CITY CLERK
GLOUCESTER, MA
2016 OCT 27 PM 2:57

This meeting is recorded

GLOUCESTER CITY COUNCIL

Budget & Finance Committee

Thursday, November 3, 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. ***Memorandum from Principal Assessor re: Tax Classification Fiscal Year 2017***
2. ***Memorandum from Police Chief re: acceptance of a FY17 State 911 Training & EMD Grant in the amount of $106,656.22***
3. ***Special Budgetary Transfer Request (2017-SBT-6) from Police Department***
4. ***Memorandum from CFO& Special Budgetary Transfer Request 2017-SBT-7 re: Sewer Enterprise Fund Transfer for Vehicle Leases***
5. ***Grant Application & Checklist from the Public Health Director re: acceptance of a $6,000 PHEP Grant***
6. ***Grant Application & Checklist Packet from the Gloucester Historical Commission re: grant to preserve Dogtown as a National Register District***
7. ***CC2016-048 (Orlando) Amend GCO Sec. 4-16 (d) "Off-leash dog areas" subsection (b)(2) by adding a new subsection "(m) Dog Park "pooch pass" certificate for non-residents & amend Sec. 1-15 "Penalty for violation of certain specified section of code"***
8. ***Memorandum from Community Development Director & Senior Project Manager regarding recommendations from the Community Preservation Committee for Round 7, FY2017 Funds -- Committee discussion for the purpose of scheduling applicants to appear before the B&F Committee***
9. ***Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business***
   A. Update on the status of hiring a new Assistant City Auditor
   B. Update on status of labor negotiations between the city and its unions

COMMITTEE

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

CC: Mayor Theken
Chris Sicuranza
Kenny Costa
John Dunn
Nancy Papows
Acting Chief John McCarthy
Karin Carroll
Mary Ellen Lepionka
Deborah Laurie

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

City of Gloucester
9 Dale Avenue
Gloucester, MA 01930

Phone: 978-281-9715
Fax: 978-281-8472
email: npapows@gloucester-ma.gov

Memorandum

To: *Mayor Sefatia Romeo Theken*
From: *Nancy A. Papows, Principal Assessor* NP
cc: *file*
Date: *Friday, October 14, 2016*
Subject: *Tax Classification*

The Assessors' are in the midst of a triennial recertification of property values and our data has been submitted to the Department of Revenue's Bureau of Local Assessment for preliminary certification. Once that certification is received, a week long public disclosure period will follow prior to granting of final certification by the State.

While awaiting certification, we ask that the City Council begin the process of scheduling a Tax Classification public hearing to adopt a "residential factor" for Fiscal 2017. After the hearing the Tax Recap information can be submitted for approval and third quarter tax bills can be generated for mailing by December 31, 2016.

Depending on the timing of approvals, we could potentially have the Tax Classification hearing as early as November 7, 2016. Realistically though, we expect that the hearing will not be able to be conducted until the meeting on November 22, 2016.

Through the next Mayor's report, we would like to ask the Council to set the hearing for the meeting of November 22, 2016.

Thank you.

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

Chief John McCarthy
(978)281-9775

Memorandum

October 17, 2016

To: Mayor Sefatia RomeoTheken

From: Chief John McCarthy

RE: FY17 State 911 EMD and Training Grant

Mayor Romeo Theken,

Please find our approved application for the FY17 State 911 Training and EMD Grant in the amount of $106,656.22. This is a yearly grant and I respectfully ask that it be approved to accept.

Respectfully,

John McCarthy
Chief of Police

The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
Tel: 508-828-2911 ~ TTY: 508-828-4572 ~ Fax: 508-828-2585
www.mass.gov/e911

CHARLES D. BAKER
Governor

DANIEL BENNETT
Secretary of Public Safety and Security

FRANK POZNIAK
Executive Director

October 14, 2016

Chief John McCarthy
Gloucester Police Department
197 Main Street
Gloucester, MA 01930

Dear Chief McCarthy:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2017 State 911 Department Training Grant and EMD / Regulatory Compliance Grant** program.

For your files, attached please find a copy of the executed contract and the final approved Appendix A: Listing of Certified Telecommunicators for your grant. Please note your contract start date is **October 14, 2016** and will run through June 30, 2017. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2017.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than three (3) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@state.ma.us. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before April 14, 2017.

Sincerely,

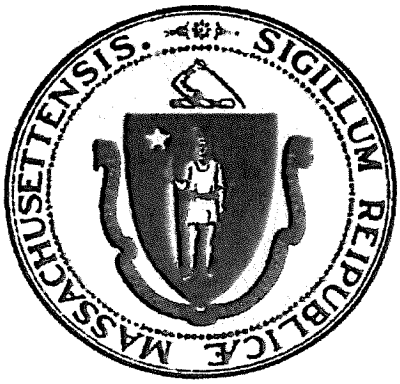
Frank P. Pozniak
Executive Director

cc: FY 2017 Training Grant and EMD / Regulatory Compliance Grant File

Newest copy
Refer to this
packet.

Commonwealth of Massachusetts

Executive Office of Public Safety and Security
State 911 Department



State 911 Department

Training Grant and EMD/Regulatory Compliance Grant Application

Fiscal Year 2017

All applications shall be mailed or hand delivered.

All applications must be received by 5:00 P.M. on Friday, March 17, 2017.

Application Checklist

- ☑ Signed and Dated Training Grant and EMD/Regulatory Compliance Grant Application Page
- ☑ Completed Training Grant Budget Worksheet; to include requested funding by category and narrative
- ☑ Completed EMD/Regulatory Compliance Grant Budget Worksheet, if applicable, to include requested funding by category and narrative
- ☑ Completed EMD/Regulatory Compliance Grant Narrative and budget Worksheet, if applicable
- ☑ Completed Appendix A – Listing of Certified Telecommunicators and if applicable, page two, New Personnel in the Process of Obtaining Certification
- ☑ Completed Authorized Signatory Listing Page
- ☑ Completed and Notarized Proof of Authentication of Signature Page
- ☑ Signed and Dated Standard Contract Page

All applications with original signatures shall be submitted to:

State 911 Department
151 Campanelli Drive, Suite A
Middleborough, MA 02346

FY 2017 Training Grant and EMD/Regulatory Compliance Grant

Name of City/Town/Municipality	City of Gloucester
Address	9 Dale Avenue
City/Town/Zip	Gloucester, MA 01930
Telephone Number	
Website	

Name of Eligible Entity	Gloucester Police Department
Name/Title of Authorized Signatory	
Address (if different from above)	197 Main Street
Telephone Number	978-281-9775
Fax Number	978-282-3026
E-mail Address	

Program/Contract Manager	Lieutenant David Quinn
Telephone Number	978-281-9775
Fax Number	978-282-3026
E-mail Address	dquinn@gloucester-ma.gov

Requested Funding:

Training Grant Funds	**$ 13,363.00**
EMD/Regulatory Compliance Grant Funding	**$ 93,293.22**
Total Funds Requested	**$ 106,656.22**

Applicant meets the EMD requirements established by the State 911 Department as follows (*Complete either 1 or 2*)

1) **X Provide EMD utilizing in-house certified emergency medical dispatchers using**

   __APCO EMDPRS ___ PowerPhone EMDPRS X Priority Dispatch EMDPRS

2) **___ Provide EMD utilizing a certified EMD Resource**
   ***Name of Certified EMD Resource: _____**

   __APCO EMDPRS ___ PowerPhone EMDPRS ___Priority Dispatch EMDPRS

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

Signed under the penalties of perjury this 5th ***day of*** Oct. **, 2016.**

Original Signature of Authorized Signatory (Blue Ink)

FY 2017 Training Grant Budget Worksheet

Funding Category	Amount Requested	Narrative – Provide details on funding request
A. Fees	$	
B.1. Personnel	$13,363.00	Eligible personnel costs for new hire training and or continuing education required for EMD certification and compliance.
B.2. Fringe and/or Indirect costs associate with Personnel Costs	$	
C. Training Software and other products	$	
D. Lodging	$	
Total Amount of Training Grant Funding Requested	$13,363.00	

In order to receive reimbursement for allowable expenses relating to EMD and/or Quality Assurance of EMD programs, the applicant shall select and use a single EMD certification organization and a single EMDPRS.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy, funding for the State 911 Department Training Grant shall first be used to meet minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, and funding may be used for other purposes only after funding has been used to meet such requirements.

Initial Here: _____

FY 2017 EMD/Regulatory Compliance Grant Budget Worksheet

Funding Category	Amount Requested	Narrative – Provide details on funding request
A. Fees	$10,050.00	Fees associated with attendance at approved 911 training courses for certified Telecommunicators to include 16 hours of Con Ed and 3 new EMD certifications
B.1. Personnel	$83,243.22	Overtime or backfill costs associated with participant attendance, straight-time for part-time per diem for participation or replacement, associated with training and certification compliance, to include 16 hours of Con Ed. 93 hrs of Q/A review for 3 Lt.'s & 4 Sgt.'s for a total of 25 calls per week at 30 minutes per call
B.2. Fringe and/or Indirect costs associate with Personnel Costs	$	
C. Training Software and other products	$	
D. Lodging	$	
E. Certified EMD Resource	$	Name of CEMDR: (Attached copy of contract with CEMDR)
F. Other Emergency Medical Dispatch and Quality Assurance of Emergency Medical Dispatch Services	$	
Total Amount of EMD/Regulatory Compliance Grant Funding Requested	$93,293.22	

Grant applicants seeking supplemental funding under the State 911 Department EMD/Regulatory Compliance Grant shall complete a project narrative. Applicants shall state good cause why supplemental funding should be awarded (e.g., training/certification of unanticipated new hire; unanticipated increase in contractual obligation, etc.) and shall include any and all additional information that further supports the request for such supplemental funding. (i.e., spreadsheet/worksheet attachment). A sample spreadsheet/attachment is posted on the State 911 Department website at www.mass.gov/e911.

Except as otherwise expressly noted herein for allowable expenses for administrator backroom training and for attendance at the State 911 Department Dispatch Academy, funding for the State 911 Department Training Grant shall first be used to meet minimum training and certification requirements for enhanced 911 telecommunicators and minimum requirements governing emergency medical dispatch established by the State 911 Department, and funding may be used for other purposes only after funding has been used to meet such requirements.

