



City of Gloucester City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930
Telephone 508-281-9722 Fax 508-281-8472

CITY COUNCIL STANDING COMMITTEE
Budget & Finance Committee
Thursday, August 26, 2010 – 5:30 p.m.
1st Fl. Council Conference Rm. – City Hall

AGENDA

1. *Continued Business*

- A) COM2010-027: Sullivan & Rogers – Independent Auditors' Report (Reports on file in City Clerk's Office) (Continued from 07/01/2010)
- B) Request from Ad Hock Newell Stadium Bathroom Committee re: remaining monies from Mass Electric mitigation fund (Continued from 06/17/2010)

- 2. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization*
- 3. *Memorandum regarding the upgrade of the Director of Public Works pay grade*
- 4. *Grant Application and Checklist from the Council on Aging for a Formula Grant Allocation FY2011*
- 5. *Special Budgetary Transfer Request (#2011-SBT-3) from the Legal Department*
- 6. *Special Budgetary Transfer Request (#2011-SBT-4) from the Treasurer's Department*
- 7. *Special Budgetary Transfer Request (#2011-SBT-5) from the Personnel Department*
- 8. *Memorandum from Fire Chief re: Permission to spend \$35,935.40 from Fire Stations – Design and Repair Accounts for Repairs*
- 9. *Memorandum from Police Chief re: approval to pay EMT expenses incurred during FY2010 with FY2011 funds*
- 10. *CC2010-058 (Ciolino) Amend Gloucester Code of Ordinances §9-1 and §9-2(a)*
- 11. *Monthly review with CFO, Jeff Towne re: Trust Funds*

COMMITTEE

Councilor Steven Curcuru, Chair
Councilor Paul McGeary, Vice Chair
Councilor Jacqueline Hardy

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
Jeffrey Towne
Fire Chief Dench
Bill Sanborn
David Bain
Suzanne Egan
Lucy Sheehan
J.D. MacEachern

CITY CLERK
GLOUCESTER, MA
10 AUG 19 AM 8:27

CITY COUNCIL STANDING COMMITTEE
Budget & Finance
Thursday, August 26, 2010 – 5:30 p.m.

AGENDA ITEMS PREVIOUSLY ON FILE:

1) Unfinished Business:

For items listed under #1) Unfinished Business, not found in this agenda packet, back up information was presented in previous agenda packets and can be found on the City website under City Council Standing Committee Agenda Packets or on file in the City Clerk's Office.

City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Hardy and Members of the Gloucester City Council

From: Carolyn A. Kirk, Mayor

A handwritten signature in black ink, appearing to read "C. Kirk", is written over the name "Carolyn A. Kirk, Mayor".

Cc: Jim Duggan, Chief Administrative Officer

Date: July 19, 2010

Re: **DPW Director Pay Grade**

With the support of the city council, sound investments have been made over the past three budget cycles years in the Public Works Department. I think we can all agree that we were fortunate that Mike Hale accepted the challenge to be the city's Director of Public Works.

As you know, recently we collectively embarked on expanding the divisions within the DPW to include a Centralized Maintenance Department, which will be responsible for the maintenance of the school buildings and grounds. Although the expansion will clearly increase the responsibilities of the DPW Director, Mr. Hale strongly supports the initiative and is encouraged by the challenge. With Mike's DPW experience, coupled with his engineering background and being a certified planner, the consolidation will also provide the city with the opportunity to plan, manage and implement capital projects on a more integrated basis.

Currently Mr. Hale's position is a Grade M10, which translates into a salary range of \$81,465.93 to \$96,374.25. I am proposing that the DPW Director position be upgraded to an M12, which translates into a salary range of \$98,329.14 to \$116,252.01. The attached analysis from similarly sized communities in Massachusetts has illustrated that the average salary for a DPW Director is \$108,533.

Please forward this request to the Ordinance & Administration and Budget & Finance sub-committees for their review and recommendations to the full city council.

