

CITY CLERK
GLOUCESTER, MA
16 FEB 11 AM 8:41

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GLOUCESTER CITY COUNCIL
Budget & Finance Committee
Thursday, February 18, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall

AGENDA

Individual items from committee reports may be consolidated into a consent agenda.

1. ***Special Budgetary Transfer Requests from the Police Department: 2016-SBT-7, 2016-SBT-8 and 2016-SBT-9 Department***
2. ***Memorandum from Fire Chief re: request permission to correct payroll error in FY15 with FY16 funds***
3. ***Memorandum from School Director of Finance & Operations re: request increase in Preschool Revolving Fund from \$45,000 to \$75,000***
4. ***Memorandum, Grant Application & Checklist from Community Development Director re: Stage Fort Park Beautification Project, Land & Water Conservation Fund Grant Application in the for \$250,000***
5. ***Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report***

COMMITTEE

Chair, Councilor Scott Memhard
Vice Chair, Councilor Joseph Orlando, Jr.
Councilor Joseph Ciolino

CC: Mayor Theken
Jim Destino
Kenny Costa
John Dunn
Police Chief Leonard Campanello
Fire Chief Eric Smith
Tom Lafleur
Tom Daniel/Stephen Winslow

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

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2016**

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

TRANSFER # 2016-SBT- 7 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 1/25/2016 BALANCE IN ACCOUNT: \$2,300.00

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.210.51944.0000.00.000.00.051
Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # Police-Admin, Sick Incentive Pay
Unifund Account #
Account Description

DETAILED EXPLANATION OF SURPLUS: Incentive has been payed out and surplus remains.

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.211.51944.0000.00.000.00.051
Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT # Police-Uniform, Sick Incentive Pay
Unifund Account #
Account Description

DETAILED ANALYSIS OF NEED(S): Account has \$16,000, will need \$19,250 to pay uniform personnel.

TOTAL TRANSFER AMOUNT: \$2,300.00

FROM ACCOUNT: \$0.00
 TO ACCOUNT: \$18,300.00

APPROVALS:

DEPT. HEAD: [Signature] DATE: 1-25-16

ADMINISTRATION: [Signature] DATE: 2.3.16

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2016

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

TRANSFER # 2016-SBT- 8 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 1/25/2016 BALANCE IN ACCOUNT: \$275.28

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.218.51944.0000.00.000.00.051
Unifund Account #
(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account #
Police-Parking, Sick Incentive Pay
Account Description

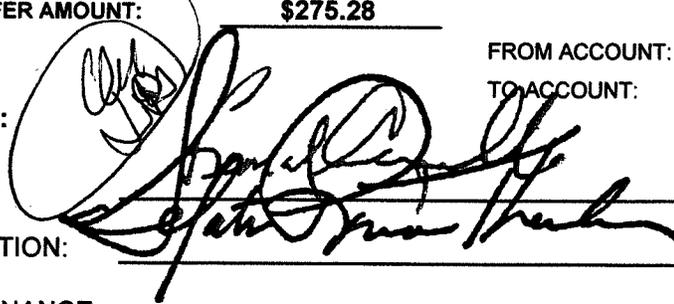
DETAILED EXPLANATION OF SURPLUS: Incentive has been payed out and surplus remains.

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.211.51944.0000.00.000.00.051
Unifund Account #
(TO) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account #
Police-Uniform, Sick Incentive Pay
Account Description

DETAILED ANALYSIS OF NEED(S): Account has \$16,000, will need \$19,250 to pay uniform personnel.

TOTAL TRANSFER AMOUNT: \$275.28

FROM ACCOUNT: \$0.00
TO ACCOUNT: \$18,575.28

APPROVALS:  _____
DEPT. HEAD: _____ DATE: 1-25-16
ADMINISTRATION: _____ DATE: 2.3.16
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

City of Gloucester Special Budgetary Transfer Request Fiscal Year 2016

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

TRANSFER # 2016-SBT- 9 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Police

DATE: 1/25/2016 BALANCE IN ACCOUNT: \$600.00

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.292.51944.0000.00.000.00.051
Unifund Account #
(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account #
Police-Animal, Sick Incentive Pay
Account Description

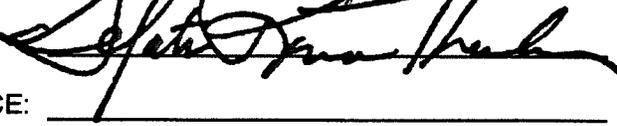
DETAILED EXPLANATION OF SURPLUS: Incentive has been payed out and surplus remains.

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.211.51944.0000.00.000.00.051
Unifund Account #
(TO) ORDINARY EXPENSE ACCOUNT # _____
Unifund Account #
Police-Uniform, Sick Incentive Pay
Account Description

DETAILED ANALYSIS OF NEED(S): Account has \$16,000, will need \$19,250 to pay uniform personnel.

TOTAL TRANSFER AMOUNT: \$600.00

FROM ACCOUNT: \$0.00
TO ACCOUNT: \$19,175.28

APPROVALS:  _____ DATE: 1-25-16
DEPT. HEAD: _____
ADMINISTRATION:  _____ DATE: 2.3.16
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____



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



Memorandum

TO: Mayor Romeo Theken
FR: Fire Chief Eric Smith
RE: Dominic Barbagallo Retro FY15
DT: January 27, 2016

Mayor Romeo Theken,

I respectfully request you place this payroll correction on the next Mayors report to the City Council. A payroll error was found in the Lieutenant step 3 pay scale. The error only affects Lt. Dominic Barbagallo and due to this occurring in FY15 I must request authorization to pay for this FY15 payroll correction (\$943.10) with FY16 funds

Best regards,

A handwritten signature in black ink, appearing to read "Eric L. Smith".

Eric L. Smith
Fire Chief

LEUTENANT		AS OF JULY 1, 2015		
2.00%		Step 1	Step 2	Step 3
EMT	\$0.86	\$79,306.42	\$80,154.14	\$80,972.64
		\$27.13	\$27.42	\$27.70
		\$2,500.00	\$2,500.00	\$2,500.00
		\$27.99	\$28.28	\$28.56
Ed Incentive				
5% NO EMT	\$9,965.32	\$28.49	\$28.79	\$29.09
5% WITH EMT	\$4,090.32	\$29.38	\$29.69	\$29.98
10% NO EMT	\$7,930.64	\$29.84	\$30.16	\$30.47
10% WITH EMT	\$8,180.64	\$30.78	\$31.10	\$31.41
Debt				
NO EMT	\$783.13	\$27.40	\$27.69	\$27.97
WITH EMT	\$9.27	\$28.26	\$28.55	\$28.83
5% NO EMT		\$28.76	\$29.06	\$29.36
5% WITH EMT		\$29.65	\$29.96	\$30.25
10% NO EMT		\$30.11	\$30.43	\$30.74
10% WITH EMT		\$31.05	\$31.37	\$31.68

Corrected Version

LEUTENANT		AS OF JULY 1, 2015		200%	
		Step 1	Step 2	Step 3	
E/MIT	\$0.86	\$79,306.42	\$80,154.14	\$80,271.07	
		\$27.13	\$27.42	\$27.46	
	\$2,500.00				\$2,250.00
	\$27.99				\$28.32
Ech/Incentive					
5% NO EMT	\$3,965.32	\$28.49	\$28.79	\$28.83	
5% WITH EMT	\$4,090.32	\$29.38	\$29.69	\$29.73	
10% NO EMT	\$7,980.64	\$29.84	\$30.16	\$30.21	
10% WITH EMT	\$8,180.64	\$30.78	\$31.10	\$31.15	
DefB					
NO EMT	\$783.13	\$27.40	\$27.69	\$27.73	
WITH EMT	\$0.27	\$28.26	\$28.55	\$28.59	
5% NO EMT		\$28.76	\$29.06	\$29.10	
5% WITH EMT		\$29.65	\$29.96	\$30.00	
10% NO EMT		\$30.11	\$30.43	\$30.48	
10% WITH EMT		\$31.05	\$31.37	\$31.42	



The GLOUCESTER PUBLIC SCHOOLS
Business Office

2 Blackburn Drive
Gloucester, Massachusetts 01930

T: 978-281-9812
F: 978-281-9899
www.gloucesterschools.com

January 21, 2016

Hon. Mayor Romeo Theken and Gloucester City Council
9 Dale Avenue
Gloucester, MA 01930

RE: Request for Revolving Fund Spending Authority Increase

Honorable Mayor Romeo Theken and City Council,

I am requesting permission for an annual spending limit increase on the Preschool Revolving Fund from the current \$45,000 to \$75,000. The program has grown substantially in the last several years and we are in need of the increased authority to use the funds collected.

I have attached the School Committee Meeting Minutes of December 16, 2015 directing me to make the request of the City Council.

Please refer this request to the City Council subcommittee for Budget and Finance.

Respectfully,

Tom Lafleur, CPA
Director of Finance and Operations

5. FY17 Budget Development

6. Calendar

On a motion by Mr. Gross, seconded by Ms. Sweet, it was unanimously

VOTED: 6 in favor 0 opposed, to accept the Superintendent's Report.

IX. SUBCOMMITTEE REPORTS

A. **Building & Finance Subcommittee Meeting of December 9, 2015** – Chairperson Clancy reported that the subcommittee discussed the following matters at its meeting of December 9, 2015:

- Review of Athletic Program Financial Controls
- District Expenditures
- Request to Increase Annual Preschool Revolving Expenditure Limit

After discussion, on a motion by Kathy Clancy, seconded by Ms. Sweet, it was unanimously

VOTED: 6 in favor 0 opposed, to direct the CFO to request that the City Council increase the annual preschool revolving expenditure limit from \$45,000 to \$75,000.

Mr. Gross noted for the record that the need to increase the preschool expenditure limit is a product of the district's success.

(Ms. Wegmann left the meeting at 8:05 p.m.)

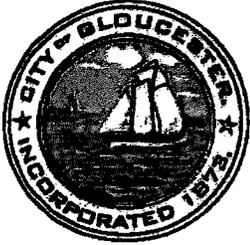
X. ACTION

A. Acceptance of Grants

1. Massachusetts DESE Grants

- (a) 21st Century Community Learning Centers – Continuation Grant in the amount of \$110,228.00

After discussion, on a motion by Mr. Gross, seconded by Ms. Teixeira, it was unanimously



CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT
3 POND ROAD, GLOUCESTER, MA 01930

MEMORANDUM

DATE: January 20, 2016

TO: Mayor Sefatia Romeo Theken

FROM: Tom Daniel, Community Development Director
Stephen Winslow, Senior Project Manager

Re: *Stage Fort Beautification Project*
Land and Water Conservation Fund Grant Application

The Community Development Department requests that you forward the attached application for a Land and Water Conservation Fund Grant Application to the City Council for their approval.

The grant application will seek \$250,000 in funding for the Stage Fort Beautification Project. Elements of the project include: (1) improving the comfort and accessibility of the bandstand viewing area by installing a new lawn, re-configured pathways and a gateway, (2) modifying a portion of the parking area to create an Events Plaza and Quadricentennial Terrace, (3) creating a new trail connection in Stage Fort Park leading towards Ravenswood Park and (4) adding a kayak storage facility.

The chosen project elements have been selected based both on local and state open space and recreation priorities, helping to maximize the competitiveness of the City's grant application. The Department of Public Works have already begun to address other repairs proposed by the Stage Fort Advisory Committee including major upgrades to the bathrooms at the Visitor's Center.

The Stage Fort Advisory Committee hosted a public forum on this proposal on January 14th and then voted unanimously to support this grant application. The Open Space and Recreation Committee also endorsed the proposal.

The Land and Water Conservation Fund requires that the City provide funds to match any LWCF funds received. This office estimates the total project cost to be about \$600,000.

Applications will be submitted to the Community Preservation Committee and the CDBG program seeking \$250,000 and \$100,000 from those funds to provide the City match. The CPA match commitment must be finalized by the end of calendar year 2016 and can be conditional on receiving the grant. CDBG funds must be committed by the time of the construction contract. Upon approval of submitting the LWCF grant application, the Community Development Department will also prepare applications and documents necessary to seek the CPA and CDBG matches.

The MA Division of Conservation Services indicates the National Park Service plans to make award announcements sometime in early 2017. After grant acceptance, this office anticipates working to finalize construction and bid documents in 2017 with construction planned for Fall 2017 and Spring 2018.



