

CITY CLERK  
GLOUCESTER, MA  
2016 OCT 13 AM 8:51

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GLOUCESTER CITY COUNCIL  
**Budget & Finance Committee**  
Thursday, October 20, 2016 – 5:30 p.m.  
1<sup>st</sup> Fl. Council Committee Room – City Hall

**AGENDA**

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

1. ***Addendum to Mayor's Report of 10/11/2016:***
  - A. 2017-SBT-5 from CFO re: Transfer from Police Dept.
  - B. Memorandum from Economic Development Director re: National Fish & Seafood LTD Tax Increment Financing (TIF) recommendation
2. ***Memorandum from DPW Director re: acceptance of a Recycling Dividends & Small-Scale Grant Package for the value of \$21,500***
3. ***Memorandum from DPW Director re: permission to pay FY16 invoices with FY17 funds***
4. ***Memorandum from Harbormaster re: permission to pay FY16 invoices with FY17 funds***
5. ***Memorandum from Harbormaster re: request to increase Transit Mooring & 10A Temporary Float Permit Fees and to amend GCO Sec. 10-51(e) "Fees" accordingly***
6. ***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  
Chris Sicuranza  
Kenny Costa  
John Dunn  
Mike Hale/Mark Cole  
Harbormaster T.J. Ciarametaro/Tony Gross  
Sal DiStefano

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 Hall  
Nine Dale Avenue  
Gloucester, MA 01930  
CITY CLERK  
GLOUCESTER, MA

2016 OCT 11 PM 2:13



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

TO: City Council  
FROM: Sefatia Romeo Theken, Mayor  
DATE: October 11<sup>th</sup>, 2016  
RE: Addendum to Mayor's Report for the October 11<sup>th</sup>, 2016 – City Council Meeting

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Councilors,

Please include the following enclosures as an Addendum to the latest Mayor's Report, including:

**Enclosure 1** is a Special Budgetary Transfer Request (SBTR #5) from CFO John Dunn regarding a departmental transfer from the Police Department to Legal to cover recent invoices using lag money. ***Please refer SBTR #5 to the Budget and Finance subcommittee for review and approval.*** John Dunn or appropriate personnel will be present to answer any questions

**Enclosure 2** is a memo from Economic Director Sal Di Stefano regarding a TIF Committee recommendation as described in a letter of intent filed by Jack Ventola, Founder of National Fish & Seafood ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** Sal Di Stefano or appropriate personnel will be present to answer any questions.

###

**ADDENDUM  
ENCLOSURE 1**

To: Sefatia Romeo Theken, Mayor

From: John P. Dunn, CFO 

Date: October 6, 2016,

Re: Police Administrative Transfer

After a number of conversations, General Counsel Chip Payson and I have estimated that the costs of the various investigative and reporting activities of the Gloucester Police Department issues could cost upwards of \$60,000. Therefor it is my recommendation that we submit a Special Budgetary Transfer Request to the City Council to transfer such amount to the Legal Services account in the Police Administrative budget. I have attached such Request to this memo.

If you are in agreement with the transfer proposed by the attached, please forward this request to the City Council at your earliest convenience. Thank you.

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2017**

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

**TRANSFER # 2017-SBT-** 5 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: Mayor - Police Admin

DATE: 10/6/2016 BALANCE IN ACCOUNT: \$63,000.00

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ *IVEE ORG - OBJECT*  
101000.10.210.51100.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ *MUNIS ORG - OBJECT*

**Salaries/Wages - Full Time**  
*MUNIS ACCOUNT DESCRIPTION*

DETAILED EXPLANATION OF SURPLUS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_ *MUNIS ORG - OBJECT*

(TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_ *MUNIS ORG - OBJECT*  
0121052/530010

**Legal Services**  
*MUNIS ACCOUNT DESCRIPTION*

DETAILED ANALYSIS OF NEED(S): To fund Police Department investigations.  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL TRANSFER AMOUNT: \$60,000.00

FROM ACCOUNT: \$3,000.00  
 TO ACCOUNT: \$60,000.00

**APPROVALS:**

DEPT. HEAD:  DATE: 10/06/16

ADMINISTRATION: \_\_\_\_\_ DATE: 10/6/16

BUDGET & FINANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_ DATE: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

**TO: City Council**  
**FROM: Sefatia Romeo Theken, Mayor**  
**DATE: October 11<sup>th</sup>, 2016**  
**RE: Addendum #2 Mayor's Report for the October 11<sup>th</sup>, 2016 – City Council Meeting**

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Councilors:

A TIF Committee meeting was convened on October 7th with John Dunn, Chief Financial Officer acting as Chair. It is the recommendation of the committee that the City consider the petition described in a letter of intent (Enclosure 1) filed by National Fish and Seafood to enter into a local TIF agreement in support of the purchase and investment in equipment and buildout of 159 East Main Street.

Please refer this matter to the Budget and Finance subcommittee for review and recommendation. Appropriate City Staff will be available to answer questions and provide further information as required.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

Date: October 5<sup>th</sup> 2016  
From: Sal Di Stefano, Director, Economic Development  
RE: National Fish TIF

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*MEMO – FOR INFORMATION ONLY*

Mayor,

I'm pleased to report that our work to preserve local jobs from leaving Gloucester is nearly complete.

National Fish has asked our officials for a TIF for the purchase of their existing facility. The purchase was confirmed yesterday and follow-up communications with Jack Ventola-Founder, Todd Provost-President and State officials signaling additional state support are potential options, should the TIF be approved in time by all parties (TIF Committee, City Council, Mayor, Legal, etc.)