Thank you

Like Communities Comparison

Community	Population	DPW Director
Amherst	34,874	\$90,979
Andover	32,000	\$104,294
Chelmsford	33,858	\$113,461
Dracut	28,414	\$91,232
Falmouth	31,199	\$93,083
Franklin	32,006	\$109,758
Lexington	30,355	\$101,094
Melrose	27,000	\$107,998
Milton	26,000	\$106,266
Natick	32,190	\$107,458
Needham	30,457	\$111,515
North Andover	30,145	\$103,942
North Attleboro	27,966	\$102,377
Norwood	28,271	\$108,736
Randolph	32,500	\$99,390
Tewksbury	30,762	\$99,817
Watertown	32,486	\$108,752
Wellesley	26,613	\$124,440
West Springfield	27,899	\$97,535
Average	30,263	\$108,533



City of Gloucester
Grant Application and Check List

Granting Authority: State X Federal _____ Other _____

Name of Grant: Formula Grant Allocation FY 2011

Department Applying for Grant: Council on Aging

Agency-Federal or State application is requested from: Executive Office of Elder Affairs

Object of the application: Full Salary COA Senior Clerk / Partial Salary Outreach Coordinator

Any match requirements: No

Mayor's approval to proceed: [Signature] 7/29/10
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

Grant Budget by line item account: 291012 10 541 46800 0000 00 000 00 040
Senior Clerk 40 hr / \$15.72 until Oct step
Outreach \$12,387.06

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

Lucy Sheehan

From: Schmarsow, Emmett (ELD) [Emmett.Schmarsow@state.ma.us]
Sent: Tuesday, July 20, 2010 4:13 PM
To: Schmarsow, Emmett (ELD); Sore, Sherri (EHS)
Cc: David Stevens--MCOA; MCOA -- Janiece Leach; MCOA -- Peter Kubaska; Malone, Carole (ELD)
Subject: Formula Grant Grant Allocations, FY 2011
Attachments: PI-F^++^==_aFY2011 ALL ATT 7-20F.doc; PI-F^++^==_bFY2011 ATT B HARD+EMAIL (W), 6,50, 7,00.doc; pi-f^++^==_gFY2011 "THE GUIDE" Eligibles, Audit Standards -- June2010.doc

Dear Council on Aging directors/chairpersons:

Below please find a link to a web bulletin that provides additional information about the FY2011 Formula Grant. For FY2011, EOEА will be maintaining the formula grant rate of \$7.00 per elder with a minimum funding level of \$3,500 per municipality. Please note the bulletin identifies planned FY2011 funding allocations by municipality (scroll down once you are on the web-site).

Please note this is the first instance where we are utilizing 800AGEINFO.com to facilitate a communication to the COA network. Due to need to expedite formula grant communication, the area of the website that is intended for the COA network is not yet fully complete. In the coming months, we will be launching a more proper "Information for COA Directors" section on 800AGEINFO.com. The web-site is:

https://www.800ageinfo.com/files/pdf/2010_07_20_FY11_announcement_on_formula_grant_c

~~We suggest you forward a copy of this email (and the web-site link) to your town/city fiscal administrators to clarify and confirm the availability of the Formula Grant/Allocation for your agency.~~

Peter J. Tiernan

Director of Administration & Finance

Massachusetts Executive Office of Elder Affairs

617-222-7414

Dear Colleagues:

You will find attached materials to be submitted for the FY11 Formula Grant Award/Allocation for your community. Please find/note the following:

- an Attachment B budget (similar to last year)
- the Statement of Authorization to accompany the Attachment B budget
- the Statement of Grant/Allocation Balances (Formula & Service Incentive – as applicable)
- the Annual Report Form EOEА-SGA

7/21/2010

- the Volunteer Resource Sheet/s that accompany the Annual Report
- instructions
- note: the budget (Att. B) and the annual report (EOEA-SGA) are available in Excel format.

Due dates in some instances have been extended to accommodate schedules that anticipated <<PI-F^++^==_ aFY2011 ALL ATT 7-20F.doc>> <<PI-F^++^==_ bFY2011 ATT B HARD+EMAIL (W), 6,50, 7,00.doc>> <<pi-f^++^==_ gFY2011 "THE GUIDE" Eligibles, Audit Standards -- June2010.doc>> earlier due dates. Thank you in advance for your forbearance under these circumstances: materials already submitted in advance of this notice will be accepted.