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

Granting Authority: State _____ Federal Other _____

Name of Grant: Land and Water Conservation Fund

Department Applying for Grant: Community Development

Agency-Federal or State application is requested from: Division of Conservation Services
US National Park Service

Object of the application: Stage Hart Park Beautification

Any match requirements: \$250,000

Mayor's approval to proceed: [Signature] 2/3/16
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

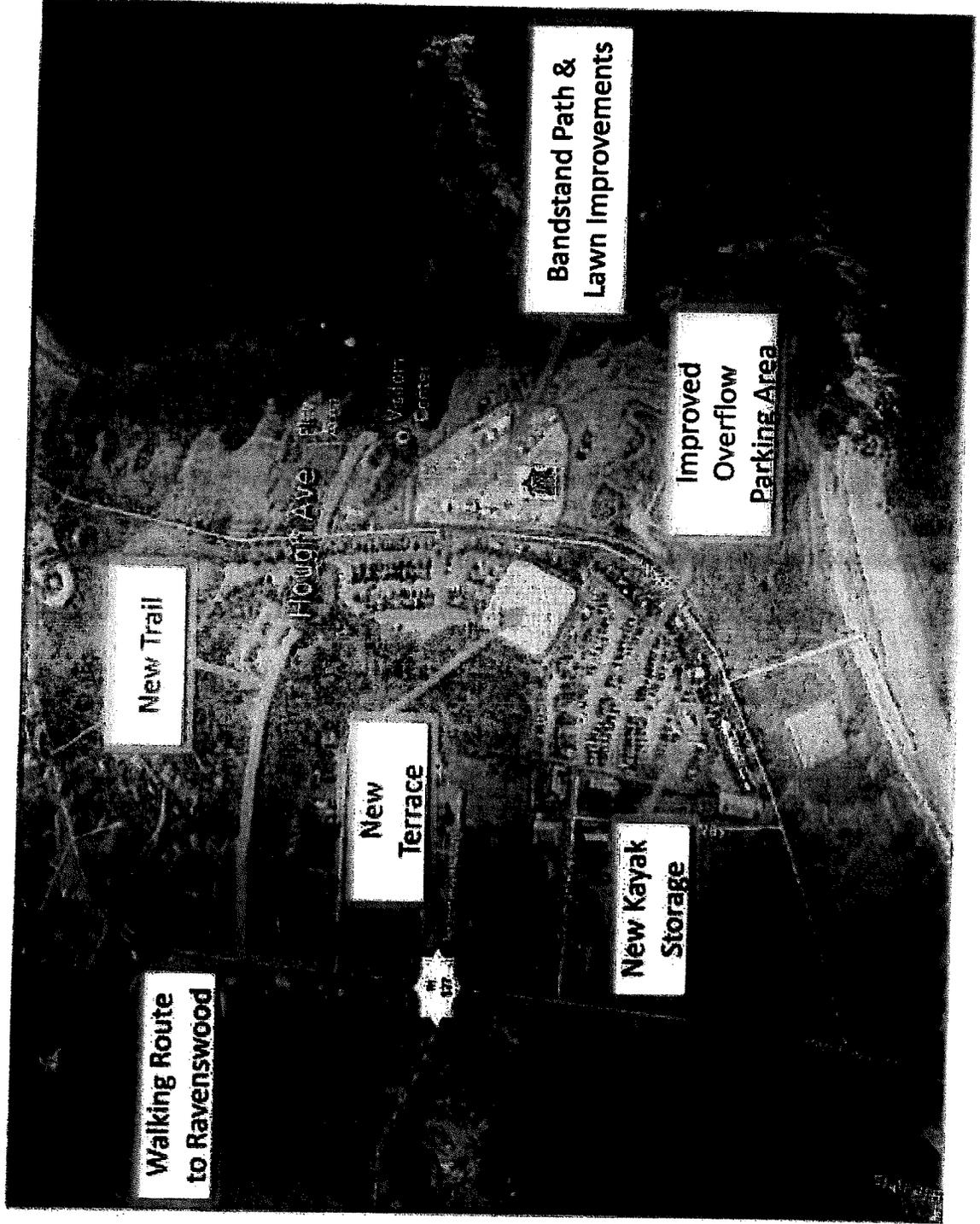
City Auditor:
Assignment of account title and value of grant: _____
Title Amount

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

Stage Fort Park – Quadricentennial Terrace



STAGE FORT PARK

City of Gloucester,
Massachusetts

DRAWING TITLE

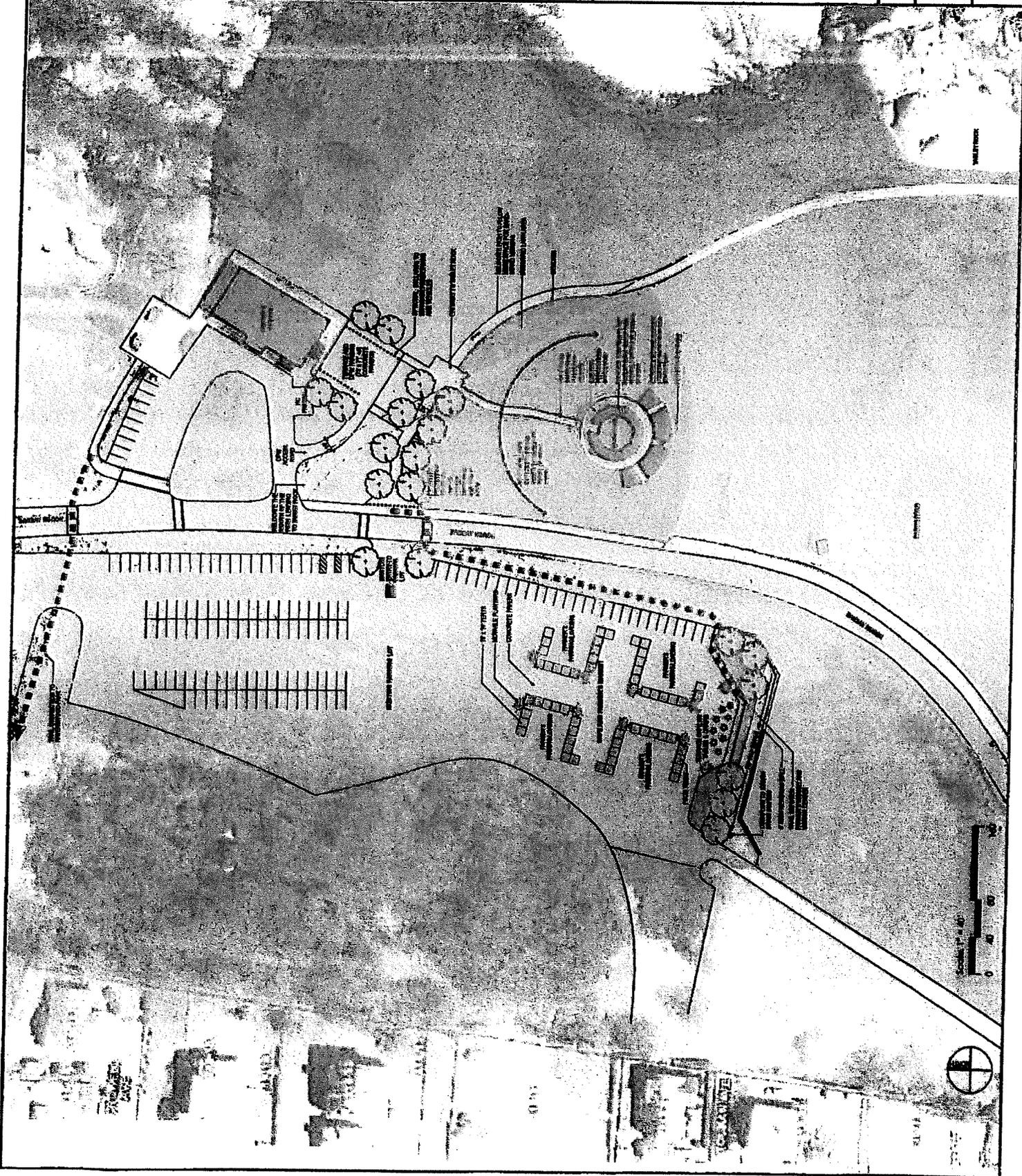
Conceptual Master Plan

Shoplick Associates
Landscape Architecture
402 Centre Street
Newton, MA 02459
P: 617-244-7200
F: 617-793-1506

PROJECT NUMBER: 1607

DATE
January 14, 2016

SCALE
1" = 40' ±



**FEDERAL LAND AND WATER CONSERVATION FUND
APPLICATION FORM**

*Please do not reformat this form – use the fillable pdf form
Please print double-sided
Please fasten application package with a binder clip, no three-ring or plastic binders!*

1. **Municipality or State Agency Department Name:** City of Gloucester
2. **Project Name:** Stage Fort Park – Quadricentennial Terrace
Project Address: 24 Hough Avenue
GPS Coordinates at Main Entrance: 42°36'30.72N 70°40'40.40W **Congressional District:** 6th
Project Acreage: 61 Acres
Type of Project: Acquisition Acquisition and Development New Development Renovation
If an acquisition, interest to be acquired: Fee Conservation Restriction
Has this site received previous LWCF assistance? Yes No
3. **Contact Person:** Stephen Winslow, Sr. Project Manager
Agency: City of Gloucester, Community Development Department
Address: 3 Pond Road, Gloucester MA **Zip:** 01930
Telephone (978) 282-8007 **Fax (978)** 978-281-9779
Email: swinslow@gloucester-ma.gov

Please note: Attach authorization from the Chief Executive Officer identifying the individual named above who will act as the official representative of the community in connection with this application. This is most often not the Chief Executive Officer, but the staff person from the appropriate agency.

4. **Briefly describe the project on TWO attached pages. Use the LWCF Rating System as an outline for the description, including (but not limited to) what is listed below, to ensure the maximum score possible for your project.**

Stage Fort Park is the most beloved park in Gloucester. Residents and visitors alike take in the scenic views of Gloucester Harbor, wade along the beach shore, enjoy shady playgrounds and picnic areas. Gloucester's residents have invested their own toil and funds to improve the playground, bandstand and ballfields and to build a dog park. Thousands of summer day-campers from throughout the Commonwealth visit Stage Fort in the summer including kids bussed from Beverly, Billerica, Cambridge, Concord, Everett, Gloucester, Hampton (New Hampshire), Lawrence, Malden, Marlborough, Salem, Somerville, Sterling and Winchester. Visitors also include area senior centers and youth from "Camp Triumph" a therapeutic summer camp for boys and girls ages 5-16. The Park also hosts the Cape Ann's Farmers' market every Thursday and a major cyclocross race each fall.

In 2023 the City of Gloucester will celebrate the 400th anniversary of the first settlement of European fishermen which occurred at the current location of Stage Fort Park. In anticipation of this anniversary, the City has established an advisory committee to identify the top priorities for rehabilitating and enhancing Stage Fort Park in advance of this important anniversary. Top community priorities include improving the comfort and accessibility of the bandstand viewing area, transforming a paved parking area into an events terrace, creating a new trail connection in Stage Fort Park leading towards Ravenswood Park and adding a kayak storage facility. (**Open Space Goal 2c: "The City should improve and maintain its recreation facilities paying special attention to: .. Stage Fort Park, Good Harbor Beach and Wingsheek", see page 106**)

- *Relevance to the Statewide Comprehensive Outdoor Recreation Plan and (for municipalities) local Open Space and Recreation Plan or (for departments) agency acquisition plan*

The proposed project will advance all the major goals of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) as well as those of the City's Open Space and Recreation Plan.

Trails (SCORP Goal #1): The creation of a trail leading from the Stage Fort Park visitor's center towards Western Avenue will advance the 1st SCORP goal of increasing the availability of all types of trails. In addition to adding to the current trails in Stage Fort Park, this new trail will be the first step towards implementing Gloucester's Green Path Network first proposed in Gloucester's 2010-2017 Open Space and Recreation Plan (**Open Space Goal 4 – Create Strategic Connections Between Existing Open Spaces, see pages 97-98, 07 and Figure 22 after page 98**). The new trail will lead towards Old Salem Path and connect with trails in Ravenswood Park maintained by the Trustees of Reservations and trails blazed by Cape Ann Trail Stewards in West Gloucester. (Show on site map)

Water-based Recreation (SCORP Goal #2): Stage Fort Park sits along Gloucester Harbor and offers many opportunities for water-based recreation including wading, swimming and wildlife viewing. Stage Fort Park features two excellent beaches – Cressy Beach and the more secluded Half Moon Beach. The Lucy Brown Davis pathway along the waterfront is in the process of being improved as part of a 5 million seawall repair project. Stage Fort Park lacks ready access for paddle craft such as kayaks. The proposed improvements include an installation of kayak storage to allow more ready access to Cressy Beach. The City may also seek out a vendor who will rent kayaks to park users (**Open Space Goal 3c: Maintain and improve public access to the water: "Create new water recreation access at Stage Fort Park"; "Support the addition of kayak lockers", see page 107**)

Neighborhood Recreation (SCORP Goal #3): Stage Fort Park is ½ mile from the neighborhoods of downtown Gloucester and 1 mile from Gloucester City Hall. Gloucester school-aged children chose Stage Fort Park as their favorite outdoor recreation area in a 2010 survey due to its large and varied play area and places to hike, climb and swim. (attach CATA Trolley info).

For the past three years, the Park has hosted the Cape Ann Farmers' Market every Thursday afternoon from June through October. The Market has thrived at Stage Fort attracting 30+ vendors a week and hundreds of shoppers. The Market currently sets up near the bandstand and has created concern amongst the Stage Fort Advisory Committee that shopper foot traffic and vendor vehicle parking impact the lawn area used for concert viewing.

Parks Serving Diverse Neighborhoods (SCORP Goal #4): Stage Fort Park abuts the diverse neighborhoods of Downtown Gloucester. Four of Gloucester's eight low-income census tracts are less than one-mile from Stage Fort Park. These neighborhoods include many low-income residents and are among the most ethnically-diverse in Gloucester. (Include Consolidated Plan Map).

