



GLOUCESTER CITY COUNCIL
Budget & Finance Committee

Thursday, February 19, 2015 – 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. **Fire Department:**
 - A) *Special Budgetary Transfer Request 2015-SBT-31 from Fire Department*
 - B) *Memorandum from CFO & Special Budgetary Transfer Request (2015-SBT-34) for Fire Department*
 - C) *Memorandum and relevant information from Fire Chief re: acceptance of a FY15 Student Awareness of Fire Education (S.A.F.E.) for \$5,023 and Senior SAFE Grant in the amount of \$2,995*
2. **Police Department:**
 - A) *Special Budgetary Transfer Request 2015-SBT-32 from Police Department*
 - B) *Special Budgetary Transfer Request 2015-SBT-33 from Police Department*
3. **Legal Department:**
 - A) *Memorandum from CFO & Special Budgetary Transfer Request (2015-SBT-35) for Legal Department*
4. **Harbormaster:**
 - A) *Memorandum from Harbormaster and Supplemental Appropriation Request 2015-SA-19*
 - B) *Memorandum, relevant information, two grant applications and checklists from Harbormaster re: Boating Infrastructure Grant (BIG) Program for \$263,930 and the Mass. Clean Vessel Act Pumpout program for \$90,000*
 - C) *Memorandum from Harbormaster re: request to increase the Transient Mooring Fee pursuant to GCO Chapter 10, Sec. 10-51(3)*
5. **Department of Public Works:**
 - A) *Memorandum from Assistant Director of Public Works requesting permission to pay expenses incurred without a Purchase Order in place*
 - B) *Memorandum from Director of Public Works and two Loan Authorization requests for CSO & Water related capital projects in the amounts of \$3,300,000 and \$700,000*
6. **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 Theken
Jim Destino
Kenny Costa
John Dunn
Fire Chief Eric Smith
Police Chief Leonard Campanello
Harbormaster Jim Caulkett
Mike Hale/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.

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

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

TRANSFER # 2015-SBT- 31 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: FIRE DEPARTMENT

DATE: 1/12/2015 BALANCE IN ACCOUNT: \$ 22,275.52

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.220.52470.0000.00.000.00.052
FIRE DEPARTMENT, VEHICLE MAINT
Account Description

DETAILED EXPLANATION OF SURPLUS:

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*
101000.10.220.58720.0000.00.000.00.058
FIRE DEPARTMENT, REPLACE AUTOMOBILES
Account Description

DETAILED ANALYSIS OF NEED(S): TO PURCHASE USED PUMP.

TOTAL TRANSFER AMOUNT: \$ 5,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 17,275.52
 TO ACCOUNT: \$ 5,000.00

APPROVALS: 
 DEPT. HEAD:  DATE: 1/12/2015
 ADMINISTRATION:  DATE: 1/21/2015
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Sefatia Romeo Theken, Mayor
James Destino, CAO

From: John P. Dunn, CFO 

Date: February 3, 2015

Re: Fire Department Overtime Transfer

As discussed, the Fire Department Overtime line has been depleted due to the need for unanticipated shift coverage for absences resulting from injuries on duty to a number of fire personnel. In order to replenish the Overtime account, I am proposing to transfer the \$86,338.76 available balance in the Regular Pension account to Fire Overtime. The balance is available because we prepaid the entire Pension Assessment in August 2014 and realized interest savings.

I have attached a Special Budgetary Transfer Request form to accomplish same.

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

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

TRANSFER # 2015-SBT- 34 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Mayor/Fire

DATE: 2/3/2015 BALANCE IN ACCOUNT: \$ _____ 86,338.76

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
101000.10.911.51860.0000.00.000.00.051
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*

 _____ **Pensions, Regular Pensions**
Account Description

DETAILED EXPLANATION OF SURPLUS: Balance in account available because of pre-payment of annual pension obligation to Gloucester Contributory Retirement Board.

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unfund Account #*
101000.10.220.51300.0000.00.000.00.051
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unfund Account #*

 _____ **Fire Department, Sal/Wage - Overtime**
Account Description

DETAILED ANALYSIS OF NEED(S): To replenish Fire Overtime due to use for coverage of injured on duty firefighters.

TOTAL TRANSFER AMOUNT: \$ 86,338.76

NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ _____
 TO ACCOUNT: \$ 81,061.71

APPROVALS: 
 DEPT. HEAD: _____
 ADMINISTRATION: _____
 BUDGET & FINANCE: _____
 CITY COUNCIL: _____

DATE: 2/5/15
 DATE: _____
 DATE: _____
 DATE: _____



**CITY OF GLOUCESTER
OFFICE OF THE FIRE DEPARTMENT**

MEMORANDUM

To: The office of the Mayor
From: Eric L. Smith, Fire Chief
Date: January 6, 2015, 2014
Re: S.A.F.E. Grant

Please find attached the S.A.F.E. Grant FY15 letter of acceptance to be accepted by the City Council.



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

Granting Authority: State Federal _____ Other _____

Name of Grant: **School-based S.A.F.E. Grant**

Department Applying for Grant: Fire Department

Agency-Federal or State application is requested from: **Fiscal Year 2015 School-based S.A.F.E. - Grant Planning Grant -**

Object of the Application: **To provide fire safety education in all elementary schools**

Any match requirements: **NONE**

Mayor's approval to proceed: _____

Signature

Date

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

Vote

Date

Budget & Finance Standing Committee: _____

Positive or Negative Recommendation

Date

City Council's Approval or Rejection: _____

Vote

Date

City Clerks 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 Auditors Office



**City of Gloucester
Grant Application and Check List (Continued)**

The following are documents needed by the Auditing Office for Grant account creation:

1. Grant Application
2. Grant Award Letter/Standard Contract Approval Form
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors Office.



DEVAL L. PATRICK
GOVERNOR

ANDREA J. CABRAL
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567-3100 Fax: (978) 567-3121

www.mass.gov/dfs



STEPHEN D. COAN
STATE FIRE MARSHAL

December 12, 2014

Chief Eric L. Smith
Gloucester Fire Department
8 School Street
Gloucester, MA 01930-3529

Dear Chief Smith:

I am pleased to inform you that your FY 2015 Student Awareness of Fire Education (S.A.F.E.) and Senior SAFE grant applications have been approved for funding. The Gloucester Fire Department has been awarded \$5023.00 for the S.A.F.E. grant and \$2995.00 for Senior SAFE.

Be sure to alert your treasurer and to check with them to ensure receipt of the funds. We expect the funds to be electronically distributed on or about December 24, 2014.

All grantees are required to submit the FY 2014 year-end report to DFS by January 31, 2015. If there are any unexpended funds, the grantee may apply for a one-time 6-month extension, which will be part of the year-end report form. At the close of the single 6-month extension, all unexpended funds must be returned to the Commonwealth. At this time, any prior year remaining funds must be returned to the Commonwealth.

Twenty years ago, the fire service advocated to the legislature for the creation of the S.A.F.E. program. Since that time average annual child fire deaths have been reduced by 72%. Last year, the S.A.F.E. program was expanded to offer funds to local communities in support of senior fire prevention training. Seniors are the most vulnerable of populations at risk of fire related deaths. This program is aimed at educating seniors on fire prevention, general home safety and how to be better prepared in the event of a fire. It is our hope that with this opportunity we can recreate the success with our older population that we have had with children.

I thank you for your commitment to the S.A.F.E. program and for your continuing efforts to promote fire prevention for all citizens. If you have any questions, please feel free to contact Cynthia Ouellette at (978) 567-3381 or the S.A.F.E. staff at (978) 567-3388.

Sincerely,

Stephen D. Coan
State Fire Marshal

Administrative Services • Division of Fire Safety
Hazardous Materials Response • Massachusetts Firefighting Academy

**EXECUTIVE OFFICE OF PUBLIC
SAFETY & SECURITY**

DEPARTMENT OF FIRE SERVICES

**STUDENT AWARENESS OF FIRE EDUCATION &
SENIOR SAFE
GRANT APPLICATION FY 2015**



Deval L. Patrick
Governor

Andrea J. Cabral
Secretary of Public Safety & Security

Stephen D. Coan
State Fire Marshal

**DEPARTMENT OF FIRE SERVICES
P.O. BOX 1025 – STATE ROAD
STOW, MASSACHUSETTS 01775
Telephone: (978) 567-3380
Fax: (978) 567-3199**

2015 School-based S.A.F.E. and Senior SAFE Grant Application

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2015 School-based S.A.F.E. and Senior SAFE Grant Application

Fire departments may apply for a school-based Student Awareness of Fire Education (S.A.F.E.) or Senior SAFE grant, or both.

Purpose: School-based S.A.F.E. and Senior SAFE grants support programs that:

School-based S.A.F.E.

- Provide fire and life safety education to school-aged children including the dangers of fire, and the fire hazards of smoking materials.
- Create partnerships between schools and fire departments to teach key fire safety behaviors that also fulfill goals and objectives in the state's *Health Education Curriculum Frameworks* and the *Common Core of Learning*.

Senior SAFE

- Provide fire and life safety education to seniors including the dangers of fire, poisoning, falls and other medical emergencies, and the fire hazards of smoking materials.
- Create partnerships between fire departments and community agencies that serve seniors in order to collaborate on improving fire and life safety in the homes of seniors.

Priorities: Applications funded through these grants shall address the following priorities:

1. Activities that address the fire and health hazards of smoking materials.
2. Activities that address the key fire and life safety behaviors addressed in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*.
3. Activities that prevent and reduce fire and burns.
4. Have trained fire and life safety educators providing education, training and programming in their communities.

Eligibility: All municipal fire departments/districts may apply for the Senior SAFE Program. Any city or town whose fire department/district had a S.A.F.E. program grant between 2010 and 2014 and is committed to working with school systems, public health and other community agencies to develop a well conceived and coordinated fire safety education program is eligible to apply for the School-based S.A.F.E. program grant. Fire departments with ongoing programs may use grant resources to enhance their current efforts by adhering to the S.A.F.E. program's guidelines. Fire departments/districts that are not eligible for a program grant may apply for a planning grant.

Planning

Grants: Fire departments/districts that have not had an active school-based S.A.F.E. program between 2010 and 2014 are eligible to apply for a planning grant. School-based S.A.F.E. planning grants are awarded based on available funds. It is anticipated that \$1,500 will be the award for planning grants. Planning grants can be awarded once, then fire departments/districts must apply for program grants.

Funding: Departments shall use funds to adopt and carry out fire and life safety education in their community. One half of the budget of a school-based S.A.F.E. grant must be devoted to the core school-based program. Senior SAFE is primarily for the education of seniors. To be eligible for a Senior SAFE grant, the fire department must partner with a community organization that works directly with seniors.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

School-based S.A.F.E. Grants Tiers

Tier	Amount	Population
1	\$2,600	0-4,999
2	\$3,500	5,000-14,999
3	→ \$4,100	15,000-29,999
4	\$5,200	30,000-49,999
5	\$6,500	50,000-89,999
6	\$10,200	90,000-499,999
7	\$13,600	Over 500,000

Town Population

← 3rd grad 224
K=248

Senior SAFE Grant Tiers

Tier	Amount	Population
1	\$1500	0-4,999
2	\$1800	5,000-14,999
3	→ \$2000	15,000-29,999
4	\$2200	30,000-49,999
5	\$2400	50,000-89,999
6	\$2600	90,000-499,999
7	\$2800	Over 500,000

Grant funding is based on a tiered amount. Fill out the budget page with the requested amount determined by your population.

Program Period:

The grant award funds shall be expended within 12 months of the date of the award letter. Required reports must be submitted within 14 months.

Submission Requirements:

Departments can submit two ways:

1. Submit the grant online. Departments must send a signature form with 'wet' signatures of necessary officials. See the last page.
2. Submit an **ORIGINAL** and **ONE COPY** of your completed application if mailing. A team designated by the Division of Fire Safety will read and score the applications.

Applications must be received no later than 5:00 PM on Tuesday, October 7, 2014 by mail or hand delivery to:

Department of Fire Services
P.O. Box 1025, State Road
Stow, MA 01775
ATTN: 2015 S.A.F.E. Program

Please do not include any additional pages or materials to the applications that are not otherwise specified. **Do not bind the grant applications** and do not attach the instruction sheets. Faxed applications are NOT acceptable.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

THE APPLICATION IS AVAILABLE ON-LINE AT OUR WEBSITE

www.mass.gov/dfs

Deadline for Submissions:

NO EXTENSIONS for submissions of applications will be granted. Applications must be received by 5:00 PM on Tuesday, October 7, 2014.

Reporting Requirements:

All grantees are required to submit the FY '14 Year-End report by January 30, 2015.

Unexpended Grant FY 2015 Funds

The time period to spend Fiscal Year 2015 S.A.F.E. grant funds expires on December 31, 2015. At that time, grantees will be able to apply for a one time 6-month extension to spend those funds. Extension applications must include a plan on how the remaining funds will be used. At the end of the extension period, all unexpended funds must be returned to the Commonwealth with a final budget worksheet.

Fiscal Year 2014 S.A.F.E. Funds

Communities have until December 31, 2014 to spend their FY '14 funds. Communities may request a one-time six-month extension with their completed year-end report.

Unexpended Grant FY 2013 Funds and Prior Years

In accordance with guidance from the Office of the State Comptroller, the time period to spend Fiscal Year 2013 (or any prior year) balance has expired. Any unexpended FY 2013 (or prior year) funds must be returned to the Department of Fire Services. Please coordinate with your financial official to arrange for the return of these funds to DFS as soon as possible.

Compliance Review

The Department of Fire Services will be conducting reviews to ensure that communities are complying with the requirements of the S.A.F.E. or Senior SAFE program, and to provide technical assistance. The reviews may be conducted over the telephone or in person and may involve additional documentation beyond year-end reports.