We look forward to working with you to help secure a future whose opportunities match the challenges.

Sincerely,

Emmett H. Schmarsow, Prog. Mgr. Councils on Aging and Senior Centers

Executive Office of Elder Affairs

RECEIVED

JUL 28 2010

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2011

Mayor's Office

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

TRANSFER # 2011-SBT- 3 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: LEGAL

DATE: 7/28/2010 BALANCE IN ACCOUNT: \$ 47,790.00

(FROM) PERSONAL SERVICES ACCOUNT # Unfund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # Unfund Account #
101000.10.151.53140.0000.00.000.00.052

Legal Consultations
Account Description

DETAILED EXPLANATION OF SURPLUS: There is no surplus. The funds are needed to cover a shortage in the permanent salary account.

(TO) PERSONAL SERVICES ACCOUNT # Unfund Account #
101000.10.151.51100.0000.00.000.00.057

(TO) ORDINARY EXPENSE ACCOUNT # Unfund Account #
Sal/Wag Perm. Pos.
Account Description

DETAILED ANALYSIS OF NEED(S): The salary account was budgeted incorrectly.

TOTAL TRANSFER AMOUNT: \$ 772.12 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ 47,017.88
TO ACCOUNT: \$ ~~126,677.17~~ 0.00

APPROVALS: [Signature]
DEPT. HEAD: [Signature] DATE: 7/28/10
ADMINISTRATION: [Signature] DATE: 8/11/10
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

RECEIVED

AUG 3 2010

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2011

Mayor's Office

____ INTER-departmental requiring City Council approval - 6 Votes Required

____ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2011-SBT- 4 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Treasurer

DATE: 8/3/2010 BALANCE IN ACCOUNT: \$ 26,478.97

(FROM) PERSONAL SERVICES ACCOUNT # 101000.10.145.51100.0000.00.000.00.059
Unfund Account #

(FROM) ORDINARY EXPENSE ACCOUNT # _____
Unfund Account #

DETAILED EXPLANATION OF SURPLUS: Treas/Collector, Sal/Wages Perm Positions
Lag from not instituting in house lock box system yet

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.121.51100.0000.00.000.00.051
Unfund Account #

(TO) ORDINARY EXPENSE ACCOUNT # _____
Unfund Account #
Mayor, Sal/Wage-Perm Positions
Account Description

DETAILED ANALYSIS OF NEED(S): Error in calculating full-time pay for FY11 in this line item.

TOTAL TRANSFER AMOUNT: \$ 2,479.54 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
FROM ACCOUNT: \$ 23,999.43
TO ACCOUNT: \$ -

APPROVALS:
DEPT. HEAD: [Signature] DATE: 8/3/10
ADMINISTRATION: [Signature] DATE: 8/11/10
BUDGET & FINANCE: _____ DATE: _____
CITY COUNCIL: _____ DATE: _____

Office of the Fire Chief
Philip S. Dench
8 School Street
Gloucester, MA 01930



TEL 978-281-9780
FAX 978-281-9822
pdench@gloucester-ma.gov

CITY OF GLOUCESTER
FIRE DEPARTMENT

MEMORANDUM

RECEIVED

AUG 9 2010

Mayor's Office

Date: August 5, 2010
To: Mayor Carolyn Kirk
From: Philip S. Dench, Fire Chief *PSD*
Subject: Station Repair Money

Mayor,

I would like permission to spend \$35,925.40 from account # 300057.10.220.58266 to repair the five overhead doors and the Plymovent vehicle exhaust system. This money was originally taken from money earmarked to refurbish Ladder 2. It was designated to be spent on building repairs which included epoxying the apparatus floor.

I see no reason to spend this money on the epoxy. The floor drains have been installed and are sufficient to remove the water from the floor. It may be necessary to squeegee the floor but I do not believe the money is well spent in trying to level the floor so all water will drain.

