



CITY OF GLOUCESTER COMMUNITY PRESERVATION COMMITTEE PROJECT APPLICATION COVER SHEET

I: Project Information

Project Title: Stage Fort Park Beautification Project

Project Summary:

Stage Fort Beautification Project includes the following elements: (1) improving the comfort and accessibility of the bandstand viewing area by installing a new lawn, re-configuring 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 trail connection in Stage Fort Park leading towards Ravenswood Park and (4) adding a kayak storage facility.

Estimated start date: 1/1/2017 Estimated completion date: 6/30/2018

CPA Program Area:

- Open Space Historic Preservation
 Community Housing Recreation

II: Applicant/Developer Information

Contact Person with primary responsibility for project:
Stephen Winslow, Sr. Project Manager

Organization (if applicable): City of Gloucester Community Development Department

Mailing Address: 3 Pond Road, Gloucester MA 01930

Daytime phone #: 978-282-8007

Fax #: 978-281-9779

E-mail address: swinslow@gloucester-ma.gov

Federal ID#

III: Budget Summary

Total budget for project: \$600,000

CPA funding request: \$250,000

CPA request as percentage of total budget: 42%

Applicant's Signature:

Tom Daniel

Mark Cole

Printed name and Position:

Tom Daniel
Community
Development
Director

Mark Cole
Asst. DPW
Director

CPA APPLICATION – STAGE FORT PARK IMPROVEMENTS

Narrative:

Stage Fort Park is the most beloved park in Gloucester. Residents and visitors alike take in the scenic vista of Gloucester Harbor, wade along the beach shore, enjoy shady playgrounds and picnic areas. Gloucester's residents have invested their own toil and funds to improve the playground, bandstand and ballfields and to build a dog park.

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

o *What Community Preservation criteria – both general and category specific – does this project meet?*

This project meets the requirements of both the open space and recreation criteria of the Community Preservation Act.

o *What community need(s) does this project serve? If the project serves multiple needs and populations, please describe them. If the project serves a population that is currently underserved, please describe.*

Top community priorities as identified by the Stage Fort Park advisory committee include improving the comfort and accessibility of the bandstand viewing area, transforming a paved parking area into an events terrace, creating a new trail connection in Stage Fort Park leading towards Ravenswood Park and adding a kayak storage facility.

o *What specific guarantees will assure the long-term preservation of the project? Describe the nature and level of community support for the project.*

The project has been developed with the intent to create robust improvements that will be lasting and can be readily maintained by the Department of Public Works. Pathways will be made of long-lasting concrete or readily maintained stone dust. New lawns will be irrigated to improve their ability to withstand use. The events terrace will be constructed with the intent to be both beautiful and long-lasting.

o *How will the success of this project be measured?*

The project will be successful if park users find improvement in their experiences watching concerts, hiking trails, strolling the farmers' market or accessing the water.

o *Is ongoing maintenance and upkeep required? If yes, please explain how this will be accomplished.*

The intent will be to create beautiful but durable improvements to Stage Fort Park that can be readily maintained with existing DPW resources. DPW staff will be closely involved in the development of plans and specifications to ensure that layouts and materials chosen will be readily maintained and durable.

Project Budget:

CITY OF GLOUCESTER

COMMUNITY PRESERVATION COMMITTEE

BUDGET FORM

Project Name: Stage Fort Park Beautification

Applicant: City of Gloucester, Community Development Department

SOURCES OF FUNDING		
Source	Amount	
Community Preservation Act Fund Rd 7	~\$50,000	
Community Preservation Act Fund Bonding	~\$200,000	Over ~ 10 years
Land and Water Conservation Fund Grant	\$250,000	
Community Development Block Grant Funds	\$100,000	
Total Project Funding	\$600,000	
PROJECT EXPENSES		
Expense	Amount	Please indicate which expenses will be funded by CPA Funds:
Design & Survey Costs	\$47,807	50.0% CPA
Construction Cost (detailed estimate on next page)	\$487,070	40.9% CPA
Contingency	65,213	40.9% CPA
Total Project Expenses	\$600,000	

- **Multi-Year Funding:** *If the project is expected to continue over more than one year, or if bonding the project is anticipated, please provide annual funding requirements.*

The project seeks \$50,000 in CPA Round 7 funds and an additional \$200,000 in future funds to be bonded over a period not to exceed 10 years.

Budget narrative

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

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

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

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

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

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

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

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

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

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

Contingencies: ~\$120,000

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

Stage Fort Park - LWCF Cost Estimate 3-20-2016

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

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Unit</u>	<u>Cost / Unit</u>	<u>Total Cost</u>
<u>Existing Lot</u>					
1	New Topsoil for Bandstand, 6" deep	1157.41	cubic-yards	\$20.00	\$23,148
2	Bandstand Irrigation system	1.00	per	\$14,000.00	\$14,000
3	Trail from Visitor's Center to Western, 6-ft	850.00	ln-ft	\$21.00	\$17,850
4	Gateway Path / Bandstand Path	280.00	sq-yd	\$135.00	\$37,800
5	Gateway - Visitor Center DPW Access	575.98	sq-yd	\$55.00	\$31,674
5	Gateway - Trees, Planted	14.00	each	\$1,000.00	\$14,000
6	Gateway - Path Re-alignment	300.00	ln-ft	\$21.00	\$6,300
7	Pulverize Pavement - 1/3 lot (160' x 130')	2666.67	sq-yd	\$2.00	\$5,333
8	Gravel Borrow to Regrade	2222.22	yd3	\$20.00	\$44,444
9	Events Plaza - 16' Paths - Colored Concrete or Pavers	490.67	sq-yd	\$135.00	\$66,240
10	Repave outer portion of Parking Lot	2176.00	sq-yd	\$55.00	\$119,680
11	Terrace - Trees, Planted	6.00	each	\$1,000.00	\$6,000
12	~ 6 foot Retaining Wall (stacked)	320.00	ln-ft	\$225.00	\$72,000
13	Kayak Storage	16.00	units	\$600.00	\$9,600
14	Water detention swale	1.00	allowance	\$10,000.00	\$10,000
	Sub-total				\$478,070
	Design Contingency 10%				\$47,807
	Construction Contingency 15%				\$71,710
	Base Project Costs				\$597,587

Project Timeline:

**CITY OF GLOUCESTER
COMMUNITY PRESERVATION COMMITTEE**

PROJECT SCHEDULE

Please provide a project timeline below, noting all project milestones. Please note that because the City Council must approve all appropriations, CPA funds may not be available until up to two months following Committee approval.