The purchase is, indeed, good news as it is a retention of 155 jobs and a potential expansion of another 50 with an \$8-Million-dollar investment over that same period.

As the deadline is early next week, getting approval from appropriate personnel is required before we can send to City Council and the Budget and Finance Sub-committee thereafter, so I ask this be included in the Mayor's report as a preliminary courtesy notice and if necessary a further addendum may be forthcoming to allow our approval of the TIF in order to complete the above process.

Since we must expedite meetings in order to get the TIF application process going, I am hopeful to gain all approvals and offer an addendum ahead of next week's City Council meeting.

Sincerely,

Sal Di Stefano

City Hall Annex  
3 Pond Road  
Gloucester, MA 01930



SALVATORE DI STEFANO  
ECONOMIC DEVELOPMENT DIR.  
TEL 978-325-5236  
sdistefano@gloucester-  
ma.gov

CITY OF GLOUCESTER  
COMMUNITY DEVELOPMENT DEPARTMENT

**Memo**

Date: 10/07/2016

To: Mayor Sefatia Romeo Theken

Re: National Fish and Seafood Tax Increment Financing (TIF) application

Mayor,

National Fish and Seafood has informed us that they have signed a Purchase and Sale agreement for 159 East Main Street. They have indicated that they intend to purchase this property in order to remain in Gloucester and keep their 150 employees in the city. They have requested a TIF as they plan to purchase the property for \$4.3 Million and invest over \$4 Million in plant and equipment to remain competitive in the market. They hope this will lead to hiring 20 more employees in the near future. They also intend on applying for the Commonwealth of Massachusetts Economic Development Incentive Plan (EDIP) program.

Today they met with the Gloucester TIF committee and made a presentation on their plans for the company. The committee deliberated after the presentation. On behalf of the Gloucester Tax Increment Financing (TIF) Committee we recommend the consideration of granting a TIF to National Fish and Seafood Incorporated for a period of 7 years with a 50% TIF. If you approve, we will move forward with finalizing the TIF agreement.

Please feel free to contact me if you need any further information.

Respectfully Submitted,

Salvatore Di Stefano, Sr.



June 28, 2016

City of Gloucester  
Gloucester City Hall  
9 Dale Avenue  
Gloucester, MA 01930

Attn: Mayor Sefatia Romeo-Theken

Dear Mayor Sefatia,

Our company is looking to acquire property located at 159 East Main Street to utilize freezer and plant operations. Having been in business since 1979, this will allow our company to further cement it's growth.

This acquisition will allow us to add up to 50-100 jobs as well as retain 125.

The proposed project represents a new investment of approximately 4.4 million for the acquisition.

At this time, I am requesting your assistance in applying for a TIF Agreement with the City of Gloucester. If not for the tax incentives available through this program, it would not be possible to complete the project planned.

I would like to thank you for your consideration and look forward to working with your office as well as your Economic Development team, headed by Salvatore L. Di Stefano on our proposed acquisition.

Regards,

A handwritten signature in black ink, appearing to read "Jack Ventola", written over a white background.

Jack Ventola  
Founder/Partner  
National Fish & Seafood

cc: Dan Smith  
Chief Administrative Officer



NATIONAL FISH AND SEAFOOD, INC.

159 E. PARKER STREET, GLOUCESTER, MA 01930, USA / T 978 331.7830 / F 978 331.7892  
TOLL FREE 800 233 1760 / WWW.NATIONALFISH.COM / WWW.MATLAWS.COM

DISCOVER  
**MATLAWS**  
WAVES

Department of Public Works  
28 Poplar Street  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
DEPARTMENT OF PUBLIC WORKS  
MEMORANDUM

Date: September 20, 2016  
To: Mayor Sefatia Romeo Theken  
From: Michael B. Hale, Director of Public Works M.B.H.  
Re: Recycling Dividends & Small Scale Initiative Grant Package

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The Department of Public Works is pleased to report that the Massachusetts Department of Environmental Protection has awarded the City a grant of \$21,500.00 to enhance the performance of Gloucester's successful waste reduction programs.

We respectfully request that you forward the attached Grant Acceptance Package to City Council for acceptance.



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

Granting Authority: State  Federal \_\_\_\_\_ Other \_\_\_\_\_

Name of Grant: Recycling Dividends and Samll-Scale Incentive Funds

Department Applying for Grant: Department of Public Works

Agency-Federal or State application is requested from: MA Department of Environmental Protection

Object of the application: To secure funds to enhance the perfomance of Gloucester's Waste reduction programs.

Any match requirements: None

Mayor's approval to proceed: \_\_\_\_\_  
Signature Date

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_  
Vote Date

Budget & Finance Standing Committee: \_\_\_\_\_  
Positive or Negative Recommendation Date

City Council's Approval or Rejection: \_\_\_\_\_  
Vote Date

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_  
Certification Date

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

Auditor's distribution to managing department: \_\_\_\_\_  
Department Date sent

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

**FORM: AUDIT GRANT CHECKLIST – V.1**



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Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

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## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Matthew A. Beaton  
Secretary

Martin Suuberg  
Commissioner

September 7, 2016

Mayor Sefatia Romeo Theken  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

Dear Mayor Theken,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the City of Gloucester Recycling Dividends funds and Small-Scale Initiative funds under the Sustainable Materials Recovery Program. The City of Gloucester has earned 8 points and will receive \$21,500.