Initial Here: _____

FY 2017 Training Grant and EMD/Regulatory Compliance Grant

APPENDIX A: LISTING OF CERTIFIED TELECOMMUNICATORS

PASP: City of Gloucester Police Department

Last Name, First Name (Alphabetical order)	Indicate Full (F) or Part-Time (P)	Hourly Pay Rate	Overtime Pay Rate
Aberle, Josiah	F	$28.03	$42.05
Adelfio, Vincent	F	$28.03	$50.45
Aiello, Alexander	F	$23.62	$37.56
Alves, Clifford	F	$28.03	$52.56
Balbo, Joseph	F	$28.03	$50.45
Bouchie, Shawn	F	$28.03	$42.05
Carr, George	F	$28.03	$50.45
Cecilio, Marc	F	$28.03	$52.56
Chipperini, Brendan	F	$28.03	$46.25
Cimoszko, Michal	F	$28.03	$50.45
Ciolino, Jerome	F	$28.03	$46.25
Crowley, Brian	F	$28.03	$42.05
D'Angelo, Allassandro	P	$17.93	
D'Angelo, David	F	$28.03	$42.05
Duffany, Scott	F	$28.03	$42.05
Duwart, Carlton	F	$28.03	$42.05
Fialho, Heidi	F	$28.03	$50.45
Foote, Jared	F	$28.03	$42.05
Foote, Mark	F	$28.03	$42.05
Frates, Christopher	F	$28.03	$52.56
Gaudenzi, Keith	F	$28.03	$50.45
Genovese, Christopher	F	$28.03	$46.25
Giacalone, Anthony	F	$28.03	$42.05
Gossom, Kelly	F	$25.68	$42.10
Hicks, Kevin	F	$28.03	$46.25
Kendall, William	F	$23.62	$37.56
Knickle, Andrew	F	$28.03	$50.45
Lamberis, Stephen	F	$28.03	$52.56
Liacos, Christopher	F	$28.03	$46.25
Lucido, Kyle	P	$17.93	
Mackey, Kevin	F	$28.03	$50.45
Mizzoni, Steven	F	$28.03	$46.25

FY 2017 Training Grant and EMD/Regulatory Compliance Grant

APPENDIX A: LISTING OF CERTIFIED TELECOMMUNICATORS

PASP: City of Gloucester Police Department

Last Name, First Name (Alphabetical order)	Indicate Full (F) or Part-Time (P)	Hourly Pay Rate	Overtime Pay Rate
Morrissey, Robert	F	$28.03	$42.05
Moseley, Heath	F	$28.03	$42.05
Muise, Kevin	F	$28.03	$46.25
Nicolosi, James	P	$17.93	
Officer, James	F	$28.03	$52.56
O'Leary, Timothy	F	$28.03	$42.05
Palazola Robert	F	$28.03	$50.45
Parady, Joseph	F	$28.03	$46.25
Piscitello, Ronald	F	$28.03	$46.25
Quinn, Jason	P	$17.93	
Quinn, Michael	F	$28.03	$52.56
Quinn, Thomas	F	$28.03	$52.56
Sanborn, Bryan	F	$17.93	$26.79
Scola, Michael	F	$28.03	$50.45
Silva, Andrew	P	$17.93	
Simoes, Troy	F	$28.03	$42.05
Souza, Derric	P	$17.93	
Stuart, Leon	F	$28.03	$42.05
Sutera, Peter	F	$28.03	$50.45
Trefry, Jonathan	F	$28.03	$50.45
Tucker, Richard	F	$25.68	$40.67
Aiello, Brian	F	$40.68	$61.02
Catarino, Joseph	F	$40.68	$61.02
Conners, Sean	F	$35.81	$53.72
Fitzgerald, Joseph	F	$45.34	$68.01
Gossom, Michael	F	$45.34	$68.01
Leanos, William	F	$45.34	$68.01
MacDonald, Eugene	F	$40.68	$61.02
Marshall, James	F	$39.05	$58.58
Nicastro, Jeremiah	F	$35.81	$53.72
Parisi, Anthony	F	$39.05	$58.58

FY 2017 Training Grant and EMD/Regulatory Compliance Grant

APPENDIX A: LISTING OF CERTIFIED TELECOMMUNICATORS

PASP: City of Gloucester Police Department

Last Name, First Name (Alphabetical order)	Indicate Full (F) or Part-Time (P)	Hourly Pay Rate	Overtime Pay Rate
Quinn, David	F	$45.34	$68.01
Williams, Michael	F	$43.53	$65.30

FY 2017 Training Grant and EMD/Regulatory Compliance Grant

APPENDIX A: LISTING OF CERTIFIED TELECOMMUNICATORS
PAGE 2
NEW PERSONNEL IN THE PROCESS OF OBTAINING CERTIFICATION AS AN ENHANCED 911 TELECOMMUNICATOR

Last Name, First Name (Alphabetical order)	Indicate Full (F) or Part-Time (P)	Hourly Pay Rate	Overtime Pay Rate
Morrissey, Dylan	P	$17.93	
Riley, Sean	P	$17.93	
Testaverde, Steven	P	$17.93	

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: City of Gloucester (and d/b/a): Police Department	**COMMONWEALTH DEPARTMENT NAME:** State 911 Department **MMARS Department Code:** EPS
Legal Address: (W-9, W-4,T&C): 9 Dales Ave. Gloucester, MA 01930	**Business Mailing Address:** 151 Campanelli Drive, Suite A, Middleborough, MA 02346
Contract Manager: John McCarthy– Chief of Police	**Billing Address** (if different):
E-Mail: jmccarthy@gloucester-ma.gov	**Contract Manager:** Cindy Reynolds
Phone: 978-281-9775 **Fax:** 978-282-3026	**E-Mail:** 911DeptGrants@state.ma.us
Contractor Vendor Code: VC6000192096	**Phone:** 508-821-7299 **Fax:** 508-828-2585
Vendor Code Address ID (e.g. "AD001"): AD 001 . (Note: The Address Id Must be set up for EFT payments.)	**MMARS Doc ID(s):** CT EPS GRNT
	RFR/Procurement or Other ID Number: FY17 Training/EMD/Regulatory Compliance Grant

X NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ Statewide Contract (OSD or an OSD-designated Department)

__ Collective Purchase (Attach OSD approval, scope, budget)

X Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)

__ Emergency Contract (Attach justification for emergency, scope, budget)

__ Contract Employee (Attach Employment Status Form, scope, budget)

__ Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)

__ CONTRACT AMENDMENT

Enter Current Contract End Date *Prior* to Amendment: _____, 20___.

Enter Amendment Amount: $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)

__ Amendment to Scope or Budget (Attach updated scope and budget)

__ Interim Contract (Attach justification for Interim Contract and updated scope/budget)

__ Contract Employee (Attach any updates to scope or budget)

__ Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)

The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.

X Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

__ Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

X Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or *new* Total if Contract is being amended). $ 106,656.22

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __ statutory/legal or Ready Payments (G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) **Contract is for the reimbursement of funds under the State 911 Department FY2017 Training Grant and EMD/Regulatory Compliance Grant as authorized and awarded in compliance with grant guidelines and grantee's approved application.**

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

X 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

___ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

___ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30, 2017, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: 10-5-16 (Signature and Date Must Be Handwritten At Time of Signature) Print Name: John McCarthy Print Title: Chief of Police	**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:** X: _____ Date: 10/14/16 (Signature and Date Must Be Handwritten At Time of Signature) Print Name: Frank Pozniak Print Title: Executive Director

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name:
Contractor Vendor/Customer Code:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: ***Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.***

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
John McCarthy	Chief of Police

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date: 10/5/16

Title: Mayor

Telephone: 978-281-9700

Fax:

Email: sromeotheken@gloucester-ma.gov

[Listing cannot be accepted without all of this information completed.]
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name: City of Gloucester Police Department
Contractor Vendor/Customer Code:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing. STATE 911 DEPARTMENT REQUIRES THIS FORM FOR EACH AUTHORIZED SIGNATORY LISTED ON THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM.

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

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

Title: Chief of Police

X _____

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

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, Genevieve Adele Whaley (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

OCTOBER 5, , 2016 .

GENEVIEVE ADELE WHALEY
Notary Public
COMMONWEALTH OF MASSACHUSETTS
My Commission Expires
February 11, 2022

My commission expires on: FEBRUARY 11, 2022

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

_____, 20 _____.

AFFIX CORPORATE SEAL

GLOUCESTER POLICE DEPARTMENT
FY2017 E911 TRAINING EMD GRANT WORKSHEET

# TO TRAIN	PATROLMEN	FY2017 OVERTIME RATE	HOURLY PAY RATE	TRAINING HOURS	COST	NIGHT SHIFT 8 %
1	Aberle, Josiah	$ 42.05		16	$ 672.80	$ 26.91
2	Adelfio, Vincent J.	$ 50.45		16	$ 807.20	$ 32.29
3	Aiello, Alexander	$ 23.62		16	$ 377.92	$ 15.12
4	Aiello, Brian	$ 61.02		16	$ 976.32	$ 39.05
5	Alves Jr., Clifford A.	$ 52.56		16	$ 840.96	$ 33.64
6	Balbo, Joseph	$ 50.45		16	$ 807.20	$ 32.29
7	Bouchie, Shawn J.	$ 42.05		16	$ 672.80	$ 26.91
8	Carr Jr., George W.	$ 50.45		16	$ 807.20	$ 32.29
9	Catarino, Joseph (QAQI)	$ 61.02		109	$ 6,651.18	$ 532.09
10	Cecilio, Marc A.	$ 52.56		16	$ 840.96	$ 33.64
11	Chipperini, Brendan	$ 42.05		16	$ 672.80	$ 26.91
12	Cimoszko, Michael	$ 46.22		16	$ 739.52	$ 29.58
13	Ciolino, Jerome	$ 46.25		16	$ 740.00	$ 29.60
14	Conners, Sean P.	$ 53.72		16	$ 859.52	$ 34.38
15	Crowley, Brian	$ 42.05		16	$ 672.80	$ 26.91
16	D'Angelo, Allassandro		$ 17.93	16	$ 286.88	
17	D'Angelo, David	$ 38.52		16	$ 616.32	$ 24.65
18	Duffany, Scott B	$ 42.05		16	$ 672.80	$ 26.91
19	Duwart Jr, Carlton	$ 42.05		16	$ 672.80	$ 26.91
20	Fialho, Heidi	$ 50.45		16	$ 807.20	$ 32.29
21	Foote, Jared	$ 38.52		16	$ 616.32	$ 24.65
22	Foote, Mark Joseph	$ 42.05		16	$ 672.80	$ 26.91
23	Frates, Christopher	$ 52.56		16	$ 840.96	$ 33.64
24	Gaudenzi, Keith	$ 46.22		16	$ 739.52	$ 29.58
25	Genovese, Christopher	$ 46.25		16	$ 740.00	$ 29.60
26	Giacalone, Anthony	$ 42.05		16	$ 672.80	$ 26.91
27	Gossom, Kelly	$ 38.99		16	$ 623.84	$ 24.95
28	Hicks, Kevin E.	$ 46.25		16	$ 740.00	$ 29.60
29	Kendall, William	$ 23.62		16	$ 377.92	$ 15.12
30	Knickle, Andrew	$ 50.45		16	$ 807.20	$ 32.29
31	Lamberis, Stephen	$ 52.56		16	$ 840.96	$ 33.64
32	Liacos, Christopher	$ 46.25		16	$ 740.00	$ 29.60
33	Lucido, Kyle		$ 17.93	16	$ 286.88	
34	Mackey, Kevin	$ 50.45		16	$ 807.20	$ 32.29
35	Mizzoni, Steven B	$ 46.25		16	$ 740.00	$ 29.60
36	Morrissey, Robert	$ 38.52		16	$ 616.32	$ 24.65
37	Moseley, Heath	$ 42.05		16	$ 672.80	$ 26.91
38	Muise, Kevin	$ 46.25		16	$ 740.00	$ 29.60
39	Nicastro, Jeremiah (QAQI)	$ 53.72		109	$ 5,855.48	$ 468.44
40	Nicolosi, James		$ 17.93	16	$ 286.88	
41	Officer Jr., James P.	$ 52.56		16	$ 840.96	$ 33.64
42	O'Leary, Timothy	$ 42.05		16	$ 672.80	$ 26.91
43	Parady, Joseph	$ 46.25		16	$ 740.00	$ 29.60
44	Palazola, Robert	$ 50.45		16	$ 807.20	$ 32.29
45	Piscitello, Ronald A.	$ 46.25		16	$ 740.00	$ 29.60
46	Quinn, Jason		$ 17.93	16	$ 286.88	
47	Quinn, Michael D	$ 52.56		16	$ 840.96	$ 33.64