	Activity	Estimated Date
Project Start Date:	Survey and Design	1/1/2017
Project Milestone:	100% Plans, Specification and Estimate	6/30/2017
50% Completion Stage:	Construction Site Preparation, Grading, Compaction of base for pathways and events terrace	12/15/2017
Project Milestone:	Substantial Completion of pathways, events terrace, gateway, trail, kayak storage, lawn, landscaping	5/15/2018
Project Completion Date:	Final Completion of construction	6/30/2018

- **Feasibility:** *List and explain all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability or historic preservation agreements, subordination agreements, and any known or potential barriers or impediments to project implementation.*

The project elements have been reviewed for compliance with zoning, wetland and historic preservation requirements and no known barriers have been identified. All uses will be consistent with Stage Fort Park's zoning R-20 which allows for public recreation uses. Project elements are outside wetland resource areas and appropriate storm water controls will be in place during construction to remain in compliance with wetland and other environmental requirements. Although Stage Fort Park is an historic location, the project elements will not impact any historic areas of the park.

- **Applicant Qualifications:** Explain your ability to carry out the project.

The City Community Development Department has successfully implemented funded CPA projects at Newell Stadium and Burnham's Field.

- **Maps:** USGS topographical map, assessors map, or other map as appropriate, showing location of the project.

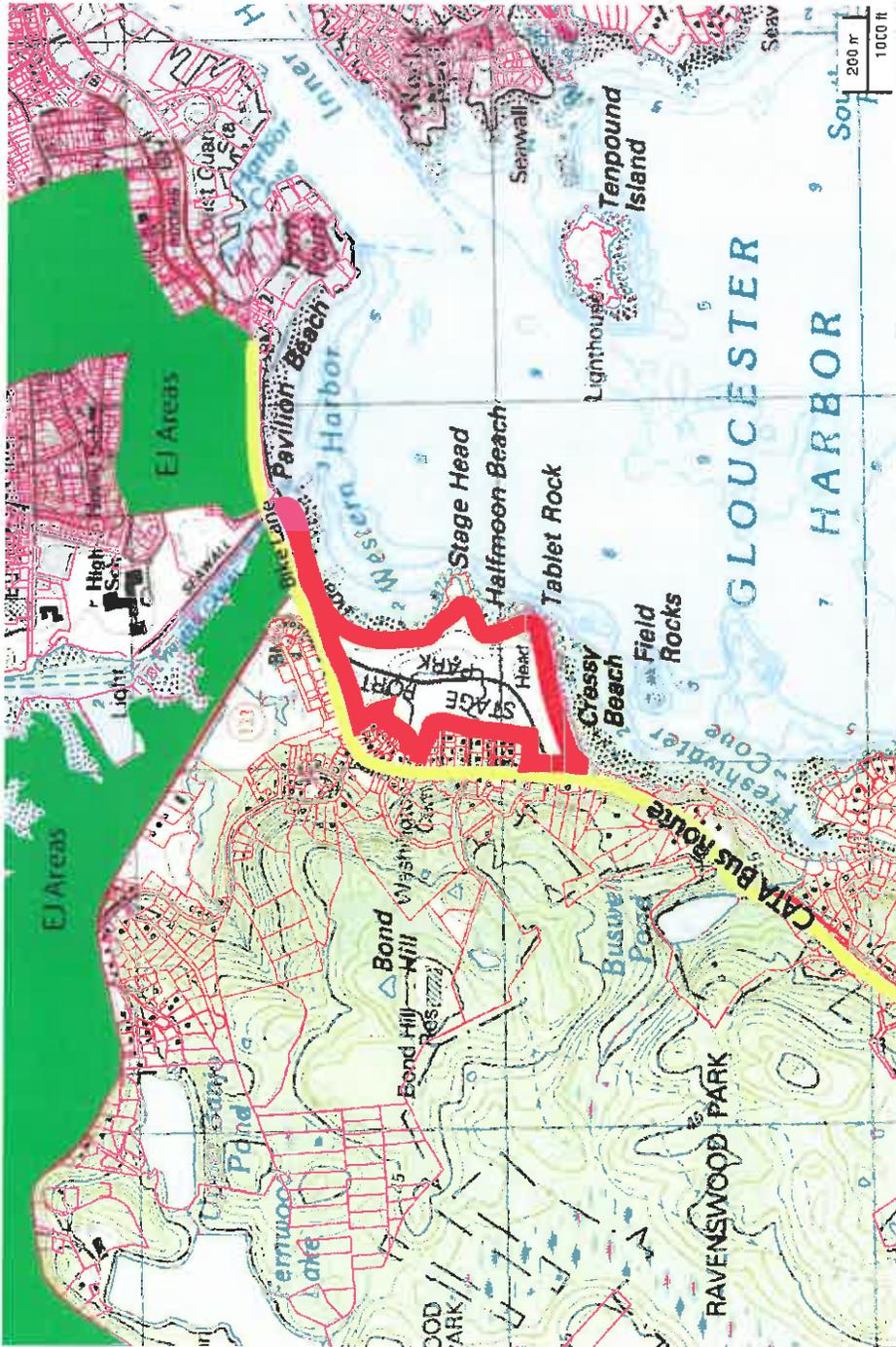
Map I

PROJECT BOUNDARY MAP (61 Acres)



- Map 2

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



- **Visual materials:** Photographs, renderings or design plans of the site, building, structure or other subject for which the application is made

Map 3 – Overview of Planned Improvements.

Stage Fort Park – Quadricentennial Terrace



Map 4 – Preliminary Design

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



Events Terrace Rendering



KAYAK STORAGE EXAMPLES



Canoe / Kayak Storage -
Minneapolis



Kennebunk River, Augusta
Maine

**CITY OF GLOUCESTER
COMMUNITY PRESERVATION COMMITTEE
APPLICATION EVALUATION CRITERIA**

GENERAL EVALUATION CRITERIA

1. ***Consistent with various plans which are relevant to and utilized by the City regarding Open Space, Recreation, Historic Resources and Affordable Housing.***

Stage Fort Park is the most beloved park in Gloucester. Residents and visitors alike take in the scenic vista of Gloucester Harbor, wade along the beach shore, enjoy shady playgrounds and picnic areas. Gloucester's residents have invested their own toil and funds to improve the playground, bandstand and ballfields and to build a dog park.

Top community priorities include improving the comfort and accessibility of the bandstand viewing area, transforming a paved parking area into an events terrace, creating a new trail connection in Stage Fort Park leading towards Ravenswood Park and adding a kayak storage facility. **(Open Space Goal 2c:** "The City should improve and maintain its recreation facilities paying special attention to: .. Stage Fort Park, Good Harbor Beach and Wingaersheek"(see page 106 of Gloucester's 2010-2017 Open Space & Recreation Plan).

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

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

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

Neighborhood Recreation (SCORP Goal #3): Stage Fort Park is ½ mile from the neighborhoods of downtown Gloucester and 1 mile from Gloucester City Hall. Gloucester's school children chose Stage Fort Park as their favorite outdoor recreation area in a 2010 survey due to its large and varied play area and places to hike, climb and swim. Cape Ann Transit operates an hourly trolley between Stage Fort Park and the MBTA rail station in the summer.