Please note, awards for the following grant categories are being evaluated (Mattress Recycling Initiative, SMART/PAYT, Curbside Recycling/Food Waste Carts, Drop-off Equipment, School Recycling Assistance, Waste Reduction Enforcement Coordinator, Waste Reduction Projects, Organics Capacity Projects) and will be announced separately.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns. Eligibility criteria will ramp up over time, leveraging increasingly greater diversion results and lower solid waste disposal.

The key dates and deadlines specific to your award are summarized in the enclosed Checklist. The detailed terms and conditions are specified in the RDP Contract which has been mailed to the Recycling Contact of record for your municipality, copied below. The Recycling Contact will facilitate getting this document signed by an Authorized Signatory and will return it to MassDEP. Once received, the RDP Payment will be remitted to your municipality. Should you have any questions, please call Tina Klein at 617-292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Martin Suuberg  
Commissioner

cc: Rose LoPiccolo, Recycling Coordinator, DPW



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

September 7, 2016

Dear Mayor Sefatia Romeo Theken,

Congratulations! I am pleased to notify you that the City of Gloucester has been awarded a Recycling Dividends Program grant of \$21,500 through the Sustainable Materials Recovery Program. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Tina Klein if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Handwritten signature of Charles D. Baker in black ink.

Handwritten signature of Karyn E. Polito in black ink.

**RECYCLING DIVIDEND PROGRAM CONTRACT ("RDP Contract")  
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")**

**AND THE City of Gloucester ("Municipality")**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program ("RDP") and Small Scale Initiatives grant. The Municipality has earned a payment of \$21,500.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and it rewards communities with model recycling and waste reduction programs.

**Duration:** The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

**RESPONSIBILITIES OF THE MUNICIPALITY**

1. **Authority:** The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. **Commonwealth Terms and Conditions:** The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality's executed Master Service Agreement.
3. **Failure to Comply:** If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. **Recycling in Practice:** The Municipality has established paper, bottle and can recycling in all municipal offices and meeting spaces, excluding schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
5. **Buying Recycled Products:** The Municipality has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and all staff with purchasing authority are aware of and are following the established policy during the term of the RDP Contract. Proof of annual buy recycled policy staff notification is required for all SMRP grant applications.

6. **RDP Payment Calculation:** MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *Section 7 – Program Criteria and Appendix A – Criteria Performance Standards* describe in detail the conditions for earning points.

Trash Households Served	Value of Each Point
2,000 - 4,999	\$400
7,500 - 9,499	\$1,000
12,500 - 16,999	\$2,500
25,000 - 31,999	\$3,500
100,000 +	\$10,000

7. **Program Criteria:** The Municipality, through its RDP application, certifies that all points earned are for programs that were in place no later than June 15, 2016 and that these programs fully meet the performance standard set forth in *Attachment A – Criteria Performance Standards*. *Section 13 – RDP Payment Calculation* lists the program criteria for which the Municipality has earned points, and upon which the Municipality's payment was calculated.
8. **Use of Funds:** RDP Payments shall be expended on approved equipment and activities, listed below, to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account or revolving account is recommended but not required. Funds do not have to be spent in the fiscal year received, and may be carried over to future years and accumulated to fund a larger eligible expense or project. Small-Scale Initiative awarded as part of this contract and referenced in Section 13 follow the same Use of Funds requirements.

Approved Equipment and Activities (See Grant Guidance for details and examples):

- a. Recycling carts, bins, and/or other recycling collection containers and signage;
- b. Compost bins, kitchen scrap buckets, carts and other collection containers for food waste/organics;
- c. Environmentally Preferred Products including rain barrels and purchases from state contract FAC85 Categories: 1, 2, 3, 5C, 5E, 5F, 5H, and 7. Compostable foodservice ware may be purchased from GRO29;
- d. Incremental operating costs for a new organics diversion program;
- e. Roll-off containers, compactors and balers for the collection of materials for reuse or recycling;
- f. Cost to host a second or subsequent household hazardous waste collection event; conditions apply (see Grant Guidance);

- g. Dedicated Waste Reduction Enforcement Coordinator (must spend designated time each week on enforcement). Mandatory recycling must be codified in regulation, ordinance or bylaw and must include a fine for non-compliance. Municipalities receiving a Waste Reduction Enforcement Coordinator (WREC) SMRP grant may not use RDP funding as part of the matching funds requirement;
  - h. Costs associated with the collection and recycling of materials listed in the CHARM section of the RDP grant application;
  - i. Establishing and/or maintaining a municipally operated swap shop;
  - j. Recycling collection infrastructure and recycling site improvements at schools and drop-off locations with prior approval from MassDEP;
  - k. Recycling outreach and educational tools and materials listed and described in the Approved Equipment and Activities section of the Recycling Dividends Program (RDP) Grant Guidance;
  - l. Costs associated with implementing or maintaining a Pay-As-You-Throw (PAYT) program;
  - m. Funds to enhance school recycling and composting programs;
  - n. School chemical disposal;
  - o. Reusable trays for cafeterias, small compostable cups, reusable bags, reusable water bottles;
  - p. Funding up to \$750 annually for recycling related conferences and memberships.
9. **Record Keeping:** The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits each year to ensure compliance with this Contract.
10. **Reporting:** By February 15<sup>th</sup> of each year, for the duration of the Contract, the Municipality shall submit the Recycling and Solid Waste survey and the Recycling Dividends Program Annual Report through its ReTRAC Connect™ account. Failure to comply with these reporting requirements will jeopardize future grant awards and RDP payments.
11. **Environmental Compliance:** The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in full compliance with all applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. **Addendums:** Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:  
(Value of each point) x (Total RDP Points) + (Small Scale payment amount)

