENTS

2. Major characteristic or unusual geologic features and any other resources for potential protection and exploration.
3. Cultural, archeological, and historic areas.
4. Unique Environments – include state identified Areas of Critical Environmental Concern.

G. Environmental Challenges

Discuss the environmental challenges in your community and region that influence open space and recreation planning. (Optional Map G)

1. Hazardous waste and brownfield sites
2. Landfills
3. Erosion
4. Chronic flooding
5. Sedimentation
6. New development
7. Ground and surface water pollution, including both point and non-point sources
8. Impaired water bodies, both in terms of water quality and water quantity (available through DEP).
9. Invasive species
10. Environmental equity issues, such as equal access to open space, lack of tree cover, etc.

Section 5: Inventory of Lands of Conservation and Recreation Interest

This inventory describes ownership, management agency, current use, condition, recreation potential, public access, type of public grant accepted, zoning, and degree of protection, for each community-owned conservation or recreation parcel. The information must be presented in map and matrix form with an accompanying narrative. (Required Map 7) All municipally-owned conservation and recreation facilities and programs must be evaluated for accessibility to people with disabilities (please refer to *The Open Space Planner's Workbook*, Appendix H.) This is also the section to identify and prioritize open space and recreation opportunities that would advance environmental equity for EJ populations in your city or town. These opportunities may include vacant lots or brownfield sites.

This section studies the degree of protection from destruction or degradation that is afforded to various parcels of land owned by private, public, and nonprofit owners.

- ◆ Private lands can be protected in perpetuity through deed restrictions or conservation easements (yet some easements only run for a period of 30 years and those lands are therefore not permanently protected open space).
- ◆ Lands under special taxation programs, Chapter 61, 61A, or 61B, are actively managed by their owners for forestry, agricultural, horticultural, or recreational use. The community has the right of first refusal should the landowner decide to sell and change the use of the land, therefore, it is important to prioritize these lands and consider steps the community should take to permanently protect these properties.
- ◆ Lands acquired for watershed and aquifer protection are often permanently protected open space.
- ◆ Public recreation and conservation lands may be permanently protected open space, provided that they have been dedicated to such uses as conservation or recreational use by deed. Municipal properties may be protected via the Town Meeting or City Council vote to acquire them.
- ◆ Private, public, and non-profit conservation and recreation lands are protected under Article 97 of the Articles of Amendment to the State Constitution.

OPEN SPACE AND RECREATION PLAN REQUIREMENTS

A. Private Parcels

Inventory significant (perhaps due to size) private holdings.

1. **Agricultural Properties** – Chapter 61A, Agricultural Preservation Restriction (APR) Program, and other agricultural land, prime or statewide significant agricultural soils. Include lands not currently in agricultural use.
2. **Forested Land** – include unusual cover types, large uninterrupted blocks of woodland, large single ownerships of woodland, tree farms, and management woodlands, and Chapter 61 lands.
3. **Areas significant for water resource protection**, such as high-yield aquifers, lake shoreline, or river corridors.
4. **Priority areas for protection of rare species, exemplary natural communities, and associated ecological lands**, derived from the Natural Heritage Atlas, and (when complete) the Natural Heritage BioMap. Note, also, that some regional biodiversity assessments have been done and can be consulted.
5. **Less-than-Fee Interests** – lands encumbered by conservation restrictions, wetland restrictions, watershed protection restrictions, historic preservation restrictions, etc.
6. **Private Recreation Lands** – some may be classified as Chapter 61B, such as private golf courses, marinas, fish and game clubs, ski areas, etc.
7. **Estates**
8. **Major Institutional Holdings** – some colleges and private schools may have recreation facilities, hospitals may have extensive open space acreage.
9. **Other Resource** – corporate holdings (may already have ballfields on them), landfills planned for closure and available for reuse, brownfield sites, quarries with recreational potential, etc.

B. Public and Nonprofit Parcels

This is also a descriptive inventory listing facilities, and evaluating existing conditions, current use, and potential for greater use. Note whether or not the land is protected open space, the amount of public use/access allowed, and the source of funding if the property was acquired or developed with DCS grant assistance (Self-Help, Urban Self-Help, or Land and Water Conservation Fund). Communities who have passed the Community Preservation Act, and the Cape Cod Land Bank must also track open space properties acquired with those funds.