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

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

2. *Preserve and enhance the essential character of the City.*

In 2023 the City of Gloucester will celebrate the 400th anniversary of the first settlement of European fishermen which occurred at the current location of Stage Fort Park. In anticipation of this anniversary, the City has established an advisory committee to identify the top priorities for rehabilitating and enhancing Stage Fort Park in advance of this important anniversary.

3. *Protect resources that would otherwise be threatened.*

Unplanned overuse poses the biggest threat to Stage Fort Park. This plan helps improve the area around the bandstand to better withstand current uses and creates new areas including the events terrace and trail that will help distribute use across more of the park.

4. *Serve more than one CPA purpose or demonstrate why serving multiple needs are not feasible.*

The project will serve both enhance open space and recreational opportunities within the park. The project will also be part of the overall effort to improve Stage Fort Park in advance of Gloucester's 400th anniversary in 2023.

5. *Demonstrate practicality and feasibility, and that the project can be implemented within budget and on schedule.*

The project has been scoped to both financially feasible as well as practical to implement. A preliminary design and cost estimate has been prepared with the assistance of landscape architect Jane Shoplick who helped plan and design successful projects at Burnham's Field and the Oval. The project schedule has been developed to allow construction to occur in the fall and spring to avoid the busy summer season. The project budget includes contingencies. The project budget will be further refined as design becomes more developed and cost estimates become more accurate.

6. Produce an advantageous cost/benefit value.

Three of the four project elements, the bandstand area improvements, the events terrace and Ravenswood trail connector can readily be implemented with one construction contractor allowing potential efficiencies in terms of the deployment of equipment and labor. Rather than spread these projects out over a period of years, this proposal requests that the Community Preservation Committee and the Gloucester City Council agree to bond.

7. Leverage additional public and/or private funds (e.g. qualify the project for additional grants from other sources) or receive partial funding from other sources and/or voluntary contributions of goods or services.

The project will leverage Federal Land and Water Conservation and Community Development Block grant funds. CPA funds will only be expended if the City successfully receives a Land and Water Conservation Grant through the Commonwealth's Division of Conservation Services.

8. Preserve or improve use or intended purpose of City-owned city assets.

The project will both preserve and improve the City-owned Stage Fort Park.

9. Receive endorsement by other municipal boards, committees and commissions or departments and broad-based support from community members.

The Stage Fort Advisory Committee held a public forum January 14th (See Attachment 4) on Main Street within walking distance of Gloucester's Downtown Environmental Justice Neighborhoods. Meeting notices were put up throughout Downtown Gloucester as well as other Environmental Justice Neighborhoods. The meeting was publicized in the free "Good Morning Gloucester" blog that reaches over 30,000 people and the City of Gloucester web calendar. The notice invited families to attend and a child-care provider was available.

Over 24 residents attended the meeting, including many neighbors. Members of the Open Space and Recreation Committee also attended; those not able to attend provided comments electronically. The meeting began with a presentation of the City's proposal and was followed by questions and comments from the Committees and the public (see notes in Attachment 4). The Stage Fort Advisory Committee and the Open Space and Recreation Committee both voted unanimously in support of the proposal at the conclusion of the meeting. Good Morning Gloucester favorably featured the proposal on its blog and blogcast and the Gloucester Daily Times has since run a front page story (See Attachment 5).

CATEGORY SPECIFIC CRITERIA

In addition to the general evaluation criteria outlined in the overview section, the Community Preservation Act funds the community preservation interests in Open Space, Historic Preservation, Affordable Housing and Recreation.

1. **Open Space** proposals will be evaluated according to the following specific criteria:

- *Provide opportunities for passive recreation and environmental education.*

Visitors can observe waterfowl and the occasional harbor seal basking on nearby rocks. The Park includes 800 linear feet of beach for wading and swimming. The kayak condos will expand water recreation opportunities.

- *Provide connections with existing trails or protected open space.*

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

- *Preserve scenic views.*

Stage Fort Park includes over 5600 linear feet (over 1 mile!) of waterfront with scenic views of Gloucester harbor. The new pathways will conform with ADA standards providing better access to the bandstand area and the Cape Ann Farmers' Market. The Events Plaza will be framed by the "Quadricentennial Terrace", an ADA accessible overlook of Cressy Beach. These improvements will benefit older and younger visitors as well as those with disabilities

- *Preserve active agricultural use.*

This project will create an events terrace that will be designed to accommodate the local farmers' market.

2. **Historic Preservation** proposals which address as many of the following criteria as possible will receive preference for funding:

Though Stage Fort Park has significant historic value to the City due to events that occurred there and the landscape developed in the 1920's has historic value, this particular project does not substantially improve or alter historic resources.

3. **Affordable Housing** proposals which address as many of the following criteria as possible will receive preference for funding:

Not Applicable

4. *Recreation proposals will be evaluated with the following criteria:*

- *Address a need or objective identified in a City Plan: See General Criteria #1*
- *Serve a significant number of residents*

Stage Fort Park is the most beloved park in Gloucester. Residents and visitors alike take in the scenic vista of Gloucester Harbor, wade along the beach shore, enjoy shady playgrounds and picnic areas. Gloucester's residents have invested their own toil and funds to improve the playground, bandstand and ballfields and to build a dog park. Thousands of summer day-campers from throughout the Commonwealth visit Stage Fort in the summer including kids bussed from Beverly, Billerica, Cambridge, Concord, Everett, Gloucester, Hampton (New Hampshire), Lawrence, Malden, Marlborough, Salem, Somerville, Sterling and Winchester. Visitors also include area senior centers and youth from "Camp Triumph" a therapeutic summer camp for boys and girls ages 5-16.
- *Preserve and expand 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 [Now the Mass in Motion – Cape Ann Work Plan].*

The project will serve to both encourage more physical activity and provide access to healthier foods. The trail connection will advance the efforts to create a regional network of recreational trails that can be readily accessed by residents of all ages and abilities. The events terrace will host weekly farmers' markets that help residents access healthful local fruits, vegetables and fish.
- *Promote recreational activities.*

The kayak storage will add new water recreation opportunities at Stage Fort Park. The trail will add opportunities to walk and hike. The bandstand and events terrace will serve as locations for senior citizens and those with disabilities to better enjoy the scenic visits of Gloucester Harbor.
- *Maximize the use of land already owned by city*

The project will improve the area around the bandstand to make that area more pleasant enjoy summer concerts and events. The events terrace will create recreational opportunities on land used for parking or that sits vacant most of the time.
- *Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.*

The trail to Ravenswood will be the first step towards creating a "Green Path" network in Gloucester and ultimately providing walking routes towards Magnolia and Manchester.