a. Solid Waste Program	5
b. Organics	0
c. Bulky Items	2
d. Yard Waste	0
e. Mandatory Recycling	0
f. Household Hazardous Waste	1
g. Center for Hard to Recycle Materials	0
h. Textile Bonus Point	0
<b>TOTAL RDP POINTS</b>	<b>8</b>
VALUE OF EACH POINT	\$2,500
RDP PAYMENT AMOUNT	\$20,000
SMALL-SCALE PAYMENT AMOUNT	\$1,500
TOTAL GRANT PAYMENT AMOUNT	\$21,500

IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By:   
\_\_\_\_\_  
Greg Cooper, Division Director  
Bureau of Air and Waste  
Department of Environmental Protection

9/22/16  
(Date)

City of Gloucester

By:   
\_\_\_\_\_  
(Signature and Title) *Executive Secretary to the Director*  
  
Rosemarie Lopiccato  
\_\_\_\_\_  
(Print Name)

9/19/16  
(Date)

# OVERVIEW AND CERTIFICATION OF MINIMUM ELIGIBILITY CRITERIA MUNICIPALITY

Member: Gloucester Year: 2016 Cycle: Annual

Group: Sustainable Materials Recovery Program - Municipal Grant Application

## Sustainable Material Recovery Program-Municipal Grant Application

The Massachusetts Department of Environmental Protection's Sustainable Materials Recovery Program (SMRP) offers funding to Massachusetts cities, towns, regional government entities, and certain non-profits for recycling, composting, reuse, and waste reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal. Please review the Grant Guidance on the SMRP [Grant Guidance](#) for more detailed information including terms and conditions, eligibility, and grant categories, prior to completing this grant application.

Grants awarded by MassDEP are administered through a grant agreement. Grant agreements consist of a contract, scope of work and budget. Grantees will expend funds for approved budget items and then request reimbursement from MassDEP in accordance with the grant agreement.

Applications must be submitted via Re-TRAC Connect by 11:59pm on June 15, 2016.

### Overview

As a condition for receiving grant funds, grantees must comply with the eligibility criteria requirements described below.

#### 1. Annual Notification of Buy Recycled Policy

**I certify that the applicant distributes an ANNUAL notification of the municipality's Buy Recycled Policy, ordinance or by-law to all staff, department heads and employees with purchasing authority. This notice was sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlighted specific opportunities to buy recycled products, the benefits of buying recycled and encouraged the purchase of these products. \***



**Select one of the following: \***

Our municipality's purchasing is controlled centrally and the chief procurement official certifies that the policy is enforced.

Our municipality's purchasing happens in a decentralized manner and the chief executive (Town/City Manager, Town Administrator, Mayor, etc.) certifies that all departments enforce the policy.

**Attach a copy of the annual notification sent: \***

buy recycled.doc

#### 2. Municipal Recycling Data Reporting

**Our municipality has filed its completed 2014 and 2015 Municipal Recycling and Solid Waste Survey with MassDEP. \***



#### 3. Recycling in Practice

**Select one of the following: \***

I certify that all municipal buildings have an active recycling program with recycling containers for paper, cans and bottles in all offices and meeting spaces in the building.

I certify that all municipal buildings will implement a recycling program as described above within 30 days of notification of the grant award.

**Authorization to Submit Application to MassDEP for a Sustainable Materials Recovery Program grant:**

**I hereby certify that I am authorized to apply for grants from the Commonwealth of Massachusetts, or have notified the appropriate official with such authorization. The information provided in this application is accurate to the best of my knowledge. \***



**Name: \***

Rose LoPiccolo

**Title: \***

Executive Admin. to the Director of Public Works

**Date: \***

06/15/2016

**City/Town of: \***

Gloucester

**Response created on:** Jun 15, 2016 at 01:07 PM CDT by rlopiccolo@gloucester-ma.gov

**Response last updated on:** Jun 15, 2016 at 01:07 PM CDT by rlopiccolo@gloucester-ma.gov

# SMALL SCALE INITIATIVES

**Member:** Gloucester    **Year:** 2016    **Cycle:** Annual

**Group:** Sustainable Materials Recovery Program - Municipal Grant Application

**Applications must be submitted via Re-Trac Connect by 11:59pm on June 15, 2016.**

## Overview

This grant provides municipalities and certain regional groups\* with a population-based allocation for the purchase of designated materials and services ("items") that will sustain existing waste reduction programs or facilitate new, low-cost initiatives. Allowable items are described in the "Request Information" section below. Funding will be calculated by the municipal population or the population served by the regional group. Use of state contracts is encouraged, when possible. Non-state contract purchases must meet environmentally preferable purchasing specifications as set forth in the Grant Guidance. Grantees must procure all items and request reimbursement from MassDEP. Please review the [Grant Guidance](#) on the SMRP grant webpage for detailed information about this grant item.

\* Regional group eligibility is limited to those with a core mission of solid waste/recycling management

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## Grant Allocation

1. What is the population of your municipality or regional group? \*

30,000

2. Does your municipality or regional group have a significant seasonal population? \*

Yes

No

What is your total population during peak season? \*

34,000

---

3. Based on your population, MassDEP will allocate up to:

\$ 1,500

**Request Information**

Using the DEP funds above, indicate the items you intend to purchase by entering an amount (in dollars) in the category(ies) below.