GLOUCESTER POLICE DEPARTMENT
FY2017 E911 TRAINING EMD GRANT WORKSHEET

# TO TRAIN	PATROLMEN	FY2017 OVERTIME RATE	HOURLY PAY RATE	TRAINING HOURS	COST	NIGHT SHIFT 8 %
48	Quinn, Thomas E	$ 52.56		16	$ 840.96	$ 33.64
49	Sanborn, Bryan		$ 17.93	16	$ 286.88	
50	Scola, Michael	$ 50.45		16	$ 807.20	$ 32.29
51	Silva, Andrew		$ 17.93	16	$ 286.88	
52	Simoes, Troy	$ 42.05		16	$ 672.80	$ 26.91
53	Souza, Derric		$ 17.93	16	$ 286.88	
54	Stuart, Leon	$ 42.05		16	$ 672.80	$ 26.91
55	Sutera, Peter	$ 50.45		16	$ 807.20	$ 32.29
56	Trefry, Jonathan	$ 50.45		16	$ 807.20	$ 32.29
57	Tucker, Richard	$ 37.56		16	$ 600.96	$ 24.04
58	Fitzgerald, Joseph C.(QA/QI)	$ 68.01		109	$ 7,413.09	$ 593.05
59	Gossom, Michael K.(QA/QI)	$ 68.01		109	$ 7,413.09	$ 593.05
60	Leanos, William	$ 68.01		16	$ 1,088.16	$ 43.53
61	MacDonald Jr., Eugene R.(QA/QI)	$ 61.02		109	$ 6,651.18	$ 532.09
62	Marshall, James W. (QAQI)	$ 58.58		109	$ 6,385.22	$ 510.82
63	Parisi, Anthony	$ 58.58		16	$ 937.28	$ 37.49
64	Quinn, David G.(QA/QI)	$ 68.01		109	$ 7,413.09	$ 593.05
65	Williams, Michael A. Jr	$ 65.30		16	$ 1,044.80	$ 41.79
					$ 87,957.83	$ 5,349.27
3 New	Morrissey, Dylan		$ 17.93	24	$ 430.32	
	Riley, Sean		$ 17.93	24	$ 430.32	
	Testaverde, Steven		$ 17.93	64	$ 1,147.52	
					$ 3,299.12	
	TOTAL GPD PAYROLL				$ 91,256.95	
	TOTAL NIGHT SHIFT PAY				$ 5,349.27	
			Total Personnel Costs		$ 96,606.22	
	CON-ED QUOTE (ATTACHED)		Total Fees		$ 10,050.00	
		Grand Total Funds needed			**$106,656.22**	
	ORIGINAL TRAINING FUNDING	Less Training Grant Funds			$ 13,363.00	
	Total	**Total EMD Funds needed**			**$ 93,293.22**	

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2017

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

TRANSFER # 2017-SBT- 6 ***Auditor's Use Only***

DEPARTMENT REQUESTING TRANSFER: **Police**

DATE: **10/14/2016** BALANCE IN ACCOUNT: **$58,240.30**

(FROM) PERSONAL SERVICES ACCOUNT # *MUNIS ORG - OBJECT* **121051 511000**

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

Police Admin, Sal/Wage-Perm Pos
MUNIS ACCOUNT DESCRIPTION

DETAILED EXPLANATION OF SURPLUS: **Funds available from Christina Melillo salary out on worker comp**

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

(TO) ORDINARY EXPENSE ACCOUNT # *MUNIS ORG - OBJECT* **0121052 520000**

Police Admin, purchase of services
MUNIS ACCOUNT DESCRIPTION

DETAILED ANALYSIS OF NEED(S): **Funds needed to pay temp agency for coverage of Christina's workload while out on worker comp, $32/hr all inclusive rate to Account Temps**

TOTAL TRANSFER AMOUNT: **$1,184.00**

FROM ACCOUNT: **$57,056.30**
TO ACCOUNT: **$1,824.00**

APPROVALS:

DEPT. HEAD: DATE: 10/14/2016

ADMINISTRATION: DATE: 10/19/2016

BUDGET & FINANCE: DATE:

CITY COUNCIL: DATE:

To: Sefatia Romeo Theken, Mayor

From: John P. Dunn, CFO

Date: October 16, 2016

Re: Sewer Enterprise Fund Transfer for Vehicle Leases

Sewer operations are in rather desperate need to replacements for the current Vactor truck and Vacuum Pump truck as both have reached the end of their useful lives. Director Mike Hale has a quote on the Vactor truck of $419,145 and one on the Vacuum Pump truck of $166,773 for a total of $585,918. Both quotes are from Minuteman Trucks, Inc. under a statewide Cooperative Procurement Program.

In conjunction with the vehicle quotes, we have a three year lease proposal that is structured with a $150,000 down payment followed by three annual payments of $154,941. The underlying interest rate on the lease (really an installment loan) is 3.29%. This is a competitive rate in the current credit market.

In order to move forward on this equipment we must transfer the down payment amount from and ordinary account line in the Sewer Enterprise Fund to a capital account line. I have attached a Special Budgetary Transfer form to accomplish such.

If you are in agreement with the proposed vehicle purchases please forward this request to the City Council in your next Mayor's report.

Thank you.

Minuteman Trucks, Inc.

2181 Providence Hwy. * Walpole, MA 02081
508.668.3112 * www.MinutemanTrucks.com * 800.225.4808

Presented in accordance with Greater Boston Police Council Cooperative Procurement Program/MAPC Contract # GBPC 2014-International, Pricing valid through: October 31, 2016.

City of Gloucester
Michael Hale
28 Poplar St
Gloucester, MA 01930

Vactor Model 2110-dual stage fan

DATE August 31, 2016

Based on our previous discussions, I have prepared the following proposal for your review.

Option ID	Description	Unit Price
	CONTRACT ITEMS - Truck	
BASE UNIT:	**2017 International Model 7300 SFA 4x2 Heavy**	$ 75,484.00
217	Navistar N10 350 Hp Upgrade 7500	$ 12,168.00
238	20,000 Front Axle with 425/65R22.5 20PR Tires	$ 4,210.00
246	Heavy Duty Rubber Fender Extensions	$ 104.00
250	30,000lb Axle with Cast Brake Shoes	$ 3,795.00
260	Power Windows and Door Lacks	$ 367.00
261	Air Conditioning	$ 823.00
266	Arm Rest Additional Drivers Seat	$ 39.00
267	Aluminum Air Tanks	$ 252.00
270	Fuel Tank additional 50 Gallons	$ 493.00
273	Engine Exhaust Compression Brake	$ 1,322.00
275	Driver Controlled Locking Differential	$ 1,005.00
279	Body Circuit Switches Six Pack	$ 575.00
283	Exterior Cab Sunvisor	$ 473.00
284	Power Mirrors Bright finish Heated	$ 620.00
285	Custom Paint other than White	$ 389.00
290	Powder Coated Wheels	$ 72.00
294	Cowl Tray Lid	$ 204.00
297	Outer "C" channel Frame Reinforcement	$ 1,650.00
299	Corrosion Resistant Primer Coating Double Frame Rails	$ 2,000.00
	CONTRACT ITEMS - Equipment	
561	Combo Jetting and Vacuum Body Model 2110	$ 192,000.00
563	Body Flush Out	$ 2,500.00
565	Lube Manifold System	$ 2,500.00
566	Cold Weather Recirculator	$ 3,000.00
568	External Pump off System	$ 11,000.00
569	Tool Box: 35" x 18" x 18"	$ 2,500.00
570	Tool Box 24" x 24" x 24"	$ 1,500.00
571	Front Bumper Mounted Tool Box	$ 1,800.00
572	Aluminum Pipe; 8" x 3" Qty 2	$ 400.00
573	Aluminum Pipe; 8" x 5" Qty 2	$ 600.00
574	Quick Clamp 8" x 4"	$ 200.00
575	Heavy Duty: 10 Cubic Yards	$ 16,000.00
576	Additional 500 Gallon water Capacity	$ 7,500.00
577	Heavy duty Multi Adjustable Hose Reel	$ 17,000.00
578	Fully Hydraulic Locking door Assembly	$ 7,600.00
579	Fold Down Vacuum Pipe Rack Qty 2	$ 5,000.00
580	Body Color other than White	$ 3,500.00
581	Automatic Hose Winder for Heavy Duty Reel	$ 5,500.00
582	Heavy Duty Pump Accumulator	$ 2,800.00
583	Heavy Duty 8' Telescpopic Boom (will be 10ft now STD)	$ 15,500.00
584	Video System Front and Rear	$ 4,000.00

585		Air Operated Side Decant System	$ 2,400.00
594		LED Strobe Lights-DOT 3 Lighting Package	$ 2,800.00
		ITEMS NOT INLUDED ON CONTRACT	
		Incl: Digital Hose Counter, 80gpm/2500psi Rodder Pump	$ 5,500.00
		600' x 1" Prianha Sewer Hose, Front Joystick Control (boom)	
		Rear Door Splash Shield, Wireless Belly Pack Controls	
		Cyclone Seperators, Hydro EX Package	
		Air Purge System, Lateral Cleaning Kit	
		Total Including All Options	**$ 419,145.00**
		Total Including All Options	**$ 419,145.00**
PO Total Required			**$ 419,145.00**

NOTE:

Municipality:
City of Gloucester

Auth Signature

Name

Dominick La Gambina
Minuteman Trucks, Inc.
617-901-8801

Auth Signature

PO #:

Minuteman Trucks, Inc.

2181 Providence Hwy. * Walpole, MA 02081
508.668.3112 * www.MinutemanTrucks.com * 800.225.4808

Presented in accordance with Greater Boston Police Council Cooperative Procurement Program/MAPC Contract # GBPC 2014-International, Pricing valid through: October 31, 2016.

City of Gloucester
Michael Hale
28 Poplar St
Gloucester, MA 01930

VACUUM Tank Truck

DATE September 6, 2016

Based on our previous discussions, I have prepared the following proposal for your review.