- *Public process undertaken on project, including enhanced outreach completed in Environmental Justice neighborhoods, attendance at public meetings, and written support for project, i.e., support letters and articles*

The Stage Fort Advisory Committee held a public forum January 14th attended by over 24 residents, including many neighbors.

MORE

Possible support letters:

(1) Friends of Stage Fort Park, (2) Stage Fort Park Advisory Committee (3) Open Space & Recreation Committee, (4) Gloucester Little League, (5) Dog Park Committee, (6) Mass in Motion – Cape Ann, (7) Cape Ann Trail Stewards, (8) Cape Ann Farmers' Market, Gloucester Rotary Club, (9) Cape Ann Little League.

- *Ability to increase availability of recreational opportunities for residents through programming, by providing new types of recreational opportunities, through projects that provide opportunities for multiple ages, genders, and abilities, and sites that provide recreational opportunities for people with disabilities*

The new pathways will conform with ADA standards providing better access to the bandstand area and the Cape Ann Farmers' Market. The Quadricentennial Terrace will be an ADA accessible overlook of Cressy Beach. These improvements will benefit older and younger visitors as well as those with disabilities. The kayak condos will add an additional type of water recreation to this venue.

- *Ability to reach project site by alternative means of transportation, such as walking, cycling, or public transit*

Stacy Boulevard provides a scenic walkway to the Park and also includes bicycles lanes. (indicate on site map). The Cape Ann Transit Authority (CATA) bus routes run along the Western Avenue border of the Park and CATA also operates an hourly summer beach shuttle to and from Stage Fort Park.

- *Creation of new trails or expansion or connection of existing trail(s)*

In addition to adding to the current trails in Stage Fort Park, this new trail will be the first step towards implementing Gloucester's Green Path Network first proposed in Gloucester's 2010-2017 Open Space and Recreation Plan. The new trail will lead towards Old Salem Path and connect with trails in Ravenswood Park maintained by the Trustees of Reservations and trails blazed by Cape Ann Trail Stewards in West Gloucester. (Show on site map)

- *How quickly the public will be able to enjoy the property through a timely commitment to trail development or park development (for acquisitions) N/A*

- *Water-based recreation (include linear footage of water resource and what types of recreation will be provided, including wildlife viewing)*

Stage Fort Park includes over 5600 linear feet (over 1 mile!) of waterfront with scenic views of Gloucester harbor. Visitor can observe waterfowl and the occasional harbor seal basking on nearby rocks. The Park includes 800 linear feet of beach for wading and swimming. The kayak condos will expand water recreation opportunities.

- *Commitment to creating useful signage to locate conservation area/park or way finding on trails*

The City will work with Cape Ann Trail Stewards (CATS) and the Trustees of Reservations to mark the new trail. The new trail will also be added to the Cape Ann Trails map being created with CATS and Mass in Motion Cape Ann. CATs has already successfully worked with the Gloucester High Carpentry shop to create trail kiosks at several locations in Gloucester.

5. Proposed Funding:

The LWCF program is a *reimbursement* program. Grant recipients are reimbursed after invoices have been paid. **The total project cost must be raised or appropriated by the municipality or department shortly after project approval if it has not already been appropriated.** Costs incurred prior to grant approval and contract execution are not eligible for reimbursement, including appraisal and/or design costs. Force account labor is also ineligible, as are donations and volunteer hours. Mention any *previous, pending, or anticipated* financial assistance on this project. Refer to the LWCF Manual Chapter 5 for eligible cost details: <http://www.nps.gov/ncrc/programs/lwcf/pub.htm>. Sample budget can be found in Attachment E.

Total Eligible Project Cost:	<u>\$600,000</u>
LWCF Request: (50% of total project cost, maximum of \$250,000)	<u>\$250,000</u>
Municipal Share: (Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)	<u>\$350,000</u>
Other: (i.e. private donation to community, fund raising, etc.)	<u>To add enhancements</u>

Attach a one page description of the proposed project budget including:

Local funds are inspected to include \$100,000 from Community Development Block Grant program to improve ADA accessibility (request to be submitted in 2016) and \$250,000 from Community Preservation Funds (request submitted in February 2016). The City and the Friends of Stage Fort Park will also solicit donations intended to enhance the project such as benches and landscaping for the Quadricentennial Terrace and material upgrades for the pathways and retaining walls.

6. Leases, Rights, and Restrictions

Describe outstanding leases, restrictions or other rights or interests held by others in the project site and enclose copy of the same (for file records only).

None – the City owns the property

7. Structures (for Acquisition Projects Only) N/A

Are there currently any buildings or structures on the property? Yes No

If yes, list each one, including the estimated value and current use, as well as its intended use if this project is funded. If this is an application for a conservation land acquisition, the grant is intended to preserve the undeveloped land, not to purchase buildings. The type of structure could impact the grant award. Acceptable structures include, but are not limited to, storage sheds, information kiosks, or barns that hold environmental education workshops.

8. Permanent Protection ???

If the applicant already owns the land, is the property permanently dedicated for park, playground, or recreation purposes (MGL Chapter 45, Section 3 or 14) or conservation purposes (MGL Chapter 40, Section 8C)? If not, please submit draft dedication language for DCS review.

Yes No

9. Fees

Are fees currently charged or proposed for this site? If yes, please attach a copy of the fee system. Charging fees is allowed subject to DCS approval. If applicant is awarded a grant, the site cannot be restricted to municipal residents only. If fees are charged based on residency, fees for nonresidents are subject to Chapter 8 of the LWCF Manual. If a site's fee structure is not compatible with EEA and NPS policy, a grant award may be rescinded.

Yes (copy attached) No

10. Community Preservation Act

Has your community passed the Community Preservation Act?

Yes No

If "yes", please note that successful grant applicants that have purchased real property interests for open space or recreational purposes using money from the Community Preservation Fund must have all conservation restrictions required by Section 12 of Chapter 44B approved by the Secretary of Energy and Environmental Affairs and recorded prior to receipt of final project reimbursement from the Executive Office of Energy and Environmental Affairs (for file records only).

11. Check the following if applicable to project (for file records only):
- Yes No Prime agricultural lands (see Ex. Order #193)
 - Yes No Scenic River designation
 - Yes No Wetland designation
 - Yes No 100 year floodplain
 - Yes No Environmental intrusion, i.e. overhead power lines (**must be buried**), safety hazards
 - Yes No Brownfield – 2IE evaluation
 - Yes No Environmental Justice community/neighborhood
 - Yes No Acquisition involving relocation of residents, tenants, or businesses
 - Yes No Negotiated sale

If an acquisition project: **N/A**

Do you have a purchase and sales agreement or agreed price?

Yes No

If yes, amount:

\$ _____

Is clear title available?

Yes No

If no, is an eminent domain taking anticipated?

Yes No

Note that if clear title is not available, the community may decide to acquire the property by a friendly taking (eminent domain) process to clear the title. It is best to know if there is a potential title problem as soon as possible since this can complicate the acquisition process.

Appraisal Report

Valuation: \$ _____

Appraiser: _____

Valuation Date: _____

Please note: the appraisal must be submitted using federal appraisal standards ("Yellow Book") found at www.usdoj.gov/enr/land-acklyb2001.pdf.

12. Check if the following permits are required (for file records only):
- Yes No U.S. Army Corps of Engineers (404 or Rivers and Waterways)
 - Yes No MA DEP Division of Wetlands & Waterways (617) 292-5518
 - Yes No U.S. Coast Guard
 - Yes No U.S. Dept. of Agriculture (Zoos)
 - Yes No C. 131 s. 40 Wetlands (municipal conservation commission)
 - Yes No MEPA Review (301 CMR 11.00: MEPA Regulations) (617) 626-1020

IMPORTANT NOTICE

If any of the above permits are required, the permit or application for the permit must be submitted. Should the project be selected for funding, the permit will be required as part of the final application.

13. Attach certification of applicant community's legal authority to apply for the grant and to finance and construct the proposed facilities (see Sample Municipal Vote), and the **Chief Executive Officer's legal authorization to execute contracts**. This is a resolution, motion, or similar action that has been duly adopted or passed as an official act of the community's governing body that authorizes the filing of the applications, including all understandings and assurances contained therein.

Date

Signature of Chief Municipal Officer

Name and Title (Typed)

Duration of Term

Mailing Address: _____

Telephone: () _____

PLEASE LABEL ALL ATTACHMENTS

REQUIRED ATTACHMENTS (applications that are missing these items will not be accepted)

1. **Municipal Open Space and Recreation Plan**, if not already approved and on file at DCS. Plans are approved by DCS for up to seven years of eligibility in DCS grant programs. Community is not eligible to apply without an approved plan, or submission of a draft plan. (If we have it on file, don't send another copy.)

ON FILE

2. **Acquisition Projects – Appraisal report** as required by DCS. Note that the appraisal(s) must be done to federal appraisal standards (“Yellow Book”) found at www.usdoj.gov/enrd/land-ack/yb2001.pdf.

NOT APPLICABLE

RECOMMENDED ATTACHMENTS

(provides details to information requested and assists in project evaluation)

1. **Project boundary map** showing the project boundary, see Attachment B. The project area must be shown in enough detail to be legally sufficient to identify the lands to be protected. A registered survey plan with deed references or assessor's map with block and lot number are acceptable.*
2. **USGS Locus Map** showing project site, any adjacent or nearby public or quasi-public park or conservation land, nearby public transportation route(s), bike paths, trails, and EJ populations in project site area.
3. **Massachusetts Historical Commission comments:** Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.
4. **Massachusetts Natural Heritage and Endangered Species Program comments:** All applicants must request comments from the Massachusetts Natural Heritage & Endangered Species Program (NHESP) on the presence or absence of rare species listed under the Massachusetts Endangered Species Act (MESA) on or near the proposed land acquisition or park project. To request comments, please send a letter or email to Lynn Harper, Habitat Protection Specialist, Natural Heritage & Endangered Species Program, DFW, 1 Rabbit Hill Road, Westborough, MA 01581, or to Lynn.Harper@state.ma.us. The letter or email should include a brief description of the acquisition or project, and a map of the acquisition or project location. There is no charge for this comment letter.
5. **Project description and budget details**, including a breakdown of how much is needed for design costs and construction costs, if proposing a development or renovation project, as well as any donations from partners. The project description should be written with the LWCF Rating System in mind so that the project can be awarded the most points available. (This fulfills questions 4 and 5 from application form.)
6. **Evidence of public meeting on proposed project** (copy of announcement and a list of where it was posted or actual newspaper ad and attendance sheets). Concentrate on local neighborhood participation by posting notices with tenants associations, in local grocery stores, or with Community Development Corporations. Pay special attention to Environmental Justice neighborhoods in the community. Please look at EEA's Environmental Justice Policy online at <http://www.mass.gov/eea/grants-and-tech-assistance/environmental-justice-policy.html> to ensure proper outreach procedures in EJ neighborhoods, which includes, but is not limited to, advertising the public meeting in the language spoken in the neighborhood and having translation services available.
7. **Evidence of public support for the project.** Include copies of letters of support from the community's residents and/or newspaper articles (maximum of three for each) on the project.
8. Preliminary park designs or plans for walking paths and trails that demonstrate the site's **accessibility for people with disabilities**.
9. Certified copies of the **municipal vote** (or draft warrant article or city council order, as necessary) authorizing application; raising, borrowing, or appropriating the total project cost (application item #5); and dedicating land to park, playground, or

recreation purposes (application item #8). Refer to the Sample Municipal Vote, which is included in the application package, for guidance.

10. Copy of property deed confirming municipal ownership and dedication to conservation, park, playground, or recreation purposes for development and/or renovation projects.
11. Project schedule that demonstrates how quickly the public will be able to use the site.

ATTACH SUPPLEMENTARY DOCUMENTS IF APPLICABLE TO THE PROJECT

1. Copies of current leases, restrictions, or other rights or interests held by others in the property. **N/A**
3. Fee schedule. **NEEDED.....**
3. Any necessary permits or applications for permits. **N/A**

If selected, the respondent will be required to execute the following forms in order to complete a contract:

- Commonwealth Standard Contract
- Commonwealth Standard Terms & Conditions
- Contractor Authorized Signatory Listing
- Commonwealth Project Agreement

Applicants are encouraged to review these forms prior to submission of an application. With the exception of the Project Agreement, all other forms are available at: www.mass.gov/osd.

* LWCF Requirement – must receive before application is submitted for NPS approval, if not supplied by grant application deadline.

Attachment B - I

LAND AND WATER CONSERVATION FUND 6(f) PROJECT BOUNDARY MAP

The Executive Office of Energy and Environmental Affairs and the National Park Service require a dated project boundary map that clearly delineates the permanently protected park, recreation, or conservation land protected under Section 6(f)(3) of the Land and Water Conservation Fund Act. The map must be submitted prior to project approval, and may be changed prior to final financial drawdown without triggering a conversion.

Project area – at a minimum must show:

1. The entire area acquired for an acquisition project.
2. The entire park that was renovated or developed with LWCF assistance.