Contact:

For assistance with your program or application, please contact Cynthia Ouellette at Cynthia.ouellette@state.ma.us or (978) 567-3381.

Required information: Departments must submit the following: (If you are applying for both grants, submit only one copy of the Community Data and Demographics sheets.)

School-based S.A.F.E.:

1. Signature page if emailing (Page 38)
2. Community Data Sheet (Page 6)
3. Community Demographics (Page 7)
4. Budget Formulation Worksheet (Page 8)
5. School-based Mission Statement (Page 9)
6. Program Goals and Objectives (Page 11-12)

2015 School-based S.A.F.E. and Senior SAFE Grant Application

7. Program Narrative (Page 13)
8. Community Education Activities Worksheet (Page 17)
9. Copy of student evaluation tool ✓
10. Copy of instructor/educator evaluation tool. ✓

Senior SAFE:

1. Signature Page if emailing (Page 38)
2. Community Data Sheet (Page 6)
3. Community Demographics (Page 7)
4. Budget Formulation Worksheet (Page 8)
5. Senior SAFE Mission Statement (Page 10)
6. Program Goals and Objectives (Page 11-12)
7. Program Narrative (Page 15)

Planning grant: See page 18

1. Signature Page if emailing (Page 38)
2. Community Data Sheet (Page 6)
3. Community Demographics (Page 7)
4. Budget Formulation Worksheet (Page 8)
5. Program Goals and Objectives (Page 11-12)
6. Your program must have one school-based and one community-based activity.

Joint Grants: See page 27

1. Signature Page if emailing (Page 39)
2. Community Data Sheet for each fire department or district (Page 6)
3. Community Demographics for each fire department or district (Page 7)
4. Signed Joint Agreement (Page 28-30)
5. **This in addition to the application requirements listed above.**

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Community Data Sheet

For joint grants each community must complete a separate community data sheet.

Preparer Information

Name	Dominic Barbagallo
Title	Fire lieutenant
Organization Name	Gloucester Fire Dept
Address	8 School ST
City	Gloucester ma
State	massachusetts
Zip	01930
Business Phone	978-281-9766
Business Fax	978-281-9822
Preparer and S.A.F.E. Educator Emails	DBarbagallo@gloucester-ma.sou
FDID Number	09107

- Category: School-Based S.A.F.E.
- Senior SAFE
- School AND Senior SAFE

School-Based SAFE Grant Amount Requested : \$ 4,100.00

Senior SAFE Grant Amount Requested: \$ 2,000.00

Total SAFE Grant Amount Requested: \$ 6,100.00

Type of Grant Requested: Program Grant Planning Grant Joint Grant

Signature of Authorizing Official

 9/25/14

Fire Department, Authorizing Official, and Date

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Community Demographics
School-based S.A.F.E. and Senior SAFE Program
For joint grants each community must complete a separate community demographics sheet.

Total Community Population Source: Department of Fires Services from 2010 U.S. Census.		
For school-based S.A.F.E. complete the school enrollment information.	Public	Private
K-12 School Enrollment		
Pre-K -K	324	15
Grades 1 and 2	450	
Grades 3 and 4	486	5
Grades 5 and 6	409	
Grades 7 and 8	475	
Grades 9 and 10	466	
Grades 11 and 12	469	
Total	0 3079	0 20
Number of Schools (by type):	Public	Private
Elementary	23 6	23 1
Middle	23 1	23 0
High	23 1	23 0
Total	69 8	69 1
For Senior SAFE enter older adult pop.		
Population 65+	5,099	
Other High-Risk Population Targeted (specify) _____		
Total	0 5,099	

S.A.F.E. Educator Training

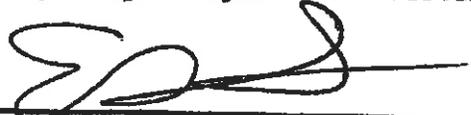
Name of Lead S.A.F.E. Educator who has completed MFA <i>Public Fire and Life Safety Educator Training</i>	Dominic Barbogatto
Name of Lead S.A.F.E. Educator who will complete MFA <i>Public Fire and Life Safety Educator Training</i> by June 30, 2015.	

Budget Category	Description	School-Based Budget Amount	Senior S.A.F.E. Budget Amount
Salary	To defray personnel costs incurred as a result of a commitment to S.A.F.E., such as replacement costs of firefighters dedicated to S.A.F.E. program initiatives. Compensation paid to employees engaged in activities affiliated with this grant may include regular salary, replacement salary, overtime, overtime replacement and other salary benefits.	\$1,982.40	\$200.00
Training	To provide training of personnel in any nationally recognized fire safety curriculum. Training courses and seminars sponsored by the Department of Fire Services are available. Typical expenses in this category include tuition, S.A.F.E. related in-state travel or lodging, and meal expenses. This includes training conducted by the fire department which should be listed under personnel costs.	\$450.00	0
Equipment	Costs associated with the purchase and installation of equipment affiliated with this grant. To purchase or lease equipment to support and enhance S.A.F.E. efforts such as televisions, DVD players, and camcorders. For the Senior SAFE Program, funds may be used to purchase smoke alarms, carbon monoxide alarms, replacement batteries, tools such as drills and step ladders for installation, high-end heat limiting devices for stoves, in-hood stove top fire extinguishers, house numbers, nightlights, and other similar fall prevention devices.	0	\$200.00
Materials & Supplies	Costs associated with any materials or supplies affiliated with the grant including: program curriculum, workbooks, DVDs, videos, handouts, classroom supplies, T-shirts, bumper stickers, and other educational or promotional materials.	\$1,300.00	\$800.00
Other	To purchase miscellaneous and/or incidental items related to the successful implementation of the S.A.F.E. program.	\$367.00	0
Total	The Total should be the total amount you are eligible to apply for in your tier. See page 3 of the instructions for the tiers.	\$4,100.00	\$2,000.00

Balance of Unexpended
FY 2013 Funds

\$ 0

(Any unexpended funds should be returned to DFS)


Chief's signature

9/25/14
Date

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Objectives: (One page limit for each grant application.)

What do you want your community members (students, adults, etc.) to know or be able to do as a result of your program?

It is the hope of the Gloucester Fire Department to provide information and educate the senior population in home fire safety with an emphasis towards the safe use space heaters, smoke detectors and the importance of a home fire safety plan. So they will be able to prevent an accident and to respond appropriately to an emergency in their home.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Goals: (One page limit for each grant application.)

The Gloucester Fire Department's goal for senior fire safety is to provide an educational program designed specifically for senior citizens such as: addressing smoke detectors, safe use of space heaters, cooking /stove issues and general housekeeping. It is our hope to be able to guide the senior citizens of Gloucester to maintain a safer home environment.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

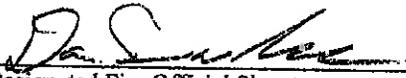
SCHOOL-BASED S.A.F.E. PROGRAM MISSION STATEMENT

The Student Awareness of Fire Education (S.A.F.E.) program is a fire and life safety education program designed to equip elementary, intermediate, and high school students with skills for recognizing the dangers of fire, including the fire risks of smoking materials. The core school-based program is taught by specially trained firefighters. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses.

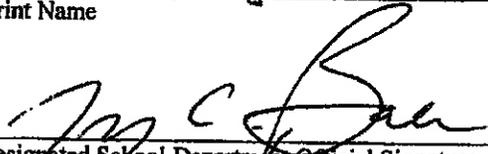
S.A.F.E. educators serve as role models while providing students with information about the dangers of fire, and age-appropriate information on preventing and surviving fires. S.A.F.E. education aims to affect change in the behavior and safety of the community at large.

The S.A.F.E. Program is designed to create partnerships between schools and fire departments. Partners work together to reach goals and objectives in the state's Curriculum Frameworks, in the Common Core of Learning, and to teach key fire safety behaviors from the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*. Partners also model teamwork for students.

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

 9/23/14
Designated Fire Official Signature Date

Dominic Bonagalle Lieutenant
Print Name Title

 9/18/14
Designated School Department Official Signature Date

Gregg Bach Asst. Superintendent
Print Name Title

2015 School-based S.A.F.E. and Senior SAFE Grant Application

SENIOR SAFE PROGRAM MISSION STATEMENT

The Senior SAFE program is a fire and life safety education program designed to improve the safety of older adults in Massachusetts through education addressing the unique fire risks for this age group. These risks include smoking, home oxygen use, cooking, electrical, and heating dangers. The program is taught by specially trained firefighters. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic effects of smoking-induced illnesses and the dangers of fire associated with home medical oxygen use.

Senior SAFE also aims to improve safety in the homes of older adults. Programs may include the installation of smoke and carbon monoxide alarms, testing and replacing batteries in these devices, installation and checking of house numbers, installation of heat limiting devices on stoves, in-hood stove fire extinguishers, nightlights, and other fall prevention interventions where needed. Firefighters will also provide education about safety devices and practices in order to improve the safety of older adults in the community.

The Senior SAFE educator serves as a community leader who provides firsthand knowledge of the dangers associated with fire and age-appropriate information on preventing and surviving fires. Senior SAFE education aims to affect a change in the behavior and safety of older adults in the community. Senior SAFE is designed to create partnerships between older adults and fire departments through established providers of senior support services such as Councils on Aging, Senior Centers, Visiting Nurse Associations, and other agencies that serve seniors.

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

 9/23/14
Designated Fire Official Signature Date

Dominic Barbagallo Lieutenant
Print Name Title

 9/26/14
Designated Senior Agency Partner Signature Date

SCOTT M TRENTI EXECUTIVE DIRECTOR
Print Name Title

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Goals: (One page limit for each grant application.)

A large, empty rectangular box with a thin black border, intended for the applicant to write their program goals. The box occupies most of the page below the header.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Objectives: (One page limit for each grant application.)

What do you want your community members (students, adults, etc.) to know or be able to do as a result of your program?

The students will be able to identify and recognize smoke detector sounds as well as to understand the Stay Low & Go program and be able to respond with appropriate actions.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Narrative: School-based S.A.F.E. (2 page limit for each grant application.)
See page 20 for specific required information.

You must include: target audience, how many classrooms you intend to visit and how often, presentation style will you use, key fire safety behaviors you will teach, curricula you will use, how you will be evaluating (copies of both student and instructor evaluations must be included in the application), how you plan to cover the risks of smoking, and an explanation about how this is a 50% school-based grant.

Page 1

Our current program is aimed at the third grade level in the Gloucester Public School district. We would like to expand our program to the kindergarten and preschool levels.

We intend to present age-appropriate information obtained from the Department of Fire Safety as well as demonstrate fire safety skills through the use of lectures, video and interactive demonstrations at the classroom levels with emphasis on the different smoke detector sounds and the Stay Low and Go program.

The programs will be delivered at the schools in a classroom setting to two third grade classes and two kindergarten classes in each of the five schools within the Gloucester Public School District as well as to several nursery and preschools.

It is our hope to evaluate the program through handouts obtained through the Department of Fire Safety and homework returns, as well as a teacher review card for instructor evaluation.

Instructors have been trained through the Department of Fire Service S.A.F.E. Program.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Narrative: School-based S.A.F.E. (2 page limit for each grant application.)

Page 2

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2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Narrative: Senior SAFE (2 page limit for each grant application.)
See page 23 for specific required information.

You must include: how many groups you will present to, how many home visitor train-the-trainer programs you plan, what will be included in the presentations (education, smoke alarm installations), how many home visits you plan, whether you will educate or install smoke alarms, or do both?

For those receiving this grant for the second year, describe your program from 2014 – what was accomplished and how you can improve.

Page 1

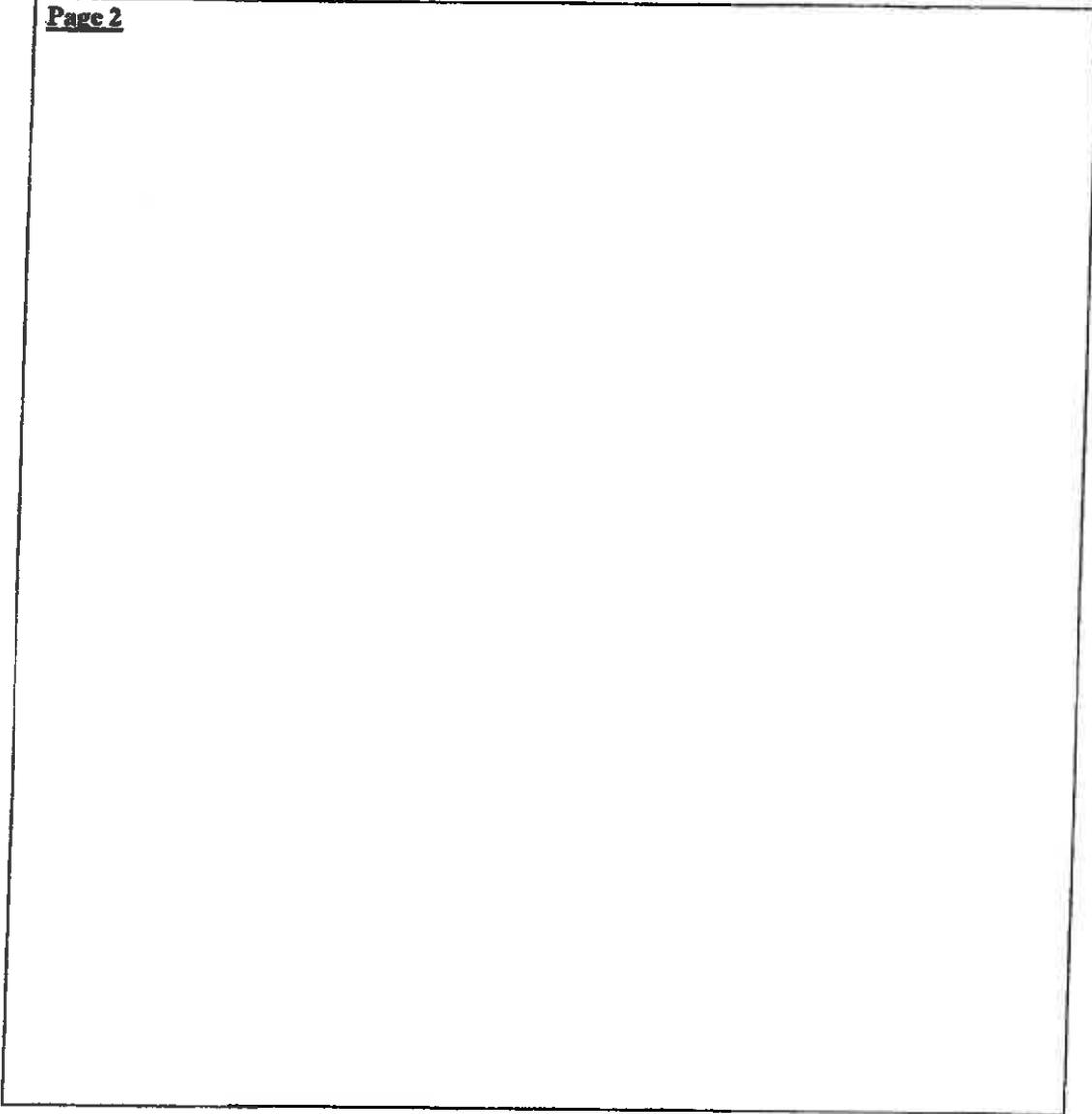
The Gloucester Fire Department has partnered with SeniorCare of Gloucester to reinforce fire safety for the senior population of Gloucester. We plan on having a town meeting type of event at the senior center in Gloucester as well as at each of the six senior housing complexes in Gloucester.