Option ID	Description	Unit Price
	CONTRACT ITEMS - TRUCK	
BASE UNIT:	**2017 International Model 7300 SFA 4x2 Heavy**	$ 75,484.00
217	Navistar N10 350 Hp Upgrade 7500	$ 12,168.00
236	16,000 Front Axle with 315/80R22.5 20PR Tires	$ 4,210.00
246	Heavy Duty Rubber Fender Extensions	$ 104.00
251	40,000lb Tandem Rear Axle	$ 11,960.00
256	40,000lb Air Ride Suspension	$ 2,800.00
260	Power Windows and Door Lacks	$ 367.00
261	Air Conditioning	$ 823.00
266	Arm Rest Additional Drivers Seat	$ 39.00
267	Aluminum Air Tanks	$ 252.00
270	Fuel Tank additional 50 Gallons	$ 493.00
273	Engine Exhaust Compression Brake	$ 1,322.00
275	Driver Controlled Locking Differential	$ 1,005.00
279	Body Circuit Switches Six Pack	$ 575.00
283	Exterior Cab Sunvisor	$ 473.00
284	Power Mirrors Bright finish Heated	$ 620.00
285	Custom Paint other than White	$ 389.00
290	Powder Coated Wheels	$ 72.00
294	Cowl Tray Lid	$ 204.00
297	Outer "C" channel Frame Reinforcement	$ 1,650.00
299	Corrosion Resistant Primer Coating Double Frame Rails	$ 2,000.00
	CONTRACT ITEMS - Equipment	
	ITEMS NOT INLUDED ON CONTRACT	
	3200 Galon Vacuum Unit, Model Juropo PR-150 Water Cooled	$ 48,743.00
	with Vacuum Pump Com Vac Utile 825 air/fan cooled	
	Heated Rear Valves, Shit Off Valves and Manifold in Eng Com	$ 1,020.00
	Total Including All Options	**$ 166,773.00**

Total Including All Options $ 166,773.00

PO Total Required $ 166,773.00

NOTE:

Municipality:
City of Gloucester

Auth Signature _____

Name _____

Dominick La Gambina
Minuteman Trucks, Inc.
617-901-8801

Auth Signature _____

PO #: _____

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- 7 ***Auditor's Use Only***

DEPARTMENT REQUESTING TRANSFER: **Sewer Enterprise Fund**

DATE: **10/20/2016** BALANCE IN ACCOUNT: **$1,183,178.00**

IVEE ORG - OBJECT

(FROM) PERSONAL SERVICES ACCOUNT #

MUNIS ORG - OBJECT

(FROM) ORDINARY EXPENSE ACCOUNT # **640052/524009**

R&M Sewer & Water Pump Stations

MUNIS ACCOUNT DESCRIPTION

DETAILED EXPLANATION OF SURPLUS: **Available Funds**

MUNIS ORG - OBJECT

(TO) PERSONAL SERVICES ACCOUNT #

MUNIS ORG - OBJECT

(TO) ORDINARY EXPENSE ACCOUNT # **640058/585000**

Equipment

MUNIS ACCOUNT DESCRIPTION

DETAILED ANALYSIS OF NEED(S): **Down payment on the purchase of Vactor and Vacuum trucks**

TOTAL TRANSFER AMOUNT: **$150,000.00**

FROM ACCOUNT: **$1,033,178.00**

TO ACCOUNT: **$159,895.00**

APPROVALS:

DEPT. HEAD: DATE: 10/20/16

ADMINISTRATION: DATE: 10/20/16

BUDGET & FINANCE: DATE:

CITY COUNCIL: DATE:

City of Gloucester
Grant Application and Check List

Granting Authority: State ___ Federal ___X___ Other _____

Name of Grant: ___Public Health Emergency Preparedness (PHEP) Grant

Department Applying for Grant: ___HEALTH DEPARTMENT___

Agency-Federal or State application is requested from: The Massachusetts Department of Public Health (MDPH), Office of Preparedness & Emergency Management (OPEM)

Object of the application: Ensuring public health emergency preparedness and response activities throughout North Shore/Cape Ann. FY17 funding will cover a portion of Grant Accounting Specialist's salary to ensure continuity in the maintenance of the communications accounts.

Any match requirements: NO

Mayor's approval to proceed: _____ 10/20/2016
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: _____
_____
_____

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

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

CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771· **Fax:** 978-281-9729
WEBSITE: www.gloucester-ma.gov

Public Health
Prevent. Promote. Protect.

Memorandum

To: Mayor Sefatia Romeo Theken
From: Karin Carroll, Director, Health Department
Date: October 12, 2016
Re: Acceptance of a $6,000 PHEP Grant for FY17

Dear Mayor Romeo Theken,

The Public Health Preparedness Grant (PHEP) which the City of Gloucester Health Department has previously been the fiscal agent for 7 + years, is now being managed at the request of Mass Department of Public Health by the International Institute of Greater Lawrence.

For FY17, the City of Gloucester Health Department will receive a small portion of the Grants Accounting Specialist's salary to support her ongoing administrative support of the Region 3D PHEP communications budget line. The total award amount is $6,000.00.

International Institute of Greater Lawrence is now the host organization charged with developing the new regional Health and Medical Coordinating Coalition framework for the entire Northeast.

Staff will be available to answer any questions of the City Council for the approval of these funds to support the Grants Accounting Specialist position in the Health Department.

Thank You for your continued support.

Respectfully,

Karin Carroll

INTERNATIONAL INSTITUTE OF GREATER LAWRENCE, INC.
Founded 1913
125 Amesbury Street • Lawrence, MA 01840-1317 • Office - 978-687-0981 • Fax - 978-975-4241

September 30, 2016

Karin Carroll
City of Gloucester
North Shore/Cape Ann EP Coalition
Region 3D
3 Pond Road
Gloucester, MA 01930

RE: Health and Medical Coordinating Coalition – Region 3

Dear Mrs. Carroll,

International Institute of Greater Lawrence is pleased to provide funding to the North Shore/Cape Ann (Region 3D) Coalition. This funding is for the purpose of emergency preparedness and response activities, for the completion of deliverables and to participate in Health and Medical Coordinating Coalition (HMCC) activities in Region 3 for Grant Budget Period 4 (BP'4) of 07/01/2015 through 06/30/2016.

This funding, upon execution of contractual agreement, will be disbursed in 2 payments. The initial payment will be processed upon execution of the agreement. The following payment will be processed upon receipt of funding and mid-year reports. All funding received through this agreement must be expended by June 30, 2017.

This award is supported by federal funds (CFDA # 93.069, 93.074 & 93.889). The total award is $6,000.00. This funding is intended to cover a portion of Jenna Newbegin's salary for the management of the communication account line for Region 3D's wireless phone and tablet account.

If you have any questions please contact me at (978) 687-0981 ext 28 or email me at Lsantiago99@hotmail.com.

Sincerely,

Luisa Santiago
Business Manager

International Institute of Greater Lawrence (IIGL) Emergency Preparedness Subcontractor Form

→ *Sub-Contractor Name* : City of Gloucester → *Official Address* (for W-9): 3 Pond Road, Gloucester, MA 01930 → *Payment Remittance Address*: Same as Above → *Social Security Number, FEIN or DB# (for W-9)*: FEIN: 046-001-390	*Region 3 Community [or Executive Committee]*: *Jennifer Connolly, CEO* *Business Mailing Address*: *125 Amesbury Street, Lawrence, MA 01840* *Billing Address* (if different): *Health Officer /Region 3 Representative*:
→ *E-Mail:* kcarroll@gloucester-ma.gov → Phone: 978-282-8016	*E-Mail:* iigldirector@hotmail.com Phone: 603-300-0254

SUB-CONTRACT

Start Date: ***07/01/2016***

End Date: ***06/30/2017***

Total *Maximum Obligation* for this Sub-Contract : $ 6,000.00

Hourly Rate: $ 22.43

The hourly rate set for this contract is based on the scope of work, numbers of weekly hours, education and experience of the subcontractor.

The subcontractor agrees to submit to IIGL, on a quarterly basis, the following:

___ Work plan with updated evaluation measures,

___ Actual Expenditure Report with copies of all supporting documents (bills, receipts, etc.) and the Fixed Asset Report.

These reports are due to IIGL on October 10, 2016, January 10, 2017, April 10, 2017 and July 10, 2017.

The subcontractor has responded to a Region 3 subcontractor job posting on the MHOA website or another site. The subcontractor's resume and scope of work is on file with IIGL. These funds will be used solely to support permissible activities as described in the BP'5 Deliverables, Grant Management Manual, and other guidance issued by DPH OPEM. The subcontractor must comply with the MA Commonwealth Terms and Conditions. The MA Commonwealth Terms and Conditions is an attachment to this contract and a part of this agreement.

This subcontract is executed in order to accomplish the following Emergency Preparedness related work.

[*Fill in work detail here*]

IIGL will upfront funds to cover payroll expenses for Jenna Newbegin, Communication Grant Administrator. The City of Gloucester will submit to IIGL, on a quarterly basis, all payroll reports and any other supporting documents necessary to document the use of these funds.

Notwithstanding verbal or other representations by the parties, the "Start" and "End" dates of this Contract and the payment and work details listed and approved with the below signatures shall supersede any other agreement. The subcontractor has provided all required documentation noted with a "→". The sub-contractor and health officer are authorized to sign this agreement and agree that all terms governing performance of this Sub-Contract shall be in accordance with Massachusettes Department of Public Health Emergency Preparedness Bureau Regulations and all applicable Massachusetts and Federal guidelines, regulations and statutes. The terms of applicable Commonwealth Terms and Conditions are available at www.mass.gov/osc or at www.mass.gov/osd. The terms of this subcontract shall survive its termination for the purpose of resolving any claim, dispute or other Contract action, or for effectuating any negotiated representations and warranties. It is also understood that International Institute of Greater Lawrence (IIGL) subcontractor payments are contingent upon MDPH EP approval and payments. IIGL is **Released** from this subcontract's obligations if applicable State or Federal funding becomes unavailable to it. Upon these conditions, the sub-contractor and health officer forever releases IIGL from any further claims related to these obligations after the contract end date.

SUB CONTRACTOR AUTHORIZED SIGNATURE: → X: Jenna Newbegin Date: 9/29/16 (Signature and Date Must Be Handwritten At Time of Signature) → Print Name: Jenna Newbegin → Print Title: Communication Grant Administrator	**MUNICIPAL HEALTH DEPARTMENT OR EXECUTIVE COMMITTEE AUTHORIZED SIGNATURE:** X: K. M. Carroll Date: 9/29/16 (Signature and Date Must Be Handwritten At Time of Signature) Print Name: Karin Carroll Print Title: Director of Public Health, City of Gloucester
For the International Institute of Greater Lawrence CEO, Jennifer Connolly:	**Date:**

Proposed Scope of Services for
Communications Management Contract
NSCA-EP Coalition

Rate $22.43

1. Report to the NSCAEPC Executive Committee
2. Coordinate with EP Coordinator regarding telecommunications needs for the coalition.
3. Respond to questions regarding cellular phone updates, account issues, connectivity, capability and peripherals needs from Coalition Members
4. Enroll coalition members in Gloucesters' discounted phone service
5. Provide oversight for the Region 3D PHEP communications budget line
6. General account maintenance and stewardship of 15 municipalities cell phones and tablets
7. Generates monthly communications account statements for I.I.G.L.
8. Completes equipment upgrades/purchases
9. Facilitates decommissioned equipment returns

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Health Dept.