I feel that the money would be better spent on two issues:

1. Install one pass through door to allow egress/entry without having to raise the entire overhead door.
2. Overhaul all existing overhead doors to include replacing weather stripping, rollers, oiling etc. to make the doors more energy efficient. Right now there are huge gaps where weather stripping is gone or the doors are not aligned. As it appears now, we will need to get several more years out of this existing Headquarters building and the energy savings should make up for the cost of these repairs. The total cost for #1 and 2 is around \$10,000.00.
3. Replace/repair Plymovent system. The existing system was installed over twenty years ago and has not had any significant repairs done since the installation. This system is crucial to the health and welfare of our firefighters by maintaining the air quality throughout the building. It removes diesel exhaust from the entire building as vehicles enter and exit. Newer apparatus requires that we add some exhaust piping. The newer ambulances have exhaust pipes that are on the opposite side from the older ambulances. The new ladder truck requires an oversized pneumatic nozzle and chrome elbow to comply with the 2007 and 2010 EPA Truck Emission Standard. Rusted, duct taped elbows and other fittings need

to be replaced as well as hose assemblies that were installed in 1991 and are continually breaking. The cost of these repairs/replacements is estimated at \$24,000.00.

I have attached a letter from the Building Committee (Mark Cole, Hank Camille, Dale Pope and Captain Joe Aiello). On July 27, 2010 the Committee voted to re-allocate the remaining \$35,000.00 of the Central Fire Station Repair Project to be spent on repairs to the overhead doors and Plymovent system.

Public Works
28 Poplar Street
Gloucester, MA 01930



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

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMO

TO: Chief Dench, Central Fire Station
FR: Mark Cole, Operations Manager DPW
DT: July 27, 2010
SUBJ: Re-allocation of project money

The building committee for the Central Fire Station Repair Project voted 4 in favor and 0 opposed to re-allocate the remaining \$35,000 left in the project account. The committee voted to allow the money to go towards overhead doors repairs and repairs to the Plyovent System as long as City Council voted in favor of this re-allocation. Please make your presentation to the City Council and I will be happy to provide any information and support that is needed from the DPW.

Chief Michael W. Lane

**Gloucester Police
Department**

MEMO

RECEIVED

AUG 10 2010

Mayor's Office

To: Jim Duggan, Chief Administrative Officer
From: Chief Michael W. Lane
CC:
Date: June 3, 2010
Re: Back Payment for new EMTs

Jim,

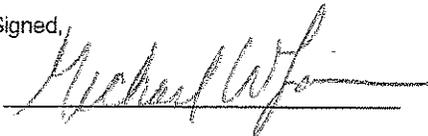
Officers Genovese and Trefry have just completed their EMT class and state practical and written exams. Attached please find the dollar breakdown for both fiscal 2010 and 2011, as well as the class dates, test fees, book costs, and tuition costs. Both officers have produced documentation showing they have successfully passed the course. I am requesting that the Budget and Finance Subcommittee review this matter and recommend to the full City Council that they approve the police dept's use of fiscal year 2011 funds to pay expenses incurred during the fiscal 2010 year. Expenditures during FY 2010 that have been carried over into FY 2011 total \$ 15, 612.00. These funds have been budgeted as an expected expense.

As a matter of practice, the Police Dept does not pay for any part of the EMT course unless the Officer passes and receives certification.

Enclosed please find documentation relating to tuition, books, fees, and hours of study.

Please contact me if you have any questions.