Ensure that the recreational usefulness and attraction of the new 6(f) area is viable on its own and independent of the surrounding or adjacent areas. If it is dependent upon other areas or resources, those areas should also be included in the 6(f) area. This area must be a viable public outdoor recreation area that is capable of being self-sustaining (and accessible) without reliance upon adjoining or additional areas not identified in the scope of the project.

A formal surveyed boundary plan showing metes and bounds is best, but not necessarily required.

The project area must be shown in enough detail to be legally sufficient to identify the protected area. Include a narrative description of the 6(f) boundary and its rationale, especially in cases where the 6(f) area is significantly larger than the LWCF project area or smaller than the existing park and recreation area. These methods can be used in lieu of a survey plan:

- Assessors map with deed references
- Adjoining ownerships
- Adjoining easements of record
- Adjoining water bodies or other natural landmarks
- Government survey

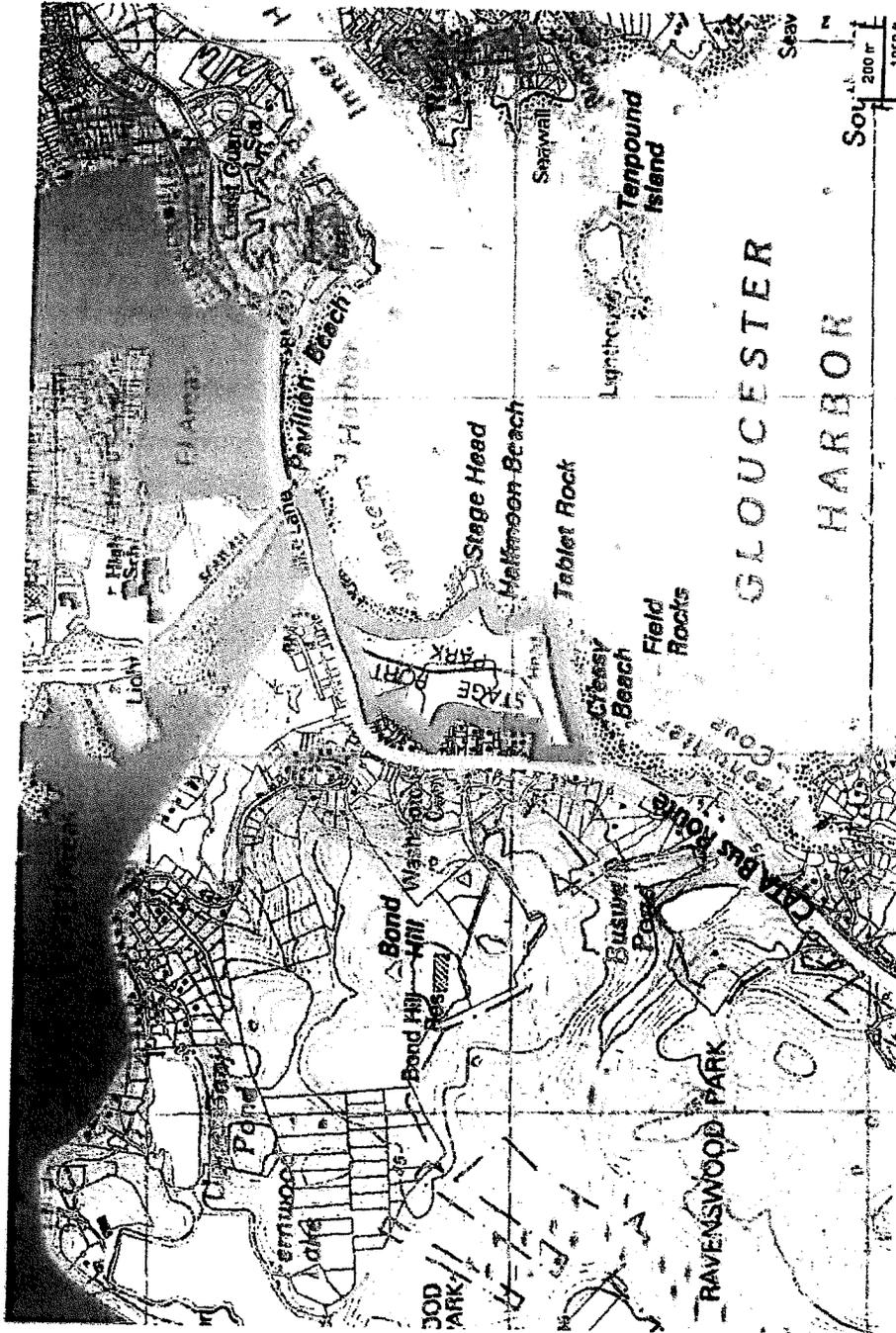
Boundary Map Requirements:

1. Official park/site name, location, and LWCF project number.
2. Sufficient detail so as to legally identify the lands to be afforded protection under Section 6(f)(3) of the LWCF Act. The following methods of identification are acceptable: deed references; adjoining ownerships; adjoining easements and rights-of-way; public streets; adjoining water bodies or other natural landmarks; metes and bounds; and surveys. Where one or more of the above methods are not readily suited for identifying the area, measurements from permanent locators may be used. A formal survey is not required.
3. All known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be documented, including any area(s) under lease, name(s) of lessor and lessee, and term remaining on the lease(s). When at the time of project application it is known that outstanding property rights held by others are or will be exercised in the foreseeable future and impact only a portion of the area to be protected under Section 6(f), the impacted area must be clearly excluded from the Section 6(f) map and accompanied by an explanation of why it is not intended to be under the Section 6(f) provision. The remaining project area must meet all LWCF program criteria for eligibility and be a viable public outdoor recreation area.
4. Approximate total acreage of the 6(f) area.
5. North arrow.
6. Up to 11 inch x 17 inch format highly preferred for future administrative use such as copying and scanning. Avoid use of color as the only means to delineate areas.

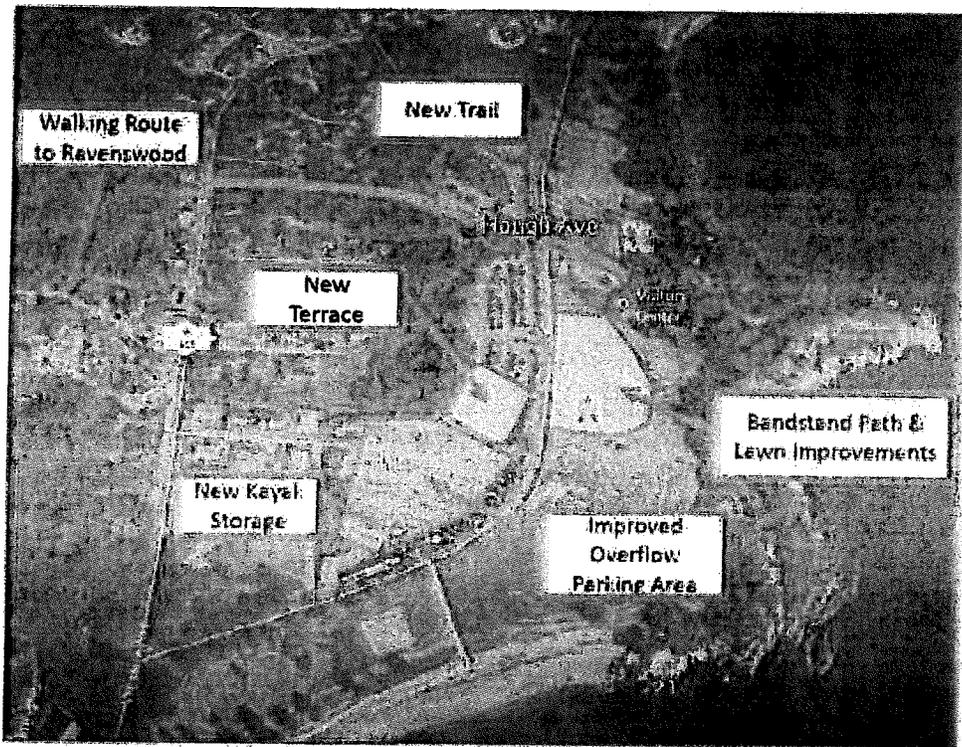
RECOMMENDED ATTACHMENTS

Attachment B - 2

USGS Locus Map showing project site, any adjacent or nearby public or quasi-public park or conservation land, nearby public transportation route(s), bike paths, trails, and EJ populations in project site area.



Stage Fort Park – Quadricentennial Terrace



Attachment B - 3

Massachusetts Historical Commission comments: Send the MHC a PNF (<http://www.sec.state.ma.us/mhc/mhcpdf/pnf.pdf>) with a photocopy of the USGS locus map with the property boundaries clearly indicated, smaller-scale property maps if available, and a cover letter to include information about any known historic or archaeological sites. See these webpages for any questions: <http://www.sec.state.ma.us/mhc/mhcpdf/pnfguide.pdf> and <http://www.sec.state.ma.us/mhc/mhcrevcom/revcomidx.htm>.

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

APPENDIX A

MASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD
BOSTON, MASS. 02125
617-727-8470, FAX: 617-727-5128

PROJECT NOTIFICATION FORM

Project Name: Stage Fort Park - Quadricentennial Terrace

Location / Address: 24 Hough Avenue

City / Town: Gloucester, MA 01930

Project Proponent

Name: City of Gloucester, Community Development Department

Address: 3 Pond Road

City/Town/Zip/Telephone: Gloucester, MA 01930 978-282-8007

Agency license or funding for the project (list all licenses, permits, approvals, grants or other entitlements being sought from state and federal agencies).

<u>Agency Name</u>	<u>Type of License or funding (specify)</u>
Division of Conservation Services	Federal Land and Water Conservation Fund Grant

Project Description (narrative):

In 2023 the City of Gloucester will celebrate the 400th anniversary of the first settlement of European fishermen which occurred at the current location of Stage Fort Park. In anticipation of this anniversary, the City has established an advisory committee to identify the top priorities for rehabilitating and enhancing Stage Fort Park in advance of this important anniversary. Top community priorities include improving the comfort and accessibility of the bandstand viewing area, transforming a paved parking area into a green terrace, creating a new trail connection in Stage Fort Park leading towards Ravenswood Park and adding a kayak storage facility.

Does the project include demolition? If so, specify nature of demolition and describe the building(s) which are proposed for demolition.
No

Does the project include rehabilitation of any existing buildings? If so, specify nature of rehabilitation and describe the building(s) which are proposed for rehabilitation.
No

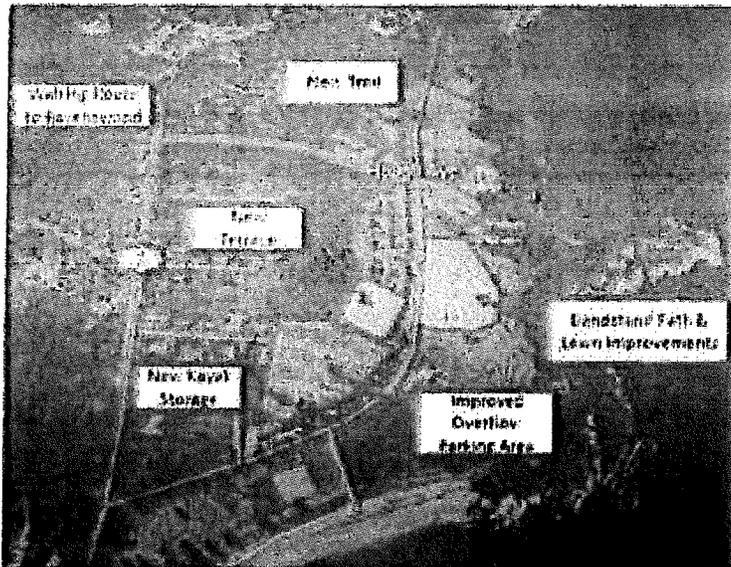
950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

Does the project include new construction? If so, describe (attach plans and elevations if necessary).

New construction will be limited to landscape improvements primarily to a currently paved area. The pavement from a portion of an existing paved parking lot will be removed (0.6 acres), the area will be re-sloped to a pitch of less than 1%, a terrace will be created along the southerly edge along with a trail leading from the Stage Fort Park visitor's center towards Western Avenue. The area along the trail will become a hardscaped lawn that will be available for an existing farmers' market and other events.

Additional loam and an irrigation system will be added to the area around the existing bandstand, including any necessary improvements to the unpaved pathway. An existing unpaved, overflow parking area (1.0 acre) will be hardscaped, re-loamed and re-seeded in order to better stabilize this grass in that area. Kayak storage units will be added as well.

Stage Fort Park – Quadricentennial Terrace



950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

APPENDIX A (continued)

To the best of your knowledge, are any historic or archaeological properties known to exist within the project's area of potential impact? If so, specify.

The bandstand has existed since Stage Fort Park was established in the 1897. The project will landscape the area around the bandstand but is not intended to otherwise impact the structure of the bandstand. The Gloucester Rotary Club built the current version of the bandstand in 1986 and recently completed repairs in 2013.

Stage Fort Park itself is historic. Founders Rock and various plaques acknowledge the first settlement of Gloucester in 1623 by fishermen from Dorchester, England. The park was laid-out by Arthur Asabel Shurtleff a protégé of Charles Olmsted. The project will not have any adverse impact on those areas and is generally intended to beautify the Park in anticipation of the 400th anniversary of the founding of Gloucester.