ATTACHMENTS

Attachment 2

Massachusetts Historical Commission comments:

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

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

PROJECT NOTIFICATION FORM

Project Name: Stage Fort Park – Quadricentennial Terrace

Location / Address: 24 Hough Avenue

City / Town: Gloucester, MA 01930

Project Proponent

Name: City of Gloucester, Community Development Department

Address: 3 Pond Road

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

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

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

Project Description (narrative):

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

Does the project include demolition? If so, specify nature of demolition and describe the building(s) which are proposed for demolition.

No

Does the project include rehabilitation of any existing buildings? If so, specify nature of rehabilitation and describe the building(s) which are proposed for rehabilitation.

No

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

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

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

Stage Fort Park – Quadricentennial Terrace



5/31/20 (update 11/1/25) - corrected

950 CMR - 275

950 CMR: OFFICE OF THE SECRETARY OF THE COMMONWEALTH

APPENDIX A (continued)

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

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

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

What is the total acreage of the project area?

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

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

What is the present land use of the project area?

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

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

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

Signature of Person submitting this form: [Signature] Date: 1-4-2016 revised (1/18/16)

Name: Stephen Winslow

Address: City of Gloucester 3 Pond Rd,

City/Town/Zip: Gloucester MA 01930

Telephone: 978-282-8007

Swinslow @ gloucester-ma.gov

REGULATORY AUTHORITY

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

7/1/93

950 CMR - 276

Attachment 3

Massachusetts Natural Heritage and Endangered Species Program comments:

Commonwealth of Massachusetts



Division of Fisheries & Wildlife

Jack Buckley, *Director*

January 8, 2016

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

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

Dear Mr. Winslow;

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Lynn C. Harper".

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

www.mass.gov/nhesp



Natural Heritage & Endangered Species Program

1 Rabbit Hill Road, Westborough, MA 01581 Tel: (508) 389-6369 Fax: (508) 389-7890

Help Save Endangered Wildlife!

Contribute to the Natural Heritage & Endangered Species Fund.

Attachment 4 – Evidence of Public Meeting

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

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

Please note: Gloucester’s Environmental Justice Areas qualify due to income disparities, rather than language. The City’s notice offered the availability of childcare during the meeting to meet the needs of this EJ community.



CITY OF GLOUCESTER
Stage Fort Park Advisory Committee

Stage Fort Park Improvements Meeting

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

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

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

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

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

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



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

Minutes to the Stage Fort Park Advisory Committee Meeting: January 14, 2016
6:00pm, Cape Ann Savings Bank Community Room, Main Street, Gloucester MA

Present: David Dow, Fred Geisel, Sean Nolan, Steven Kaity, Marie Demick, Donna Pollizia, David Benjamin, Joe Lucido, Stephen Winslow, Melissa Cox.

Absent: Sam Frontiero

Chairman Comments, David Dow: Mr. Dow announced that the purpose of the meeting was a public hearing of the grant proposal for funding upgrades to Stage Fort Park as presented by Stephen Winslow, City of Gloucester, Community Development Department.

Mr. Winslow introduced himself and included some prior projects he had been active in the Newell Stadium renovation, Burnham's Field renovation and Oval Field renovation. He stated that he also works with councilor Melissa Cox and the Open Space/Recreation Committee. He outlined a brief history on Stage Fort Park, highlighting that the park is almost one hundred years old and "rusting". He suggested it is time for major improvements. He described multiple uses of the park including Cyclocross events, the Dog Park, tennis courts, the Farmers Market and Bocci courts. He described the grant request as an opportunity to fund key repairs and upkeep of the park. He suggested that new uses of the park have created tension with the traditional uses of the park. He thinks the funding of the grant request would help us work together toward creating the resources to make the park better. He described the steps in the design process as follows: Concept: Survey: Plan

The Grant

Mr. Winslow identified the grant as a *Land and Water Conservation Fund Grant*. The grant could fund up to 250,000. dollars with a fifty percent match. We would have an approximately twenty percent chance of funding.

The Proposal

The project would beautify the gateway to the park, toward Tablet Rock and the Gentile Bandstand. It would create an events terrace at the lower end of the parking lot (facing the ocean). It would add loam, grass and irrigation to the "gateway". It would create a pathway toward Tablet Rock. It would develop a connecting trail to Ravenswood Park, creating a network trail system. It would create kayak storage.

Mr. Winslow ended his presentation with the question: "Should the city seek the grant?"

The Stage Fort Park Committee asked the following questions of Mr. Winslow.

Q: S. Kaity: How many spaces will be lost in the parking lot?

A: S. Winslow: Essentially none, the spaces are converted back to parking after any special event.

Q: S. Nolan: What happens if beachgoers stay parked in the terrace area of the lot?

A: S. Winslow: The parking attendants would be instructed to keep those areas open on those days of special events.

Q: M. Cox: Why not develop plans for the left side (playground) of the park?

A: S. Winslow: The current proposal solves immediate issues. There is no plan in place for further improvements for the entire park.

Q: M. Cox: Are there any thoughts of moving the Farmers Market to the left side of the park?

A: S. Kaity: The Farmers Market favors a 'hardscape' and close parking with vistas of the ocean. The plan is centered on the parking lot because the bandstand is central to the plan.

Comments by SFP Committee:

M. Demick: The plan corrects handicap access to the park and drainage issues during winter snow farm use.

D. Pollizia: She likes the access and the plan in general.

D. Benjamin: He likes the emphasis on beautifying the band stand.

F. Geisel: He likes the plan for the events terrace. He sees the pasture (playground area) as in good shape.

Gloucester Open Space Committee:

Jerry Goulart: He likes the plan.

Q: Charlie Crowley: Could the connector trail be an urban trail connecting Stacey Boulevard?

A: S. Winslow: The grant is looking for something new, not existing.

Susan Hedman: She likes opening up to Ravenswood Park with a connecting trail. It creates more open space.

Public Comments:

Q: William Rogers: Could we use the European model of "green" parking lots?

A: S. Winslow: Winter snow storage limits the surface of the terrace.

Q: Lucinda Seigel: Can the grant be changed once it is granted?

A: S. Winslow: We would lose a portion of the funding if we eliminated a part of the funded project.

Q: Anthony Brancaleone: Tolman Avenue is a private road. Could the access trail connect with Beachmont Avenue instead?

A: S. Winslow: That is a possibility.

Comment: Joe Brancaleone: He favors the upgrading of trails within the park.

Q: Sean Henry, Planning Board member: Do you lose too much parking if the Cyclocross or Blues Festival moves to the events terrace?

A: Use of the events terrace for some events could be optional.