Funding Expenditures	Dollar Amount: *
a. Compost bins	500
b. Recycling bins	1,000
c. Public space and outdoor event recycling containers	0
d. Recycling outreach and education materials	0
e. Mercury, paint and automotive waste collection equipment	0
f. Purchase and testing of green cleaning products	0
g. Purchase and testing of compostable foodservice ware	0
h. Local reuse and materials exchange programs	0
i. Other: describe below (limited to items specified in Grant Guidance)	0

**Total Planned Expenditures: \***

\$ 1,500

**Explain Other: \***

*n/a If no amount entered in "Other" above, enter "Not applicable".*

**Response created on:** Jun 15, 2016 at 10:51 AM CDT by rlopiccolo@gloucester-ma.gov

**Response last updated on:** Jun 16, 2016 at 11:01 AM CDT by janine.delaney@state.ma.us

# RECYCLING DIVIDENDS PROGRAM

**Member:** Gloucester **Year:** 2016 **Cycle:** Annual

**Group:** Sustainable Materials Recovery Program - Municipal Grant Application

**Applications must be submitted via Re-Trac Connect by 11:59pm on June 15, 2016.**

## Recycling Dividends Program

The Recycling Dividends Program (RDP) will provide payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. The program and policy criteria represent a best practices framework for achieving waste reduction goals. Each criterion is assigned points ranging from 1 to 5 according to its likely impact on waste diversion. Municipalities that earn at least 6 points (out of 20 available) are eligible for RDP payments. Each point earned over the minimum results in an additional payment. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point. The minimum RDP payment is \$1,200; the maximum is \$200,000. Payments are expected to be made in Fall 2016. See [Grant Guidance](#) for complete details. Municipalities that do not provide solid waste services to their residents are not eligible for RDP.

**Indicate the municipality's primary trash and recycling collection type (check one): \***

- Trash and recyclables are collected curbside by the municipality or its contracted hauler
- Trash and recyclables are accepted at the municipality's transfer station

## CURBSIDE PROGRAMS

**Instructions:** A response is required in each section below. Be sure to click the "Submit to Program" button at the bottom of the form once the form is complete without errors. If the form is successfully submitted, the icon on the Dashboard will change to a lock.

### SOLID WASTE PROGRAM (pick one) \*

- SMART /PAYT program is currently in place which requires all trash to be placed in a SMART/PAYT bag. [5 points]
- SMART/PAYT program is currently in place which allows each household to dispose of the first bag/barrel free; trash in excess of 35-gallons\* must be placed in SMART/PAYT bag. A trash cart (35 gallons or less) collected weekly also qualifies. [4 points]  
\*Note: With prior approval from MassDEP a municipality may be grandfathered in with a 36-gallon barrel/bag.
- SMART/PAYT program is currently in place which requires the use of stickers or tags affixed to each bag of trash. [4 points]
- SMART/PAYT program is currently in place which allows each household to dispose of the first bag/barrel free; trash in excess of 35 gallons requires the use of stickers or tags affixed to each bag of trash [3 points]
- 48 Gallon Trash Limit: Households are limited to one 48-gallon CART of trash capacity each week. [3 points]
- 64 Gallon Trash Limit: Households are limited to the equivalent of 64-gallons\*\* of trash capacity per week (two 32-gallon barrels or one 64 gallon cart). [2 points]  
\*\*Note: With prior approval from MassDEP a municipality may be grandfathered in with a 65-gallon cart.

None of the above.

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**ORGANICS (pick one) \***

Source separated food waste is collected, for composting, weekly from all households served by the municipal program. [4 points]

Source separated food waste is collected weekly from households currently participating in a pilot program [2 points]

None of the above.

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**BULKY ITEMS: The municipality or its hauler charges residents a fee of not less than \$5 each for handling of at least 3 of the following bulky items, either at the curb or at a municipal drop-off: mattresses, upholstered furniture, wood furniture, toilets, sinks, and carpet. [2 points] \***

Yes

No

**Paste here the link to the published fee schedule on your municipal website: \***

<http://gloucester-ma.gov/index.aspx?NID=308>

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**YARD WASTE consists of leaves and grass. Both must be collected in order to claim these points. \***

Yard waste is collected curbside a minimum of 20 weeks per year. [2 points]

Residents can take yard waste to a drop-off location that is open a minimum of 30 weeks per year [1 point]

None of the above.

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**MANDATORY RECYCLING ENFORCEMENT (pick one) \***

A dedicated Enforcement Coordinator spends a minimum of 19 hours per week on the street verifying compliance with the municipalitys mandatory recycling program and issuing fines for non-compliance. [3 points]

A dedicated Enforcement Coordinator spends a minimum of 10 hours per week on the street verifying compliance with the municipalitys mandatory recycling program and issuing fines for non-compliance. Trash containing recyclables is stickered by the municipal employee and not collected by the hauler, and the municipality follows up with non-compliant households. [1 point]

Enforcement of the municipalitys mandatory recycling program is the responsibility of the hauler and is codified in the hauling contract. A mandatory recycling regulation, bylaw or ordinance is in place that includes fining for non-compliance. Trash containing recyclables is stickered and not collected by the hauler, and the municipality follows up with non-compliant households. [1 point]

Enforcement of the municipalitys mandatory recycling program is the responsibility of the hauler and is codified in the hauling contract. A mandatory recycling regulation, bylaw or ordinance is in place clearly stating that trash will not be collected if a recycling container is not also at the curb for collection. Trash containing recyclables is stickered and not collected by the hauler, and the municipality follows up with non-compliant households. [1 point]

None of the above

**Violations issued**

**Enter the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year: \***

2

**Enter the number of repeat violations issued in the current fiscal year: \***

0

Note: Applicants may be asked to provide a sample of the municipal letter sent to repeat violators.