What is the total acreage of the project area?

Woodland	0	acres	Productive Resources:	
Wetland	0	acres	Agriculture	0
Floodplain	0	acres	Forestry	0
Open space	0	acres	Mining/Extraction	0
Developed	1.6	acres	Total Project Acreage	1.6

What is the acreage of the proposed new construction? 1.6 acres

What is the present land use of the project area?

A paved parking lot, a dirt parking lot and a lawn.

Please attach a copy of the section of the USGS quadrangle map which clearly marks the project location.

This Project Notification Form has been submitted to the MHC in compliance with 950 CMR 71.00.

Signature of Person submitting this form: [Signature] Date: 1-4-2016 Revised
 Name: Stephen Winslow (1/16/16)
 Address: City of Gloucester 3 Pond Rd.
 City/Town/Zip: Gloucester MA 01930
 Telephone: 978-282-0007
sewin@gloucester-ma.gov

REGULATORY AUTHORITY

950 CMR 71.00: M.G.L. c. 9, §§ 26-27C as amended by St. 1988, c. 254.

Attachment B - 4

Massachusetts Natural Heritage and Endangered Species Program comments: All applicants must request comments from the Massachusetts Natural Heritage & Endangered Species Program (NHESP) on the presence or absence of rare species listed under the Massachusetts Endangered Species Act (MESA) on or near the proposed land acquisition or park project. To request comments, please send a letter or email to Lynn Harper, Habitat Protection Specialist, Natural Heritage & Endangered Species Program, DFW, 1 Rabbit Hill Road, Westborough, MA 01581, or to Lynn.Harper@state.ma.us. The letter or email should include a brief description of the acquisition or project, and a map of the acquisition or project location. There is no charge for this comment letter.

Commonwealth of Massachusetts



Division of Fisheries & Wildlife

Jack Buckley, *Director*

January 8, 2016

Stephen Winslow
Senior Project Manager
Community Development Dept.
City of Gloucester
City Hall Annex, 3 Pond Rd.
Gloucester, MA 01930

RE: Gloucester Land and Water Conservation Fund proposal
Stage Fort Park project -- rare species information

Dear Mr. Winslow:

The Massachusetts Natural Heritage and Endangered Species Program (NHESP) supports the efforts of the City of Gloucester to make improvements to Stage Fort Park on the harbor in Gloucester. Currently, the NHESP has no documented habitat of rare species listed under the Massachusetts Endangered Species Act (MESA) on or near the subject property.

Please do not hesitate to call me at 508-389-6351 if you have any further questions.

Sincerely,

A handwritten signature in black ink that reads "Lynn C. Harper".

Lynn C. Harper
Habitat Protection Specialist
Massachusetts Natural Heritage & Endangered Species Program

www.mass.gov/nhesp



Natural Heritage & Endangered Species Program

1 Rabbit Hill Road, Westborough, MA 01581 Tel: (508) 389-6360 Fax: (508) 389-7890

Help Save Endangered Wildlife!

Contribute to the Natural Heritage & Endangered Species Fund.

Attachment B - 5

Project description and budget details, including a breakdown of how much is needed for design costs and construction costs, if proposing a development or renovation project, as well as any donations from partners. The project description should be written with the LWCF Rating System in mind so that the project can be awarded the most points available. (This fulfills questions 4 and 5 from application form.)

PROJECT DESCRIPTION

Stage Fort Park is the most beloved park in Gloucester. Residents and visitors alike take in the scenic views of Gloucester Harbor, wade along the beach shore, enjoy shady playgrounds and picnic areas. Gloucester's residents have invested their own toil and funds to improve the playground, bandstand and ballfields and to build a dog park. Thousands of summer day-campers from throughout the Commonwealth visit Stage Fort in the summer including kids bussed from Beverly, Billerica, Cambridge, Concord, Everett, Gloucester, Hampton (New Hampshire), Lawrence, Malden, Marlborough, Salem, Somerville, Sterling and Winchester. Visitors also include area senior centers and youth from "Camp Triumph" a therapeutic summer camp for boys and girls ages 5-16. The Park also hosts the Cape Ann's Farmers' market every Thursday and a major cyclocross race each fall.

In 2023 the City of Gloucester will celebrate the 400th anniversary of the first settlement of European fishermen which occurred at the current location of Stage Fort Park. In anticipation of this anniversary, the City has established an advisory committee to identify the top priorities for rehabilitating and enhancing Stage Fort Park in advance of this important anniversary. Top community priorities include improving the comfort and accessibility of the bandstand viewing area, transforming a paved parking area into an events terrace, creating a new trail connection in Stage Fort Park leading towards Ravenswood Park and adding a kayak storage facility. (**Open Space Goal 2c:** "The City should improve and maintain its recreation facilities paying special attention to: .. Stage Fort Park, Good Harbor Beach and Wingersheek", see page 106)

- *Relevance to the Statewide Comprehensive Outdoor Recreation Plan and (for municipalities) local Open Space and Recreation Plan or (for departments) agency acquisition plan*

The proposed project will advance all the major goals of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) as well as those of the City's Open Space and Recreation Plan.

Trails (SCORP Goal #1): The creation of a trail leading from the Stage Fort Park visitor's center towards Western Avenue will advance the 1st SCORP goal of increasing the availability of all types of trails. In addition to adding to the current trails in Stage Fort Park, this new trail will be the first step towards implementing Gloucester's Green Path Network first proposed in Gloucester's 2010-2017 Open Space and Recreation Plan (**Open Space Goal 4 – Create Strategic Connections Between Existing Open Spaces, see pages 97-98, 07 and Figure 22 after page 98**). The new trail will lead towards Old Salem Path and connect with trails in Ravenswood Park maintained by the Trustees of Reservations and trails blazed by Cape Ann Trail Stewards in West Gloucester. (Show on site map)

Water-based Recreation (SCORP Goal #2): Stage Fort Park sits along Gloucester Harbor and offers many opportunities for water-based recreation including wading, swimming and wildlife viewing. Stage Fort Park features two excellent beaches – Cressy Beach and the more secluded Half Moon Beach. The Lucy Brown Davis pathway along the waterfront is in the process of being improved as part of a 5 million seawall repair project. Stage Fort Park lacks ready access for paddle craft such as kayaks. The proposed improvements include an installation of kayak storage to allow more ready access to Cressy Beach. The City may also seek out a vendor who will rent kayaks to park users (**Open Space Goal 3c: Maintain and improve public access to the water:** "Create new water recreation access at Stage Fort Park"; "Support the addition of kayak lockers", see page 107)

Neighborhood Recreation (SCORP Goal #3): Stage Fort Park is ½ mile from the neighborhoods of downtown Gloucester and 1 mile from Gloucester City Hall. Gloucester school-aged children chose Stage Fort Park as their favorite outdoor recreation area in a 2010 survey due to its large and varied play area and places to hike, climb and swim. (attach CATA Trolley info).

For the past three years, the Park has hosted the Cape Ann Farmers' Market every Thursday afternoon from June through October. The Market has thrived at Stage Fort attracting 30+ vendors a week and hundreds of shoppers. The Market currently sets up near the bandstand and has created concern amongst the Stage Fort Advisory Committee that shopper foot traffic and vendor vehicle parking impac the lawn area used for concert viewing.

Parks Serving Diverse Neighborhoods (SCORP Goal #4): Stage Fort Park abuts the diverse neighborhoods of Downtown Gloucester. Four of Gloucester's eight low-income census tracts are less than one-mile from Stage Fort Park. These neighborhood include many low-income residents and are among the most ethnically-diverse in Gloucester. (Include Consolidated Plan Map).

- *Public process undertaken on project, including enhanced outreach completed in Environmental Justice neighborhoods, attendance at public meetings, and written support for project, i.e., support letters and articles*

The Stage Fort Advisory Committee held a public forum January 14th attended by over 24 residents, including many neighbors.

MORE

Possible support letters:

(2) Friends of Stage Fort Park, (2) Stage Fort Park Advisory Committee (3) Open Space & Recreation Committee, (4) Gloucester Little League, (5) Dog Park Committee, (6) Mass in Motion – Cape Ann, (7) Cape Ann Trail Stewards, (8) Cape Ann Farmers' Market, Gloucester Rotary Club, (9) Cape Ann Little League.

- *Ability to increase availability of recreational opportunities for residents through programming, by providing new types of recreational opportunities, through projects that provide opportunities for multiple ages, genders, and abilities, and sites that provide recreational opportunities for people with disabilities*

The new pathways will conform with ADA standards providing better access to the bandstand area and the Cape Ann Farmers' Market. The Quadricentennial Terrace will be an ADA accessible overlook of Cressy Beach. These improvements will benefit older and younger visitors as well as those with disabilities. The kayak condos will add an additional type of water recreation to this venue.

- *Ability to reach project site by alternative means of transportation, such as walking, cycling, or public transit*

Stacy Boulevard provides a scenic walkway to the Park and also includes bicycles lanes. (indicate on site map). The Cape Ann Transit Authority (CATA) bus routes run along the Western Avenue border of the Park and CATA also operates an hourly summer beach shuttle to and from Stage Fort Park.

- *Creation of new trails or expansion or connection of existing trail(s)*

In addition to adding to the current trails in Stage Fort Park, this new trail will be the first step towards implementing Gloucester's Green Path Network first proposed in Gloucester's 2010-2017 Open Space and Recreation Plan. The new trail will lead towards Old Salem Path and connect with trails in Ravenswood Park maintained by the Trustees of Reservations and trails blazed by Cape Ann Trail Stewards in West Gloucester. (Show on site map)

- *How quickly the public will be able to enjoy the property through a timely commitment to trail development or park development (for acquisitions) N/A*
- *Water-based recreation (include linear footage of water resource and what types of recreation will be provided, including wildlife viewing)*

Stage Fort Park includes over 5600 linear feet (over 1 mile!) of waterfront with scenic views of Gloucester harbor. Visitor can observe waterfowl and the occasional harbor seal basking on nearby rocks. The Park includes 800 linear feet of beach for wading and swimming. The kayak condos will expand water recreation opportunities.

- *Commitment to creating useful signage to locate conservation area/park or way finding on trails*

The City will work with Cape Ann Trail Stewards (CATS) and the Trustees of Reservations to mark the new trail. The new trail will also be added to the Cape Ann Trails map being created with CATS and Mass in Motion Cape Ann. CATS has already successfully worked with the Gloucester High Carpentry shop to create trail kiosks at several locations in Gloucester.

STAGE FORT PARK BEAUTIFICATION - LWCF BUDGET

Question 5 from application

Total Eligible Project Cost: \$600,000

LWCF Request: \$250,000
 (50% of total project cost, maximum of \$250,000)

Municipal Share: \$250,000
 (Community Development Block Grant, Community Preservation Act, etc., please specify in narrative)

Other: \$100,000
 (i.e. private donation to community, fund raising, etc. – this number is a subset of the municipal share line)

Stage Fort Park - LWCF Cost Estimate 1-20-2016

Proposal: Tablet Rock Gateway, Quadricentennial Terrace, Ravenswood Trail and Kayak Storage

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Unit</u>	<u>Cost / Unit</u>	<u>Total Cost</u>
	<u>Existing Lot</u>				
1	New Topsoil for Bandstand, 8" deep	1157.41	cubic-yards	\$20.00	\$23,148
2	Bandstand irrigation system	1.00	per	\$14,000.00	\$14,000
3	Trail from Visitor's Center to Western, 6-ft	350.00	lin-ft	\$21.00	\$17,850
4	Gateway Path / Bandstand Path	280.00	sq-yd	\$135.00	\$37,800
5	Gateway - Visitor Center DPW Access	575.89	sq-yd	\$55.00	\$31,674
5	Gateway - Trees, Planted	14.00	each	\$1,000.00	\$14,000
6	Gateway - Path Re-alignment	300.00	lin-ft	\$21.00	\$6,300
7	Pulverize Pavement - 1/3 Lot (160' x 150')	2666.67	sq-yd	\$2.00	\$5,333
8	Gravel Border to Regrade	2222.22	vol	\$20.00	\$44,444
9	Events Plaza - 16' Paths - Colored Concrete or Pavers	490.67	sq-yd	\$135.00	\$66,240
10	Repave outer portion of Parking Lot	2176.00	sq-yd	\$55.00	\$119,680
11	Terrace - Trees, Planted	6.00	each	\$1,000.00	\$6,000
12	~ 6 foot Retaining Wall (stacked)	\$20.00	lin-ft	\$225.00	\$72,000
13	Kayak Storage	16.00	units	\$590.00	\$9,600
14	Water detention swale	1.00	allowance	<u>\$10,000.00</u>	\$10,000
	Sub-total				\$478,070
	Design Contingency 10%				\$47,807
	Construction Contingency 15%				\$71,710
	Base Project Costs				\$597,587

Budget narrative

The cost estimate is based on the January 14th, 2016 Conceptual Master Plan prepared by Shoplick Associates.