The subjects to be covered this year will include fire drill instruction, home oxygen use and care as well as smoke detector use and maintenance.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Narrative: Senior SAFE (2 page limit for each grant application.)

Page 2



2015 School-based S.A.F.E. and Senior SAFE Grant Application

Please List Other Community Education Activities:

Activity	Topics to be covered/Key fire safety behaviors
Care Provider Programs (e.g. Parents, Babysitters, School Advisory Councils) Please describe.	
After School Programs	
Seniors/Older Adult Programs <i>(If applying for a Senior SAFE Program grant as well, leave this blank.)</i>	
Anti-tobacco Initiatives	
Community Presentations	A Fire Prevention Kiosk is planned for a Downtown Days event during the summer
Special Education Services	
Health Fairs	
Fire Department Open House	
Other	

2015 School-based S.A.F.E. and Senior SAFE Grant Application

FY 2015 School-based S.A.F.E. Planning Grant Application

Requirements:

Those applying for a planning grant should request \$1,500; however, actual awards will be determined based on available funds.

- Please complete pages 6, 7, 9 and 17 from the S.A.F.E Program Grant Application.
- One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2015.
- Your program must have at least one school-based and one community-based activity.
- Answer these questions:
 1. Is the fire department current through June 2014 with its MFIRS reporting requirements? Yes ___ No ___
 2. Is at least one classroom-based activity planned? Yes ___ No ___
 3. Is at least one community program planned? Yes ___ No ___
 4. Name of the lead S.A.F.E. Educator who has completed (or will complete by 6/30/15) the 5-day Public Fire and Life Safety Educator course. _____

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Funding of your S.A.F.E. Grant is contingent on the following:

For School-Based S.A.F.E. Program Grants

1. Your completion of any outstanding year-end reports, including your final budget worksheet, if you had extensions.
2. Documented partnership with schools or other agencies involved with your target audience.
3. Your program must address the fire risks of smoking materials.
4. Your program must list the key fire safety behaviors to be taught to each age group.
5. One half of the budget must be devoted to the core school-based program.
6. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2015.
7. Your program must include a method for documenting student and educator evaluations.

For Senior SAFE Grants:

1. Your partnership with elder service agencies involved with your target audience.
2. Your program must address the fire risk of smoking materials.
3. Your program must teach key fire safety behaviors.
4. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2015.
5. Installation programs must include a documented educational component.
6. All installers must be trained to provide in-home fire safety education.

For Planning Grants

1. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2015.
2. Your program must have one school-based and one community-based activity.

Elements of a Successful School-Based S.A.F.E. Program:

- A. Joint Planning** - S.A.F.E. requires collaborative effort among the fire service, educators, and other outside agencies.
- B. Written Agreement** – In order to implement S.A.F.E., a written agreement between the head of the fire department and school officials is required. All parties must sign the mission statement included in the application section demonstrating each agency's commitment to S.A.F.E. and to achieving the goals outlined in the application.
- C. Firefighter/Educator Selection** – The high quality of the educator is the foundation of the S.A.F.E. Program.
- D. Firefighter/Educator Training** – The success of the lessons delivered and the partnership with the school relies on well-trained educators. S.A.F.E. educators must be properly trained in classroom management and presentation techniques in order to be credible. Skills developed as a result of the training provided to educators by the Massachusetts Firefighting Academy (MFA) will ensure program consistency and quality. Every S.A.F.E. program should have a lead educator that has completed the MFA's 5-day *Public Fire and Life Safety Educator* course or plans to enroll the lead educator as part of the grant application. The course provides training in classroom management techniques, child and adult

2015 School-based S.A.F.E. and Senior SAFE Grant Application

development, lesson planning, public speaking, and program evaluation skills. Through these instructions, the educator will develop a working knowledge of existing fire safety education curricula, trends, theories and elementary and secondary curriculum frameworks.

E. Narratives for School-based S.A.F.E.

Write your program goals and objectives. Your application should state your program goals and objectives. Your budget and evaluation measures should correspond to your goals and objectives.

A goal is a general statement describing what you hope to accomplish. An objective states who, what, when, where and how the goals will be accomplished.

The following are some examples of goals and objectives:

GOAL: To conduct a public fire and life safety education program within the *Anytown* elementary schools using firefighters trained as educators.

OBJECTIVE: To train two firefighters as life safety educators by sending them to the 5-day *Public Fire and Life Safety Education* training at the Massachusetts Firefighting Academy.

Program Narrative (2 page limit)

Summarize your existing program in one paragraph. Describe new programs.

Include the following in your proposed FY '15 S.A.F.E. program:

- Describe the target audience (grade levels, ages, segment of community)
- Describe which key fire safety behaviors you will address as outlined in the *Massachusetts Fire and Safety Education Curriculum Planning Guidebook*. For each grade level, describe the nationally recognized fire safety curricula you will draw lessons from.
- Describe how you will deliver your program (e.g. two classroom visits to each of 15 third grades followed by a visit through the fire safety house).
- Describe how you will conduct student evaluations. Which evaluation tool will you use (the 3rd, 6th, or 10th grade evaluations developed by DFS, or another tool)? Describe how you will conduct program/educator evaluation.
- Describe training of S.A.F.E. educators, or plans to train S.A.F.E. educators.

- F. Curriculum** – A core curriculum for the S.A.F.E. program consists of any nationally recognized fire safety curriculum, or any suitable combination of nationally recognized curricula. Programs should contain segments on: the dangers of fire, the results of unsafe use and improper disposal of smoking materials, and discussion of the harmful effects of smoking-induced illness from the EMT/Firefighter perspective. The *Massachusetts Fire and Life Safety Education Curriculum Planning Guidebook* is available to the educator. The *Guidebook* outlines key fire safety behaviors by age group. Please specify the key fire safety behaviors you will teach to each age group in your goals and objectives and on your activity sheet.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

G. Classroom Instruction – School-based programs must be the core of a successful S.A.F.E. Program. Other activities such as presentations to parent organizations support the core program. *Individual classroom instruction is more effective than assembly-type programs. While assembly or auditorium style presentations are sometimes the only option a school offers, they are less effective and thus discouraged, except in combination with individual classroom visits with the same students.*

Programs that reach the same students multiple times are most effective because more key fire safety behaviors can be taught and reinforced in multiple visits than in a single visit or in a large assembly. Programs that reach a larger percentage of the school-age population have a greater impact in the community. **One-half of the budget must be devoted to the core school-based program.** Priority will be given to programs that provide classroom-based instruction; have multiple contacts with individual students; reach a larger percentage of the school-based population; and clearly articulate the key fire safety behaviors that will be taught at each grade level.

H. Student Evaluation- All S.A.F.E. programs must include a method of conducting and documenting student evaluations. Recognizing that in most communities there is neither the time nor the resources to conduct a thorough evaluation of each grade, fire and school departments are encouraged to select **one grade** and consistently evaluate that grade from year to year. **In large communities a representative sample is acceptable.**

Written results (statistics) must be summarized in the required year-end report. Please submit a copy of the evaluation instrument that you plan to use with the grant application (test, rubric, checklist, etc.). Evaluations can take the form of:

- written pre and post-tests;
- post-tests only;
- homework assignments (evaluated by a checklist or rubric);
- essays (evaluated by a checklist or rubric);
- completed home escape plans (evaluated by a checklist or rubric); or
- written documentation of successful demonstration by each student of a key behavior (e.g., so that you can summarize how many students successfully demonstrated stop, drop and roll, how many required coaching, and how many did not demonstrate at all.)

Use of the DFS Evaluation Tools

The Department of Fire Services (DFS) has created evaluation tools for use with 3rd, 6th, and 10th graders. Communities are encouraged to use these tools to develop a consistent evaluation of the S.A.F.E. Program across the state. If you plan to use either the 3rd, 6th, or 10th grade evaluation tools, **please attach a copy with your application (cover sheet only, not the whole test) and indicate your intention to use the evaluation on your activity worksheet.**

H. Firefighter/Educator Evaluation – Procedures to monitor and evaluate the S.A.F.E. educator's classroom performance are important to the success of the S.A.F.E. Program and must be included. This helps to ensure that the S.A.F.E. curriculum is presented accurately and effectively and that it is adequately tied into curriculum framework objectives. Educator and course evaluations must be used to assess presentation, content, and educator effectiveness. Teacher feedback on specific lesson plans or presentation

2015 School-based S.A.F.E. and Senior SAFE Grant Application

styles is an important component of the collaboration. Please submit a copy of the instructor evaluation tool you plan to use.

- I. Informal Educator/Student Interaction** – In addition to formal classroom teaching, S.A.F.E. educators need to spend time interacting with students informally. This provides students with an opportunity to become acquainted with the firefighter. The firefighter becomes a trusted friend and mentor, someone a student can turn to if he or she is experiencing difficulty.
- J. Teacher Orientation** – In order to function effectively in the classroom, the educator needs the support and understanding of teachers. S.A.F.E. educators need to meet with teachers to explain their role and to discuss how they can work together to reach the program's objectives. Knowing the classroom teacher's learning objectives can help the S.A.F.E. educator integrate the lesson into what is currently happening in the classroom.
- K. In-Service Training** –The program will provide opportunities for regular in-service training for the S.A.F.E. educator. Emphasis on continued training ensures that skills are reinforced and the S.A.F.E. educator is kept informed of the latest teaching methods and program initiatives. The Department of Fire Services is planning to conduct a series of single and multi-day in-service workshops. In addition to skill development, these workshops will provide an opportunity for on-going program evaluation and peer review of implementation techniques.
- L. Community Presentations** – Firefighters, educators and others committed to the success of this effort must ensure that the program is visible and widely accepted. The intent is to promote community understanding, acceptance, and support by establishing coalitions that are essential for S.A.F.E.'s successful implementation. While the classroom-based program is at the core, programs that include parents, grandparents and the larger community in supporting the classroom-based program can be key to its success.
- M. Policy Initiative** – Fire departments, school departments, local boards of health and councils on aging are encouraged to collaborate whenever appropriate to promote a fire safe environment.
- N. Role Model** – Because S.A.F.E. educators are role models for youth, care should be taken that students do not see those few remaining firefighters who smoke in the act of smoking while on-duty or in uniform whether it be near the fire station, the school, or out in the community.
- O. MFIRS –MGL Chapter 148, Section 2** requires participation in the Massachusetts Fire Incident Reporting System (MFIRS). A score of 5 points will be awarded for compliance with the requirements of this reporting system.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Elements of a Successful Senior SAFE Program:

- A. **Joint Planning** – Senior SAFE requires a collaborative effort among the fire service, educators, and other outside agencies. The goal of the Senior SAFE program is to encourage fire departments to collaborate with other senior service agencies in the community such as Councils on Aging, Senior Centers, Meals on Wheels, Boards of Health, Visiting Nurses, Home Health Aides and Home Visitor Programs.
- B. **Written Agreement** – In order to implement Senior SAFE, a written agreement between the head of the fire department and the partnering elder service agency is necessary. All parties must sign the mission statement included in the application section demonstrating each agency's commitment to Senior SAFE and to achieving the goals outlined in the application.
- C. **Firefighter/Educator Selection** – The high quality of the educator is the foundation of the Senior SAFE Program.
- D. **Firefighter/Educator Training** – The success of the lessons delivered and the partnership with the elder service agency relies on well-trained educators. Senior SAFE educators must be properly trained in presentation techniques in order to be credible during homes visits and group presentations. The skills developed as a result of the training provided to educators by the Massachusetts Firefighting Academy (MFA) will ensure consistency and quality. Every Senior SAFE program should have a lead educator that has completed the MFA's 5-day *Public Fire and Life Safety Educator* course or plans to enroll the lead educator as part of the grant application.
- E. **Narratives for Senior SAFE:**
 - Program Goals and Objectives** – (1 page limit for each)
 - Your application must state your program goals and objectives. Budget and evaluation measures should correspond to the goals and objectives.