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**HOUSEHOLD HAZARDOUS WASTE COLLECTION (pick one) \***

The municipality hosts a permanent Household Hazardous Waste (HHW) collection center open to residents a minimum of six times per year [2 points]

The municipality participates in a regional HHW collection center open to residents a minimum of six times per year [2 points]

The municipality participates in a reciprocal arrangement with other municipalities which provides residents access to a minimum of six comprehensive HHW collection events per year [2 points]

The municipality hosts at least two HHW collection events per year [1 point]

The municipality funds two HHW events per year at no cost to the resident [1 point]

None of the above.

*Household Hazardous Waste collections must accept a broad range of hazardous products from residents, including but not limited to: pesticides, oil based paints, pool chemicals, automotive products, elemental mercury, cleaning products and other chemicals.*

**Date of your last event and date of your next event: \***

4/30/16, 9/24/16

**Paste here web link directly to the HHW event dates and locations on your municipal website: \***

<http://gloucester-ma.gov/index.aspx?NID=553>

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**CENTER FOR HARD TO RECYCLE MATERIALS (CHARM) [2 points]**

**A Center for Hard to Recycle Materials is a single location where the following materials are collected for recycling. This may be a municipal recycling center or transfer station. In order to qualify the collection location (CHARM) must be open a minimum of once per month.**

**Do your residents have access to a CHARM in your municipality or a contiguous (i.e. bordering) municipality where a minimum of 5 of the following material are collected? \***

Yes

No

Automotive wastes

Books/Media

Bulky rigid plastics

Carpet

Electronic waste

Expanded Polystyrene (Styrofoam)

Large Appliances (White Goods)

Mattresses

Mercury bearing products

Paint

Textiles

Wood

**TOTAL CURBSIDE POINTS EARNED:**

9

**Special Note:** When claiming the recycling of Bulky Rigid Plastics, Carpet, Electronic waste, Large appliances (white goods), Mattresses, Textiles or Wood, **the previous calendar year's Recycling and Solid Waste survey (2015)** must include the tonnage recycled. In the additional comments section below make note of any collection and recycling programs that began in the current calendar year.

**BONUS POINT: Implementing the Textile Recovery Initiative**

To earn this bonus point your municipality must have completed a set of activities designed to promote the diversion of textiles from the trash. ALL ACTIVITIES must have been COMPLETED between June 15, 2015 and June 15, 2016.

Households served by the municipal trash program: \*

- Up to 7,499
- 7,500 or more

**If your municipality has COMPLETED six or more of the activities below, you will earn the bonus point. Check all that apply.**

**Municipal recycling coordinator participated in Textile Recovery Media Toolkit Webinar offered by MassDEP on March 2, 2016**

- Yes
- No

**A link to MassDEP's Beyond the Bin Recycling Directory, <http://recyclesearch.com/profile/ma>, is in a prominent location on municipal recycling web page**

- Yes
- No

**News article or guest editorial on textile recovery was published in local newspaper**

- Yes
- No

**Textile recovery information and locations posted on community boards (library, schools, town hall, community**

center, etc)

Yes  No

**Quarterly online promotion of textile recovery through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter**

Yes  No

**Textile recovery program has been established at one or more schools**

Yes  No

**Municipal recycling mailing to residents (e.g. direct mailer, postcard, statement stuffer, calendar) includes information about textile collection locations**

Yes  No

**Annual or seasonal textile collection event or zero waste event that includes textile collection**

Yes  No

**Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station**

Yes  No

**Municipality has adopted regulation or ordinance governing clothing/textile donation bins**

Yes  No

**Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility.**

Yes  No

**Municipality tracks textile tonnage data from private and municipal collection sites and reports to MassDEP on the CY 2015 Recycling and Solid Waste Survey**

Yes  No

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**Bonus point earned:**

0

**TOTAL POINTS EARNED:**

9

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**I have read the Grant Guidance for the Recycling Dividends Program and certify that all points claimed in this applications meet the performance standards described therein. \***

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**Response created on:** Jun 15, 2016 at 10:39 AM CDT by rlopiccolo@gloucester-ma.gov

**Response last updated on:** Jun 16, 2016 at 11:01 AM CDT by [janine.delaney@state.ma.us](mailto:janine.delaney@state.ma.us)

Public Works  
28 Poplar Street  
Gloucester, MA 01930



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

**CITY OF GLOUCESTER**  
DEPARTMENT OF PUBLIC WORKS

TO: Michael Hale, Director Public Works  
FR: Mark Cole, Asst. Director Public Works   
DT: October 4, 2016  
SUBJ: Unpaid Invoices

Please submit the following invoices to the City Council with the next Mayor's Report for the next City Council meeting. We are unable to pay for these invoices without approval from the City Council.