1. **Public conservation and recreation resources** – federal, state, municipal lands and facilities for conservation and recreational use.
2. **Non-profit lands** – lands of the local land trusts and similar private nonprofit groups, described according to features, usage, and potential.
3. **Other public, unprotected lands** – state hospitals, prison grounds, state and federal schools and institutions, etc.

Section 6: Community Vision

In this section, discuss how the community's overall open space and recreation goals, or visions, were obtained, and describe those goals in broad statements.

A. Description of Process

Briefly describe the process used to determine what the citizens of the community value. The process could have been a series of public meetings, surveys, or questionnaires as mentioned in Section 2.

These opinions, and the examination of trends and resources, should be used to guide the articulation of your community's overall goals.

OPEN SPACE AND RECREATION PLAN REQUIREMENTS

B. Statement of Open Space and Recreation Goals

These goals should be stated in very general, broad-brush terms: what is the overall vision for the community in the future and what it should look like. Be careful not to jump to specific objectives or actions yet. Stay at the "big picture" level. The goals should describe an "ideal" open space system that would meet the variety of needs that were identified through biological and ecological analyses, expressed in community surveys, inferred from facility use, or implied by local development policies and any other existing resource protection plans, or as a result of known facility deficiencies.

Section 7: Analysis of Needs

In this section, discuss the implications of all the material that has been presented in the previous chapters. This chapter should be a systematic examination of what is needed to achieve the community's stated goals.

A. Summary of Resource Protection Needs

Document your statement of needs with data you have collected from the environmental inventory in Section 4 and the inventory of public and private lands of conservation and recreation interest from Section 5 (the inventory matrix will help here), and responses from surveys, questionnaires, and public meetings. Work toward protecting large core areas, linked via riparian and upland corridors that will maintain or restore your community's ecological network – your community's "green infrastructure". Note gaps in the existing trails, greenways, linkages to major forest or agricultural resources in adjacent communities, trail networks, and riverways and other surface water bodies, etc. (Refer back to Regional Context in Section 3).

B. Summary of Community's Needs

Include data on recreation and conservation needs from the Community Setting section, as well as information gathered from surveys, questionnaires, public meetings, and the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for supply and demand in your area. Remember to include the needs of special populations such as people with disabilities. This section is a good opportunity to use the Urban Lands Assessment that is discussed in Section 5 and in the Appendix.

C. Management Needs, Potential Change of Use

Mention specific current and future (i.e. if specific recommendations are adopted) management needs, such as staffing or conflicts of use. Are local boards (such as recreation, open space committees, school, DPW, and conservation commission) communicating? Are certain areas threatened by abutting development? Also include special opportunities, e.g., a quarry with rock climbing potential, a soon-to-be-closed landfill with scenic and active recreation potentials, a brownfield site with redevelopment opportunities, or other atypical resources.

Section 8: Goals and Objectives

In this section, the statement of vision and general goals from Section 6 and the data analyses from Section 7 are synthesized and expanded to create a comprehensive set of goals and objectives. Please note that the categories developed as sections of the report are not necessarily the best way to organize and present your objectives. Go back to the community goals and organize your objectives and actions into categories that fit appropriately. During the planning process, your goals and objectives may be altered several times due to what you discover about your needs. The planning process is always cyclical.

Section 9: Five-Year Action Plan

In this section, you establish a year-by-year timetable for specific actions to accomplish some of the objectives listed in the previous chapter. Through this process priorities are established based on goals and objectives listed in the previous chapter. This is where to get specific about how to achieve the "big picture" goals. Include an Action Plan Map (Required Map 8) showing the effect that successful implementation of the actions would have on your town. Be sure to include information on priority goals, funding options, and responsible parties.

- ◆ It is important to avoid a long list of actions presented in a random order. With thoughtful organization, you can be sure that all important goals and objectives are being addressed and listed by relative priority.
- ◆ There needs to be some flexibility assumed with the timetable. For example, a property may be put on the market earlier than anticipated. The Action Plan should allow early action if opportunities arise out of sequence.
- ◆ Each year, the community (perhaps your newly formed Open Space Committee, or Community Preservation Committee, or Cape Cod Land Bank Open Space Committee) should evaluate implementation activities of the previous year and revise the Action Plan accordingly. This will make the formal five-year update an easier task. Consider making annual evaluations of the plan one of the action items.