A goal is a general statement describing what you hope to accomplish. An objective states who, what, when, where and how the goals will be accomplished.

The following are some examples of goals and objectives:

GOAL:To conduct a public fire and life safety education program for older adults.

OBJECTIVE:Train two firefighters as life safety educators by sending them to a *Remembering When™* Fire and Falls Prevention Program or "Train the Trainer" in service program.

GOAL:To increase the community's ability to manage fire risk by increasing the number of working smoke alarms in older adults' homes.

OBJECTIVE:Firefighters will ride with *Meals on Wheels* volunteers during Fire Prevention Week to ask if they can test smoke alarms, replace old batteries and schedule follow-up visits to replace aging smoke or CO alarms.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Program Narrative – (2 page limit)

Include the following in your FY '15 Senior SAFE Program Narrative:

- Describe which key fire safety behaviors you will address.
 - Describe how you will deliver the program (e.g. a series of five presentations at the senior center on different topics including: cooking safety, heating safety, and home escape planning.)
 - Describe the plan to work with your partnering agency to deliver education.
 - If applicable, describe how you will conduct installer/educator evaluation.
 - If applicable, describe training of S.A.F.E. educators and non-fire department partners.
- F. Curriculum** – A core curriculum for the Senior SAFE program consists of any nationally recognized curricula or program for older adults, or the key fire safety behaviors in the *Curriculum Planning Guidebook*.
- G. Group Presentations** – This may include presentations to a general audience at senior centers on a series of different fire and life safety topics such as *File of Life*, fall prevention, carbon monoxide safety, fire escape planning, smoke alarms, cooking fire safety, home oxygen fire safety, smoking, electrical, and heating fire safety.
- H. Home Visitors** – The fire department may choose to train home visitors who already work one-on-one with older adults to deliver fire and life safety education. Building on established relationships, these ambassadors (after training) can deliver fire and fall prevention messages, test smoke alarms, conduct safety checklists, or install smoke or carbon monoxide alarms or other safety devices. Visiting nurses can work one-on-one with patients to address individual fire and fall prevention issues over time, without overwhelming patients.
- I. Smoke Alarm/CO Alarm Installation Programs** - The fire department and its community partner may choose to conduct a smoke alarm or carbon monoxide alarm installation program. This can include devices to alert people who are deaf and hard of hearing that there are fire or CO emergencies. Alarms must actually be installed, not merely handed out. In-home education must be a key component of the program. The education and installation may be conducted by the fire department alone, by home visitors trained by the fire department, or by the two agencies together. Studies have shown that home education paired with actual installation is the most effective approach. While installation and education can be conducted by the fire department or trained service worker, a collaborative approach is believed to be most effective at building rapport in the community.
- J. Installation of Other Safety Devices** – Programs may include the installation of high-end heat limiting stove-top devices and in-hood fire extinguishers as ways of addressing cooking fires, the leading cause of senior fire-related injuries. Other safety devices such as grab bars and nightlights to prevent falls, and visible house numbers are also allowed.
- K. Policy Initiative** – Fire departments, school departments, local boards of health and councils on aging are encouraged to collaborate when appropriate to promote fire safe environments.
- L. Role Model** – Because Senior SAFE educators are role models care should be taken that seniors do not see those few remaining firefighters who smoke in the act of smoking while on-duty or in uniform, whether it be near the fire station or out in the community. Senior SAFE educators should keep in mind they are role models representing the fire department

2015 School-based S.A.F.E. and Senior SAFE Grant Application

and the municipality whenever they are interacting with the public or in public view, whether on or off duty.

M. MFIRS – MGL Chapter 148, Section 2 requires participation in the Massachusetts Fire Incident Reporting System (MFIRS). A score of 5 points will be awarded for compliance with the requirements of this reporting system.

Use of Funding and Budget Information

Budget Worksheet – Specify the total dollar amounts that you propose to spend for each budget item. The total must equal the grant amount requested. The Grand Total should be the total amount you are eligible to apply for in your tier. See page 3 of the instructions for tier information.

Limitations on the Use of S.A.F.E. Funds

Funds for programs and services provided through this grant are intended to supplement *not supplant* other funding sources. Generally, no funding will be approved for:

- Construction, office furniture (e.g. copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, rugs, etc.), and the purchase or lease of motor vehicles.
- Out of state travel or out of state lodging.
- Any existing program, salaries or other costs *unrelated* to the S.A.F.E. program.
- Code enforcement activities.
- Stipends for schoolteachers and lay personnel.
- The purchase of a Fire Safety House.

Payment Terms

The Massachusetts Department of Fire Services agrees to disburse funds on or about 10 days following the award notice. The payment schedule will be subject to the Commonwealth's funding allotment schedule, which is the methodology used to manage cash-flow statewide, and may be subject to change.

Balance of Unexpended Funds

If your community has any FY 2013 or prior year unexpended funds they should be returned to DFS, as the time to use them has expired. Do not include any FY 2014 funds, as the time to spend those has not expired.

Selection Process:

The Division of Fire Safety will designate a team to review grant applications.

Several items will be required on a pass/fail basis for applications to be considered. Applications that fail to include any one of these items will be returned. The applicant will have one week to provide the required information or the application will not be considered.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Pass/Fail Requirements: (see pages 31-37 for the program scoring sheet)

Pass/Fail Requirements for all applications:

1. Demographics page complete.
2. Application provides the name of an active S.A.F.E. educator who either holds a teaching certificate or has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day *Public Fire and Life Safety Educator (PF&LSE)* course.
3. The fire risk of smoking materials (cigarettes, pipes, lighters, matches, etc.) is one of the key fire safety behaviors addressed.
4. All past due S.A.F.E. Year-End Reports have been completed and submitted.

Additional Pass/Fail Requirements for School-based S.A.F.E. applications:

5. Authorized representatives have signed the mission statement attesting to a joint planning process and commitment to work to achieve the goals outlined in the application. For school-based S.A.F.E. both the school and fire departments must sign.
6. The key fire safety behaviors to be taught at each grade level are listed.
7. The budget justification shows a minimum of 50% of the budget supporting a school-based program.
8. The application details how student evaluations will be documented and a copy of the evaluation instrument is attached.

Each application will be considered successful if all requirements are met.

Additional Pass/Fail Requirements for Senior SAFE applications:

1. Authorized representatives have signed the mission statement attesting to a joint planning process and commitment to work to achieve the goals outlined in the application. For Senior SAFE, both the fire department and the elder service agency must sign. Examples are: Councils on Aging, Senior Centers, Meals on Wheels, Housing Authorities, Visiting Nurses or Home Health Aid Associations.
2. The key fire safety behaviors to be addressed are listed.
3. Any installation program also provides for in-home education.

Senior SAFE applications must have all the required information identified in the application.

Pass/Fail Requirements for Planning Grants:

1. The application provides the name of an active S.A.F.E. educator who either holds a teaching certificate or has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day *Public Fire and Life Safety Educator (PF&LSE)* course.
2. The program narrative must outline one specific school-based program (such as classroom visit, fire safety house visit, assembly program) and one community program (such as an open house).

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Scoring Sheets: A copy of the Scoring Sheets that will be used by the reviewers is included in this document on pages 31-37.

Allocation of Grants - A list of communities, their population tier and the amount they are eligible to apply for accompanies this application.

Fire Districts - Fire departments or districts applying for a School-based S.A.F.E. or a Senior SAFE grant are eligible to apply for the portion of the town's total eligible amount equal to the portion of the town's population they protect.

For instance, a community is divided into three districts (District 1 protects 60%, District 2 protects 25%, and District 3 protects 15% of the town's population). The town's funding amount based on population is \$4,000. District 1 would be eligible to apply for 60% of \$4,000, which is \$2,400; District 2 would be eligible to apply for 25%, which is \$1,000 and District 3 would be eligible to apply for 15%, which is \$600.

Regional or Joint Applications for Program Grants - Fire departments/districts may enter into agreement with other districts in their community, or other departments, to serve as a single provider for public fire education services. With the signed agreement (see pages 28-30) and the Signature Page for Joint Agreements (Page 39) departments/districts in a community, a single department/district will then be eligible to receive full funding for all the departments/districts. Please complete the Community Data Sheet and Community Demographics on pages 6 and 7 for each participating fire department/district.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

**Joint Agreement Between
The Department of Fire Services**

And

**The S.A.F.E (Student Awareness of Fire Education) Grant
Recipients**

Senior SAFE Grant Recipients

(To be completed only by Communities/ Districts submitting joint applications)

This agreement is entered into by and between the Commonwealth of
Massachusetts, Department of Fire Services, State Road, Stow, Massachusetts
and the City/Town of _____, as principal acting on
behalf of itself and the City/Town(s) of _____,

beneficiaries and regional grant recipients. This agreement is for:

- Student-based S.A.F.E.
- Senior SAFE
- Both

In exchange for mutual promises contained herein, as good and sufficient
consideration, the receipt and sufficiency of which are hereby acknowledged, the
parties are agreed as follows:

TERMS AND CONDITIONS

- I) **The Department**
- A) The Department of Fire Services shall provide S.A.F.E. grant monies, in
the amount of \$ _____, in accordance with the funding formula
provided for in the regional SAFE grant application, incorporated herein by
reference.

2015 School-based S.A.F.E. and Senior SAFE Grant Application

For the Beneficiaries:

City/Town of: GLoucester [Signature]
Designated Signature Authority

SCOTT M TRESTI, EXEC. DIRECTOR Print Name and Title

City/Town of: _____
Designated Signature Authority

_____ Print Name and Title

City/Town of: _____
Designated Signature Authority

_____ Print Name and Title

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Budget Category	Description	School-Based Budget Amount	Senior S.A.F.E. Budget Amount
Salary	To defray personnel costs incurred as a result of a commitment to S.A.F.E., such as replacement costs of firefighters dedicated to S.A.F.E. program initiatives. Compensation paid to employees engaged in activities affiliated with this grant may include regular salary, replacement salary, overtime, overtime replacement and other salary benefits.	\$1,982.90	\$200.00
Training	To provide training of personnel in any nationally recognized fire safety curriculum. Training courses and seminars sponsored by the Department of Fire Services are available. Typical expenses in this category include tuition, S.A.F.E. related in-state travel or lodging, and meal expenses. This includes training conducted by the fire department which should be listed under personnel costs.	\$450.00	0
Equipment	Costs associated with the purchase and installation of equipment affiliated with this grant. To purchase or lease equipment to support and enhance S.A.F.E. efforts such as televisions, DVD players, and camcorders. For the Senior SAFE Program, funds may be used to purchase smoke alarms, carbon monoxide alarms, replacement batteries, tools such as drills and step ladders for installation, high-end heat limiting devices for stoves, in-hood stove top fire extinguishers, house numbers, nightlights, and other similar fall prevention devices.		200.00
Materials & Supplies	Costs associated with any materials or supplies affiliated with the grant including: program curriculum, workbooks, DVDs, videos, handouts, classroom supplies, T-shirts, bumper stickers, and other educational or promotional materials.	1200.00	300.00
Other	To purchase miscellaneous and/or incidental items related to the successful implementation of the S.A.F.E. program.	307.63	0
Total	The Total should be the total amount you are eligible to apply for in your tier. See page 3 of the instructions for the tiers.	\$0.00 4160.00	\$0.00 2000.00

**Balance of Unexpended
FY 2013 Funds**

\$ None (No grant in 2013)

(Any unexpended funds should be returned to DFS)


Chief's signature

9/25/14
Date

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

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

TRANSFER # 2015-SBT- 32 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Police _____

DATE: 12/31/2014 BALANCE IN ACCOUNT: \$ _____ 3,500.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 _____ 101000.10.211.51490.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*

 _____ Police-Uniform, Specialty Positions Stipend
Account Description

DETAILED EXPLANATION OF SURPLUS: 2 Officers elected to take comp time instead of the stipend.

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

(TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
 _____ 101000.10.211.55010.0000.00.000.00.052
 _____ Police-Uniform, Safety Supplies/Equip
Account Description

DETAILED ANALYSIS OF NEED(S): Purchase 4 portable kenwood radios for Police Department new recruits.

TOTAL TRANSFER AMOUNT: \$ _____ 3,500.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ _____
 TO ACCOUNT: \$ _____ 4,747.73

APPROVALS: 

DEPT. HEAD: _____ DATE: 12/31/14

ADMINISTRATION: _____ DATE: 1/20/2015

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

To: Sefatia Romeo Theken, Mayor
James Destino, CAO

From: John P. Dunn, CFO 

Date: February 3, 2015

Re: Legal Department Salary/Wage Transfer

As discussed, the Legal Department Salary/Wage line for permanent positions has been depleted due to the payment of accrued time due to departed General Counsel Suzanne Egan. In order to replenish this account, I am proposing to transfer \$6,000 of the available balance in the Legal Consultations account to the Salary/Wage account. This transfer will provide sufficient coverage for the salary to be paid to new General Counsel Chip Payson for the balance of the fiscal year.

I have attached a Special Budgetary Transfer Request form to accomplish same.

Nineteen Harbor Loop
Gloucester, MA 01930



TEL 978-282-3012
FAX 978-281-4188
jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster
To: Mayor Sefatia Romeo Theken
Date: January 13, 2015
Subject: Waterways Enterprise Retained Earnings

Mayor Theken,

In your next Mayor's Report to Council will you include the following Waterways Board request;

The transfer of \$35,000.00 from the Waterways Enterprise Retained Earnings into Waterways Enterprise Account 700000.10.492.52000 Contracted Services for the purpose of completing a Harbormaster Department Management Review as outlined in the attached quote.