Comment: Carole Sharoff: She loves the idea of promoting Stage Fort Park. It has a historical value. The cannons in the old fort are being disturbed. The history of the park should be maintained.

Comment: D. Dow: A Historic Renovation plan for the park has failed before. The idea will be pursued in the future.

Comment: S. Winslow: As part of the grant process, we must submit details of the plan to the Mass. Historical Commission.

Comment: Brent Tarr: The Blues Festival couldn't play in the parking lot. The Gazebo should be updated with more power rather than a new lawn. The road for emergency vehicles has been omitted in the plan. Could the bandstand be prepared with anything other than grass?

Comment: S. Winslow: The new pathways do not exclude emergency vehicles.

Comment: Devon Winkler, Cape Ann Farmers Market Board member: The Farmers Market does not stake their tents, they use blocks to weigh them down. They are open to the concept of the plan. They think more time should be used to create a Master Plan for the park. The plan should focus more on trails. Current conditions of the trails are difficult for runners. She does not see a need for kayak storage.

Q: D. Dow: Could the seawall at the far end of the park be repaired under this grant?

A: S. Winslow: Perhaps, if fishing were part of the seawall use. Funding for repair could also come from Coastal Grants.

Q: William Rogers: Will the Cyclocross continue at the park?

A: S. Winslow: The Special Events Committee makes those recommendations.

A: S. Kaity: SFP Committee makes recommendations to the Special Events Comm.

Comment: Lucinda Siegel: Families should be represented I the plan. The area near the playground has safety issues.

Motion:

David Dow made a motion to accept the grant proposal as presented. The motion was seconded by Fred Geisel.

Discussion:

Q: S. Kaity: Is there any wiggle room in the plan?

A: S. Winslow: Staying within the broad parameters of the grant proposal is ok.

Comment: F. Geisel: If the grant request fails, we can re-examine it.

Q: F. Geisel: Can we change the Tolman Avenue access for trail extension?

A: S. Winslow: Yes, we can re-visit that part of the plan.

Motion passed unanimously.

Old Business:

Marie Demick announced that Fred Geisel will complete the cover letter requesting CPA funding.

Meeting Adjourned at 7:30pm

Next meeting: Wednesday, February 3, 2016, 6:00pm, Cape Ann Savings Bank Community Room,

Respectfully submitted,

David Benjamin, Secretary, Stage Fort Park Advisory Committee

From: [Carole Lynn Sharoff](#)
To: [Stephen Winslow](#)
Cc: [""David Slade""](#); ["Steve Kaitly"](#)
Subject: Gloucester Rotary club
Date: Friday, January 15, 2016 4:04:49 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Steve: I had the pleasure of being at your presentation to the Stage Fort Park Committee last night. Great ideas! As mentioned, I'm President of the Rotary Club and thought it would a good thing for club members to learn about your proposal. It certainly will set some creativity churning especially as our club is so committed to the playground and bandstand. We meet at the lower level of Cruiseport on Tuesdays from 12-1:15 and we usually have a speaker (15 minutes or so) on subjects relevant to Gloucester. We would love to have you speak. Would you be available either this coming Tuesday January 19 or January 26? Please advise. Best regards, Carole

Carole Lynn Sharoff, President, *Realtor, C.B.R., GRI*
Atlantic Vacation Homes / AVH Realty, Inc.
www.atlanticvacationhomes.com
carole@atlanticvacationhomes.com
phone: 978-283-4777
fax: 978-283-0098

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Attachment 5 - Evidence of public support for the project.

STAGE FORT ADVISORY COMMITTEE



CITY OF GLOUCESTER Stage Fort Park Advisory Committee

February 1, 2016

Stephen Winslow, Sr. Project Manager
City of Gloucester
3 Pond Road
Gloucester MA 01930

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

Dear Mr. Winslow

On behalf of the Stage Fort Park Advisory Committee, I am writing to endorse the Stage Fort Park Beautification proposal presented at our Committee's January 14, 2016 public meeting and to support the City's application for a Land and Water Conservation Grant to help fund the Beautification proposal. Plans to create accessible pathways and improve the landscaping between the Visitor's Center, the Gentle Bandstand and Tablet Rock will vastly improve this key gateway to Stage Fort Park. The new Events Terrace will open up a new vista for viewing Gloucester Harbor and accommodate regular events held at the Park such as the weekly farmers market. A trail leading towards Ravenswood Park will connect these two major open spaces in West Gloucester. Kayak storage will allow more people to enjoy on-water recreation.

We look forward to participating in the effort to beautify Stage Fort Park in the coming years.

Sincerely yours,

David Dow
Chairman

OPEN SPACE AND RECREATION COMMITTEE



CITY OF GLOUCESTER
Open Space and Recreation Committee
3 Pond Road
Gloucester MA 01930
Tel 978-281-9700

February 1, 2016

Larry Durkin
City of Gloucester
50 Essex Avenue
Gloucester MA 01930

Re: West Gloucester Trail Gateways
Recreational Trails Grant Application

Dear Mr. Durkin:

On behalf of the Gloucester Open Space and Recreation Committee, I am writing to endorse the submission of the City's Application to the Recreational Trails Grant program for funds to construct trail gateways in West Gloucester. As you know, maintaining and improving access to the City's open space has been a priority for our committee. We appreciate the efforts of the City to work with our committee and residents to identify the best locations to create public gateways to West Gloucester. The proposals you are putting forth are the result of many meetings with residents, city staff and the police. The gateways as laid out will provide access for those interested in enjoying our local woods and who can help police and fire department prevent misuse and destruction of these areas.

We look forward to working with the City and the residents of Gloucester to improve our recreational and open spaces.

Sincerely yours,

John McElhenny, Chairman
Gloucester Open Space Committee

Serving Cape Ann
Gloucester Daily Times
 NEWSPAPER OF THE YEAR
 SATURDAY, January 21, 2012
 WWW.GLOUCESTERTIMES.COM
 \$10M/\$4.75 PER WEEK
 HOME DELIVERED

FREE INSIDE TODAY: COUPONS WORTH \$36 AND TV SPOTLIGHT MAGAZINE

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A greener Stage Fort Park?



City planner and Mass in Motion project manager Stephen Winslow stands at the DeLozier Center gateway to Stage Fort Park on Friday morning. Winslow has written a \$250,000 grant proposal aimed at improving the gateway and surrounding area.

City planner hopes to win \$250K to pay for work

By James McLaughlin
Staff Writer



If Stephen Winslow gets his wish, the area really will be greener at Stage Fort Park.

An Gloucester's Mass in Motion project manager, Winslow — a city planner and grant writer — has just his “pencil to the paper” in leading the village council to award \$250,000 to fund a grant from The Land and Water Conservation Fund Grant, designed to stimulate recreational development, would give the venerable old park, which, says Winslow, has had no major work since the 1960s, a much-needed boost, as it approaches its 100th anniversary year.