The following Waste Management invoices cannot be paid as they were received after the end of the fiscal year and not enough money was carried over:

**DPW Water 610000.10.450.52000.0000.00.000.00.052 Contract Service**

Waste Management Invoice #2117713-2192-7 Dated 7/01/2016	\$124.02
Waste Management Invoice #1679940-0209-2 Dated 6/24/2016	\$364.30
Total	\$488.32

Invoices to be paid from Account 600052-520000 cross referenced 610000.10.450.52000.0000.00.000.00.052



# INVOICE

Page 1 of 2  
CITY OF GLOUCESTER  
00015-80749-43008

WASTE MANAGEMENT OF  
ROCHESTER NH HAULING  
PO Box 42090  
PHOENIX, AZ 85080  
(800) 847-5303  
(800) 972-4545  
www.wm.com

Customer: CITY OF GLOUCESTER  
Online WM ezPay ID: 00015-80749-43008  
Invoice Date: 07/01/2016  
Invoice Number: 2117713-2192-7  
Account Number: 276-0061915-2192-8  
Due Date: 07/30/2016

Total Current Charges	Total Amount Due
<b>124.02</b>	<b>124.02</b>

<b>Account Summary</b>	
Account Level PO# 1500044	
Description	
Previous Balance	123.65
Total Credits and Adjustments	0.00
Total Payments Received	123.65-
<b>Total Current Charges</b>	<b>124.02</b>
<b>Total Amount Due</b>	<b>124.02</b>
<b>Total Amount Past Due</b>	<b>0.00</b>

Please pay total amount due. Thank you for your business.



<b>Service Period: 06/16/16 - 06/30/16</b>	
Description	Amount
Roll-Off	124.02
<b>Total Current Charges</b>	<b>124.02</b>

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5.00, or such late charge allowed under applicable law, regulation or contract. Additionally, if your service is suspended for non-payment, you may be charged a resume charge to restart your service. For each returned check, a charge will be assessed on your next billing equal to the maximum amount permitted by applicable state law.

Use your iPhone or Android mobile device to manage your account, pay your bill, and schedule a roll-off pickup, similar to wm.com. More at wm.com/GoMobile.

Current Due	Over 30	Over 60	Over 90	Over 120	Total Due
124.02	0.00	0.00	0.00	0.00	124.02



### Payment Coupon

Please detach and send with checks only (no cash).  
Please send all other correspondence to your local site.

Your Account Number  
276-0061915-2192-8

To pay this bill online and switch to paperless billing, go to [wm.com/paperless](http://wm.com/paperless)

Invoice Date	Your Invoice Number
07/01/2016	2117713-2192-7

Due Date	Total Due	Amount Paid
07/30/2016	124.02	124.02

21922760061915021177130000001240200000012402 2

0014665 01 AT 0.396 \*\*AUTO T9 0 4184 01930-491301 -C01-P14679-11 10447050

CITY OF GLOUCESTER  
50 ESSEX AVE  
GLOUCESTER MA 01930-4913

WASTE MANAGEMENT OF  
ROCHESTER NH HAULING  
P O Box 13648  
Philadelphia PA 19101-3648

THINK GREEN:





# INVOICE

CITY OF GLOUCESTER

Customer: **Online WM ezPay ID: 00011-85068-42009**

Waste Management of Massachusetts  
PO Box 42090  
PHOENIX, AZ 85080

Invoice Date: 06/24/2016  
Invoice Number: 1679940-0209-2  
Account Number: 209-0038373-0209-4  
Due Date: 07/23/2016

(800) 262-5633  
(800) 972-4545  
www.wm.com

<b>Total Current Charges</b>	<b>Total Amount Due</b>
<b>364.30</b>	<b>727.00</b>

<b>Account Summary</b>	
Account Level PO# 1500044	
Description	
Previous Balance	721.07
Total Credits and Adjustments	0.00
Total Payments Received	358.37-
<b>Total Current Charges</b>	<b>364.30</b>
<b>Total Amount Due</b>	<b>727.00</b>
Total Amount Past Due	0.00

Please pay total amount due. Thank you for your business.



<b>Service Period: 06/01/16 - 06/30/16</b>	
Description	
Commercial	364.30
<b>Total Current Charges</b>	<b>364.30</b>

If full payment of the invoiced amount is not received within your contractual terms, you may be charged a monthly late charge of 2.5% of the unpaid amount, with a minimum monthly charge of \$5.00, or such late charge allowed under applicable law, regulation or contract. Additionally, if your service is suspended for non-payment, you may be charged a resume charge to restart your service. For each returned check, a charge will be assessed on your next billing equal to the maximum amount permitted by applicable state law.

Use your iPhone or Android mobile device to manage your account, pay your bill, and schedule a roll-off pickup, similar to wm.com. More at wm.com/GoMobile.

Current Due	Over 30	Over 60	Over 90	Over 120	Total Due
727.00	0.00	0.00	0.00	0.00	727.00



### Payment Coupon

Please detach and send with checks only (no cash). Please send all other correspondence to your local site.