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

Respectfully

January 12, 2015

Mr. Ralph Pino, Esq. – Chariman, Gloucester Waterways Board
Mr. James Caulkett – Gloucester Harbormaster
19 Harbor Loop
Gloucester, MA 01930

Re: Harbormaster Department Management Review

Ref: "Harbormaster Department Management Review", provided by J. Caulkett dated 12/5/14
City of Gloucester Waterways Board "Policies, Rules and Regulations Governing Gloucester's Waterways and Public Waterfront Facilities" as of May 20, 2014

Dear Mr. Pino and Mr. Caulkett,

In response to your request and as a follow up to my meeting with Mr. Anthony Gross and Mr. Ralph Pino on December 11th, CLE Engineering, Inc. is pleased to submit this proposal for services related to the above referenced project. CLE understands that the Waterways Board is interested in obtaining a management review of the Harbormaster Department (Department) in order to accomplish the following:

- ✓ To identify any areas which hinder or prevent the Harbormaster Department from performing its assigned responsibilities, goals or objectives and to offer suggestions for the removal of such obstacles and to suggest ways in which the responsibilities, goals or objectives might better be met;
- ✓ To evaluate the adequacy of management practices being utilized in the Harbormaster Department with respect to fiscal controls and use of available personnel and equipment;
- ✓ To suggest specific ways and means by which the functions and services of the Harbormaster Department might be improved.

CLE proposes to work with you and the Waterways Board in consideration of the above goals to develop a report detailing findings and recommendations for the Harbormaster Department. As such, CLE proposes the following specific scope of services:

Task 1 – Review Existing Conditions/Practices/Policies/Procedures

CLE will review existing practices and procedures within Department related to the following:

- (i) Organization, staffing and manpower
 - a. Training of employees: knowledge of current laws and regulations
 - b. Hiring process
 - c. Identified daily tasks and routines; tracking and accountability
- (ii) Patrols
 - a. Frequency, scope, specific waterway areas, documentation of findings, etc.

- (iii) Mooring management, assignment of moorings, mooring inspection process
 - ✓ Database of moorings
 - ✓ Management of waitlist
 - ✓ Process for reassignment
 - ✓ Maximization of mooring fields
 - ✓ Inspection verification
- (iv) Safety
 - a. no wake enforcement
 - b. disabled boat towing: identify and compare policy vs. practice
- (v) Customer relations
 - a. hours of operation when office is open to the public
 - b. application of rules and regulations
 - c. Public Relations/Perception/Outreach and Standards for Department Public Interaction
- (vi) Adequacy of financial controls (receipts: record-keeping, reconciling, filing, chain of custody)
 - a. launch ramp
 - b. launch
 - c. transient moorings, etc.
 - d. cash receipt process/audit trail and procedures
 - e. mooring wait list
 - f. permit renewals
- (vii) Inspections of facilities, public landings, commercial marinas, Harbormaster facility, and equipment;
 - a. Frequency, by whom, records of inspections, maintenance and housekeeping, budget process for inspections and maintenance
- (viii) Integration and Use of technology, e.g. mooring database, website content management, credit card
 - a. Payment option(s), social media (YouTube, Facebook, Twitter, Instagram), public communication, marketing, etc.
- (ix) Website
 - a. Existing information
 - b. Frequency of updates
 - c. Use for marketing
- (x) Goals identified within Department both long and short range

In order to gather data and information on all of the above items, CLE will perform interviews with the following personnel as discussed during my December 11th meeting:

- a. Nine Waterways Board Members
- b. Harbormaster

- c. Senior Clerk in Office of Harbormaster
- d. Assistant Harbormasters (Jim Marshall, Art Munroe, Chad Johnson)
- e. Members of the waterfront community identified by the Waterways Committee and/or Harbormaster including but not limited to Joe Borland and Phil Cusumano (up to three interviews).
- f. Harbormasters of other communities (up to six phone or in person interviews)

Prior to conducting interviews, CLE will develop a list of pre-defined questions. Interviews may be partially or wholly documented electronically to allow for proper and accurate reporting and referenced findings.

To further understand and assess existing procedures and management practices, CLE will spend 2 to 3 days in the Harbormaster Department reviewing databases, files, systems, etc. During this time, CLE will also visit facilities that have a fee collection component. (refer to Proposed Manhours / Budget for additional details).

Based on my initial meeting referenced above regarding this project, I understand that one of the underlying goals of this engagement and subsequent reporting, among other tasks as outlined herein would be to seek out opportunities to market Gloucester as a transient port for recreational boaters and to provide insight into possible prospects that may exist through Boating Infrastructure Grant(s). CLE will include a review of existing marketing practices as well as and recommendations based on the other harbormaster interviews and CLE experience in other communities.

Task 2 –Development of Findings / Recommendations / Report Presentation

CLE will compile the information obtained during execution of Task 1 and will develop a draft summary of findings and recommendations. CLE will meet with the Waterways Board and Harbormaster to review a draft list findings and recommendations. CLE will solicit input and comments for incorporation into the report.

CLE will prepare a report of the Management of Harbormaster Department that will include the following:

- (i) Introduction – a brief explanation of methods used;
- (ii) Scope – a statement of the extent of the examination made;
- (iii) Major Contacts – a listing of the names of all persons interviewed in the conduct of the review and an outline of the procedures used;
- (iv) Findings – Details of the practices found during the review, which in the opinion of CLE's review team, require modification or other change in order to strengthen and improve the Harbormaster Department and its performance;
- (v) Recommendations – specific suggestions for action/implementation by the Harbormaster Department.

CLE will meet with the Waterways Board and Harbormaster to present the final report via a Powerpoint presentation which will outline the report. CLE will provide the report in both digital (PDF) and paper format.

CLE Team Approach:

CLE has been successfully providing waterfront engineering services to harbormaster departments throughout Massachusetts for over 25 years. Through these relationships and experiences, CLE has developed a vast database/network and understanding of challenges of Departments as well as a knowledgeable understanding of local agency structure and dynamics as CLE has been working with local agencies for decades on both technical and non-technical challenges. These experiences combined with CLE's operational expertise. We have assisted several communities with development and updates to waterways rules and regulations. CLE routinely provides inspections of waterfront infrastructure and develops plans for maintenance and improvements. We will incorporate our expertise in the development of the Harbormaster Department Management Review Report.

CLE proposes utilization of senior staff for key roles in this project to provide the Waterways Board with benefits of knowledge garnered from over 20 years in the waterfront industry. As Project Manager for this project, I intend to conduct all of the interviews, conduct site visits and attend meetings with Waterways Board as outlined herein. I have also included an additional resource, Carey Parent, whose background is operational controls and analysis. He is a principal with CLE and brings over 25 years of hands on operational, audit and efficiencies analysis and reporting. His resume includes both program and project management for small and large waterfront communities and he has recently completed several successful maritime facilities capital improvement bond projects. With his background also grounded in operations and facilities management, his insight and reporting on opportunities for the Harbormasters Department will enhance CLE's overall recommendations and our deliverable report.

Proposed Man-hours / Budget:

<u>Task 1 – Review Existing Conditions/Practices/Policies/Procedures</u>	Total Manhours	Total Budget
Review of existing information (regulations, mooring lists, fee collection, office operations, record keeping, training, hiring, daily tasks, etc.); Assume 2 to 3 days in Harbormaster Office - scheduled to partially coincide with interviews	48	\$7,200
Development of interview questions / set up database for responses;	6	\$900
Schedule and perform interviews in Gloucester; site visits to facilities where user fees are collected	40	\$6,000
Harbormaster Interviews (6 total; mix of phone and in person); review of Massachusetts Harbormasters Association resources	12	\$1,800
Compilation and review of interview data	20	\$2,400
Assessment of technology, marketing tools, communication, mooring databases, fee collection systems, receipt tracking, etc.	36	\$4,200
Task 1 Subtotal:	162	\$22,500

Task 2 –Development of Findings / Recommendations / Report Presentation

Development of Recommendations	10	\$1,470
Draft Summary of Findings and Recommendations; meeting with Waterways Board to review	12	\$1,800
Development of Final Report and Powerpoint Presentation and meeting with Waterways Board to present report	58	\$7,850

Task 2 Subtotal: 80 \$11,120

Reimbursable Expenses: Mileage, report production, etc. \$850

Total Project Budget: \$34,470

Project Schedule:

CLE is available to commence work on this project within two weeks of authorization. The Estimated project duration is 12 to 14 weeks at which time CLE will present report to you and the Waterways Board.

Conditions and Exclusions:

1. CLE will review for cursory information only, the operating budget for the Harbormasters office; however, our scope of work is operational in nature and would not include any financial or budgetary analysis.
2. CLE has included 17 interviews of members of the Gloucester community. We assume that interviews will be conducted over four days in Gloucester. Should additional interviews be requested by the Waterways Board, CLE will provide a budget for this additional scope.
3. CLE will utilize the City of Gloucester Waterways Board "Policies, Rules and Regulations Governing Gloucester's Waterways and Public Waterfront Facilities" to evaluate consistency of Department operations with respect to same. Although CLE may make recommendations for consideration of revision, this is not a primary focus of the report and CLE is not proposing a full evaluation of the policies, rules and regulations.
4. CLE assumes that the Department will provide all requested information and will work with CLE to develop an accurate assessment of existing practices.
5. CLE has provided the manhour and budget estimate that was utilized to develop the proposed cost. CLE may adjust manhours and staffing. As not to exceed cost proposal, CLE will invoice at our standard hourly rates for time expended on the project and will not exceed the total budget without prior authorization for additional services.
6. Revisions or design changes requested by the client after the preparation of the final report will be billed on a time and material basis according to our 2015 fee schedule.
7. Any and all work beyond the scope of work of this proposal shall be deemed extra and contracted for prior to commencement of such work.

Our quote is subject to acceptance within 30 days of the date of this proposal.

Payment: Billings will be on a bi-monthly basis for payment within 15 days subject to our general terms and conditions. If this engagement is agreeable to you please sign below and CLE will commence work forthwith.

CLE has enjoyed working with the Waterways Board and Harbormaster Department on past projects and we appreciate the opportunity to provide this proposal and to continue working together. For additional information on CLE, please visit our website at www.CLEngineering.com.

Yours truly,
CLE Engineering, Inc.



Susan E. Nilson, P.E.

Accepted

Date

cc: Tony Gross, City of Gloucester Waterways Board
C. Parent, CLE

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

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

APPROPRIATION # 2015-SA- 19 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 35,000.00

Account to appropriate from:

	<i>Unifund Account #</i>	<u>700000.10.000.35900.0000.00.000.00.000</u>
	<i>Account Description</i>	<u>Waterways Enterprise, Retained Earnings</u>
Balance Before Appropriation	\$	<u>99,957.00</u>
Balance After Appropriation	\$	<u>64,957.00</u>

Account Receiving Appropriation:

	<i>Unifund Account #</i>	<u>700000.10.492.52000.0000.00.000.00.052</u>
	<i>Account Description</i>	<u>Waterways Enterprise, Contractual Services</u>
Balance Before Appropriation	\$	<u>10,795.00</u>
Balance After Appropriation	\$	<u>45,795.00</u>

DETAILED ANALYSIS OF NEED(S): Appropriate Waterways Fund "Retained Earnings" for the purpose of completing a Harbormaster Department Management Review.

APPROVALS:

DEPT. HEAD:  DATE: 1/15/2015

ADMINISTRATION:  DATE: 1/20/2015

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

Nineteen Harbor Loop
Gloucester, MA 01930



TEL 978-282-3012

FAX 978-281-4188

jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster
To: Mayor Sefatia Romeo Theken
Date: January 30, 2015
Subject: Grant Requests

Mayor Theken,

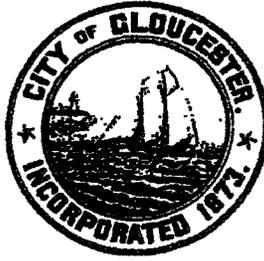
In your next Mayor's Report to Council will you include the attached two Waterways Board grant requests;

The first grant is through the Boating Infrastructure Grant (BIG) Program, this is for the new float system at Solomon Jacobs Park and will be installed upon the completion of the National Grid Remediation Project. The projected grant amount is \$263,930.00 dollars.

The second grant is through the Massachusetts Clean Vessel Act Pumpout Grant Program, this is for the shoreside pumpout system and float that is also part of the new float system for Solomon Jacobs Park. The projected grant amount is \$90,000.00 dollars. This grant program is a 75%/25% cost share. The Waterways Enterprise Account will be responsible for approximately \$22,500.00 (25%) of the \$90,000.00.

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

Respectfully



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

Granting Authority: State _____ Federal XX Other _____

Name of Grant: Boating Infrastructure Grant (BIG)

Department Applying for Grant: Harbormaster

Agency-Federal or State application is requested from: Division of Marine Fisheries

Object of the application: Solomon Jacobs Landing Floats

Any match requirements: As Identified on Page 7 of Grant Application

Mayor's approval to proceed: [Signature] 2/3/15
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



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**Solomon Jacob's Park Transient Boater Initiative
Gloucester, Massachusetts
2015 Proposal to the Boating Infrastructure Grant Program**



September, 2014

PROJECT STATEMENT

Overview

Solomon Jacob's Park Transient Boater Initiative (the Project) for which the City of Gloucester Waterways Board (WWB) is seeking Boating Infrastructure Grant (BIG) funding, is at the center of an initiative to make Gloucester an accessible port for recreational boaters while seeking to protect and enhance its working maritime heritage. In 2013, the City reinforced a commitment to recreational boaters by establishing a City run launch service and additional transient moorings outside the Inner Harbor.