Winslow presented a six-page proposal to the town council on April 17, 2011, and it was approved. The grant will be used to fund the park's next major

A greener Stage Fort Park?

By Joann Mackenzie Staff Writer | Posted: Saturday, January 30, 2016 5:00 am

If Stephen Winslow gets his wish, the grass really will be greener in Stage Fort Park.

As Gloucester's Mass in Motion project manager, Winslow — a city planner and avid bicyclist — has put his “peddle to the metal” in leading the charge toward winning \$250,000 in federal grant money. The Land and Water Conservation Fund Grant, designed to stimulate recreational development, would give the venerable old park, which, says Winslow, has had not major work since the 1980s, a much needed facelift as it approaches its 2023 centennial year.

Winslow presented a six-pronged proposal based on various sources of feedback identifying the park's most urgent needs at a Jan. 14 meeting of the city's Stage Fort Park Advisory Committee.

Focused primarily on a 1.6-acre project area encompassing the heavily trafficked great lawn surrounding the city's beloved Antonio Gentile Bandstand and farmers market site, the project proposes:

To beautify the gateway to the park toward Tablet Rock and the Gentile bandstand.

Add loam, grass and irrigation to the great lawn surrounding the bandstand.

Create a pathway toward Tablet Rock.

Develop a connecting trail to Ravenswood Park, with a network trail system.

Create kayak storage.

Solve perceived issues surrounding the farmers market by creating a raised events terrace at the lower end of the parking lot that would face the ocean to take maximum advantage of the sea views and breezes; the terrace would, among other things, serve as a new venue for a newly designed farmers market.

The proposal, with a submission deadline of Feb. 10, was unanimously agreed to, and with a 50



A greener Stage Fort Park?

Courtesy photoIf the city is successful in winning a \$250,000 grant, part of the money would be used to beautify this gateway to Stage Fort Park, and improve the neighboring great lawn, where the Cape Ann Farmers Market is now held.

percent match from the city, the grant — awarded by the National Parks Service through a “rigorously competitive process” — would be “a godsend,” says Winslow.

Mass in Motion (formerly Get Fit) is all about what its name suggests, says Winslow; getting people out there moving. And here in Gloucester, there’s no better place to do that than those 63 seaswept acres of Stage Fort Park.

Home to beaches, tennis courts, volleyball courts, bocce courts, a basketball court, playing fields, picnic fields, a vintage Americana gazebo, a visitor’s center, two beaches, and — last but not least — a dog park, those 63 acres look much as they did at the start of the 20th century, but they have become a magnet for major 21st century events including cyclocross races, a blues festival, and one of the top 100 farmers markets in the country.

Cape Ann Farmers Market manager Nicole Bogin attributes the market’s meteoric rise to that top 100 ranking entirely to its 2012 move to the park. With its breathtaking vistas of the ocean, Bogin told the Times, “People just love it, it’s just so beautiful, they don’t want to leave.”

But the market itself — which Winslow says “we definitely want to see go forward” — seemed in danger of leaving Stage Fort Park over this past year as tensions arose from city traditionalists, who, among other things, see the park’s new uses as eclipsing its historical legacy. Their major issues, however, are mainly practical, chief among them what is literally a grass-roots concern: wear and tear on the park’s formerly lush green grass expanses caused by increased car and foot traffic.

“A committee (the Stage Fort Advisory Committee) was formed by the city over a year ago,” Winslow told the Times, “but only started meeting in the past few months. They were looking for money for improvements, and then, when this grant came up, we all felt the opportunity of the grant proposal would help us work together toward creating the resources to make the park better.”

When Winslow — a lawyer, engineer and practiced grant writer — came to Gloucester 10 years ago, “the city had not done an open space plan since 1998,” he says, “so that meant we couldn’t apply for a grant.” That soon changed.

As part of the city’s Community Development Department, he helped procure federal funding that helped Public Works director Mike Hale install or repair 13 miles of sidewalks throughout the city, was project manager on the Newell Stadium renovation, and played a key role in Burnham’s Field’s \$340,000 facelift as well as the Oval Field renovation.

Winslow, who himself has New England roots going back to the original Plymouth settlement, also has great reverence for the role the park has played in the city’s history, none more significant than the arrival in 1623 of 14 hearty Dorset men — the Dorchester Company — lured across the wild Atlantic by reports of waters rich with cod, to plant a colony at Cape Ann. On a prime piece of coastal land, they set up a fishing stage and almost 400 years later that fishing stage is still recalled in

the name the city of Gloucester knows that land by.

“We definitely want to see the park beautified,” says Winslow.

So does the city. It’s got a birthday coming up, its 400th in 2023. That’s a big one, and a big opportunity for Gloucester to show the world what it already knows: that as far as it’s concerned, the grass really is greener here, especially in Stage Fort Park.

Joann Mackenzie can be reached at 978-675-2705, or jmackenzie@gloucestertimes.com.



GoodMorningGloucester

My View of Life on the Dock

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

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

Topics Include:

Steve Winslow- Stage Fort Park Beautification

Stage Fort Park Beautification Meeting-

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

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



April 13, 2016

Stephen Winslow
Community Development Dept
City of Gloucester
Pond Road
Gloucester MA 01930

Re: Stage Fort Park projects

Dear Mr. Winslow,

The Cape Ann Farmers Market commends you and the City of Gloucester for undertaking beautification projects for Stage Fort Park, and supports your efforts to find funding for these projects via grant applications to the Land and Water Conservation Fund and the Community Preservation Committee.

As you know, Stage Fort Park is home to the Cape Ann Farmers Market, noted nationally as one of the 100 best farmers markets in the United States. We love our venue at Stage Fort Park, and we certainly support any efforts that beautify the park and which help provide the Cape Ann Farmers Market with a long-term sustainable site there. To that end, we are always available to consult with representatives of the city about the factors that contribute to our success at Stage Fort Park, and how we can work together to ensure this important community asset has a permanent place there. We look forward to working with you in the months ahead.

Sincerely,
Nicole Bogin
Nicole Bogin, Director
Cape Ann Farmers Market



Rotary

Gloucester Rotary Club

April 14, 2016

To: Mr. Stephen Winslow, Sr. Project Manager, City of Gloucester 8 Pond Road, Gloucester, MA. 01930

Fr: Carole Sharoff, President, Gloucester Rotary Club

Dear Mr. Winslow:

The Gloucester Rotary Club endorses the Stage Fort Beautification proposal presented at our Rotary meeting in March, 2016 as well as the City of Gloucester's application for a Land and Water Conservation Grant to help fund the beautification proposal. Plans to create accessible pathways and beautify the area around the Welcome Center and the Gentile Bandstand will improve public access to this jewel in Gloucester's crown and will encourage even more of its citizens and tourists to take advantage of this unusual and beautiful park.