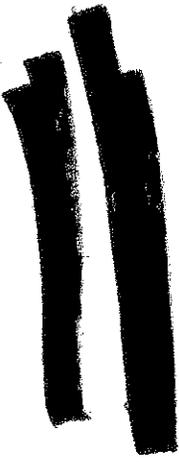
Signed,



Chief Michael W. Lane

CLASS	DATE	GENOVESE	TREFRY	HOURS			
CLASS	1/25/2010	-383267	-383334	5			
CLASS	1/27/2010	-383269	-383335	5			
CLASS	2/1/2010	-383589	-383581	5			
CLASS	2/3/2010	-383827	-383772	5			
CLASS	2/8/2010	-383993	-384059	5		GENOVESE	TREFRY
CLASS	2/17/2010	-384596	-384593	5		\$5,879.79	\$6,413.76
CLASS	2/22/2010	-384884	-384880	5		\$195.95	\$213.75
CLASS	2/24/2010	-385004	-385003	5		\$330.00	\$330.00
CLASS	3/1/2010	-385415	-385412	5		\$82.88	\$91.57
CLASS	3/3/2010	-385548	-385607	5		\$1,242.00	\$1,242.00
CLASS	3/8/2010	-385861	-385859	5		\$7,730.62	\$8,291.08
CLASS	3/10/2010	-385906	-385990	5			
CLASS	3/29/2010	-387371	-387243	5		FY10	8,077.33
CLASS	3/31/2010	-387370	-387378	5			
CLASS	4/5/2010	-387753	-387695	5		30 classes paid	
CLASS	4/7/2010	-387998	-387850	5			
CLASS	4/10/2010	-388487	-388055	9		book cost difference	
CLASS	4/12/2010	-388188	-388182	5			
CLASS	4/14/2010	-394488	-394887	5		1 @ James Webb	
CLASS	4/21/2010	-388733	-388723	5		1 @ Horizon.com	
CLASS	4/26/2010	-389340	-389050	5			
CLASS	4/28/2010	-389339	-389159	5			
CLASS	5/3/2010	-389559	-389649	5			
CLASS	5/5/2010	-394489	-389698	5			
CLASS	5/10/2010	-394477	-390040	5			
CLASS	5/12/2010	-394478	-390463	5			
CLASS	5/17/2010	-394479	-390546	5			
PRACTICE	6/7/2010	-397734	-399847	3			
PRACTICE	6/9/2010	-397735	-397265	3			
PRACTICE	6/11/2010	-397736	-397315	3			
PRACTICAL EXAM	6/12/2010	-394480	-394890	5			
WRITTEN EXAM	8/5/2010	-397429	-397471	5			
				158			

← FY10
 Reimbursement
 - 15,612.00



Student ID: N00363347

Due Date: 12/16/2009

Statement Date: 12/07/2009

Student Name: CHRISTOPHER
GENOVESE

Term: 201001

Student Schedule/Bill

CRN	SUBJ	CRSE	SEC	COURSE TITLE	CREDS	DAYS	START/STOP
10550	EMS	104	AD	EMERGENCY MEDICAL TECHNIC	9.00	MW	0600-1000pm
Course Credits: 9.00							

CHARGES		CREDITS/ANTICIPATED CREDITS	
COLLEGE FEES	963.00		
MASSPIRG FEE	9.00		
TECHNOLOGY FEE	45.00		
TUITION 1	225.00		
Total Charges:	\$ 1,242.00	Total Credits/Anticipated Credits:	\$ 0.00

Previous Balance: \$ 0.00
Current Term Balance: \$ 1,242.00
AMOUNT DUE: \$ 1,242.00
Future Balance: \$ 0.00

Commonwealth of Massachusetts
Department of Public Health

This report certifies that the candidate listed below has taken a Massachusetts Office of Emergency Medical Services examination and achieved the results detailed below.

CERTIFICATE NUMBER: 887439
EXAMINATION DATE: 08/05/2010
EXAMINATION NAME: MA EMT Basic



[REDACTED] GENOVESE

[REDACTED] MASSACHUSETTS 01969

RESULT * PASS *****

Congratulations! You have passed the MA EMT Basic examination.

To achieve a passing score on this examination, you must have had 70 correct answers.

Topic	# Questions	# Correct
Airway/Breathing	18	16
Medical Emergencies	17	14
Patient Assessment	18	15
Preparation	15	11
Operations/Special Considerations	16	11
Trauma	16	13
Totals	100	80



Commonwealth of Massachusetts
Department of Public Health
Office of Emergency Medical Services