The unique aspect of this Project is its location situated within a state-defined Designated Port Area (DPA). In Massachusetts, DPA's restrict land and water sheet uses to those directly related to the working waterfront. Under Massachusetts state law, the definition of a DPA specifically excludes all recreational boating facilities. In Gloucester Harbor, the DPA bounds include the portion of the harbor adjacent to the City's historic waterfront and bustling downtown – the very resources and services that benefit cruising transient boaters. The only recreational boating access allowable within a DPA definition is access through the placement of temporary tie-up floats and/or dinghy docks. Over the years, neither of these forms of access has proven to be cost effective for a local business enterprise nor has the City had the means to acquire harbor property and build access with solely local funding. This situation has left a dire need for visiting transient boaters to have access to the cultural, historic and recreational resources and services Gloucester has to offer.

This Project proposes to leverage the resources available from a larger water sheet project being undertaken by National Grid, a large Massachusetts utility, and the City of Gloucester. Funding provided by National Grid, the Gloucester Waterways Fund, and the Massachusetts Seaport Council matched 50:50 against Boating Infrastructure Grant funding will enable the City of Gloucester to make transient boater access to the cultural, historic, and recreational resources of Gloucester a reality.

The larger water sheet project is estimated to cost \$1,149,600. This application focuses on the transient boater portion with eligible costs of \$527,905 (see proration and eligible costs in BUDGET).

Need

Because of the strict limits on land uses, especially recreational boating, imposed by the state DPA restrictions on Gloucester Harbor, there is an urgent need to monopolize upon the opportunity presented by the National Grid/City of Gloucester Solomon Jacob's Park Landing Project and ensure that transient boating access is a focal component of the Initiative by constructing a handicapped accessible, 87 linear foot

deep water tie-up, 188 linear foot drop off area, and 144 linear feet of dinghy dock for transient boats greater than 26 feet in length and their dinghies at a total project cost of \$527,905.

Objectives

The objective of the Project is to provide visiting transient boaters access to the many attractions and resources of Gloucester, where none has existed in the past, by constructing within a 3 year period:

- 144 feet of dockage for transient dinghies (additional space may be available if a rock-removal process goes forward)
- Arched/Access Aluminum Bridge
- 87 feet of dockage for transient boater tie-ups with a low-tide depth greater than 6 feet
- 118 feet of dockage for public access drop off and pick up which can be used by eligible transient boaters
- 80' ADA compliant gangway

The WWB/Harbormaster is the agency responsible for setting policies for the use of public shoreside facilities and will guarantee regulations/staffing to assure that the transient boater facilities will be used in accordance with agreements in this proposal.

Expected Benefits and Results

These project components will build on recent initiatives by the Harbormaster's Office, with the support of the City of Gloucester, to better serve transient boats. The Harbormaster started a launch service in 2013. It purchased a new launch for \$115,000 and has spent \$18,000 in operating cost for the 2013 and 2014 boating seasons. The WWB has done a harbor mooring survey to establish additional transient moorings and is assessing the feasibility of adding further such moorings. This is, in part, a response to the charge from Gloucester Mayor, Carolyn Kirk, to increase the moorings in the Harbor by 10%.

This project will further aid transient boaters by finally establishing a handicapped accessible, convenient route from their vessels to the numerous attractions in the City of Gloucester, the North Shore of Massachusetts region and to Boston, a world-class cultural center. All of these attractions are reachable by walking and by public transportation. Gloucester is a legendary fishing port and an ideal waypoint for boaters heading north to New Hampshire/Maine and south to Boston. Gloucester is still a working harbor with many facilities within easy walking distance of the Solomon Jacob's Park complex. Nearby are many shops, restaurants, the nationally recognized Cape Ann Art Museum, the Gloucester Harborwalk, a harbor water shuttle and a fleet of boats

which provide some of the best whale-watching trips in the Northeast. A new downtown hotel, within walking distance, is under construction.

The Cape Ann Transportation Authority provides bus service to the entire Cape, with its fine beaches and state parks. Cultural attractions such as the Rockport and Rocky Neck art colonies and the town of Rockport are accessible through this transportation service, with several stops near the proposed transient boater facilities. Within a half mile is a Mass Bay Commuter Railroad stop that provides train service to the historic port of Salem (30 minutes) and the renowned cultural center of Boston (55 minutes).

When completed, this Project will allow up to 7 transient vessels > 26' to tie up at any one time – that's up to 50 vessels in any one day, and will allow potentially 50 more transient vessels access at the dinghy dock.

Approach

National Grid, the WWB and the Seaport Council are all making significant commitments to the project. Although the larger project and partner participation in that endeavor are evidence of the extent of the commitment of the partners and lay the groundwork for the transient boater project, NO BIG funds will be used for any part of the environmental remediation project or any dredging related to it. And, ALL funding requested and included from Partners in this Project's Budget Proposal is solely related to the Transient Boating Initiative's infrastructure.

National Grid is undertaking the environmental remediation of a section of Gloucester Harbor which includes shoreline reinforcement, the water sheet and the docking complex. National Grid will provide a clean, safe site for boaters and will provide new pilings for the Project docks. As National Grid indicated in their partnership letter, their total contribution will amount to approximately \$400,000.00.

For this Project they have agreed to authorize payment for the installment and payment for the steel, rock socketed piles totaling \$264,240.00. Using the 48% proration, National Grid's matching donation is \$126,835.

The WWB has received \$200,000 in funding from the Massachusetts Seaport Council of which \$109,300.00 will be used as match toward the transient portion of the project for the purchase of floats.

The City of Gloucester Waterways Enterprise Account authorized \$58,000.00 in funds to support a study and engineering analysis of the transient float project, \$27,840 of which is eligible for the transient portion of the project.

The Project will be managed by Kenneth Lento, National Grid, and by the City of Gloucester. The WWB will conduct the engineering and analysis and project study.

Upon completion, National Grid will prepare and file local, state, and federal permits and will begin by setting all piles and associated rock sockets. A 8' x 48' dinghy dock, 6' x 8' dinghy dock, 12 x 148' of heavy duty concrete main access way floats, and 12' x 45' concrete float will be installed by the City along with an 80' ADA compliant gangway and arched/access aluminum bridge to allow dinghies access behind the adjacent CVA pumpout station float.

Description of Activity

The project consists of the placement of steel piles, placement of floating docks, placement of an 80' ADA gangway and arched aluminum bridge. The placement of piles will be the only in-water work required in this project. Compliance with NEPA, ESA and all relevant Massachusetts laws and permitting procedures will be managed by project partner, National Grid.

Project Location

The Project is located in Gloucester, MA off of Harbor Loop, at the terminus of Solomon Jacob's Park at the following coordinates: 42 36.631 / 070 39.503 (also see attached Project Locus).

Other Federal Grants

The relocation of an existing gangway and the purchase and installation of a shoreside pumpout station and an associated 8' x 44' float are part of a separate proposal to the Mass Clean Vessel Act Program. The proposal has already been accepted for inclusion in the Massachusetts 2015 CVA Application. No costs for this equipment or placement thereof have been included in this BIG application (See C on attached Project Plan). The transient project will move forward unimpeded by the outcome of the 2015 MA CVA Application. Although a shoreside pumpout adjacent to the facility would be a benefit to transient boaters, there is a City pumpout vessel available nearby for transient boaters' use.

BUDGET JUSTIFICATION

SOLOMON JACOB'S PARK TRANSIENT BOATING INITIATIVE

Project Proration to Determine Eligible Expenses:

PRORATION CALCULATIONS				
SOLOMON JACOB'S TRANSIENT BOATER ACCESS ESSENTIAL COMPONENTS				
Component Description	length	width	square feet	proration
dinghy dock - transient - A	6	24	144	
dinghy dock - transient - A	8	48	384	
tie up float - transient - A	12	45	540	
tie up float - transient - A	12	30	360	
main spine, pick up/drop off - shared - B	12	66	792	
main spine, pick up/drop off - shared - B	12	52	624	
total square footage of essential components			2844	100%
transient square footage			1428	50%
shared square footage			1416	50%
Component Description	est. no.	proration		
piles & rock sockets - transient	8	50%		
piles & rock sockets - shared	8	50%		
Based on these calculations, a conservative proration of 48% was used for all shared elements of the project in order to ensure that all estimated transient costs for the project are eligible (also see attached Project Plan).				

The Transient Boating Initiative at Solomon Jacob's Park is the focal point of a larger water sheet project. In order to determine the necessary proration for shared project components, square footage ratios for the floats essential to the project were utilized in the calculations. The square footage of the elements of the project that are dedicated to BIG eligible transient boaters is labeled above and in the attached Project Plan with the letter A. The two large main stem floats that are essential access to the dedicated transient tie-up floats and which will also be available for transient boater pick-up and drop-off are labeled above and in the attached Project Plan with the letter B. The entire 2,844 square foot structure will be support by approximately 16 steel piles. All project components that are dedicated to access for BIG eligible transient boaters have been identified and add up to 1,428 square feet. The remaining shared portion of the structure is 1,416 square feet. Project engineers have identified 8 piles as essential to the transient portion of the structure and 8 piles essential to the shared elements of the structure.

Although a case could be made to use a proration estimate as high as 50% (see table above), a conservative 48% proration was agreed to by project partners for the shared portions of the project in order to ensure that all projected budgeted costs are eligible.

Proration Applied to Project Budget:

SOLOMON JACOB'S TRANSIENT BOATER INITIATIVE - BUDGET			
Transient Project Components	component cost	% transient	transient project cost
Arched/Access Aluminum Bridge (essential for dinghy access)	\$14,400	100%	\$14,400
8' x 48' Dinghy Dock	\$46,080	100%	\$46,080
6' x 24' Dinghy Dock	\$17,280	100%	\$17,280
12' x 45' Short Term Tie Up Float	\$92,200	100%	\$92,200
12' x 30' Short Term Tie Up Float	\$64,800	100%	\$64,800
80 foot ADA Compliant Aluminum Gangway	\$33,600	48%	\$16,128
Steel Float Guide Piles w/connections (18 inch) 16 @ \$8,640.00 ea.	\$138,240	48%	\$66,355
Rock Socket for piles @ \$9,000.00 ea.	\$126,000	48%	\$60,480
Heavy Duty Shallow Draft Conc. Floats 118 ft x 12 ft = 1416 sq ft @ \$120.00 per sq. ft.	\$254,880	48%	\$122,342
Engineering and Design (requested pre agreement cost)	\$58,000	48%	\$27,840
TOTAL TRANSIENT PROJECT COST			\$527,905
Project Partners and Match			
National Grid - Piles and Rock Sockets	match	other	\$126,835
Gloucester Waterways Fund - Engineering & Design (requested pre agreement cost)	match	local	\$27,840
Massachusetts Seaport Council Grant - state dollars	match	state	\$109,300
TOTAL MATCH			50% \$263,975
TOTAL GRANT REQUEST			50% \$263,930

After applying the appropriate proration to the Project Budget, the total Transient Project Cost at Solomon Jacob's Park is **\$527,905**.

As National Grid indicated in their partnership letter, their total contribution will amount to approximately \$400,000.00. For this Project they have agreed to authorize payment for the installment and payment for the steel, rock socketed piles totaling \$264,240.00. Using the 48% proration, National Grid's matching donation is \$126,835.

The Massachusetts Seaport Advisory Council has also partnered with the Waterways Board and has granted the City \$200,000.00 for the purchase of floats at Solomon Jacob's Park. The City of Gloucester is directing \$109,300 of these state funds directly to the transient portion of the Project.

The Gloucester Waterways Fund is contributing \$58,000 to cover the cost of engineering and design for the project. Using the 48% proration, The Gloucester Waterways Fund matching contribution is \$27,840. This amount is also being requested as a pre-agreement cost eligible for reimbursement if expended prior to the Begin Date of this potential grant award.

After applying Partner match, the final BIG Grant Request for the Transient Project is \$263,930; thereby, providing at least 50% match under Criteria A.3., page 14 of the RFA.

Indirect Charges:

The Massachusetts Division of Marine Fisheries, Department of Fish and Game, Federally negotiated Indirect Rate for FY2015 is attached. However, there are NO Indirect Charges applied against this grant proposal.



Transport
— State Highway
□ Image Parallels



Gloucester uses Geographic Information System (GIS) data from Aerial Photography March 2011. The information depicted on this map is for planning purposes only. The City of Gloucester makes no warranty, agreement or implied, concerning the accuracy, completeness, reliability, or actuality of these data. The City of Gloucester does not assume any liability associated with the use or misuse of this information.

1" = 149 ft

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TEL 978-281-9700
FAX 978-281-9738
ckirk@gloucester-ma.gov

September 16, 2014

Ms. Stephanie Cunningham, Federal Aid and Grants Coordinator
Boating Infrastructure Grant Program
Massachusetts Division of Marine Fisheries
30 Emerson Avenue
Gloucester, MA 01930

Dear Ms. Cunningham,

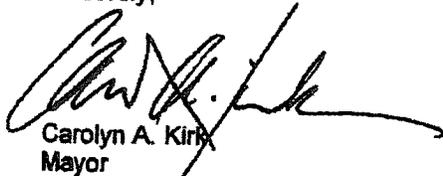
I am writing in strong support of the Transient Boater Initiative Proposal which is being submitted to the Boating Infrastructure Grant (BIG) Program by the City of Gloucester Waterways Board (WWB). Your favorable consideration of this request for Phase 1 improvements to the docking systems would also greatly enhance our ability to proceed with a Phase 2 implementation which would provide showers/restrooms and other transient boater facilities during remodeling of the building housing the Harbormasters' Office.