Section 10: Public Comments

- ◆ **Local Review**
First, distribute your draft Open Space and Recreation Plan to the Planning Board, chief elected official, Conservation Commission, and your regional planning agency. Letters of review from these groups and individuals must be included in the final plan submitted to DCS. Letters of review from boards of health, appeals, and recreation, and other open space committees are desirable. Consider distributing the plan to major land-owning agencies. Please submit a dated distribution list and any comments received. Comments from the chief elected official, the planning board, and regional planning agency, at a minimum, must be included in the final plan.
- ◆ **The Approval Process**
The only mandated letter of approval is from the Division of Conservation Services. DCS may require changes, so do not authorize final printing (and multiple copies) until DCS issues a letter of approval.
- ◆ **Formatting and Publishing Your Final Report**
All final, approved plans must be bound, legible, and include numbered pages and a table of contents. The cover and title page must be dated. The plan must follow the format of EEA's *Open Space and Recreation Plan Requirements* as they may be amended.

Maps must be included with the plan, perhaps reproduced as an 8½" by 11" or 11" by 17" foldout version for each of the maps included in the plan. (Larger sized maps especially for the Inventory of Lands of Conservation and Recreation Interest and the Action Plan Map are recommended for presentation use, but printing multiple copies for each report may be too costly.) Provide your local library with at least two copies for general reference.

Section II: References

Cite all the reference documents you used and experts you contacted in preparing your community's Open Space and Recreation Plan.

Suggested references include:

1. *The Open Space Planner's Workbook* available online at www.mass.gov/envir/dcs.
2. *Massachusetts Statewide Comprehensive Outdoor Recreation Plan (SCORP)* available online at www.mass.gov/envir/dcs.
3. Executive Office of Energy and Environmental Affairs online at www.mass.gov/envir.
 - ◆ Department of Conservation and Recreation: www.mass.gov/dcr
 - ◆ Department of Fish and Game: www.mass.gov/dfwele
 - ◆ Department of Environmental Protection: www.mass.gov/dep
 - ◆ Department of Agricultural Resources: www.mass.gov/agr

OPEN SPACE AND RECREATION PLAN REQUIREMENTS

Appendix I: Preparing an Open Space and Recreation Plan Update

What is an Open Space and Recreation Plan Update?

An update is what its name would have you believe: it is an up-to-date Open Space Plan. It is a complete plan containing all the components of an Open Space and Recreation Plan written in accordance with the current planning requirements. The difference between an update and a municipality's previous plan is that an update builds on the previous plan by revising those sections that no longer accurately reflect the character, needs, and goals of the community. Much of the data gathered during the last planning effort can still be very useful. Please refer to the following table for review of the sections and subsections that need revision.

SECTION	SUBSECTION	MUST BE REVISED	MAY NEED REVISION	NO CHANGE NECESSARY
1: PLAN SUMMARY		X		
2: INTRODUCTION	Statement of Purpose	X		
	Planning Process/Public Participation	X		
3: COMMUNITY SETTING	Regional Context		X	
	History of the Community			X
	Population Characteristics	X		
	Growth & Development Patterns		X	
4: ENVIRONMENTAL INVENTORY AND ANALYSIS	Geology, Soils, and Topography			X
	Landscape Character		X	
	Water Resources		X	
	Vegetation		X	
	Fisheries and Wildlife		X	
	Scenic Resources and Unique Environments		X	
5: INVENTORY OF LANDS OF CONSERVATION AND RECREATION INTEREST	Private Parcels		X	
	Public and Nonprofit Parcels		X	
6: COMMUNITY GOALS	Description of Process	X		
	Statement of Open Space and Recreation Goals	X		
7: ANALYSIS OF NEEDS	Summary of Resource Protection Needs	X		
	Summary of Community's Needs	X		
	Management Needs, Potential Change of Use	X		
8: GOALS AND OBJECTIVES		X		
9: FIVE YEAR ACTION PLAN		X		
10: PUBLIC COMMENTS		X		
11: REFERENCES		X		