[REDACTED] GENOVESE
EMT Basic

887439
Certificate Number

04/01/2013
Expiration Date

Signature _____

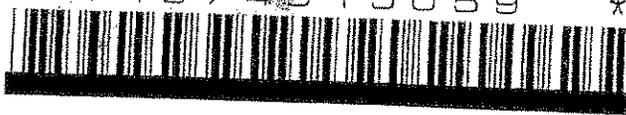
LOAD THIS DIRECTION, THIS SIDE UP

MONEY ORDER RECEIPT - NON NEGOTIABLE

AGT 173361 LDC 000049 DT 051210 \$125.00 1HUNDRED25DOLLARS AND NO CENTS

Payable to: *N.P.C.C.*
RETAIN THIS MONEY ORDER RECEIPT. IT MUST BE INCLUDED WITH ALL REFUND REQUESTS. BE SURE TO READ IMPORTANT INFORMATION BELOW AND ON BACK.
PURCHASE AGREEMENT: You the purchaser agree that Western Union Financial Services Inc. (WUFSI) need not stop payment on, or replace, or refund a lost or stolen WUFSI Money Order unless (1) you fill in the face of the Money Order at the time of purchase, and (2) you report the loss or theft to Western Union Financial Services Inc. in writing immediately, and (3) you provide WUFSI with the original Money Order receipt issued by Western Union Financial Services Inc., Englewood, Colorado. For customer service, call 1-800-999-9900.

* 1 4 0 7 4 5 1 5 0 5 9 *



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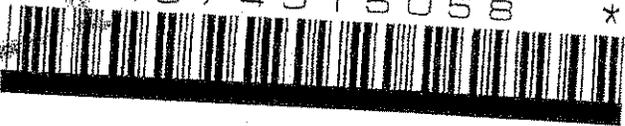
LOAD THIS DIRECTION, THIS SIDE UP

MONEY ORDER RECEIPT - NON NEGOTIABLE

AGT 173361 LDC 000049 DT 051210 \$150.00 1HUNDRED50DOLLARS AND NO CENTS

Payable to: *Gov. of Mass.*
RETAIN THIS MONEY ORDER RECEIPT. IT MUST BE INCLUDED WITH ALL REFUND REQUESTS. BE SURE TO READ IMPORTANT INFORMATION BELOW AND ON BACK.
PURCHASE AGREEMENT: You the purchaser agree that Western Union Financial Services Inc. (WUFSI) need not stop payment on, or replace, or refund a lost or stolen WUFSI Money Order unless (1) you fill in the face of the Money Order at the time of purchase, and (2) you report the loss or theft to Western Union Financial Services Inc. in writing immediately, and (3) you provide WUFSI with the original Money Order receipt issued by Western Union Financial Services Inc., Englewood, Colorado. For customer service, call 1-800-999-9900.

* 1 4 0 7 4 5 1 5 0 5 8 *



LOAD THIS DIRECTION, THIS SIDE UP



Print

Subject: PSI Examination Schedule
From: no-reply@psiexams.com
Sent: Friday, July 23, 2010 4:59:05 PM
To: CGENOVESE2@VERIZON.NET

Hi [REDACTED] GENOVESE,

You have been successfully scheduled for the MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH MA EMT Basic Exam

If you wish to cancel, modify your appointment or download the Candidate Information Bulletin, please visit our website at www.psiexams.com

Your confirmation number is C3627266.

Exam Details

Date: August 5, 2010

Start Time: 9:30 AM (hh:mm) Please arrive 30 minutes prior to your scheduled start time.

Test Center Address: 1 Ballard Way
Suite 104
Lawrence Massachusetts 01843

Directions: From the North take Rte. I-93 S to Exit 45, River Rd./S. Lawrence. Take the ramp toward River Rd./S Lawrence. Take a slight right onto River Rd. River Road becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Still Water Place, Ballard Way". PSI is located in the first suite on the left beneath Yellow Book and the Asian Center. From the South take I-93 N to Exit 45, River Rd./ S. Lawrence. Take the River Rd. ramp toward River Rd./ S. Lawrence. Turn left on River Rd. River Rd. becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot marked "Stillwater Place, Ballard Way". PSI is located in the first suite on the left beneath Yellow Book and the Asian Center office.

Required Documentation :

Identification (Two forms of ID are required. One ID must be government issued (Driver's lic., State ID or Military ID) and must have a picture or a complete physical description. Both must have a signature and pre-printed name, which matches the name in our records.)