The Gloucester Rotary Club has a long history working to improve Stage Fort Park. We have raised funds and organized volunteers for over ten years focusing on the bandstand and the playground. This has included procuring playground equipment, making the playground handicap accessible, painting and providing ironwork for the bandstand and a lot more.

It is a long term goal of the Gloucester Rotary Club to continue to focus on the needs of the park and we wholeheartedly endorse the exciting opportunity that this grant will provide for our City in this historic location. Please be assured that we will continue our work into the future and you can count on the club to provide volunteers and resources to improve and help maintain Stage Fort Park as a key community asset.

Sincerely,

A handwritten signature in black ink that reads "Carole Lynn Sharoff". The signature is written in a cursive style and is positioned above the printed name.

Carole Lynn Sharoff, President

Gloucester Rotary Club



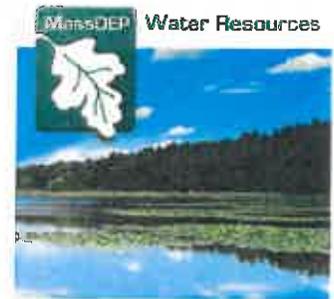
Energy and Environmental Affairs

EEA Home > Agencies > MassDEP > Water Resources > Laws & Rules > Snow Disposal Guidance

Snow Disposal Guidance

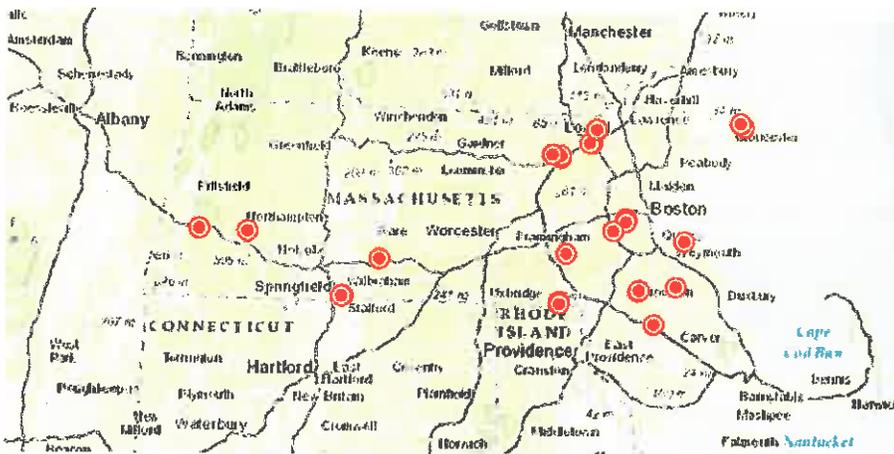
The Massachusetts Department of Environmental Protection's Snow Disposal Guidance below offers information on the proper steps to take when locating sites for the disposal of snow. Finding a place to dispose of collected snow poses a challenge to municipalities and businesses as they clear roads, parking lots, bridges, and sidewalks. Public safety is of the utmost importance. However, care must be taken to ensure that collected snow, which may be contaminated with road salt, sand, litter, and automotive pollutants such as oil, is disposed of in a manner that will minimize threats to nearby sensitive resource areas.

In order to avoid potential contamination to wetlands, water supplies, and waterbodies, MassDEP recommends that municipalities and businesses identify and map appropriate upland snow disposal locations. To assist municipalities and businesses in this planning effort, and to avoid use of snow disposal at sites which compromise wetlands resources or public water supplies, MassDEP has developed the following snow disposal mapping tool: <https://maps.env.state.ma.us/dep/arcgis/!s/templates/PSFI/>.



[A to Z Quick Links](#)

[Water Resources Index](#)



Snow Disposal Mapping Tool

More information on this mapping tool can be found in the Snow Disposal Guidance below.

If a community or business demonstrates that there is no remaining capacity at upland snow disposal locations, local conservation commissions are authorized to issue Emergency Certifications under the Massachusetts Wetlands Protection Act for snow disposal in certain wetland resource areas. In such cases, Emergency Certifications can only be issued at the request of a public agency or by order of a public agency for the protection of the health or safety of citizens, and are limited to those activities necessary to abate the emergency.

In the event of a regional or statewide severe weather event, MassDEP may also issue a broader Emergency Declaration under the Wetlands Protect Act which allows greater flexibility in snow disposal practices. Details of this approval process are found below.

Effective Date: December 21, 2015

Snow Disposal Guidance No. BWR G2015-01

Applicability: Applies to all federal, state, regional and local agencies, as well as to private businesses.

Supersedes: BRP Snow Disposal Guideline No. BRPG01-01 issued March 8, 2001, and all previous snow disposal guidance.

Approved by: Douglas Fine, Assistant Commissioner for Water

PURPOSE: To provide guidelines to all government agencies and private businesses regarding snow disposal site selection, site preparation and maintenance, and emergency snow disposal options that are protective of wetlands, drinking water, and water bodies, and are acceptable to the Massachusetts Department of Environmental Protection (MassDEP), Bureau of Water Resources.

APPLICABILITY: These Guidelines are issued by MassDEP's Bureau of Water Resources on behalf of all Bureau

Programs (including Drinking Water Supply, Wetlands and Waterways, Wastewater Management, and Watershed Planning and Permitting). They apply to public agencies and private businesses disposing of snow in the Commonwealth of Massachusetts.

INTRODUCTION

Finding a place to dispose of collected snow poses a challenge to municipalities and businesses as they clear roads, parking lots, bridges, and sidewalks. While we are all aware of the threats to public safety caused by snow, collected snow that is contaminated with road salt, sand, litter, and automotive pollutants such as oil also threatens public health and the environment.

As snow melts, road salt, sand, litter, and other pollutants are transported into surface water or through the soil where they may eventually reach the groundwater. Road salt and other pollutants can contaminate water supplies and are toxic to aquatic life at certain levels. Sand washed into waterbodies can create sand bars or fill in wetlands and ponds, impacting aquatic life, causing flooding, and affecting our use of these resources.

There are several steps that communities can take to minimize the impacts of snow disposal on public health and the environment. These steps will help communities avoid the costs of a contaminated water supply, degraded waterbodies, and flooding. Everything we do on the land has the potential to impact our water resources. Given the authority of local government over the use of the land, municipal officials and staff have a critically important role to play in protecting our water resources.

The purpose of these guidelines is to help municipalities and businesses select, prepare, and maintain appropriate snow disposal sites before the snow begins to accumulate through the winter. Following these guidelines and obtaining the necessary approvals may also help municipalities in cases when seeking reimbursement for snow disposal costs from the Federal Emergency Management Agency is possible.

RECOMMENDED GUIDELINES

These snow disposal guidelines address: (1) site selection; (2) site preparation and maintenance; and (3) emergency snow disposal.