ACCOUNT NAME: 17 BOH - PHEP Grant

FUND NUMBER AND NAME: Last Year = 292114 in IVEE

CFDA # (Required for Federal Grants): 93.074

DATE PREPARED: 10/12/2016

OBJECT	ORIGINAL BUDGET	APPROVED AMENDED BUDGET (IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_ _ _ _)				
45800	$6,000.00			$6,000.00
Total:	$6,000.00	$0.00	$0.00	$6,000.00
EXPENSE (5_ _ _ _)				
51100	$6,000.00			$6,000.00
57110	$0.00			
Total:	$6,000.00	$0.00	$0.00	$6,000.00

DEPARTMENT HEAD SIGNATURE

DATE ENTERED (AUDIT) 10/12/16

AUDITING DEPARTMENT INITIALS

FORM: AUDIT ACCOUNT BUDGET - V1

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER: **CC#2016-048**
COUNCILLORS: **Joseph M. Orlando, Jr.**

DATE RECEIVED BY COUNCIL: 10/25/16
REFERRED TO: O&A & B&F
FOR COUNCIL VOTE:

ORDERED that GCO Sec. 4-16(d) "Off-leash dog areas" subsection (b) (2) be amended by **ADDING** a new subsection as follows: "(m) Dog Park "pooch pass" certificate will be issued to non-residents at an annual fee of $25.00 per dog, a week's permit of $10.00 per dog; or a one-day permit of $5.00 per day per dog. Annual passes shall be valid from January 1st to December 31st of each calendar year, commencing on January 1, _____. All dogs must be registered for the program to participate, including dogs being taken off-leash by dog walkers. The Animal Control Officer shall issue to the owner or keeper of any such dog a citation for the violation of this article a fine of $15.00 for each offense;"

FURTHER ORDERED that Chapter 1, Sec. 1-15 "Penalty for violation of certain specified section of code be amended by **ADDING** "Chapter 4, Sec. 4-16(d) subsection (b) (2) (m):

Penalty:
Each Offense: $15.00"

FURTHER ORDERED that this matter be referred to the Ordinance & Administration and the Budget and Finance Standing Committees for review and recommendation.

Joseph M. Orlando, Jr.
Councillor at Large

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

CITY CLERK
GLOUCESTER, MA
2016 OCT 24 AM 1:01

TO: **City Council**

FROM: **Sefatia Romeo Theken, Mayor**

DATE: **October 24th, 2016**

RE: **Addendum to Mayor's Report for the October 26th, 2016 – City Council Meeting**

Councilors,

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

Enclosure 1 is a memo from Community Development Senior Project Manager Deborah Laurie regarding grant funding for a Community Preservation Act proposal. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** Deb Laurie or appropriate personnel will be present to answer any questions.

###

3 Pond Road
Gloucester, MA 01930

Telephone: 978-281-9781
Fax: 978-281-9779

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Sefatia Romeo Theken
FROM: Daniel Smith, Community Development Director
CC: Deborah Laurie, CPC Senior Project Manager
RE: Recommendations from the Community Preservation Committee for Round 7, FY2017 Funds
DATE: October 19, 2016

The Community Preservation Committee has received, reviewed and made recommendations on the seventh round of project applications for the Community Preservation Act funding.

Please find attached the Committee's submission of recommended projects for your review, and for forwarding to the City Council for their review and appropriation.

The Community Preservation Committee recommends $463,141 (FY16) in funding for one-time projects. All recommended projects are subject to the terms and conditions imposed by the Community Preservation Committee. The following conditions ar common to all recommended projects:

1. Projects financed with Community Preservation Act funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the City of Gloucester.
2. Project oversight, monitoring, and financial control are the responsibility of the Community Preservation Committee or its designee.
3. The Community Preservation Committee will require quarterly project status updates from Community Preservation Act Fund recipients. Additionally, recipients shall also provide an interim report at the 50% Completion Stage along with budget documentation.
4. All projects will be required to state *"This project received funding assistance from the citizens of Gloucester through the Community Preservation Act"* in their promotional material and, where appropriate, on exterior signage.

Attached are:

1. Summary of Community Preservation Committee Recommendations
2. Project Summaries for each Recommendation
3. Criteria for Project Evaluation adopted and published by the Community Preservation Committee

Community Preservation Fund General Balance available for appropriation is approximately, $474,067; Community Housing Reserve is approximately, $263,630; Historic Preservation Reserve approximately, $373 and Community Open Space Reserve is approximately, $12,807 for an approximate total of available funds of $750,877. The City Council approved FY2017 budget for Community Preservation was $645,000.

Applications for all projects are available for review in the Community Development Office, Grants Division.

Submitted by: Community Preservation Committee

Bill Dugan, Co Chair, Housing Authority
John Feener, Conservation Commission
David Rhinelander, Historic Commission
Scott Smith, At-large
Barbara Silberman, At Large

Catherine Schlichte, Co Chair, At Large
Hank McCarl, Planning Board, At Large
Heidi Wakeman, Open Space and Recreation
Ellen Preston, At Large

Summary of Community Preservation Committee Recommendations For Round 7, FY2016 Funding

Project #	APPLICANT	PROJECT PURPOSE	CPA CATEGORY	RECOMMENDED AMOUNT
1	North Shore CDC	Harbor Village, 30 Unit, Affordable Rental Project	Community Housing	$125,000
2	Cape Ann Amateur Radio Association (CAARA)	Preservation of Wheeler School and GFD Riverdale Hose, No. 2 at 6 Stanwood St.	Historic Resource	$26,174
3	Mt. Pleasant Cemetery Association	Mt. Pleasant Civil War Monument	Historic Resource	$2,000
4	Generous Gardeners, Inc.	Stacy Boulevard Gardens	Recreational	$20,400
5	Stage Fort Park Advisory Committee	Welcome Center Restoration	Historic Resource	$16,000
6	Community Development Department	Stage Fort Park Beautification Project	Open Space	$75,000 (bonding for $175,000)
7	City Clerk's Office/Archives Commission & Historical Commission	City Clerks/Archives Initial Storage Project, Phase I	Historic Resource	$11,030
8	Oak Grove Cemetery	Oak Grove Cemetery continued restoration	Historic Resource	$15,000
9	Gloucester Committee for the Arts (FCFTA)	Refined project scope to preserve & restore schedules of work.	Historic Resource	$35,000
10	Historic New England, Beauport Museum	Wood Shingle Roof Replacement for Outer Buildings	Historic Resource	$8,250
11	Sargent Museum	Preservation of the Sargent House Museum Porch, Granite Steps, Retaining Wall and Sign	Historic Resource	$3,200
12	Gloucester Writers Center	Preservation of Maud/Olson Library and GWC Archives	Historic Resource	$10,000
13	Maritime Gloucester	Rehab & Restoration of the rails and winch of the railway	Historic Resource	$62,087
14	Friends of Burnham's Field	Continued rehab of Phase I of Burnham's Field Restoration	Recreational	$54,000

GLOUCESTER COMMUNITY PRESERVATION COMMITTEE
RECOMMENDATIONS FOR FY16, ROUND 7 APPROPRIATION

The Gloucester Community Preservation Committee recommends that City Council appropriate $463,141 from the Community Preservation Fund for the projects hereinafter described:

PROJECT NO. 1
Project Title: *HARBOR VILLAGE*
Project Sponsor: NORTH SHORE CDC (206 Main Street Limited Partnership)

The Community Preservation Committee recommends that the City Council appropriate $125,000 to the North Shore CDC for the purpose of creating 30, permanently affordable, rental units at 206 Main Street. The funds shall be utilized for construction of the project, specifically to the masonry of the building which is estimated to cost approximately $340,734.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2020;
2. An affordable housing restriction approved by DHCD will be required.

The Community Preservation Act spending purpose is to support Community Housing.

Project Summary:

Harbor Village, proposes a mixed-use project, which includes 30 affordable, residential rental units, within a single 34,000 S. F. building, with ground floor commercial space of approximately 2,500 S.F. One-hundred percent (100%) of the housing will be available to households earning no greater than 60% of Area Median Income (AMI), adjusted for household size, and the apartments will remain affordable in perpetuity. The rental units will consist of ten (10) 1-BR units; seventeen (17) 2-BR units; and, three (3) 3-BR units. It will also include 30 (thirty) parking spaces for tenants, with additional parking across the street. The community specifically requested that the building facade be brick to blend harmoniously into the historic feel of Gloucester's historic downtown and Main Street:

PROJECT NO. 2
Project Title: *EXTERIOR PRESERVATION OF WHEELER SCHOOL AND GFD RIVERDALE HOSE CO. NO. 2 AT 6 STANWOOD STREET*
Project Sponsor: CAPE ANN AMATEUR RADIO ASSOCIATION (CAARA)

The Community Preservation Committee recommends that the City Council appropriate $26,174 to CAARA for the purpose of completing shingling and term restoration on the rest of the building at 6 Stanwood Street.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;
2. A Historic Preservation Restriction is required.

The Community Preservation Act spending purpose for this appropriation is to support historic resources.

Project Summary:

The project includes re-shingling of the building on the remaining three sides of the building, repairing and restoring damaged rotten trim, priming and painting.

PROJECT NO. 3
Project Title: *MOUNT PLEASANT CEMETERY CIVIL WAR MONUMENT*
Project Sponsor: MOUNT PLEASANT CEMETERY ASSOCIATION

The Community Preservation Committee recommends that the City Council appropriate $2,000 to the Mount Pleasant Cemetery Association for the restoration and preservation of the Civil War Monument.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following condition:

1. The expiration of the Award shall be December 31, 2017.

The Community Preservation Act spending purpose for this appropriation is to support historic resources.

Project Summary:

Restore the Civil Monument by repairing the monument, which would include cleaning, removing failed mortar, re-pointing mortar joints with historically correct mortar and replace lead where needed. Also, it will be treated with D/2 biological to remove lichen without the need of damaging scrubbing.

PROJECT NO. 4
Project Title: *STACY BOULEVARD*
Project Sponsor: GENEROUS GARDENERS, INC.

The Community Preservation Committee recommends that the City Council appropriate $20,400 to the Generous Gardeners, Inc. for the purpose of adding perennials to the newly renovated Stacy Boulevard Capital park project, which included new seawall, fencing, sidewalks and new granite planters.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;
2. Community Preservation award can only pay for the perennials (not including tulip bulbs) that will be planted in the Spring of 2017.

The Community Preservation Act spending purpose for this appropriation is to support recreational resources.

Project Summary: As part of the capital seawall reconstruction project at Stacy Boulevard, Generous Gardeners is working with the DPW to add granite edged flower beds along Stacy Boulevard. The new Stacy Boulevard Gardens will extend from the Blynman Bridge to the bocce courts with the structure of the beds similar to the Fishermen's Wives Monument plaza. Over 13,000 flowering perennials and annuals will bloom from early spring to late autumn. Generous Gardeners, will plant and maintain the new gardens. DPW will supply the granite planting beds and an irrigation system.