The WWB is requesting reimbursement for BIG-eligible costs of \$527,906 for Phase 1 docking system improvements. These improvements are nested within a much larger project cost which rests upon substantial commitments made by our private (National Grid) and public (Massachusetts Seaport Council and the City of Gloucester) partners. National Grid has provided \$126,835 in funding for BIG-eligible systems (\$66,355 for steel-float guide piles and \$60,480 for rock-socketing for these piles). The Massachusetts Seaport Council has provided \$109,300 for the dock system and the City of Gloucester Waterways Fund has provided \$27,840 in pre-agreement costs for engineering and design. More details on the commitments by these partners are outlined in the Transient Boater Initiative Proposal. The financial support of these partners clearly meets the 50% level desired in BIG criteria and is a very strong aspect of our request.

This Transient Boater Initiative also represents an innovative way to provide transient boater facilities within the constraints of the Designated Port Area within which the project sits. The DPA regulations are intended primarily to support the commercial fishing industry, a goal to which the City is committed. They are less friendly to expansion of facilities for recreational boaters. This proposal allows us to work within DPA constraints to provide dinghy and temporary dockage services for recreational boaters and to do so in a very cost-effective manner. The City of Gloucester also supports enhancing access to our fine harbor and community for recreational boaters. This Transient Boater Initiative enables us to advance this goal within the DPA framework.

Each of these points is further amplified in the Transient Boater Initiative Proposal. I am pleased to write this letter to demonstrate my strong support of this project. I urge the Boating Infrastructure Grant administrators to give this proposal their most serious consideration. I, along with the City of Gloucester Waterways Board, will eagerly await your decision.

Sincerely,


Carolyn A. Kirk
Mayor



Kenneth E. Lento
Project Manager
NE Site Investigation and Remediation Group

VIA EMAIL

August 22, 2014

Stephanie Cunningham,
Massachusetts Boating Infrastructure Grant Program,
Massachusetts Division of Marine Fisheries,
30 Emerson Avenue
Gloucester, MA 01930

Dear Ms. Cunningham:

At the request of the City of Gloucester, Massachusetts Electric Company d/b/a National Grid ("National Grid") is writing in support of the City of Gloucester's grant submittal for the Boating Infrastructure Grant established under the Sportfishing and Boating Safety Act of 1998.

National Grid is currently permitting and designing a remediation project that will be carried out by National Grid in a portion of Gloucester harbor over the next few years. National Grid's work is associated with historical manufactured gas plant ("MGP") operations along the Inner Harbor between the mid-1800s to mid-1900s. The former MGP was previously situated on land that now includes Solomon Jacobs Park and Public Landing.

As part of National Grid's remediation activities, National Grid has entered into an agreement with the City of Gloucester to perform certain aspects of the improvements being proposed for Solomon Jacobs Park and Public Landing. Specifically, at National Grid's expense, National Grid has agreed to install all piles and associated rock sockets for the new floating dock system and to prepare and file certain local, state, and federal permit applications for the City's new dock. National Grid estimates the value of its contribution is approximately \$400,000.

In addition, the remediation work will result in other improvements to the Public Landing including rebuilding of existing seawalls and installation of certain utilities that will service the new dock system. These improvements will significantly upgrade the functionality of the Public Landing.

We look forward to commencing the remediation of the MGP site within Gloucester Inner Harbor and we look forward to working with the City of Gloucester in making improvements to this very important facility that services the public.

If you have any questions about this project, please do not hesitate to contact me via telephone at (617) 791-2627 or e-mail: kenneth.lento@nationalgrid.com.

Sincerely,

National Grid

A handwritten signature in black ink, appearing to read "Kenneth E. Lento". The signature is fluid and cursive, with the first name being the most prominent.

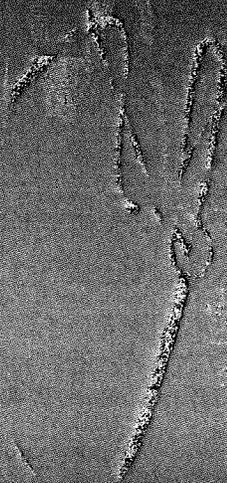
Kenneth E. Lento
Project Manager

c: Jim Caulkett, City of Gloucester

Solomon Jacobs Perl
Gloucester, Massachusetts

Perspective 2-1

Solomon Jacobs Park
Gloucester, Massachusetts



ESTABLISHED 1918



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

Granting Authority: State _____ Federal XX Other _____

Name of Grant: Clean Vessel Act (CVA)

Department Applying for Grant: Harbormaster

Agency-Federal or State application is requested from: Division of Marine Fisheries

Object of the application: Solomon Jacobs Landing Floats

Any match requirements: \$22,500.00 Waterways Enterprise Fund

Mayor's approval to proceed:  2/5/15
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



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www.iceni.com/unlock.htm



Paul J. Diodati
Director

Commonwealth of Massachusetts

Division of Marine Fisheries

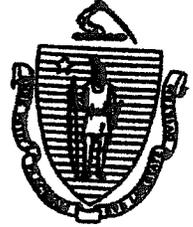
Clean Vessel Act Program

30 Emerson Avenue

Gloucester, MA 01930

Phone: 978.282.0308 x119

Fax: 617.727.3337



Massachusetts Clean Vessel Act Pumpout Grant Program

City of Gloucester Harbormaster
Name

19 Harbor Loop
Address

Gloucester 01930
City Zip Code

978 282 3012
Telephone

978 281 4188
Fax

jcaulkett@gloucester-ma.gov
Email

Jim Caulkett Harbormaster
Contact Person Title

1. NAME OF WATER BODY TO BE SERVICED: Gloucester Harbor

Number of slips in area	<u>250</u>
Number of moorings in area	<u>418</u>
Estimated # of transient boaters during season	<u>2,000</u>
Existing pumpout facilities	<u>1</u>
Approx. ratio of power/sailing vessels	<u>211</u>
Ratio of commercial/recreational vessels	<u>115</u>
Approx. # of recreational boats w/holding tanks	<u>400 +/-</u>
Approx. # of boats with portapotties	<u>100 +/-</u>

Note: Include copy of nautical chart with locations of proposed and existing pumpout facilities clearly marked. List the Latitude/Longitude coordinates for any existing as well as proposed station(s). 42 36.631 070 39.503

An Agency of the Department of Fish and Game
Mary B. Griffin, Commissioner

2. **DESCRIBE RECREATIONAL AND/OR SAILING ACTIVITIES IN THE AREA:**

Over 6,000 recreational boats in the Cape Ann area along
with thousands of visiting vessels from neighboring coastal
communities

3. **PUMPOUT EQUIPMENT REQUESTED:**

- pumpout boat shoreside pump dump station

(Check appropriate box)

8' x 40' float with shoreside pumpout station for boaters
to pull along side to use

4. **ESTIMATED TOTAL PROJECT COST (INCLUDING IN-KIND LABOR AND MATERIALS):**

\$ 90,000.00

5. **DESCRIBE HOW WASTE WILL BE HANDLED BETWEEN BOAT AND EVENTUAL DISPOSAL IN LICENSED SEWAGE TREATMENT FACILITY:**

Pumpout station is connected to City sewer

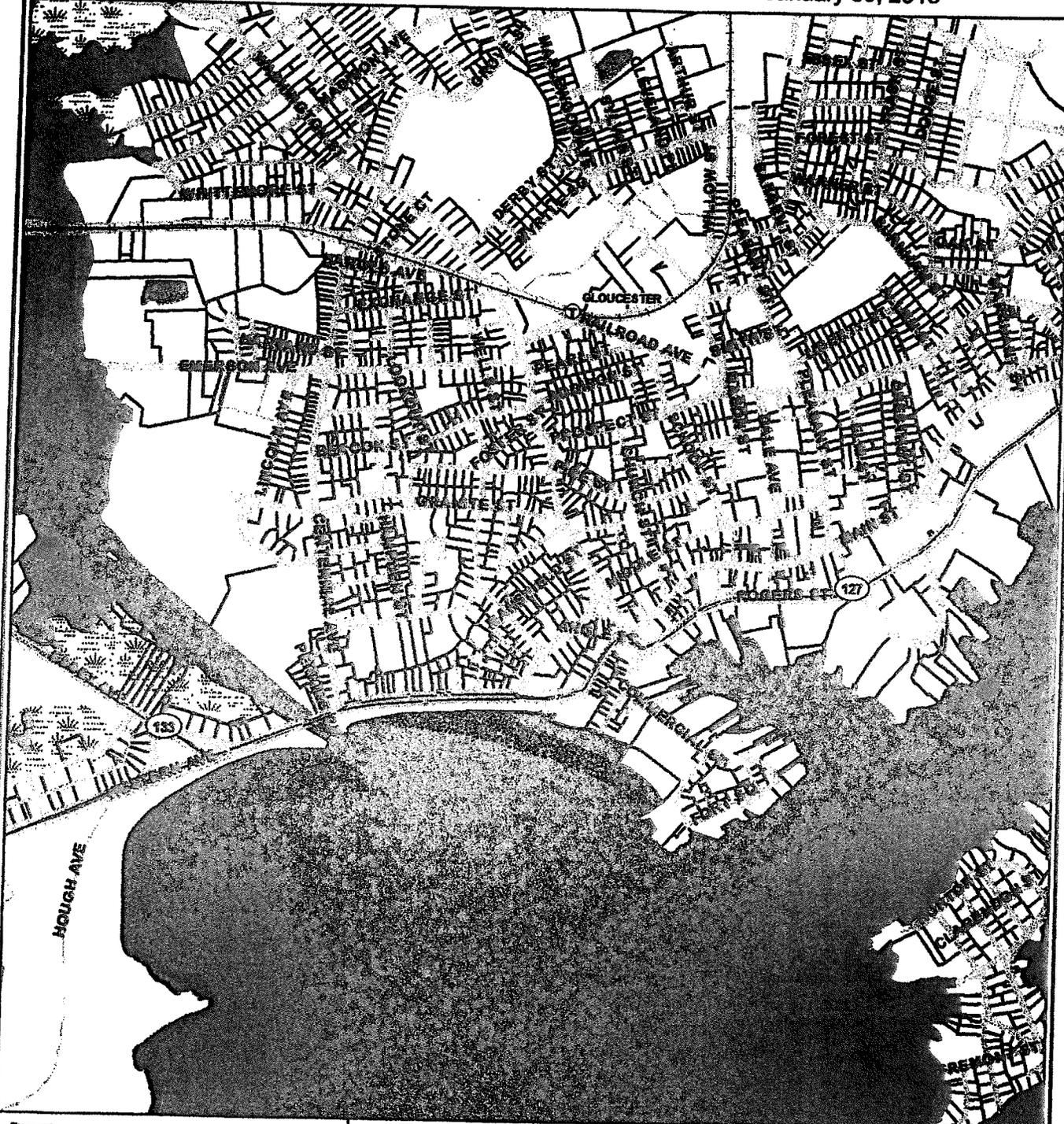


Transport
— State Highway



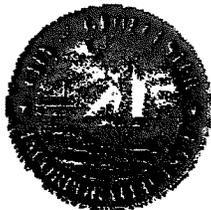
Panoramic and topographic basemap features 1 = 40 scale from Aerial Photography March 2011. The information depicted on this map is for planning purposes only. The City of Gloucester makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of these data. The City of Gloucester does not assume any liability associated with the use or misuse of this information.

1" = 842 ft



- Transport
 - Street Centerlines
- Water Bodies
 - ▣ Pond, Lake, Ocean
 - ▣ Reservoir
 - ▣ Wetland
 - ▣ Salt Wetland
 - ▣ Submerged Wetland
 - ▣ Cranberry Bog
 - ▣ Tidal Flat
 - ▣ Inundated Area
- ▣ Parcels

Planimetric and topographic base map features 1" = 40' scale from Aerial Photography March 2011. The information depicted on this map is for planning purposes only. The City of Gloucester makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of these data. The City of Gloucester does not assume any liability associated with the use or misuse of this information.