Please be advised that children, cell phones, pagers, cameras, programmable electronic devices and recording devices of any kind are NOT allowed to enter PSI testing centers. Additionally, NO personal items are to enter the

testing centers. PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.

Sincerely,

PSI Customer Service

Practice tests are available for many exams. To purchase a practice exam, click here:
http://candidate.psiexams.com/practicetest/practicetest_selectindustry.jsp

For Books, Reference Material and more, click the link below to visit the PSI Online Store:
<http://www.psionlinestore.com/>

CLASS	DATE	GENOVESE	TREFRY	HOURS			
CLASS	1/25/2010	-383267	-383334	5			
CLASS	1/27/2010	-383269	-383335	5			
CLASS	2/1/2010	-383589	-383581	5			
CLASS	2/3/2010	-383827	-383772	5			
CLASS	2/8/2010	-383993	-384059	5		GENOVESE	TREFRY
CLASS	2/17/2010	-384596	-384593	5		\$5,879.79	\$6,413.76
CLASS	2/22/2010	-384884	-384880	5		\$195.95	\$213.75
CLASS	2/24/2010	-385004	-385003	5		\$330.00	\$330.00
CLASS	3/1/2010	-385415	-385412	5		\$82.88	\$91.57
CLASS	3/3/2010	-385548	-385607	5		\$1,242.00	\$1,242.00
CLASS	3/8/2010	-385861	-385859	5		\$7,730.62	\$8,291.08
CLASS	3/10/2010	-385996	-385990	5			
CLASS	3/29/2010	-387371	-387249	5			
CLASS	3/31/2010	-387370	-387376	5			
CLASS	4/5/2010	-387753	-387695	5			
CLASS	4/7/2010	-387998	-387850	5			
CLASS	4/10/2010	-388187	-388055	9			
CLASS	4/12/2010	-388188	-388182	5			
CLASS	4/14/2010	-394488	-394687	5			
CLASS	4/21/2010	-388733	-388723	5			
CLASS	4/26/2010	-389340	-389050	5			
CLASS	4/28/2010	-389339	-389159	5			
CLASS	5/3/2010	-389559	-389643	5			
CLASS	5/5/2010	-394489	-389698	5			
CLASS	5/10/2010	-394477	-390040	5			
CLASS	5/12/2010	-394478	-390163	5			
CLASS	5/17/2010	-394479	-390540	5			
PRACTICE	6/7/2010	-397734	-399842	3			
PRACTICE	6/9/2010	-397735	-397858	3			
PRACTICE	6/11/2010	-397736	-397870	3			
PRACTICAL EXAM	6/12/2010	-394480	-394890	5			
WRITTEN EXAM	8/5/2010	-397429	-397471	5			
			158				

Book cost difference

1 @ Barnes/Noble
1 @ Amazon.com

30 classes each

← FY10
Reim Barnes/Noble
← 15,612.00





Commonwealth of Massachusetts
Department of Public Health
Office of Emergency Medical Services



[REDACTED] TREFRY
EMT-BASIC

887447
Certificate Number

04/01/2013
Expiration Date

Signature *J. Trefry*

Student ID: N00236839

Due Date: 12/16/2009

Statement Date: 12/07/2009

Student Name: JONATHAN A.
TREFRY

Term: 201001

Student Schedule/Bill

CRN	SUBJ	CRSE	SEC	COURSE TITLE	CREDS	DAYS	START/STOP
10550	EMS	104	AD	EMERGENCY MEDICAL TECHNIC	9.00	MW	0600-1000pm
Course Credits: 9.00							

CHARGES

CREDITS/ANTICIPATED CREDITS

COLLEGE FEES	963.00		
MASSPIRG FEE	9.00		
TECHNOLOGY FEE	45.00		
TUITION 1	225.00		
Total Charges:	\$ 1,242.00	Total Credits/Anticipated Credits:	\$ 0.00

Previous Balance: \$ 0.00
Current Term Balance: \$ 1,242.00
AMOUNT DUE: \$ 1,242.00
Future Balance: \$ 0.00

Hotmail

New | Reply | Reply all | Forward | Delete | Junk | Sweep ▾ | Mark as ▾ | Move to ▾ |

Inbox (9)

Folders

Junk (3)

Drafts (1)

Sent

Deleted (26)

New folder

Quick views

Flagged

Photos

Office docs

Shipping updates

Messenger

Sign in to Messenger

Home

Contacts

Calendar

15 second video

Learn junk mail
before it starts.