PROJECT NO. 5
Project Title: *WELCOME CENTER RESTORATION*
Project Sponsor: STAGE FORT PARK ADVISORY COMMITTEE

The Community Preservation Committee recommends that the City Council appropriate $16,000 to the Stage Fort Park Advisory Committee for the restoration and preservation of the Welcome Center at Stage Fort Park, which will include power washing and repair of the masonry.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017.

The Community Preservation Act spending purpose for this appropriation is to support recreational resources.

Project Summary: The Advisory Committee is seeking funds to clean, restore and rehabilitate the exterior of the building. The stone work including the façade and steps are in need of pressure wash cleaning, re-pointing, and re-capping the stairways. The wood areas all need to be cleaned and re-painted and the deck flooring needs to be cleaned and treated, with a few boards needing replacement. The City has already replaced the roof.

PROJECT NO. 6
Project Title: *STAGE FORT PARK BEAUTIFICATION PROJECT*
Project Sponsor: CITY OF GLOUCESTER, COMMUNITY DEVELOPMENT DEPARTMENT

The Community Preservation Committee recommends that the City Council appropriate $75,000 of round 7 funding and an additional $175,000 in the form of a bond for a ten year period, to the Community Development Department for overall park improvements at Stage Fort Park that will also be funded possibly by a Land and Water Conservation Fund Grant.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2020.

The Community Preservation Act spending purpose for this appropriation is to support open space and recreational resources.

Project Summary:

Work will includes the following elements: (1) improving the comfort and accessibility of the bandstand viewing area by installing a new lawn, reconfiguring pathways and creating a pedestrian gateway, (2) modifying a portion of the parking area to create an accessible Events Plaza and Quadricentennial Terrace overlooking Cressy Beach, (3) creating a new trial connection in Stage Fort Park leading towards Ravenswood Park and (4) adding a kayak storage facility.

PROJECT NO. 7
Project Title: *CITY CLERK'S/ARCHIVES INITIAL STORAGE PROJECT, PHASE I*
Project Sponsor: CITY CLERK'S OFFICE/ARCHIVES COMMISSION AND HISTORICAL COMMISSION

The Community Preservation Committee recommends that the City Council appropriate $11,030 to the City Clerk's Office for the purpose of preserving important archival documents that are now being stored at the Post Office.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;

The Community Preservation Act spending purpose for this appropriation is to support historical resources.

Project Summary:

The project includes replacing the plywood shelving in the Clerk's Post Office room with three metal moveable storage units form Gaylord Archival. Also, purchase archival boxes for the continued efforts of organizing and re-boxing materials that are in the room in newly purchased archival boxes; each box will be properly labelled and stored in chronological order.

PROJECT NO. 8
Project Title: *OAK GROVE CEMETERY CONTINUED RESTORATION PROJECT*
Project Sponsor: OAK GROVE CEMETERY ASSOCIATION

The Community Preservation Committee recommends that the City Council appropriate $15,000 to the Oak Grove Cemetery for the purpose of historic preservation to continue their restoration project at Oak Grove Cemetery.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;
2. The Board of Trustees to the Proprietors of Oak Grove Cemetery will take all measures necessary to ensure that the placement of CPA funded street markers will not be placed in areas under tree canopies that might cause damage to the sign or individuals if the tree or parts of the tree were to fall on it.

The Community Preservation Act spending purpose for this appropriation is to support historical resources.

Project Summary: The Oak Grove Cemetery Board of Trustees would like to continue their restoration project by replacing the cast iron street post/signs that delineate the pathways throughout the historic cemetery, create a brochure for self-guided tours, install a kiosk for the map and brochure distribution and begin work on a website.

PROJECT NO. 9
Project Title: *CITY OF GLOUCESTER'S ONGOING PRESERVATION PROJECT*
OUT OF THE SHADOWS: GLOUCESTER'S HISTORIC DEPRESSION ERA MURALS
Project Sponsor: GLOUCESTER COMMITTEE FOR THE ARTS (GCFTA)

The Community Preservation Committee recommends that the City Council appropriate $35,000 to the Gloucester Committee for the Arts, for the continued historic preservation and rehabilitation of the City of Gloucester's nationally significant and rare WPA-era art.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;

The Community Preservation Act spending purpose for this appropriation is to support historical resources.

Project Summary: The GCFTA returned their award of $35,000 from round 6, in order to re-define its scope due to the discoveries of other important works in the collection and the necessary evaluation of them. The current project's status has been refined since the initial but outdated National Endowment for the Humanities (NEH) funded 2009 assessment report, prior CPA updates, and applications. Resultant schedules for work from these prior documents omit important new discoveries in the collection and evaluation which this resubmission will correct. (One example, a mural slated for preservation in Phase II is part of a triptych by a different artist and title than identified in the NEH and other reports. Furthermore, its two kins are not installed on the walls of City Hall, but are stored in the basement.) The round 6 application on file directs preservation of specific mural titles installed on City Hall walls solely, and addressed in a specific order. It is impossible to reflect the necessity of re-prioritizing the schedule based on needs, discovery and evaluation.

The murals are better served by addressing the needs and consideration of all WPA murals in the city's collection. This corrective recording step is a fantastic opportunity to document details in the ongoing historic preservation project. With the $35,000 CPA funding returned, the CFTA will resume this important WPA mural preservation.

PROJECT NO. 10
Project Title: ***WOOD SHINGLE ROOF REPLACEMENT ON OUTBUILDINGS AT BEAUPORT, THE SLEEPER-McCANN HOUSE***
Project Sponsor: HISTORIC NEW ENGLAND

The Community Preservation Committee recommends that the City Council appropriate $8,250 to Historic New England, for the continued historic preservation and rehabilitation of the Beauport, The Sleeper-McCann House, for the restoration and preservation of the wood shingle roofs of the Gate House and Tool Shed.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;

The Community Preservation Act spending purpose for this appropriation is to support historical resources.

Project Summary: The four outbuildings to Beauport, the Sleeper-McCann House, were last reroofed in the early 1980s and are now showing signs of advanced deterioration. The wood shingles are cupping and splitting and two of the buildings (Tool Shed and Gate House) leak during heavy rains. The roofs are at the end of their lifespan and need replacement before moisture infiltration causes severe damage. This project has been identified as one of the most pressing needs at the site, critical to protecting the historic fabric from further deterioration and allowing for continued public use and enjoyment of the facility.

PROJECT NO. 11
Project Title: *PRESERVATION OF THE SARGENT HOUSE MUSEUM PORCH, GRANITE STEPS AND RETAINING WALL*
Project Sponsor: THE SARGENT HOUSE MUSEUM

The Community Preservation Committee recommends that the City Council appropriate $3,200 to The Sargent House Museum, for the continued historic preservation and rehabilitation of the Museum to restore the front porch decking and repair 2nd tier, top step with the huge crack.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;

The Community Preservation Act spending purpose for this appropriation is to support historical resources.

Project Summary: The project consists of repairing the Main Street entrance porch, granite steps, retaining wall and sign by replacing the deck of the wooden porch; sanding, caulking and repainting the columns bases; removing iron pins and iron oxide from five (5) flights of granite steps and the retaining wall; repointing the granite stairs and retaining wall wherever the granite is splitting, the mortar is failing and/or the iron pins have produced iron oxide which threatens damage and replacing the Sargent House Museum sign on Main Street.

PROJECT NO. 12
Project Title: *MAUD/OLSON LIBRARY AND GWC ARCHIVES*
Project Sponsor: GLOUCESTER WRITERS CENTER

The Community Preservation Committee recommends that the City Council appropriate $10,000 to Gloucester Writers Center, for the historic preservation of the Maud/Olson collection, which will include conserving and cataloging of the historic materials.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;

The Community Preservation Act spending purpose for this appropriation is to support historical resources.

Project Summary: The Gloucester Writers Center (GWC) seeks support for the conservation and cataloging of historic materials from The Maud/Olson Library, located at 108 East Main Street, and is considered the world's most complete archive of Gloucester poet Charles Olson's source material. The GWC Archives at GWC's Main Office 126 East Main Street include an extensive collection of 20th century poetry, books by writers visiting GWC, as well as books by and about Vincent Ferrini, including original manuscripts. Electronic archives include audio and video recordings of GWC literary events, and rare archival footage of Charles Olson, Vincent Ferrini, Jack Kerouac, and others. The collection is now entrusted to the stewardship of the GWC and is house at 108 East Main Street.

PROJECT NO. 13
Project Title: *RESTORATION OF THE MARINE RAILWAYS AT MARITIME GLOUCESTER*
Project Sponsor: MARITIME GLOUCESTER

The Community Preservation Committee recommends that the City Council appropriate $62,087 to Maritime Gloucester for the historic preservation and restoration of the Marine Railway which includes repairing the rails and winch.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;

The Community Preservation Act spending purpose for this appropriation is to support historic preservation

Project Summary: The project entails necessary repairs, recommended by Crandall Dry Dock Company in 2015, and other necessary measures to insure that the railway can continue to haul traditional wooden schooners, such as the Ardelle and Schooner Adventure, which both call Maritime Gloucester home. At the time of the grant request, the remediation plan involved building a coffer dam around the outer parts of the railway, pumping water out of the enclosed area and working with the coffer dam for 2-3 weeks to remove contaminated sediments and potentially conduct the marine railway repair work. Charter Environmental (National Grid's contractor), has now determined that it will not use the coffer dam approach, but rather will mechanically dredge near the railway and then rely on divers to conduct hydraulic suction dredging around the structures of the railway to remove contaminated materials. The impact is good and bad; the "bad" is that the area of the railway and sheave will not be fully exposed (dry) and "easy" to work on vis-a'-vis repairing or replacing the sheave or other structures such as pilings, rails, etc. The "good" is that divers can do the work that they seek and that the time constraints (e.g., one week) to do the work no longer apply. They also plan to repair the winch because it has not been addressed for over 15 years. This needs to be accomplished to assure that before they haul the 200+ ton *Adventure* that the winch can do its job.

PROJECT NO. 14
Project Title: *BRINGING BACK BURNHAM'S FIELD, - PHASE 2*
Project Sponsor: THE FRIENDS OF BURNHAM'S FIELD

The Community Preservation Committee recommends that the City Council appropriate $54,000 to The Friends of Burnham's Field for recreational purposes to complete the renovations to the park.

Following a favorable vote of the City Council, a grant agreement shall be executed by the City of Gloucester and the applicant; said agreement shall be in a form acceptable to the Community Preservation Committee and will include, among other provisions governing the use of the award, with the following conditions:

1. The expiration of the Award shall be December 31, 2017;

The Community Preservation Act spending purpose for this appropriation is to support open space and recreational use.

Project Summary: The Friends of Burnham's Field would like to complete the renovations of Burnham's Field from Phase I. To date, the renovation of Burnham's Field has received $221,791 in Community Block Grant funding, $195,109 from the Massachusetts Department of Environmental Protection, $172,000 from the CPA fund, $1349.47 from a Mass. In Motion Grant and $1,400 in private donations. To finish the project, they would complete the walking path loop (370 feet) with asphalt inside the fence along Burnham Street, add three lights to the field and asked for $1,000 to help defray the maintenance costs for DPW (not allowed under CPA statute).