Beautification of Bandstand / Visitor's Center / Tablet Rock Gateway Area: Items 1,2, 4-6 Cost: ~\$127,000

Several elements of the proposal focus on beautifying the area between the existing Visitor's Center and the park Bandstand. Currently users access this area via a dirt road that leads towards Tablet Rock. There is no pedestrian connection between the Visitor's Center, the Bandstand and Tablet Rock. A new pedestrian path to Tablet Rock will be laid out, allowing a more expansive lawn around the Bandstand. The soil has worn away around the Bandstand area and the lawn dies out in during the popular, dry summer months. New loam will be added, shaped into a viewing bowl, seeded and an irrigation system installed. A new path will be added to connect the Visitor's Center to the Bandstand and the Tablet Rock path. Portions of these new paths will be concrete walks or pavers, allowing improved ADA access. A terrace / DPW access drive will be created to allow access for maintenance to the bathrooms that are under the Visitor's Center. The new path to Tablet Rock will be accented by gateway from Hough Avenue lined with trees.

Events Terrace: Items 7-12, 14. Cost: ~\$325,000

Many events, including the weekly Cape Ann Farmers' Market, currently set-up in the Bandstand area and along the Tablet Rock path. Event tents line the path with vendor vehicles parked behind the tents. The Stage Fort Advisory Committee and the Friends of Stage Fort Park have expressed concern a new lawn around the bandstand area could be damaged by vendor vehicles. The Cape Ann Farmers' Market has flourished at Stage Fort Park; however, market organizers have noted that the long, linear lay-out along the Tablet Rock path with a short leg to the Bandstand is inefficient for vendors and customers.

Plans call for converting a portion of the parking lot into an Events Plaza enhanced by the Quadricentennial Terrace. The southerly portion of that area has a panoramic view of Gloucester Harbor making it ideal for a terrace. This part of the parking area currently has slopes of 3 – 5%+, near or exceeding ADA recommendations for slope. The project proposes installing a 6-foot retaining wall along the southern edge of the parking lot, creating the terrace edge and structural support for flattening the grade. The current parking lot will be pulverized and covered with additional material to create a flatter plain for the Exhibit Plaza. The Plaza will extend ~130 feet from the Terrace, laid-out as a cross with colored concrete or pavers. The area outside the concrete plaza will be paved. Event tents will line the Plaza, with vendors parked on the tarmac. A drainage swale / rain garden will help capture run-off that currently runs directly towards Cressy Beach. When not used for events, the plaza area will remain available for parking.

Trail towards Ravenswood: Item 3. Cost: ~\$18,000

A 6-foot path from the Visitor's Center leading 850 feet towards Western Avenue will be cleared, graded and improved with stone dust to allow access towards Ravenswood Park via Old Salem Road.

Kayak Storage: Item 13. Cost: ~\$10,000

Secure kayak storage units or racks will be purchased and installed.

Contingencies: ~\$120,000

Ten percent will be set aside to complete design and construction plans. Fifteen percent has been allocated to construction contingencies.

\$350,000 City Share Breakdown

\$250,000 from Community Preservation Act Funds

\$100,000 Federal CDBG funds for ADA access improvements and Public Facility Improvements

Attachment B - 6

Evidence of public meeting on proposed project (copy of announcement and a list of where it was posted or actual newspaper ad and attendance sheets). Concentrate on local neighborhood participation by posting notices with tenants associations, in local grocery stores, or with Community Development Corporations. Pay special attention to Environmental Justice neighborhoods in the community. Please look at EEA's Environmental Justice Policy online at <http://www.mass.gov/eea/grants-and-tech-assistance/environmental-justice-policy.html> to ensure proper outreach procedures in EJ neighborhoods, which includes, but is not limited to, advertising the public meeting in the language spoken in the neighborhood and having translation services available.

The following notice was published on the City website, posted at City Hall (EJ area), distributed via "Good Morning Gloucester" and posted at the following additional locations:

Christine's Variety (EJ area)
Richdale – Riverdale (EJ area)
Main Street Laundromat (Low/Mod Area)
Sawyer Free Library (EJ area)
Willow's Rest - Washington St
Shaw's – Railroad Avenue (EJ area)
Shaw's - Eastern Avenue
Stop & Shop - Bass Avenue
Cape Ann YMCA (EJ Area)



CITY OF GLOUCESTER
Stage Fort Park Advisory Committee

Stage Fort Park Improvements Meeting

Thursday January 14, 2016 - 6:00 PM
Cape Ann Savings Bank, Community Room
123 Main Street, Gloucester MA

Note: Please park on Main Street, bank parking remains reserved for customers

The City of Gloucester plans to submit a grant application to make improvements to Stage Fort Park in anticipation of Gloucester's 400th anniversary. We invite anyone interested to attend a presentation on potential improvements and provide their comments. Potential improvements include:

1. Beautifying the area between the Gentile Bandstand and Visitor's Center;
2. Creating a new trail leading from the Visitor's Center towards Ravenswood Park via Tolman Avenue or another route;
3. Creating a new terrace to better accommodate popular festivals and the farmers' market; and
4. Adding kayak storage.

Families with children welcome. A child-care provider will be available on-site.

Members of the Open Space & Recreation Committee will also be present and participate in the discussion.



For more information contact
Stephen Winslow, Sr. Project Manager, Mass in Motion
Gloucester Community Development Department
(978) 282-8007 or swinslow@gloucester-ma.gov

Attachment B - 7

Evidence of public support for the project. Include copies of letters of support from the community's residents and/or newspaper articles (maximum of three for each) on the project.

GoodMorningGloucester

My View of Life on the Dock

GloucesterCast 166 With Guests Steven Winslow,
@DonnaArd , Leslie Heffron, @KimSmithDesigns and
Host @Joey_C Taped 1/17/16

Posted on [January 17, 2016](#) by [Joey C](#) [Leave a comment](#)

Topics Include:

Steve Winslow- Stage Fort Park Beautification

Stage Fort Park Beautification Meeting-

A preliminary drawing was discussed outlining the new possible location for the Farmer's Market.

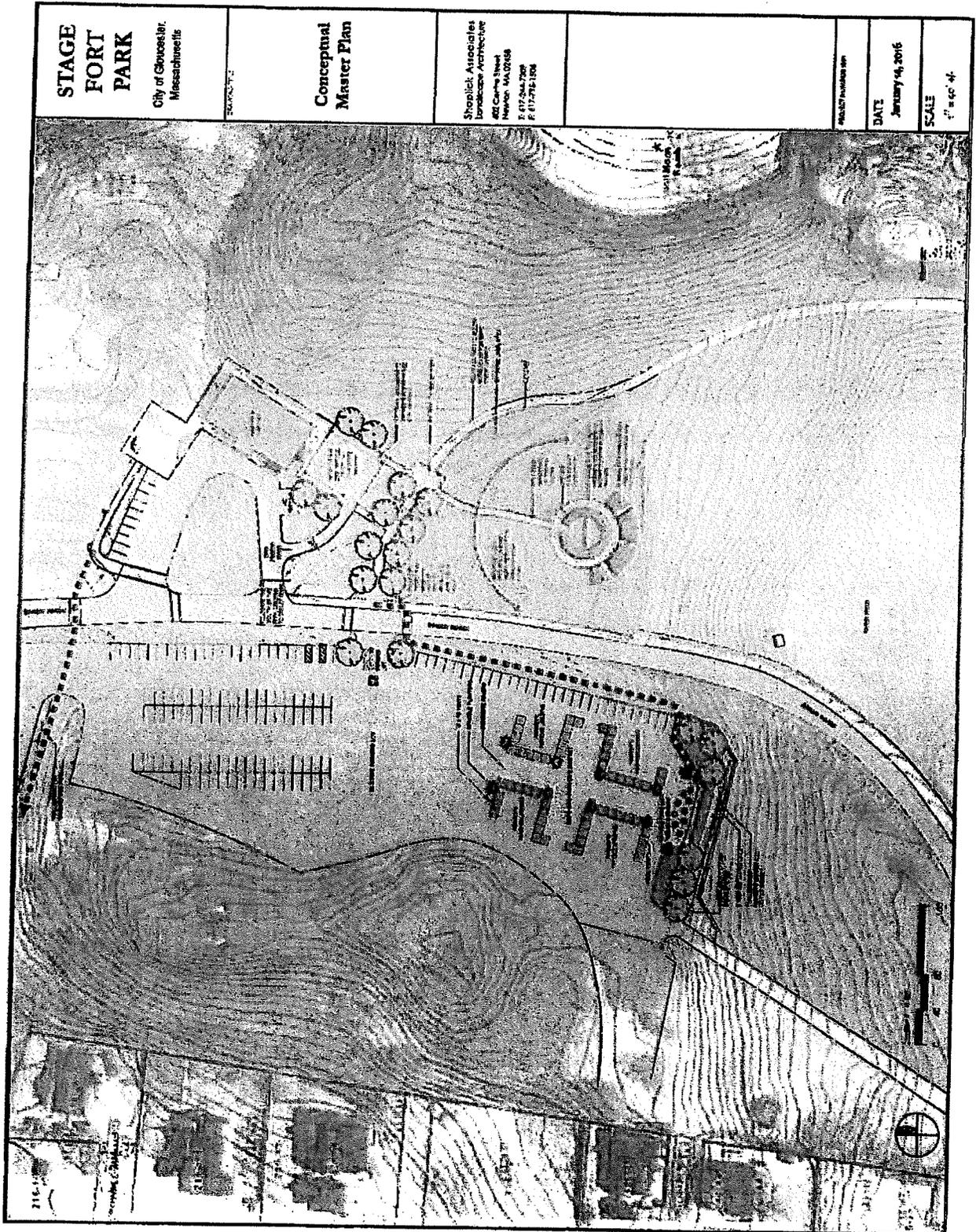
Amongst several proposed improvements, my favorite was the idea to connect, via a new trail, Stage Fort Park to Ravenswood. GENIUS!! A commitment was made to continue to work with the Cape Ann Farmer's Market, Cyclocross, festivals, neighbors, and all interested parties. Looking forward to learning more!

STAGE FORT ADVISORY COMMITTEE

OPEN SPACE AND RECREATION COMMITTEE

Attachment B - 8

Preliminary park designs or plans for walking paths and trails that demonstrate the site's accessibility for people with disabilities.



Attachment B - 9

Certified copies of the **municipal vote** (or draft warrant article or city council order, as necessary) authorizing application; raising, borrowing, or appropriating the total project cost (application item #5); and dedicating land to park, playground, or recreation purposes (application item #8). Refer to the Sample Municipal Vote, which is included in the application package, for guidance.

SAMPLE MUNICIPAL VOTE

Each community should draft its warrant article or city council order with the guidance of municipal counsel. The form will vary with the type of project, source of funding, etc. All should include the following elements:

- I. Authorization to expend an amount equal to the full acquisition and/or development cost of the project. LWCF is a *reimbursement* program, not a match program; therefore, the total project cost must be raised or appropriated through current tax levy or borrowed; project bills paid by the municipality and then a reimbursement request is made to DCS for 50% of approved project costs up to the grant award amount.
- II. Indication of the source of funding (Conservation Fund, Community Preservation Act Fund, general fund, borrowing, etc.). M.G.L. Chapter 44, sections 7, 8C, and 12(a) on Municipal Indebtedness, allows cities and towns to borrow in anticipation of reimbursement. It is strongly recommended that the warrant article or city council order is prepared with the advice of city/town counsel, treasurer, and accountant to ensure that the appropriate section is noted in the warrant article. These sections permit the municipality to borrow in anticipation of a grant and require that a grant agreement be executed before the treasurer actually obtains the borrowed amount. This assures DCS that the municipality has 100% of the total project cost in hand, and assures the municipality that the project need not be completed if the proposal does not receive grant assistance. For further advice, please contact the Department of Revenue, Division of Local Services at (617) 626-2300.
- III. Acquisition projects: indicate that land is being acquired either for conservation and passive outdoor recreation purposes (Chapter 40, Section 8c) or for active recreation purposes (Chapter 45, Section 3) and will be in the care and control of the appropriate commission or department.
- IV. Authorization for the conservation commission or recreation department to seek reimbursement under the LWCF Act and enter any necessary contracts thereto.
Land and Water Conservation Fund Act: P.L. 88-578, 78 Stat 897
- IV. If a taking is involved in an acquisition project, the conservation commission or recreation commission must, in writing, request the selectmen or city council to take the property via eminent domain.
- V. Communities may also consider language permitting a lease or license agreement to manage the property consistent with the LWCF program for maintenance, etc.

Sample for LWCF Park Development Project – City Council Resolution
(For purposes of this example, the park project will be a City Common.)

A RESOLUTION TO FILE AND ACCEPT GRANTS WITH AND FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS FOR THE LAND AND WATER CONSERVATION FUND GRANT PROGRAM FOR IMPROVEMENTS TO THE COMMON

- Whereas:** The City Common is by far a community-wide asset and the preservation and improvements to this facility are a City priority as evidenced in the most recent Open Space and Recreation Plan; and
- Whereas:** The City Common is dedicated to park and recreation purposes under M.G.L. Chapter 45, Section 3; and
- Whereas:** The City Common's ultimate restoration, guided in principal by the Master Plan, will greatly enhance this facility with improved infrastructure, path systems, site lighting, universal access, etc.; and
- Whereas:** The main focus of the Plan is to increase the available space on the Common to adequately host major events and activities. This overall cost and fiscal budget constraints prevented the City from proceeding forward with implementation as one project; and
- Whereas:** The project was instead viewed as a series of phases, to be implemented over time, by priority as fiscal resources were available, with the intention of securing grant funding, when and if available, to assist in this effort; and
- Whereas:** The Executive Office of Energy and Environmental Affairs (EEA) is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the Land and Water Conservation Fund Act (P.L. 88-578, 78 Stat 897); and
- Whereas:** Phase I of the Common Restoration Project will cost a total of \$400,000 (Four Hundred Thousand Dollars) and the City has allocated \$400,000 in Community Development Block Grant funds for Phase I of the Common Restoration Project.