ATTACHMENT E

OPEN SPACE AND RECREATION PLAN MAPS

OPEN SPACE AND RECREATION PLANNER'S WORKBOOK

**COMMONWEALTH OF MASSACHUSETTS
DEVAL PATRICK, GOVERNOR
TIMOTHY MURRAY, LIEUTENANT GOVERNOR**

**EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
IAN BOWLES, SECRETARY**

**DIVISION OF CONSERVATION SERVICES
BOB O'CONNOR, DIRECTOR
100 CAMBRIDGE STREET, SUITE 900
BOSTON, MA 02114
www.state.ma.us/envir**

identify ways in which the planning process could be made easier. Originally developed in 1991, this Workbook also recognizes that many communities have prepared plans in the past and need only update them. Some information found in prior plans does not require updating and can be left as it was in the previous plan. It also gives specific ways that urban communities can prioritize their remaining open space.

The samples from approved Open Space and Recreation Plans that appear throughout this section are included to give you an idea of how to conduct the planning process and write your plan. They are only excerpts and samples from the specific sections to illustrate items addressed in this Workbook, not models to be copied. They also provide opportunities to explain key points in greater detail.

If possible, post your final report on your municipal website. Make sure to have copies available to the public, such as in the library and the city or town hall.

GENERAL MAPPING CONSIDERATIONS

Throughout this guide, you will encounter sections describing the various maps that are required or recommended (as optional) for inclusion in the final open space plan. (Each "Mapping Considerations" section is preceded by the MassGIS logo.) Maps are very useful in the planning process because they help illustrate geographic and spatial relationships, and can help focus a discussion of land use. If maps are only added to the plan at the end of the process to meet the requirements, a valuable opportunity has been lost.

Maps related to the resources inventoried in Sections 4 and 5 are an extremely important aspect of the plan. Having illustrations of the location of various resources and open spaces helps in understanding how to make judicious land use and siting decisions.

Likewise, build-out maps may illustrate which resources may be threatened by future development. These maps need to be consulted throughout the development of the plan, before the Goals, Objectives, and Action Plan are determined.

At the conclusion of your planning process, each town or city board should be provided with a set of maps from the Open Space and Recreation Plan to refer to when making decisions that change the use of land in the community. Be sure to take the necessary steps in the beginning of the planning process to ensure that multiple copies can be created easily and inexpensively.

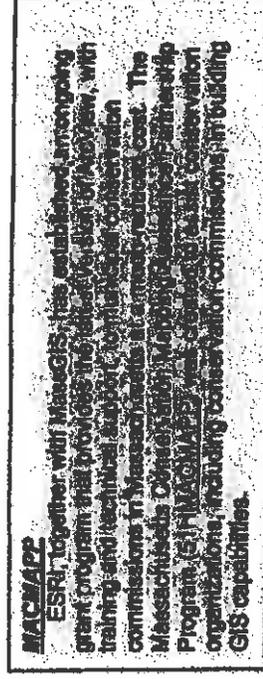
Some of the information needed to do a local Open Space and Recreation Plan is available from MassGIS. Much of it is available for free download from the MassGIS website at www.mass.gov/mgis/massgis.htm. Maps also can be obtained from your local regional planning agency (see Appendix A for a list). For example, maps are available depicting surface water bodies; parks, refuges and conservation lands; agricultural land; vernal pools and wetlands; water supplies and aquifers; coastal resources; historic and cultural resources; flood hazard areas; and hazardous waste areas.

In addition, a free computer mapping software package, called the "MassGIS DataViewer" is available to communities to help simplify many of the required mapping tasks. Use of this tool is highly recommended (see previous sidebar).

The Open Space and Recreation Plan requires the following maps:

1. Regional Context Map – to illustrate Section 3A
2. Environmental Justice Map – to illustrate Section 3C (if your community has EJ populations)
3. Zoning Map – to illustrate Section 3D

- F. Plant and Wildlife Habitat – to illustrate Section 4D and E
- G. Environmental Challenges – to illustrate Section 4G



- 4. Soils and Geologic Features Map – to illustrate Section 4
- 5. Unique Features Map – to illustrate Section 4B and F
- 6. Water Resources Map – to illustrate Section 3C
 - Watershed boundary
 - Surface water
 - Wetlands
 - Flood hazard zones
 - Zones of contribution to public supply wells
- 7. Open Space Inventory Map – to illustrate Section 5
- 8. Action Plan Map – to illustrate Section 9. Show the effect that successful completion of all actions listed in Section 9 would have on your community. For example, using the Open Space Inventory Map as a base, add in new patterns showing the general location of lands you hope to protect as part of the Action Plan. These areas would have appeared on previous maps as important but unprotected resources. Also show sites on the five-year schedule for capital improvements