Community Preservation Criteria

General Evaluation Criteria

1	Eligible for Community Preservation Act Funding	√
2	Consistent with various plans which are relevant to and utilized by the City regarding open space, recreation, historic resources and affordable housing	
3	Preserve and enhance the essential character of Gloucester	
4	Protect resources that would otherwise by threatened	
5	Serve more than one CPA purpose of demonstrate why serving multiple needs is not feasible	
6	Demonstrate practicality and feasibility, and that the project can be implemented within budget/ on schedule	
7	Produce and advantageous cost/benefit value	
8	Leverage additional public and/or private funds or receive partial funding from other sources and/or voluntary contributions of goods and services	
9	Preserve or improve city owned assets	
10	Receive endorsement from other municipal boards or departments and broad-based support from community members	

Open Space Criteria

1	Permanently protect important wildlife habitat, particularly areas that include: locally significant biodiversity; variety of habitats with a diversity of geologic features and types of vegetation; endangered habitat or species of plant or animal	
2	Preserve active agricultural use	
3	Provide opportunities for passive recreation and environmental education	
4	Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats	
5	Provide connections with existing trails or protected open space	
6	Acquire land or easements for potential trail linkages	
7	Preserve scenic and historic views	
8	Border a scenic road	
9	Protect drinking water quantity and quality	
10	Provide flood control/storage	
11	Preserve and protect important surface water bodies, including streams, wetlands, vernal pools, riparian zones or Areas of Critical Environmental Concern (ACEC)	
12	Buffer protected open space, or historic resources	

Historic Preservation Evaluation Criteria

1	Protect, preserve, enhance, restore and/or rehabilitate historical, cultural, architectural or archaeological resources of significance, especially those that are threatened	
2	Protect, preserve, enhance, restore and/or rehabilitate city-owned properties, features or resources of historical significance	
3	Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site	
4	Demonstrate a public benefit	
5	Ability to provide permanent protection for the historic resource	

Community Housing Evaluation Criteria

1	Contribute to the goal of 10% affordability as defined by chapter 40B of the Massachusetts General Laws	
2	Promote a socioeconomic environment that encourages a diversity of incomes	
3	Provide housing that is harmonious in design and scale with the surrounding community	
4	Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units pursuant to chapter 40B	
5	Ensure long-term affordability	
6	Address the needs of range of qualified household, including very low, low, and low-to-moderate income families and individuals	
7	Provide affordable rental and affordable ownership opportunities	
8	Promote use of existing buildings or construction on previously-developed or city-owned sites	

Public Recreation Evaluation Criteria

1	Addresses a need or objective identified in a City plan	
2	Serves a significant number of residents	
3	Preserves and expands the range of recreational opportunities available to city residents of all ages and abilities, including those at-risk of obesity as identified through the Get Fit Gloucester! Community Action Plan	
4	Promotes recreational activities	
5	Maximizes the utility of land already owned by city	
6	Promotes the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities	
7	Preserves and enhances the natural habitat functions and values of open space for wildlife	

City of Gloucester
Grant Application and Check List

Granting Authority: State ✓ **Federal** ✓ **Other** ✓

Name of Grant: PRESERVING DOGTOWN AS A NATIONAL REGISTER DISTRICT

Department Applying for Grant: HISTORICAL COMMISSION

Agency-Federal or State application is requested from: MASS. HISTORICAL COMMISSION – NAT'L PARK SERVICE

Object of the application: DESIGNATE A PORTION OF DOGTOWN ON THE NATIONAL REGISTER OF HISTORIC PLACES

Any match requirements: 50 – 50

Mayor's approval to proceed: _____ 10/12/16
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

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Michael Steinitz
Deputy State Historic Preservation Officer
Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, MA 02125-3314

Due: 5 p.m., November 18, 2016
No faxed or emailed applications

FY 2017 LETTER OF INTENT TO APPLY FOR SURVEY AND PLANNING FUNDS

1. PROJECT TITLE: Preserving Dogtown as a National Register District

2. COMMUNITY/COMMUNITIES: Gloucester and Rockport, MA

3. APPLICANT ORGANIZATION: Gloucester Historical Commission
   ADDRESS: Gloucester City Hall, 9 Dale Ave., Gloucester, MA 01930
   PHONE: _____ FAX: _____
   EMAIL: _____

4. LOCAL PROJECT COORDINATOR: Mary Ellen Lepionka
   ADDRESS: 17 Hammond St., Gloucester, MA 01930
   PHONE: 978-283-1531 FAX: _____
   EMAIL: melepionka@comcast.net

5. AMOUNT OF FUNDING REQUESTED: $ 10,000 (50%)
   LOCAL SHARE: $ 10,000 (50%)
   TOTAL PROJECT COST: $ 20,000 (100%)

6. PRELIMINARY BUDGET AND MATCHING SHARE INFORMATION (ESTIMATED):

   LOCAL SHARE SOURCES: CPA, Dusky Foundation, DAR, and New England BioLabs
   CASH AMOUNT: $ 9,000
   IN-KIND SERVICES (paid employee on staff): $ _____
   DONATED VOLUNTEER TIME: $ 1,000 (100 hrs.)

7. AUTHORIZED APPLICANT SIGNATURE: _____

   _____
   (NAME, PLEASE PRINT)

   _____
   (TITLE) (DATE)

8. NARRATIVE STATEMENT (**ATTACH A ONE-PAGE, TYPED NARRATIVE STATEMENT**):

Explain in a concise statement how the proposed project relates to past, current, and future preservation activity in the community, region or state. Describe how the results of the proposed project will be incorporated into the community, region, or state planning process, and the extent to which the results will be made available and used by the general public. Provide any other information on the special qualities of the project, which makes it deserving of funding. Please address the five Selection Criteria for Pre-Applications. (See Guidelines Item F.)

FY 2017 LETTER OF INTENT TO APPLY FOR SURVEY AND PLANNING FUNDS
PROJECT TITLE: Preserving Dogtown as a National Register District 8/4/16

Dogtown Common is the name of a Colonial settlement area on Cape Ann, while Greater Dogtown encompasses other features, such as the Babson Boulder Trail, in the watershed that comprises the interior of the Cape Ann peninsula. In 2007 the Dept. of Conservation and Recreation of the Essex National Heritage Commission conducted a survey of Dogtown as part of their Heritage Landscape Inventory. They submitted to the Massachusetts Historical Commission a comprehensive area form, on file in MACRIS, in which they note that the MHC has already identified Dogtown as eligible for National Register designation. To quote from the Area Form:

> The core area of the Dogtown Commons settlement, an area of approximately 100 acres, has already been determined eligible for listing in the National Register by the Massachusetts Historical Commission (MHC NR files) as a rare surviving site of a Colonial village with a high level of integrity. The determination was based on minimal information and while the archaeological resources associated with the Commons Settlement are clearly significant, additional work is required to further document archaeological resources and to determine the boundaries of any potential NR district. A comprehensive walkover and professional archaeological survey of the area are needed to determine the locations and condition of the 40 house sites, three mill sites and other resources associated with the Commons Settlement.
>
> However, Dogtown is not limited to the Commons Settlement. Future National Register efforts should also document cultural resources associated with the larger Dogtown area encompassed by the Commons Settlement, Common Pasture, woodlots, municipal improvements, quarrying industry and Babson boulders. Collectively these features tell a remarkable story of land use from the Colonial Period until the present. This Area Form is an important step in that direction but additional work that is beyond the scope of this Area Form is needed, beginning with a clearer determination of the boundaries of the larger Dogtown area and accurate mapping of all known features.

The purpose of this Survey & Planning grant application, therefore, is to determine the boundaries of the larger Dogtown area, to accurately map all known features, and to provide the documentation for nominating Dogtown to the National Park Service's National Register. Local government and civic organizations are known to have an interest in this outcome, including Gloucester's Open Space and Recreation Committee, Conservation Commission, Police Dept., Dogtown Advisory Committee, Gloucester Historical Commission, Friends of Dogtown, Cape Ann Archaeology, Cape Ann Trail Stewards, Essex County Greenbelt, Mass Audubon, and others. Members of these groups have talked or met to share information and can provide maps, guides, and data useful to any consultants undertaking this work under the grant.

This Letter of Intent addresses the pre-application evaluation and selection criteria: The proposed project represents a clear public benefit by supporting local and state historic preservation priorities established by the MHC, the GHC, and other stakeholders. We understand the reimbursement nature of the MHC grant and are confident that our match will be in place by the time of the grant award. While we have volunteers with the background and expertise to conduct this survey, we understand that it must be done by paid professionals prequalified by the MHC and therefore cannot be done without grant support. We believe this project can realistically be completed within one fiscal year for the amount being requested. Thank you for your consideration.

Massachusetts Historical Commission Survey and Planning Grant Program

Eligible Activities
Application Process

Fiscal Year 2017

The Massachusetts Historical Commission Survey and Planning Grant Program is a federally funded, reimbursable, 50/50 matching grant program to support historic preservation planning activities in communities throughout the state. For Fiscal Year 2017 eligible applicants for Survey and Planning Grants include all local historical commissions, local historic district commissions, planning offices, and other eligible public and non-profit historic preservation organizations. The target planning figure for this FY 2017 matching grant round will be contingent on MHC's FY 2017 federal budget allocation, which has not yet been determined. Under federal law, MHC is required to pass through grant awards representing 10% of its total annual federal funding allocation to Certified Local Governments.

Eligible Activities

As the State Historic Preservation Office, the Massachusetts Historical Commission is responsible for administering the National Historic Preservation Act of 1966, as amended. The Act authorizes the Secretary of the Interior, through the National Park Service and State Historic Preservation Offices, to grant funds to communities and private non-profit organizations for a wide range of preservation-related activities. These include:

- Completion of **cultural resource inventories**;
- Nomination of significant properties to the **National Register of Historic Places**;
- Completion of community-wide **preservation plans**; and
- Other types of **studies, reports, publications and projects** that relate to the identification and protection of significant historic properties and sites.

The goal of the Survey and Planning Grant program is to support efforts to identify and plan for the protection of the significant historic buildings, structures, archaeological sites and landscapes of the Commonwealth.

Application Process

Fiscal Year 2017

Pre-application (letter of intent) deadline:	**November 14, 2016**
Invitations for full applications issued:	**December 14, 2016**
Full application deadline:	**February 6, 2017**
Award selection:	**March 8, 2017**
Project end date:	**June 30, 2018**

Please see the Guidelines for Survey and Planning Applicants for more information on eligible projects, selection criteria, and the application process. The Guidelines and pre-application form (letter of intent) can be downloaded below and viewed using Adobe Reader. A Word version of the pre-application form is also available for downloading.

Guidelines for Applicants and Pre-Application form (PDF)

Guidelines for Applicants and Pre-Application form (DOC)

If you have any questions regarding the Survey and Planning Grant program or the Pre-Application process, please contact the Massachusetts Historical Commission.