Your Account Number  
209-0038373-0209-4

To pay this bill online and switch to paperless billing, go to [wm.com/paperless](http://wm.com/paperless)

Invoice Date	Your Invoice Number
06/24/2016	1679940-0209-2

<b>Total Amount Due</b>	<b>727.00</b>	<b>Amount Paid</b>	<b>364.30</b>
If Payment Received After 07/23/2016	732.46		

02092090038373016799400000003643000000072700 0

0011457 01 AT 0.396 \*\*AUTO T2 0 4177 01930-491301 -C01-P11468-1 10447C12  
CITY OF GLOUCESTER  
50 ESSEX AVE  
GLOUCESTER MA 01930-4913

Waste Management of Massachusetts  
P O Box 13648  
Philadelphia PA 19101-3648





Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012

FAX 978-978-281-4188

[tciametaro@gloucester-ma.gov](mailto:tciametaro@gloucester-ma.gov)

<http://gloucester-ma.gov/harbormaster>

**CITY OF GLOUCESTER**  
**HARBORMASTER'S OFFICE**

**MEMORANDUM**

**From:** Thomas Ciarametaro, Harbormaster  
**To:** Mayor Sefatia Theken  
**Date:** September 28, 2016  
**Subject:** Permission to Pay FY16 Invoices with FY17 Funds

Mayor,

The Harbormasters Office request permission to pay National Grid rental bill for the month of June 2016 with FY17 Funds. A PO was never created in June of 2016 to pay rent for said month.

Please see attached Invoice for reference.

Respectfully,

Thomas Ciarametaro,  
Gloucester Harbormaster

**nationalgrid**

**INVOICE**

**DATE:**  
September 14, 2016

**INVOICE No.**  
City of Gloucester-Inv. 1

**BILL TO:**  
Gloucester Harbormaster Office  
19 Harbor Loop  
Attn: Thomas Ciarametaro  
Gloucester, MA 01930

**FOR:**  
Rent of Office and Storage Space  
19 Harbor Loop  
Gloucester, MA  
For Period: June 1, 2016 through August 31, 2016

DESCRIPTION	OFFICE SPACE	STORAGE SPACE	DOCK (See Note 1)	TOTAL BILLED IN THIS INVOICE
<b>Rent</b>				
Jun-2016	\$ 1,323.51	\$ 340.33	\$ -	\$ 1,663.84
Jul-2016	\$ 1,323.51	\$ 340.33	\$ -	\$ 1,663.84
Aug-2016	\$ 1,323.51	\$ 340.33	\$ -	\$ 1,663.84
Note 1 - Dock is no longer in use as it has been removed as part of ongoing work				\$ 4,991.52

Please reference work order number 90000124896 and remit to:  
National Grid  
Attn: Mr. Kenneth E. Lento  
Project Manager  
Site Investigation and Remediation Group  
40 Sylvan Road  
Waltham, MA 02451



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012  
FAX 978-978-281-4188  
[tciametaro@gloucester-ma.gov](mailto:tciametaro@gloucester-ma.gov)  
<http://gloucester-ma.gov/harbormaster>

**CITY OF GLOUCESTER**  
**HARBORMASTER'S OFFICE**

**MEMORANDUM**

**From:** Gloucester Waterways Board  
**To:** Sefatia Theken  
**Date:** September 28, 2016  
**Subject:** Mayor's Report to Council

Mayor Theken,

I request you forward in your next Report to Council the two attached fee increases recommended by myself and the Waterways Board at their last scheduled meeting of September 15, 2016.

- 10A Float fee increase was approved 7 to 0 vote.
- Launch fee was approved 6 to 1 Vote.

Additional materials and references are contained within, too.

Respectfully,

Thomas Ciarametaro  
Gloucester Harbormaster



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012

FAX 978-978-281-4188

[tciametaro@gloucester-ma.gov](mailto:tciametaro@gloucester-ma.gov)

<http://gloucester-ma.gov/harbormaster>

**CITY OF GLOUCESTER**  
**HARBORMASTER'S OFFICE**

**MEMORANDUM**

**From:** Gloucester Waterways Board  
**To:** Gloucester City Council  
**Date:** September 28, 2016  
**Subject:** 10A Temporary Float Fee Increase

Council,

During the scheduled monthly Waterways Board meeting of September 15, 2016 the Board voted 7 in Favor and 0 Against to increase the 10 A Temporary Float Permit Fee as follows;

Current City Ordinance Section 10-51 (e) Fees. Fees for 10A float permits shall be in the amount of 50 cents per square foot with a maximum amount of \$350.00

Recommended change;

The fee for each 10A Temporary Float shall be in the amount of \$1.00 per square foot with a maximum amount of \$400.00

Respectfully,

Thomas Ciarametaro  
Gloucester Harbormaster



Nineteen Harbor Loop  
Gloucester, MA 01930

TEL 978-282-3012

FAX 978-978-281-4188

[tciametaro@gloucester-ma.gov](mailto:tciametaro@gloucester-ma.gov)

<http://gloucester-ma.gov/harbormaster>

**CITY OF GLOUCESTER**  
**HARBORMASTER'S OFFICE**

**MEMORANDUM**

**From:** Gloucester Waterways Board  
**To:** Gloucester City Council  
**Date:** September 28, 2016  
**Subject:** Transit Mooring Fee Increase

Council,

During the scheduled monthly Waterways Board meeting of September 15, 2016 the Board voted 6 in Favor and 1 Against to increase the Transit Mooring Fee as follows;

Current City Ordinance Section 10-51 (e) Fees. A daily mooring fee of \$30.00 shall be charged for every vessel that utilizes a municipal mooring, used for transient boats, operated by the Harbormaster.

Recommended change;

A daily mooring fee of \$40.00 shall be charges for every vessel that utilizes a municipal mooring. This fee will include the use of the Gloucester launch boat for services to and from the designated mooring.

Respectfully,

Thomas Ciarametaro  
Gloucester Harbormaster