In addition to these required maps, the following maps are recommended as optional:

- A. Historic Community Maps – to illustrate Section 3B
- B. Population Characteristics – to illustrate Section 3C
- C. Current Land Use – to illustrate Section 3D
- D. Existing Infrastructure – to illustrate Section 3D
- E. Maximum Zoning Build-Out – to illustrate Section 3D

ATTACHMENT F

PROJECT SCOPE AND BUDGET

Essex Open Space Plan - Budget for Re-vamp

Gloucester Community Development Staff Costs

	<u>Timeframe</u>	<u>##</u>	<u>Hr</u>	<u>Rate</u>	<u>Cost</u>	<u>Note</u>
Monthly Meetings + Prep	Sept - June	9	3	\$40	\$1,080	
Misc Meetings (Town Staff, Key Groups)	Sept - June	9	3	\$40	\$1,080	
Community Meetings / + Prep	~ March 2015	1	12	\$40	\$480	
Prepare 1st Draft	Nov - Jan	1	30	\$40	\$1,200	
2nd Draft	Mar - April	1	20	\$40	\$800	
Final Draft	May - June	1	10	\$40	\$400	
Gloucester Staff costs						
					\$5,040	

Out of Scope Work: Maps / GIS

Required Maps (7)

Very Complex

Map 3 Com Dev Plan

Work with Long Range Plan Committee

Moderately Complex

Map 7: OSR Resources Map

By Greenbelt or other

Readily Created / Available

Maps: 5: Unique Resources

By Greenbelt or other

Map 6: Water Resources

By Greenbelt or other

Map 1: Community Setting

Mass GIS or MAPC

Map 2: Env't Justice Population

Mass GIS

Map 4: Soils & Geology

Mass GIS

Optional Maps

Very Complex

Map C: Current Land Use

Town

Moderately Complex

Map F: Scenic Resources

TBD

Map A: Historic Sites

TBD

Map B: Population Data

MassGIS or MAPC

Map D: Gray and Green Infrastructure Map

MAPC

Map E: G: Environmental Challenges

TBD



Nineteen Harbor Loop
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CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster
To: Mayor Carolyn Kirk
Date: September 24, 2014
Subject: Transfer of Funds

2015-SA-6, 7, 8

Mayor Kirk,

In your next Mayor's Report to Council will you include the attached Supplemental Appropriation forms. These three accounts are complete (The purchase of the City Launch, City Floats and Transient Marina Study). The remaining funds are to be incorporated into an account to be used for the Solomon Jacobs Public Landing and Harbormaster Complex project.

If you have any questions please feel free to contact me.

Respectfully

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 6 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 1,058.00

Account to appropriate from:

<i>Unitfund Account #</i>	<u>710001.10.996.59600.0000.00.000.00.059</u>
<i>Account Description</i>	<u>CP Waterways Sailing Floats - Trans. Out - to EF</u>
Balance Before Appropriation	\$ <u>1,058.00</u>
Balance After Appropriation	\$ <u>-</u>

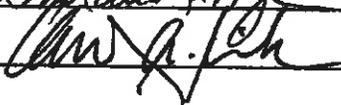
Account Receiving Appropriation:

<i>Unitfund Account #</i>	<u>710004.10.492.58760.0000.00.000.00.058</u>
<i>Account Description</i>	<u>CP Waterways-Solmon Jacobs Pk Public Landing Project</u>
Balance Before Appropriation	\$ <u>-</u>
Balance After Appropriation	\$ <u>1,058.00</u>

DETAILED ANALYSIS OF NEED(S): Transfer from the Capital Projects Waterways - Sailing School Floats Proj. to the Capital Projects Waterways - Solomon Jacobs Park Public Landing Proj. to complete engineering, permitting and construction of the Solomon Jacobs Public Landing.