NOW, THEREFORE, BE IT

1. That the City Manager be and is hereby authorized to file and accept grants from the Executive Office of Energy and Environmental Affairs; and
2. That the City Manager be and is hereby authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of this grant to be administered by the Parks and Recreation Department; and
3. That this resolution shall take effect upon passage.

Attachment B - 10

Copy of property deed confirming municipal ownership and dedication to conservation, park, playground, or recreation purposes for development and/or renovation projects.

REGISTRY OF DEEDS, BOOK 1543, PAGE 141

STAGE FORT PARK DEED

CITY OF GLOUCESTER STATEMENT AS TO TAKING OF LAND & PLAN

City of Gloucester. In board of Park Commissioners, March 15, 1898.

Whereas, the Board of Park Commissioners of the City of Gloucester in the County of Essex and Commonwealth of Massachusetts, being thereto authorized and directed by an Act of the Legislature of said Commonwealth, entitled: "An Act to establish Stage Fort Park in the City of Gloucester" being Chapter 459 of the Acts of the year 1897, and which Act has been duly accepted by said City of Gloucester, having given notice to Elizabeth Hough, Elizabeth P. Hough, Mary S. Hough, Annie A. Hough, Mary S. Hough, Trustee and Charles B. Barnes, all of Boston, in the County of Suffolk and said Commonwealth, and to said City of Gloucester, supposed owners of the lands, beach and flats, hereinafter described, and being the only parties known to us, to have any interest in said lands, beach and flats, of our intention to take in fee simple, and to lay out and located as a public park, under and by virtue of the provisions of said Chapter 459 of the Acts of the year 1897, and under the provisions of lay authorizing the assessments of betterments the lands, beach and flats hereinafter described, and of our intention to assess betterments therefor; such notices requiring such parties to appear before said Board of Park Commissioners at the Board of Aldermen's Room in the City Hall in said Gloucester on Tuesday, the fifteenth day of March, 1898, at two o'clock in the afternoon, and having caused such notices to be actually served upon each of said supposed owners more than seven days before the day so appointed for said hearing, and having also caused due notice to be given to all other persons, if any, who may be interested in the subject matter of said park, or in the betterments, which may be assessed therefore, whose names are not known to use, or who have no place of abode in said Gloucester, nor any tenant or authorized agent, and to Abigail Cressy, Walter Cressy, Louisa P. Deering, Alice Bott, Isaac P. Morse, George Elwell, Sarah A. Barrett, Abby L. Barrett, Mary E. Robinson, M. Viola Barrett, George H. Morse, Abby R. Bradstreet, Mary D. Turnbull, Richard Herrick, Alfred Cressy, Charles J. Peters, Samuel Rust, Charles S. Nelson, Ada C. Bowles, Emma B. Presson, Charles B. Presson Trustee, Amanda C. Bray, Lena P. Bray, Agnes F. Collins, Jane A. Nelson, Margaret Marshall, Charles Marshall, Elmer Marshall, Lucretia Marshall, Nellie Marshall, Frank Marshall, John L. Steele, Elizabeth Hough, Elizabeth P. Hough, Mary S. Hough, Julia A. Cressy, Emma F. Clark, Daniel W. Steele, Charles Steele, Mary S. Hough, Trustee, Charles B. Barnes, The City of Gloucester, Hattie Smith, Helen Steele, Esther Steele, supposed owners of land to be benefited by the taking and laying out of said lands, beach and flats for park purposes, and to all other persons and parties, if any, owning or having any rights in estates that will receive any benefit and advantage by the said proposed location and laying out of said Park, beyond the general advantage to all real estate in said City, of said public hearing, and of our intention to take in fee simple, and to lay out as a public park the lands, beach and flats hereinafter described under the provisions of law authorizing the assessments of betterments, and of our intention to assess upon the estates as benefited a proportional share of the expenses of such location and laying out by posting up copies of said notice in two public places in said Gloucester more than seven days before the time appointed for said hearing, and also by publishing said notice once a week for two successive weeks in the Gloucester Daily Times and the Cape Ann Breeze, both daily newspapers published in said Gloucester, the last of which publications were more than seven days prior to said time fixed for said hearing and having met at the time and place appointed for the hearing,

and there heard all parties interested who appeared at said hearing, deem it desirable and expedient to take the lands, beach and flats and rights in land hereinafter described for the purposes and under the powers and limitations set forth in said Chapter 459 of the Acts of the year 1897. Now therefore the said Board of Park Commissioners of the City of Gloucester by virtue of and in conformity with the provisions of said Chapter 459 of the Acts of the year 1897, and by virtue and in pursuance of the authority conferred upon said Board of Park Commissioners by said Act, hath this day taken and doth hereby take in fee simple in the name and for the benefit of the City of Gloucester and the inhabitants thereof, in the manner prescribed in and by said Chapter 459 of the Acts of the year 1897 and for all the purposes therein provided, and doth hereby lay out, locate and establish under the provisions of the lay authorizing the assessments of betterments, as a public park to be known as Stage Fort Park and to be preserved as a permanent memorial of the first settlement of the Massachusetts Bay Colony, all the following described tract of land with the flats and beach, commonly known as "The Stage Fort", in said City of Gloucester to wit: All that tract of land with the beach and flats adjacent and appurtenant thereto, with all the buildings and fixtures thereon (except the Life Saving Station Building of the Massachusetts Humane Society), situate on the southerly and easterly sides of Western Avenue and bounded and described as follows, namely: Beginning at an iron bolt in the face of the sea wall which forms the western side of the Gloucester Canal at the Cut Bridge, so called, on Western Avenue, in said City of Gloucester, said bolt being at the intersection of the south side line of said Western Avenue with the face of said sea wall, and running thence in a straight line south, eighty two degrees, thirty two minutes (82 deg. 32 min.) west by said south side line of said Western Avenue, a distance of two thousand, one hundred twenty (2120) feet to land of the devisees of Curtis C. Cressy; thence turning and running in a straight line south, one degree, fifty eight minutes (1 deg. 58 min.) east by land of said devisees of said Cressy, a distance of one hundred eighty two (182) feet, more or less, to a corner of land of George Elwell; thence turning and running in a straight line north eighty one degrees (81 deg.) east by land of said Elwell, a distance of fifteen (15) feet, more or less, to another corner thereof, thence turning and running in a straight line north two degrees forty seven minutes (2 deg. 47 min.) east, by land of said Elwell, a distance of twenty nine (29) feet, more or less, to another corner thereof and a wall; thence turning and running in a straight line north, seventy nine degrees, thirty one minutes (79 deg. 31 min.) east, by said wall and land of said Elwell, a distance of sixty six (66) feet, more or less, to another corner thereof and a private way now known as Stage Fort Avenue, leading southerly from said Western Avenue to land of said Elwell and others; thence turning and running in a straight line south, seventeen degrees, fifty minutes (17 deg. 50 min.) east by said way and land of said Elwell, a distance of sixty nine (69) feet, more or less to another corner of said Elwell's land and a wall' thence turning and running in a straight line south, forty seven degrees, twenty nine minutes (47 deg. 29 min.) west, by said wall and land of said Elwell and by land of M. Viola Barrett, a distance of three hundred twenty two (322) feet, more or less, to land of George H. Morse; thence turning and running in a straight line south, forty one degrees, eight minutes (41 deg. 8 min.) west, by land of said Morse, a distance of fifty three (53) feet, more or less to a corner thereof; thence turning and running in a straight line north, fifty nine degrees, thirty minutes (59 deg. 30 min.) west, by land of said Morse, a distance of seventy one (71) feet to the face of the wall and land of Washington Cemetery; thence turning and running in a straight line south, twenty four degrees, thirty minutes (24 deg. 30 min.) west by said face wall and land of said cemetery, a distance of one hundred six (106) feet to the south easterly corner thereof; thence turning and running in a straight line north, sixty three (63 deg.) degrees west, by another face wall and land of said cemetery, a distance of one hundred fifty seven (157) feet to Western Avenue; thence turning and running in a straight line south, thirteen degrees, six minutes (13 deg. 6 min.) west, by said Western Avenue, a distance of twenty five (25) feet to a division wall and land of Alfred Cressy and of the devisees of Nancy C. Bray and of John W. Bray; thence turning and running southeasterly by said wall and land of Alfred Cressy and of said devisees of said Nancy C

and John W. Bray, a distance of four hundred seventy eight (478) feet to a corner thereof; thence turning and running in a straight line south twenty one degrees, fifty five minutes (21 deg. 55 min.) west by said wall and by land of said Alfred Cressy, and of the the devisees of said Nancy C. Bray and John W. Bray, and by land of Emma B. Presson and again by other land of the devisees of said Nancy C. Bray and of John W. Bray, and again by other land of said Alfred Cressy and of the devisees of said Nancy C. Bray and of John W. Bray, a distance of eight hundred eighty one (881) feet to the southeasterly corner of land of said Cressy and of the devisees of said Nancy C and John W. Bray; then turning and running in a straight line north, seventy four degrees, forty seven minutes (74 deg. 47 min.) west, by said wall and land of said Cressy and of said devisees, a distance of two hundred forth three (243) feet, more or less, to said Western Avenue; thence turning and running southwesterly by said Western Avenue, a distance of six hundred twenty two (622) feet, more or less, to a division wall and land of Mary D. Turnbull; thence turning and running in a straight line south, fifty degrees, forty nine minutes (50 deg. 49 min.) east, by said wall and upland, beach and flats of said Turnbull about one hundred fifty five (155) feet more or less to the sea; then turning and running by the sea easterly, northeasterly and northerly; thence again by the sea easterly, northerly and north westerly, thence again by the sea northerly, northeasterly and easterly to a point formed by the intersection of the line of extreme low water, and the prolongation of the line of the face of the sea wall , which forms the extreme western side of Gloucester canal aforesaid, thence turning and running northwesterly in a straight line to the face of the sea wall, which forms the western side of said canal; thence again running northwesterly in a straight line by the face of said sea wall about one hundred fifty (150) feet to said Western Avenue and to the iron bolt at the place of beginning, the land boundaries of this taking being indicated by heavy tinted red lines as shown upon the plan hereinafter referred to, and all rights in said land and all easements, privileges and appurtenances of every name and nature there to belonging, excepting, however, all rights of way, if any, of George Elwell and others in and over the said private way now known as "Stage Fort Avenue" as shown upon said plan, and as now used and enjoyed, all of which are shown upon a plan entitled "Park Department Plan showing the Taking of Land, Flats and Beach for Stage Fort Park in the City of Gloucester, by the Board of Park Commissioners under Chapter 459, Acts of 1897, Gloucester, Mass., February 5, 1898, Winslow L. Webber, City Engineer", the original of which is to be filed for record herewith in the Registry of Deeds for the Southern District of said County of Essex, and which is hereby made part hereof, and the duplicate of which is on file in the office of the City Engineer of the City of Gloucester. Intending to take and hereby taking each and every tract, estate or parcel or part thereof included within the foregoing description and by whomever owned or possessed, or however otherwise bounded and described, and be said measurements or any of them more or less. To have and to hold all and singular the said premises to said City of Gloucester and its successors and assigns to its and their own use and behoof forever, agreeably to the provisions of said Chapter 459 of the Acts of the year 1897. Witness the hands and seals of said Board of Park Commissions this fifteenth day of March A.D. 1898.

Commonwealth of Massachusetts
Gloucester, March 15, 1898.

Essex ss.

Then personally appeared the above named William H. Jordan, Francis Proctor, Sylvester Cunningham, W. Frank Parsons, Joseph O. Proctor, the Board of Park Commissioners of the City of Gloucester, and acknowledged the foregoing, instrument, by them subscribed, to be their free act and deed before me.

Charles A. Russell, Justice of the Peace

Commonwealth of Massachusetts, County of Essex, City of Gloucester ss.

In Board of Park Commissioners March 15, 1898

Ordered, that the foregoing instrument of taking signed by us, containing a description of the lands, beach and flats therein taken together with said plan be filed and recorded forthwith in the Registry of Deeds for the Southern District of said County of Essex, William H. Jordan, Sylvester Cunningham, Francis Proctor, W. Frank Parsons, Joseph O. Proctor, Board of Park Commissioners of the City of Gloucester.

City of Gloucester.

In board of Park Commissioners March 22, 1898.