Massachusetts Historical Commission
Massachusetts Archives Building
220 Morrissey Boulevard
Boston, MA 02125-3314

The Commonwealth of Massachusetts

William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

September 23, 2016

Dear Fellow Preservationist:

I am writing to announce the beginning of the Massachusetts Historical Commission (MHC) Fiscal Year 2017 Survey and Planning Grant cycle.

For the FY 2017 round, eligible applicants will include all local historical commissions, local historic district commissions, municipal planning offices, and other public and non-profit historic preservation organizations.

At the time of this writing total available funding for the FY 2017 matching grant round is still contingent on MHC's FY17 federal budget allocation, which has not yet been determined.

For FY 2017 the MHC/Grantee match shares are 50/50.

As the State Historic Preservation Office, the Massachusetts Historical Commission is responsible for administering the National Historic Preservation Act of 1966, as amended. The Act authorizes the Secretary of the Interior, through the National Park Service and State Historic Preservation Offices, to grant funds to communities and private non-profit organizations for a wide range of preservation related activities. These include completion of cultural resource inventories, nomination of significant properties to the National Register of Historic Places, completion of community-wide preservation plans, and other types of studies, reports, publications and projects that relate to the identification and protection of significant historic properties and sites. The goal of the Survey and Planning Grant program is to support efforts to identify and plan for the protection of the significant historic buildings, structures, archaeological sites and landscapes of the Commonwealth.

With this letter, the MHC is initiating the Fiscal Year 2017 grant round of funding for Certified Local Governments (CLGs), municipal historic preservation commissions, non-profit organizations and other eligible applicants.* A Survey and Planning grant can provide critical support for projects that help to preserve the character of your community. Please consider applying for a grant by following the enclosed Guidelines and completing the enclosed pre application and returning it to the Massachusetts Historical Commission by Monday, November 14, 2016 (no faxed or emailed applications accepted). The Guidelines and Pre-Application will also be available from MHC's web site at: www.sec.state.ma.us/mhc under "New at MHC."

Sincerely,

Michael Steinitz
Deputy State Historic Preservation Officer
Director, Preservation Planning Division
Massachusetts Historical Commission

Enclosures

*MHC is required under federal law to pass through 10% of its annual federal budget allocation to Certified Local Governments (CLGs). See CLG list in Guidelines section A (6)

220 Morrissey Boulevard, Boston, Massachusetts 02125
(617) 727-8470 • Fax: (617) 727-5128
www.sec.state.ma.us/mhc

GUIDELINES FOR SURVEY AND PLANNING APPLICANTS

A. **Eligible Applicants for FY 2017 Survey and Planning Grant funding are:**

1. Local historical commissions created under M.G.L., Chapter 40 sec. 8(d);
2. Historic district commissions or study committees;
3. City and town planning offices and boards or community development offices;
4. Regional planning agencies and state agencies;
5. Educational institutions;
6. Certified Local Governments of Boston, Bedford, Brookline, Danvers, Eastham, Easton, Falmouth, Grafton, Hingham, Holyoke, Lexington, Lowell, Medfield, Medford, Methuen, New Bedford, Newton, Plymouth, Quincy, Salem, Somerville, and Worcester;
7. Private non-profit organizations.

All applicants must be able to meet deadlines, monitor project work, and have a financial system that meets federal standards. If the applicant is not the local historical commission, the comments of the local historical commission will be required if the applicant is invited to submit a full proposal.

B. **Eligible Projects That Will Be Funding Priorities for FY 2017**

All projects must be consistent with the objectives of the Massachusetts State Historic Preservation Plan, 2011-2015 (available on-line at www.sec.state.ma.us/mhc), which stresses the need for identification, evaluation, and protection of the state's cultural resources. The following project types are considered eligible for funding:

1. Community-wide or targeted inventories of historic, architectural, landscape or archaeological resources, or planning (preliminary survey) projects to prepare for such inventories. The current State Historic Preservation Plan includes the updating of community-wide inventories, development of community-wide survey plans, and the undertaking of thematic surveys among its objectives.

2. Preparation of National Register of Historic Places nominations. MHC will consider National Register district nominations ONLY if there is documented support for the district from owners and/or community officials. In addition, nominations may be prepared for individually eligible public properties and those owned by private nonprofit organizations. Prior to submission of a full application, the MHC must have completed an evaluation as to the National Register eligibility of the district or individual properties. A community-wide survey, which provides a context for the evaluation, must have been completed before an evaluation can be made. The nomination and listing of eligible properties and districts to the National Register is a primary objective of the current State Historic Preservation Plan.

3. Other planning projects relating to the identification, evaluation, and protection of National Register-eligible resources. Examples include, but are not limited to: a communitywide historic preservation plan; a study of the financial, technical, or economic alternatives to or advisability of a proposed preservation planning policy or initiative; the development of historic preservation public information; heritage tourism programs; local historic district design guidelines; and training and/or educational programs. The current State Historic Preservation Plan encourages the use of planning tools, protective mechanisms and

public education to integrate historic preservation best-practices more fully into the local planning and development process.

4. Studies necessary to enable future development or protection of a public or private nonprofit owned National Register-listed property, including development of plans and specifications for restoration or rehabilitation. Historic structures reports may include the preparation of outline plans and specifications for a Massachusetts Preservation Projects Fund (MPPF) application. (Only CLG applicants may apply in this category.)

C. Funding

The National Park Service through the Massachusetts Historical Commission provides funding for Survey and Planning grants. Grant funds must be administered in accordance with federal and state requirements. MHC complies with Equal Opportunity regulations. The standard state contract is required.

Survey & Planning Matching Grants:

Grants are 50/50 % matching reimbursement grants. The local share (50%) must be from a non-federal source; the only exception is Community Development Block Grant funding, which can be used as a local match. A cash match is preferable. Existing paid staff and volunteers (unpaid) may, however, use the value of their time donated to the project as part of the match. Volunteer time may contribute up to 25% of the local share. The donated time must be necessary and reasonable to meet the project goals and must be adequately documented by MHC time sheets. Volunteer time will be valued at minimum wage unless a higher rate can be documented and is approved by the MHC.

Grant requests should be for no less than $5,000 for a minimum total project cost of $10,000. Community-wide survey grant requests should be for no less than $10,000 for a minimum total project cost of $20,000. There is no maximum amount; however, grants in recent rounds have ranged from $5,000 to $25,000, with most awards made between $10,000 and $12,000. Projects must be from 6-12 months in duration and should be able to start administratively around July 2017. Consultant projects should be scheduled to begin work September 2017 following an open procurement process. Project work must be completed by June 30, 2018. Survey and Planning grants are reimbursement grants. The grant recipient must first expend the total project cost. Upon approval and acceptance of final products and submission of a satisfactory project completion report (which includes financial documentation for the total project cost), the recipient will be reimbursed for 50% of eligible project costs up to the amount of the grant allocation. No partial reimbursements prior to completion of the project will be considered. A grant recipient therefore must have sufficient funds available to cover the entire cost of the project prior to reimbursement. Matching-share funds must be in place when a grant award is made.

Note that no project-paid consultants can be pre-selected by the applicant. Federal and state regulations require an open selection process. The applicant, if selected for funding, will receive further instructions on procurement procedures. Potential consultants should play no role in shaping applications.

D. Application Procedures

The original copy of the letter of intent to apply for funds (form attached) must be received by the MHC office by 5 p.m., Monday, November 14, 2016. No faxed or emailed applications are accepted.
Letters/Proposals should be addressed to:

Michael Steinitz
Deputy State Historic Preservation Officer
Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, Massachusetts 02125

5. Level of Local Preservation Activity: Preference will be given to communities that have active local historical commissions. For applications submitted by an office or local organization other than the local historical commission, the supporting documents must include a letter of support and evidence that the applicant is coordinating efforts with the local historical commission.

6. Demonstrated Understanding of Work to be Performed: Preference will be given to applications that demonstrate a clear understanding of the tasks to be undertaken and products to be submitted under the appropriate MHC scope of work and timetable.

7. Extent and Nature of Public Benefit: Preference will be given to applications demonstrating that the project's products will be available and of benefit to the general public. Preference will also be given to applications that complement other ongoing national, state, or regional planning and revitalization efforts.

8. Administrative and Financial Management Capabilities: Preference will be given to applicants who demonstrate strong capabilities to administer funds and ensure completion of the project in a timely and effective manner. Completeness of the grant application will be considered. Past performance as a sub-grantee, if applicable, also will be considered. All project work must be completed by June 30, 2013.

9. MHC will consider statewide geographic distribution of applicants in its grant awards.

If you have any questions on a potential project scope of work, please contact us at (617) 727-8470 or by email. Applicants are strongly encouraged to discuss their proposed project with MHC staff prior to submitting a pre-application.

National Register projects: Betsy Friedberg, Director, National Register Program (betsy.friedberg@sec.state.ma.us)

Preservation planning projects: Christopher Skelly, Director, Local Governments Program (christopher.skelly@sec.state.ma.us)

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Survey projects: Peter Stott, Preservation Planner, (peter.stott@sec.state.ma.us)

General questions: Michael Steinitz, Deputy State Historic Preservation Officer, (michael.steinitz@sec.state.ma.us)

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, DC 20240.

E. **Selection Process**

MHC staff and a subcommittee of the full Commission will evaluate pre- and full applications and proposals. The Commission will invite full S&P applications at its December 14, 2016 Commission meeting. **The full application will be due by February 6, 2017.** Grant awards will be made at the March 8, 2017 Commission meeting. All MHC monthly meetings are open to the public.

F. **Evaluation and Selection Criteria**

Survey & Planning Matching Grants:

•All **pre-applications** will be reviewed and selected for an invitation to prepare a full application based on the following criteria:

1. Demonstration that the proposed project will represent a public benefit by supporting local and state historic preservation priorities established by the MHC and the local historical commission.

2. Identification of the funding match source; demonstration that the match is in place or will be in place by the time of the grant award; demonstrated understanding of the reimbursement nature of the MHC grant.

3. Demonstration of financial need, i.e., that other funding has been sought and is not available and/or that the proposed activities could not be undertaken without Survey and Planning grant support.

4. Demonstration that the proposed activity can realistically be completed within the budget and time frame of the project.

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1. Appropriateness of Proposed Project: Preference will be given to applications that demonstrate a clear understanding of the preservation needs of the community and that propose projects which address state, regional, or local preservation goals and objectives as outlined in the Massachusetts State Historic Preservation Plan 2011-2015 (available at www.sec.state.ma.us/mhc).

2. Level of Information: Preference will be given to survey projects in communities where the existing level of information about cultural resources is low or nonexistent, as identified by the State Reconnaissance Survey in a Regional Report or as identified by the MHC.

3. Level of Significance: Preference will be given to communities with significant historic, architectural, or landscape/archaeological resources, as identified in an existing community cultural resources survey, in an MHC Regional Reconnaissance Survey report, or as identified in the State Historic Preservation Plan.

4. Potential for Loss or Destruction: Preference will be given to communities whose historic, architectural, landscape or archaeological resources are threatened with loss or destruction, as identified by the MHC Regional Report or as identified by the State Historic Preservation Plan. Major threats to a community's resources include pressure from new development, abandonment, deterioration, or underutilization.

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