APPROVALS:

DEPT. HEAD:  DATE: 9/22/2014

ADMINISTRATION:  DATE: 10/3/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 7 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 9,258.20

Account to appropriate from: *Unfund Account #* 710002.10.996.59600.0000.00.000.00.059
Account Description CP Waterways Launch Boat - Trans. Out - to EF

Balance Before Appropriation	\$	<u>9,258.20</u>
Balance After Appropriation	\$	<u>-</u>

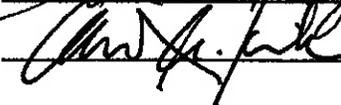
Account Receiving Appropriation: *Unfund Account #* 710004.10.492.58760.0000.00.000.00.058
Account Description CP Waterways-Solmon Jacobs Pk Public Landing Project

Balance Before Appropriation	\$	<u>1,058.00</u>
Balance After Appropriation	\$	<u>10,316.20</u>

DETAILED ANALYSIS OF NEED(S): Transfer from the Capital Projects Waterways - Launch Boat Fund
to the Capital Projects Waterways - Solomon Jacobs Park Public Landing
Proj. to complete engineering, permitting and construction of the
Solomon Jacobs Public Landing.

APPROVALS:

DEPT. HEAD:  DATE: 9/23/2014

ADMINISTRATION:  DATE: 10/3/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2015**

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

APPROPRIATION # 2015-SA- 8 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 9,166.44

Account to appropriate from: *Unfund Account #* 710003.10.996.59600.0000.00.000.00.059
Account Description CP Waterways Floating Trans. Marina Study-Trans.

Balance Before Appropriation	\$	<u>9,166.44</u>
Balance After Appropriation	\$	<u>-</u>

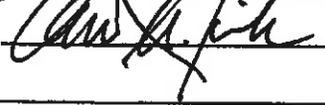
Account Receiving Appropriation: *Unfund Account #* 710004.10.492.58760.0000.00.000.00.058
Account Description CP Waterways-Solomon Jacobs Pk Public Landing Project

Balance Before Appropriation	\$	<u>10,316.20</u>
Balance After Appropriation	\$	<u>19,482.64</u>

DETAILED ANALYSIS OF NEED(S): Transfer from the Capital Projects Waterways - Floating Transient Marina Study to the Capital Projects Waterways - Solomon Jacobs Park Public Landing Proj. to complete engineering, permitting and construction of the Solomon Jacobs Public Landing.

APPROVALS:

DEPT. HEAD:  DATE: 9/23/2014

ADMINISTRATION:  DATE: 10/3/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
8 School St.
Gloucester, MA 01930
978-281-9760 office



Memorandum

TO: Mayor Kirk
FROM: Eric Smith, Chief 
RE: Request for permission to transfer \$1,200 from Firefight tools (55890) into Add't EMS Equipment (58570)
DATE: September 30, 2014

I am requesting a transfer of \$1,200 from our Firefight tools account (55890) into our Add't EMS Equipment account to purchase a snow blower for the Magnolia station. This request is due to the fact that the item we are purchasing is a capital item but was budgeted in our ordinary expenditure account.

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

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

TRANSFER # 2015-SBT- 16 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: FIRE DEPARTMENT

DATE: 9/30/2014 BALANCE IN ACCOUNT: \$ 8,711.75

(FROM) PERSONAL SERVICES ACCOUNT # _____
Unfund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unfund Account #
101000.10.220.55890.0000.00.000.00.054
FIRE DEPARTMENT, FIREFIGHT TOOLS
Account Description

DETAILED EXPLANATION OF SURPLUS: _____

(TO) PERSONAL SERVICES ACCOUNT # _____
Unfund Account #

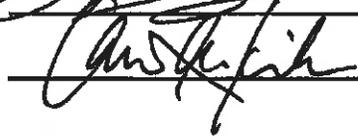
(TO) ORDINARY EXPENSE ACCOUNT # _____
Unfund Account #
101000.10.220.58570.0000.00.000.00.058
FIRE DEPARTMENT, ADD'T EMS EQUIP
Account Description

DETAILED ANALYSIS OF NEED(S): **TO PURCHASE SNOWBLOWER FOR MAGNOLIA STATION.**

TOTAL TRANSFER AMOUNT: \$ 1,200.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ 7,511.75
TO ACCOUNT: \$ 20,000.00

APPROVALS:

DEPT. HEAD:  DATE: 9/30/2014

ADMINISTRATION:  DATE: 10/3/14

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____