Clean out your inbox We've added new ways to help you get organized like a "sweep" menu to sweep away unwanted messages, and Microsoft SmartScreen technology to keep junk mail out. [Learn more](#)

PSI Examination Schedule

[Back to messages](#) |

no-reply@psiexams.com Add to contacts 7/23/10
To TREFRY08@HOTMAIL.COM Actions ▾

Attachments, pictures and links in this message have been blocked for your safety.
[Show content](#) | Always show content from this sender

Hi [REDACTED] TREFRY,

You have been successfully scheduled for the MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH MA EMT Basic Exam

If you wish to cancel, modify your appointment or download the Candidate Information Bulletin, please visit our website at www.psiexams.com

Your confirmation number is J3627272.

Exam Details

Date: August 5, 2010

Start Time: 9:30 AM (hh:mm) Please arrive 30 minutes prior to your scheduled start time.

Test Center Address: 1. Ballard Way
Suite 104
Lawrence Massachusetts 01843

Directions: From the North take Rte. I-93 S to Exit 45, River Rd./S. Lawrence. Take the ramp toward River Rd./S Lawrence. Take a slight right onto River Rd. River Road becomes Andover St. Turn right onto Ballard Rd. Turn left onto Ballard Way. There is a sign for N-Tek, Inc. on the right. Turn left into the parking lot.



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58362052232



PURCHASER'S RECEIPT

INTERNATIONAL MONEY ORDER

PAY TO THE ORDER OF / PAGAR A LA ORDEN DE: Comunidade de Mo...

IMPORTANT - SEE BACK BEFORE CASHING

PURCHASER, SIGNER FOR DRAWER / COMPRADOR, FIRMA DEL LIBRADOR
PURCHASER, BY SIGNING YOU AGREE TO THE SERVICE CHARGE AND OTHER TERMS ON THE REVERSE SIDE

ADDRESS/DIRECCIÓN: [Redacted] Comunidade de Mo...



30962052232
MONEY ORDER

30962052232
MONEY ORDER

TERMS: PLEASE READ THE TERMS OF THIS MONEY ORDER ON THE REVERSE SIDE.

COPY:
NOT
NEGOTIABLE

58362052243



PURCHASER'S RECEIPT

INTERNATIONAL MONEY ORDER

PAY TO THE ORDER OF / PAGAR A LA ORDEN DE: N.S.C.C.

IMPORTANT - SEE BACK BEFORE CASHING

PURCHASER, SIGNER FOR DRAWER / COMPRADOR, FIRMA DEL LIBRADOR
PURCHASER, BY SIGNING YOU AGREE TO THE SERVICE CHARGE AND OTHER TERMS ON THE REVERSE SIDE

ADDRESS/DIRECCIÓN: [Redacted] Comunidade de Mo...



30962052243
MONEY ORDER

30962052243
MONEY ORDER

TERMS: PLEASE READ THE TERMS OF THIS MONEY ORDER ON THE REVERSE SIDE.

COPY:
NOT
NEGOTIABLE



**CITY OF GLOUCESTER 2010
CITY COUNCIL ORDER**

ORDER: #CC2010-058
Councillor Joe Ciolino

DATE RECEIVED BY COUNCIL: 08/17/10
REFERRED TO: O&A & B&F
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances §9-1 and §9-2(A) be amended by

ADDING at §9-1 the following:

- Definitions "small non-profit entity "small" business.

ADDING at §9-2(a) the following:

- Small non-profit entities and small businesses as defined in §9-1 shall be allowed one recycling bin and one "commercial" trash bag per week. Fees for said commercial bags to be determined by the DPW Director not to be 50% higher than costs of residential bags.

And Further

ORDERED that his matter be referred to the Ordinances and Administration Committee and the Budget and Finance Committee.