I, Francis Proctor, Secretary of the Board of Park Commissioners of the City of Gloucester, hereby declare that upon the fifteenth day of March A.D. 1898, said Board of Park Commissioners adopted and executed the foregoing order and instrument of taking. I do hereby further declare that it is the intention of said Board of Park Commissioners to assess betterments upon all those estates, which abut upon the Northerly, Westerly, Southerly and Easterly sides of that part of said Western Avenue as it runs which extends from the Cut Bridge at the Gloucester canal to land now or lately of the heirs of Aaron Jaquith and land of the Trustees of the estate of George O. Hovey which Avenue constitutes in part the Northerly and Westerly boundaries of said Stage Fort Park, as therein laid out and established by said Board of Park Commissioners in said Gloucester; and upon all those estates which abut upon the lands described in said order and instrument of taking and thereby taken and laid out for said Stage Fort Park; and upon all those estates which abut upon Beachmont Avenue, so called, a private way extending Easterly from said Western Avenue and which way constitutes in part the Western boundary of Stage Fort Park. The supposed owners of said lands and estates to be benefited by the said locating and laying out of said Stage Fort Park and to be affected by the said proposed assessemnt of betterments therefor are the following named persons, to wit: Abigail Cressy, Walter Cressy, Louisa P. Deering, Alice Bott, Isaac P. Morse, George Elwell, Sarah A. Barrett, Abby L. Barrett, Mary E. Robinson, M. Viola Barrett, George H. Morse, Abby R. Bradstreet, Mary D. Turnbull, Richard Herrick, Alfred Cressy, Charles H. Peters, Samuel Rust, Charles C. Nelson, Ada C. Bowles, Emma B. Presson, Charles B. Presson Trustee, Amanda C. Bray, Lena P. Bray, Annie Morey, Agnes F. Collins, Jane A. Nelson, Margaret Marshall, Charles Marshall, Elmer Marshall. Lucretia Marshall, Nellie Marshall, Frank Marshall, John L. Steele, Elizabeth Hough, Elizabeth P. Hough, Mary S. Hough, Annie A. Hough, Julia A. Cressy, Emma F. Clark, Daniel W. Steele, Charles Steele, Mary S. Hough Trustee, Charles B. Barnes, The City of Gloucester, Hattie Steele, Helen Steele, Esther Steele.

Francis Proctor, Secretary of the Board of Park Commissioners of the City of Gloucester

Essex ss. Rec'd Mar. 23, 1898 15 m. past 2 P.M. Rec by Willard J. Hale, Reg.

Park Act of 1897

[CHAP. 459.]

AN ACT TO ESTABLISH STAGE FORT PARK IN THE CITY OF GLOUCESTER.

Be it enacted, etc., as follows:

SECTION 1. The board of park commissioners of the city of Gloucester is hereby authorized and directed to take by purchase or otherwise and to acquire in fee in the name and for the benefit of said city, for a public park, all that tract of land, flats and beach commonly known as the Stage Fort, in the city of Gloucester, which is bounded on the south and east by the sea, on the north by Western avenue in said city, and on the west by said Western avenue and lands of the devisees of John W. Bray and land of others. - Said park shall be known as Stage Fort Park, and shall be preserved as a permanent memorial of the first settlement of the Massachusetts Bay Colony.

SECTION 2. Said board of park commissioners shall estimate and determine as near as may be all damages sustained by any person or corporation by the taking of land or of any right therein under this act, but any one aggrieved by such determination of the board may have such damages assessed by a jury of the superior court in the same manner as is provided by law with respect to damages sustained by reason of the laying out of ways. If upon trial damages are increased beyond the award of the board the aggrieved party shall recover costs, otherwise such party shall pay costs, and costs shall be taxed as in civil cases; but no suit for such damages shall be brought after the expiration of two years from the date of the recording of the taking, as required by the following section.

SECTION 3. Within sixty days after any land or right therein is taken under this act said board shall file and cause to be recorded in the proper registry of deeds a description thereof sufficiently accurate for its identification, with a statement of the purpose for which the same is taken, which description shall be signed by a majority of said board.

SECTION 4. Said board shall have the same authority to determine the value of, and assess upon real estate the amount of, betterments accruing to said real estate by the locating and laying out of said park and reservation under this act as is conferred by chapter fifty-one of the Public Statutes upon boards of city or town officers authorized to lay out streets or ways; and the provisions of the first eight sections of said chapter, relating to ways, shall apply to such assessments by said board: *provided, however,* that no assessment shall be laid upon any real estate, except such as abuts upon said park and reservation, or upon a street or way bounded by such park and reservation.

SECTION 5. For the purpose of meeting the expenses incurred under this act for the purchase of said park and for the improvement of the same as a public pleasure ground said city may incur indebtedness outside its debt limit to an amount not exceeding in the aggregate seventy-five thousand dollars. Said city may from time to time as ordered by the city council, with the approval of the mayor, issue bonds, notes or scrip for the amount of the indebtedness above authorized, to be payable within not exceeding forty years from the date of issue, and to bear interest at a rate not exceeding five per cent. per annum. Except as herein otherwise provided the provisions of chapter twenty-nine of the Public Statutes relating to municipal indebtedness and the establishment of sinking funds, and acts in amendment thereof and in addition thereto, shall apply to the indebtedness authorized by this act and the securities issued therefor.

~~SECTION 6. This act shall be submitted for acceptance to the legal voters~~ of the city of Gloucester at the annual city election in the present year, and the affirmative votes of a majority of the voters shall be sufficient for its acceptance. If so accepted the board of park commissioners of said city shall within sixty days thereafter take the tract of land, flats and beach described in section one of this act, for the purposes of a park as therein provided; and shall thereafter, with as much expedition as possible, take such further steps as may be required to place the same in a condition to be thrown open to the public. Any justice of the supreme judicial or superior court on petition of any twenty or more legal voters of said city may, by any appropriate process in equity, compel said board of park commissioners to perform the duties imposed upon them by this act.

SECTION 7. So much of this act as authorizes the submission of the question of its acceptance to the legal voters of said city shall take effect upon its passage. If duly accepted as above-provided it shall take full effect from the date of its acceptance, but otherwise it shall be null and void. [Approved June 4, 1897.]

Attachment B - II

Early 2017	Grant Awarded
Spring 2017	Hire Designer Firm Conduct Site Survey
May 2017	25% Design Completed Community Meeting
July 2017	100% Design, Bid Package Complete
September 2017	Hire Construction Contractor
September to December 2017	Pulverize Parking Lot, Install Terrace Wall, Compact new subgrade Install drainage swale Grade path towards Ravenswood Grade and install new Bandstand and Tablet Rock Paths Install irrigation Grade, loam, seed Bandstand Lawn Install Gateway trees
April- May 2018	Install Events Plaza, Parking Lot Install Kayak Storage Install path towards Ravenswood
Opening Day	June 2018

Attachment B - 12

Stage Fort Park Fee Schedule

Weddings, large group activities, and corporate outings need to make a reservation and obtain a permit before permission is granted.

Wedding permits are available for \$100 per permit

Group outings for \$50 per permit, and corporate outings or other similar activities for \$250 per permit.

Parking is available at \$10 per vehicle on weekdays and \$15 on weekends and holidays.

Attachment C

LWCF RATING SYSTEM

Conservation Projects		Recreation Projects	
Relevance to Statewide Comprehensive Outdoor Recreation Plan – how well does the project fit into the four goals of the SCORP? Points awarded on the number of goals met by the proposed project.	8 for 4 goals 6 for 3 goals 4 for 2 goals 2 for 1 goal (partial points may be awarded)	Relevance to Statewide Comprehensive Outdoor Recreation Plan – how well does the project fit into the four goals of the SCORP? Points awarded on the number of goals met by the proposed project.	8 for 4 goals 6 for 3 goals 4 for 2 goals 2 for 1 goal (partial points may be awarded)
Relevance to Open Space and Recreation Plan (for municipalities only) – how well does the project fit into the goals and objectives of the community’s OSRP. Points awarded on the specificity of project reference in the plan.	5 for specific reference to project 2 for indirect reference to project	Relevance to Open Space and Recreation Plan (for municipalities) – how well does the project fit into the goals and objectives of the community’s OSRP. Points awarded on the specificity of project reference in the plan.	5 for specific reference to project 2 for indirect reference to project
Relevance to agency’s land acquisition or recreation capital plan (for state agencies only) – how well does the project fit into the agency’s land acquisition plan.	5 for specific reference to project 2 for indirect reference to project	Relevance to agency’s land acquisition or recreation capital plan (for state agencies) – how well does the project fit into the agency’s land acquisition plan.	5 for specific reference to project 2 for indirect reference to project
Public participation – do the community’s residents or agency’s constituent base support this project? Points awarded on (1) the number of well advertised meetings (not solely advertised in a paper’s legal notices) ; (2) advertising the meeting in Environmental Justice neighborhoods; (3) the attendance at the meetings and/or public comment letters received; (4) the number of support letters (maximum of 5), newspaper articles, and petitions for the project.	1 point for public meeting advertisement 2 points for EJ public meeting advertisement 2 points for meeting attendance 1 point for letters/articles on project	Public participation – do the community’s residents or agency’s constituent base support this project? Points awarded on (1) the number of well advertised meetings (not solely advertised in a paper’s legal notices) ; (2) advertising the meeting in Environmental Justice neighborhoods; (3) the attendance at the meetings and/or public comment letters received; (4) the number of support letters (maximum of 5), newspaper articles, and petitions for the project.	1 point for public meeting advertisement 2 points for EJ public meeting advertisement 2 points for meeting attendance 1 points for letters/articles on project
Increasing available recreational opportunities – does the project expand the number of recreational opportunities available to residents, including those communities with less than 2000 residents? Points awarded on how well the project increases the availability of recreation to residents through programming.	5 points for significant increase in recreational opportunities available locally 3 points for expansion of opportunities currently available 3 points for providing programming that will expand opportunities	Increasing available recreational opportunities – does the project expand the number of recreational opportunities available to residents, including those communities with less than 2000 residents? Points awarded on how well the project increases the availability of recreation to residents through programming.	5 points for significant increase in recreational opportunities available locally 3 points for expansion of opportunities currently available 3 points for providing programming that will expand opportunities
Project accessibility – does the project provide access for multiple types of users throughout the year? Points awarded based on the number of user groups able to utilize the space and for how long.	1 point per season site is available 5 points for significant unscheduled space for all ages, genders, abilities	Project accessibility – does the project provide access for multiple types of users throughout the year? Points awarded based on the number of user groups able to utilize the space and for how long.	1 point per season site is available 5 points for significant unscheduled space for all ages, genders, abilities

Preference will be given to sites that are available for all people, year round.	3 points for both sexes, limited age groups	Preference will be given to sites that are available for all people, year round.	3 points for both sexes, limited age groups
Environmental Justice – does the project provide access to Environmental Justice populations?	3 points per EJ criteria within project location's Census block group	Environmental Justice – does the project provide access to Environmental Justice populations?	3 points per EJ criteria within project location's Census block group
Small communities – will the project benefit isolated rural villages with less than 2,000 in population	5 points for these projects	Small communities – will the project benefit isolated rural villages with less than 2,000 in population	5 points for these projects
Alternative transportation options – is the project accessible by modes of transportation other than a car? Points awarded based on the number of non-automobile transit options users have.	2 points for each of the following: public transit within a ½ mile, walking facilitated by sidewalks, cycling facilitated by bike lanes and bike racks, signage directing users to the site	Alternative transportation options – is the project accessible by modes of transportation other than a car? Points awarded based on the number of non-automobile transit options users have.	2 points for each of the following: public transit within a ½ mile, walking facilitated by sidewalks, cycling facilitated by bike lanes and bike racks, signage directing users to the site
Access for people with disabilities – does the project provide access for the people with disabilities? Points awarded based on how well thought out access plans are for people with disabilities.	Up to 5 points for plans that go above and beyond requirements (ie, Braille trails)	Access for people with disabilities – does the project provide access for the people with disabilities? Points awarded based on how well thought out access plans are for people with disabilities.	Up to 5 points for plans that go above and beyond requirements (ie, Boundless Playgrounds)
Trails – does the project increase the trail network in the community and/or region? Points awarded based on the amount available trails are increased in the community.	6 points for land acquisition that will connect existing trail networks 3 points for land acquisition that will contain an isolated trail	Trails – does the project increase the trail network in the community and/or region? Points awarded based on the amount available trails are increased in the community.	6 points for trail development on land previously purchased 3 points for trail on newly purchased land
Water access – does the project provide access to or protect a water resource?	4 points for the ability to recreate in the water 3 points for shore fishing opportunities 2 points for viewing water resource	Water access – does the project provide access to a water resource?	4 points for the ability to recreate in the water 3 points for shore fishing opportunities 2 points for viewing water resource
Wildlife management and recreation – does the project allow for wildlife viewing, hunting, or fishing?	3 points for hunting and fishing 2 points for wildlife viewing	Wildlife management and recreation – does the project allow for wildlife viewing?	3 points for wildlife viewing 2 points for signage about wildlife habitat
Application quality – how thorough is the application? Points awarded based on how well organized and complete the BID response is.	3 points for organization 2 points for thoroughness (partial points may be awarded)	Application quality – how thorough is the application? Points awarded based on how well organized and complete the BID response is.	3 points for organization 2 points for thoroughness (partial points may be awarded)
Project quality – how well does the proposed project meet the goals of the Land and Water Conservation Fund?	Up to 20 points	Project quality – how well does the proposed project meet the goals of the Land and Water Conservation Fund?	Up to 20 points