1" = 842 ft

CAPE ANN MARINA

GLOUCESTER HARBORMASTER

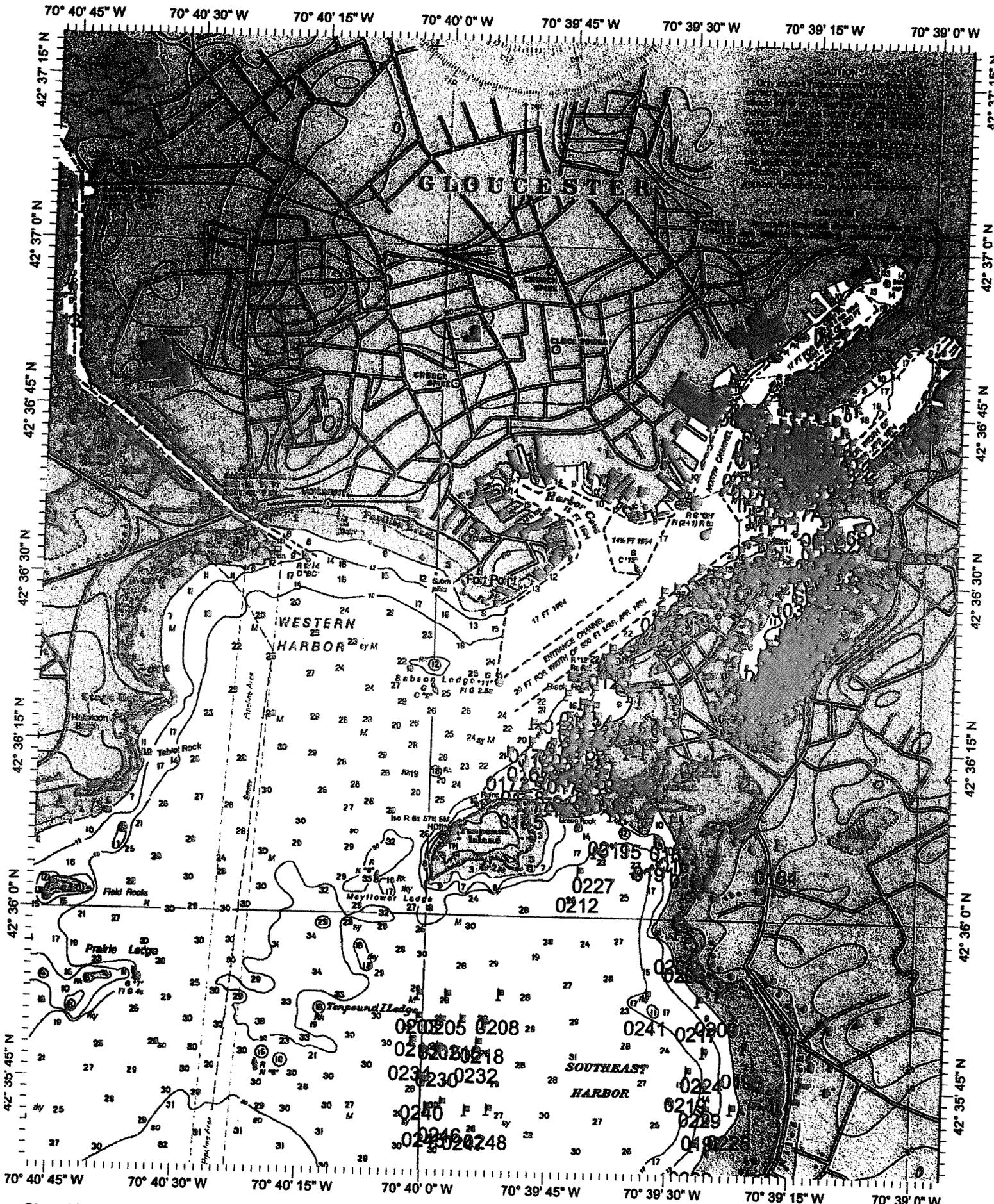


Chart Name: GLOUCESTER HARBOR AND ANNISQUAM RIVER

Chart ID: 13281_1

Top Left: 42° 37' 18" N 70° 40' 47" W

Bottom Right: 42° 35' 37" N 70° 38' 56" W

● NEW LOCATION

Jim Caulkett

From: David Smith <david.smith@gza.com>
Sent: Wednesday, November 26, 2014 10:52 AM
To: Jim Caulkett
Subject: FW: Solomon Jacobs
Attachments: BUDGETARY COST ESTIMATE Solomon Jacobs Floats.docx

Hi Jim,

You had asked to separate out the cost estimate for the 8 ft by 40 ft pump-out float along with the pump-out system. Looking through my cost folder, I noticed the attached estimate you put together recently for funding. Do you want to use these costs for your estimate? Your costs include my original 20% contingency built into the estimate.

Not really knowing exactly what you need, we could take the revised square footage of float (8x40=320 sf) and multiple it by the \$120/sf to get \$38,400. Pump out cost would be = \$48,000
Gangway relocation/install = \$2,400
Sub-total = \$88,800

Do you need to figure the two piles? Bridge-gangway?

The pump-out cost should cover the unit, installation and electrical, however I'm awaiting final cost estimate from our electrical engineering consultant for electrical work.

Let me know if you need me to do anything else.

Regards,

David A. Smith
Project Manager
GZA GeoEnvironmental, Inc.
372 Merrimac Street | Newburyport, Massachusetts 01950
o: 781.278.4806 | c: 978-835-5532 | f: 978.465.2640
david.smith@gza.com | www.gza.com



Celebrating our 50th Year
PROACTIVE BY DESIGN.® Our Company Commitment.

Follow us on:   

From: Jim Caulkett [<mailto:JCaulkett@gloucester-ma.gov>]
Sent: Thursday, September 11, 2014 12:10 PM
To: David Smith
Subject: Solomon Jacobs

Hi Dave, just FYI so you can see what I submitted to the State for the BIG program. Figures already include a 20% increase since we are not allowed to have a contingency line item on the grant request.

Jim



Nineteen Harbor Loop
Gloucester, MA 01930

TEL 978-282-3012
FAX 978-281-4188
jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster
To: Mayor Sefatia Romeo Theken
Date: January 22, 2015
Subject: Increase to Transient Mooring Fee

Mayor Theken,

In your next Mayor's Report to Council will you include the following Waterways Board request;

The Gloucester Waterways Board is requesting to increase the Transient Mooring Fee, Gloucester City Ordinance Chapter 10, Section 10-51 (e), currently at \$25.00 per night, to \$35.00 per night.

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

Respectfully

Sec. 10-51. - Regulation of moorings.

- (a) *Regulations.* The waterways board shall make regulations regarding the application process, size, type, construction and placement of all moorings within the city waterways. All moorings shall be placed under the direction of the harbormaster and are subject to inspection by the harbormaster prior to their initial placement and at intervals of three years.
- (b) *Permits.* No person shall establish a mooring within the city waterways without first obtaining a permit from the harbormaster to do so. Mooring permits shall be renewable each calendar year.
- (c) *Applications.* Applications for new permits shall be submitted on forms provided by the harbormaster. Applicants shall be placed on waiting lists by location preferred, in order of their receipt. The harbormaster shall keep the waiting lists updated by requiring applicants who wish to maintain their position on the waiting list to file an annual renewal prior to the last business day of December of each year. The harbormaster shall publicly post the waiting lists at the harbormaster's office and shall file a copy of same with the city clerk's office on April 30 of each year. The fee for such renewals shall be \$10.00. Failure to timely file the annual renewal shall result in the applicant's removal from the waiting list, provided however that an applicant may, prior to the last business day of February of the following year, request reinstatement to his/her previous position on the waiting lists by filing with the harbormaster a request for reinstatement together with a late fee of \$50.00 for a total of \$60.00.
- (d) *Types of moorings.* The harbormaster may issue permits for three types of moorings:
- (1) *Personal moorings* for sole use by the single vessel of an individual and his or her immediate family;
 - (2) *Municipal moorings* which may be approved by the waterways board for public purposes; and
 - (3) *Transient moorings* which may be used by waterfront businesses or yacht clubs for transient vessels.
- (e) *Fees.* The fee for each type of mooring shall be established by the city council. Fees for personal moorings shall be charged by the length of vessel at the rate of \$6.00 per foot for city residents and taxpayers and at the rate of \$8.00 per foot for nonresidents. The fee for transient moorings shall be \$200.00 each. A daily fee of \$25.00 shall be charged every vessel that utilizes a municipal mooring, used for transient boats, operated by the harbormaster. Fees for 10A float permits shall be in the amount of \$50.00 per season. Fees for the use of the city launch shall be \$3.00 per person per one-way trip, with children 12 years of age or younger free.
- (f) *When application due; permit renewal.* A completed renewal application by each mooring permit holder, including the renewal fee and proof of ownership, shall be returned to the harbormaster's office on or before the last business day in February of each year. After that time the mooring holder may renew the permit by filing a completed application, including the regular fee per foot, plus a late fee of \$50.00, prior to the last business day of May of that same year. Failure to do so will result in the mooring permit being revoked.
- (g) *New mooring areas.* The waterways board may, after a public hearing, designate new mooring areas. Moorings in those areas may be installed, maintained and operated by the harbormaster's office or by private businesses under license from the waterways board. The selection process for private operators shall include requests for proposals by the waterways board, submission of proposals and bids in conformance with M.G.L. c. 30B, and review of proposals and bids consistent with that law.

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: Sefatia Romeo Theken, Mayor
James Destino, CAO
FR: Mark Cole, Asst. Public Works Director *MC*
DT: January 21, 2015
SUBJ: Expense Reimbursement Request

Please submit the attached expense reimbursement request to the City Council with the next Mayor's Report. We are unable to pay this request without approval from City Council as there was no purchase ^{order} in place prior to the expense.

Travel – mileage personal vehicle
360 miles @ \$0.565 per mile for a total of \$203.40

Lodging
3 nights @ \$236.52 per night for a total of \$709.56

Total reimbursement request \$912.96

Payment is requested from the following account

610000.10.450.53001.0000.00.000.00.052 Training



CITY OF GLOUCESTER
EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS

For Auditor's Use Only:

Approved _____
Disapproved _____

Name Lawrence Durkin Department DPW

Expense Account Number _____

Date of Expense 9/21-23/2014 Purpose Professional association meeting & training -
New England Water Works Association Annual Conference

Travel:

Mileage: (personal Vehicle) 360 Miles at \$0.565 per Mile \$ 203.40

Parking Expense (see attached Receipt) \$ _____

Tolls (see attached Receipt) \$ _____

Other Travel Expense (Specify) _____ \$ _____

Subtotal Travel \$ _____

Food:

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ _____

Accommodations:

Name / Location of Lodging Samoset Resort - Rockland, ME

Number of Nights 3 at \$ 236.52 per Night

Subtotal Accommodation \$ 709.56

TOTAL EXPENSE REIMBURSEMENT REQUEST

\$ 912.96

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE L. A. Durkin DATE 10/30/14

SUPERVISOR'S SIGNATURE _____ DATE _____

SAMOSET

RESORT
ON THE OCEAN
CAMDEN ROCKPORT ISLAND, MAINE

Mr. Lawrence Durkin
36 R Lothrop St
Beverly MA 01915
United States

Room No. 308
Arrival 09/21/14
Departure 09/24/14
Rate per night \$ 219
Invoice No.
Cashier 47
Page No. 1 of 1
Today's Date 09/24/14

INFORMATION INVOICE

Group Code **NEWWA2014**

Date	Description	Debit	Credit
09/21/14	Advance Deposit		
09/21/14	Hotel Room-Grp No Resort Fee	219.00	236.52
09/21/14	Room Sales Tax	17.52	
09/22/14	Room Service	50.04	
09/22/14	La Bella Vita	48.96	
09/22/14	Hotel Room-Grp No Resort Fee	219.00	236.52
09/22/14	Room Sales Tax	17.52	
09/23/14	Room Service	11.64	
09/23/14	Room Service	42.56	
09/23/14	Hotel Room-Grp No Resort Fee	219.00	236.52
09/23/14	Room Sales Tax	17.52	
Balance			626.24

TOTAL ROOM & TAX \$709.56

Signature _____

I agree that I am personally liable for the payment of this account and if the person, company, or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company, or association

Public Works
28 Poplar Street
Gloucester, MA 01930



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

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: 20 January 2015

To: Mayor Sefatia Romeo Theken
CAO, James Destino
CFO, John Dunn

From: Michael B. Hale, Director of Public Works

RE: Request for \$3,823,018 loan authorization from City Council for CSO and Water related capital projects

The Department of Public Works requests a loan order in the amount of \$3,823,018 for capital CSO and water projects for spring 2015.

- Upper CSO-006 area. Work includes installation of new drain to separate out the remaining combined sewer area (CSO-006) in the vicinity of Webster, Fair, Friend, Elwell, and Taylor Street. Separation project identified in Supplemental Combined Sewer Overflow Long-Term Control Plan, September 2011 which was approved by DEP/EPA and included into the 2012 MCD modification.
- Hartz Street neighborhood. Work completed and/or under contract to date includes sewer spot repairs, sewer manhole and pipe rehabilitation on Hartz Street, Williams Court, and Marion Way. Work required as part of MCD projects, to remove inflow and infiltration from deficient sewer system located adjacent to tidal flats, as identified in the Outfall 009 Overflow Abatement Plan (in support of the 2011 SCSOLTCP). As part of construction project in neighborhood, water main replacement to be included on Williams Court, Marion Way, and a portion of Hartz Street to take advantage of efficiencies before restoration work. Current water configuration in the neighborhood includes dead ends at the end of Hartz Street, Wise Place, and Elizabeth. Work to include installation of 8-inch water main and new valves and hydrants to connect water main on Bass Avenue to dead ends on Hartz Street, Wise Place and Elizabeth Road. Work to include securing easements and installation of water main through resource area adjacent to stone culvert (plan provided to show crossing area).

- **Smith Cove / Rocky Neck interceptor sewer. Work completed to date includes sewer spot repairs, sewer manhole and pipe rehabilitation in Rocky Neck neighborhood and East Main Street. Work required as part of MCD projects, to remove inflow and infiltration from deficient sewer system located adjacent to tidal flats, as identified in the Outfall 009 Overflow Abatement Plan (in support of the 2011 SCSOLTCP). Work to include installation of 1,500 linear feet of cured in place lining in 14-inch pipe crossing Smith Cove, as well as lining additional pipes in Sayward Street and Pirates Lane.**

Ordered: That the City of Gloucester appropriates Three Million Three Hundred Thousand Dollars (\$3,300,000) for the purpose of funding additional sewer work in the Upper CSO-006 Area and in Smith Cove/Rocky Neck including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow Three Million Three Hundred Thousand Dollars (\$3,300,000) and to issue bonds or notes thereof under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws or any other enabling authority; that such bonds or notes will be general obligations of the City unless the Treasurer, with the approval of the Mayor, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; that the Treasurer, with the approval of the Mayor, is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust ("Trust") established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal and state aid available for the project or the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; and to take, with the approval of the City Council, any other action necessary to carry out the project.

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

Ordered: That the City of Gloucester appropriates Seven Hundred Thousand Dollars (\$700,000) for the purpose of making improvements to the City's Public Water System in the Hartz Street area including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow Seven Hundred Thousand Dollars (\$700,000) and to issue bonds or notes thereof under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws or any other enabling authority; that such bonds or notes will be general obligations of the City unless the Treasurer, with the approval of the Mayor, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; that the Treasurer, with the approval of the Mayor, is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust ("Trust") established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal and state aid available for the project or the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; and to take, with the approval of the City Council, any other action necessary to carry out the project.

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