1. SITE SELECTION

The key to selecting effective snow disposal sites is to locate them adjacent to or on pervious surfaces in upland areas or upland locations on impervious surfaces that have functioning and maintained storm water management systems away from water resources and drinking water wells. At these locations, the snow meltwater can filter in to the soil, leaving behind sand and debris which can be removed in the springtime. The following areas should be avoided:

- Avoid importing snow from outside a Zone II or Interim Wellhead Protection Area (IWPA) of a public water supply well or within 75 feet of a private well, where road salt may contaminate water supplies. Only snow from within the Zone II or IWPA should be disposed of within this resource area so as not to increase the potential for pollution of water supplies.
- Avoid dumping of snow into any waterbody, including rivers, the ocean, reservoirs, ponds, or wetlands. In addition to water quality impacts and flooding, snow disposed of in open water can cause navigational hazards when it freezes into ice blocks.
- Avoid dumping snow on MassDEP-designated high and medium-yield aquifers where it may contaminate groundwater ([see below](#)).
- Avoid dumping snow in sanitary landfills and gravel pits. Snow meltwater will create more contaminated leachate in landfills posing a greater risk to groundwater, and in gravel pits, there is little opportunity for pollutants to be filtered out of the meltwater because groundwater is close to the land surface.
- Avoid disposing of snow on top of storm drain catch basins or in stormwater drainage swales or ditches. Snow combined with sand and debris may block a storm drainage system, causing localized flooding. A high volume of sand, sediment, and litter released from melting snow also may be quickly transported through the system into surface water.

Recommended Site Selection Procedures

It is important that the municipal Department of Public Works or Highway Department, Conservation Commission, and Board of Health work together to select appropriate snow disposal sites. The following steps should be taken:

1. Estimate how much snow disposal capacity may be needed for the season so that an adequate number of disposal sites can be selected and prepared.
2. Identify sites that could potentially be used for snow disposal, such as municipal open space (e.g., parking lots or parks).
3. Sites located in upland locations that are not likely to impact sensitive environmental resources should be selected first.
4. If more storage space is still needed, prioritize the sites with the least environmental impact (using the site selection criteria, and local or MassGIS maps as a guide).

Snow Disposal Mapping Assistance

MassDEP has an online mapping tool to assist municipalities and businesses in identifying possible locations to potentially

dispose of snow, should the need arise. The disposal locations depicted on these maps will also aid MassDEP and the Massachusetts Emergency Management Agency assist communities with snow disposal in the event of severe winter storm emergencies. The tool identifies wetland resource areas, public drinking water supplies and other sensitive locations where snow should not be disposed. The tool may be accessed through the Internet at the following web address: <https://maps.env.state.ma.us/dep/arcgis/js/templates/PSF/>.

By clicking on the link for the OLIVER Online Data Viewer, communities can select your town and overlay different resource areas. The MassGIS site includes MassDEP orthophoto maps depicting local wetland resources, hard copies of which were mailed to each Conservation Commission in the past.

2. SITE PREPARATION AND MAINTENANCE

In addition to carefully selecting disposal sites before the winter begins, it is important to prepare and maintain these sites to maximize their effectiveness. The following maintenance measures should be undertaken for all snow disposal sites:

- A silt fence or equivalent barrier should be placed securely on the downgradient side of the snow disposal site.
- To filter pollutants out of the meltwater, wherever possible a 50-foot vegetative buffer strip should be maintained during the growth season between the disposal site and adjacent waterbodies.
- Debris should be cleared from the site prior to using the site for snow disposal.
- Debris should be cleared from the site and properly disposed of at the end of the snow season and no later than May 15.

3. SNOW DISPOSAL APPROVALS

Proper snow disposal may be undertaken through one of the following approval procedures:

1. Routine snow disposal – Minimal, if any, administrative review is required in these cases when upland and pervious snow disposal locations or upland locations on impervious surfaces that have functioning and maintained storm water management systems have been identified, mapped, and used for snow disposal following ordinary snowfalls. Use of upland and pervious snow disposal sites avoids wetland resource areas and allows snow meltwater to recharge groundwater and will help filter pollutants, sand, and other debris. This process will address the majority of snow removal efforts until a community exhausts all available upland snow disposal sites. The location and mapping of snow disposal sites will help facilitate each municipality's routine snow management efforts.
2. Emergency Certifications – If a community or business demonstrates that there is no remaining capacity at upland snow disposal locations, local conservation commissions are authorized to issue Emergency Certifications under the Massachusetts Wetlands Protection Act for snow disposal in buffer zones to wetlands, certain open water areas, and certain wetland resource areas, i.e. within flood plains. In such cases, Emergency Certifications can only be issued at the request of a public agency for the protection of the health or safety of citizens or by order of a public agency, and limited to those activities necessary to abate the emergency. Use the following guidelines in these emergency situations:
 - a. Dispose of snow in open water with adequate flow and mixing to prevent ice dams from forming.
 - b. Do not dispose of snow in salt marshes, vegetated wetlands, certified vernal pools, shellfish beds, mudflats, drinking water reservoirs and their tributaries, Zone IIs or IWPA's of public water supply wells, Outstanding Resource Waters, or Areas of Critical Environmental Concern.
 - c. Do not dispose of snow where trucks may cause shoreline damage or erosion.
 - d. Consult with the municipal Conservation Commission to ensure that snow disposal in open water complies with local ordinances and bylaws.
3. Emergency Declarations – In the event of a large-scale severe weather event, MassDEP may issue a broader Emergency Declaration under the Wetlands Protection Act which allows municipalities greater flexibility in snow disposal practices. Emergency Declarations typically authorize greater snow disposal options while protecting especially sensitive resources such as public drinking water supplies, vernal pools, land containing shellfish, FEMA designated floodways, coastal dunes, and salt marsh. In the event of severe winter storm emergencies, the snow disposal site maps created by municipalities will assist MassDEP and the Massachusetts Emergency Management Agency in helping communities identify appropriate snow disposal locations.

If upland disposal sites have been exhausted, the Emergency Declaration issued by MassDEP allows for snow disposal near water bodies. A buffer of at least 50 feet, preferably vegetated, should still be maintained between the site and the waterbody in these situations. Furthermore, it is essential that the other guidelines for preparing and maintaining snow disposal sites be followed to minimize the threat to adjacent waterbodies.

Under extraordinary conditions, when all land-based snow disposal options are exhausted, the Emergency Declaration issued by MassDEP may allow disposal of snow in certain waterbodies under certain conditions. **A municipality seeking to dispose of snow in a waterbody should take the following steps:**

- a. Call the emergency contact phone number - 1-888-304-1133 - and notify the MEMA bunker personnel of the municipality's intent.

- b. The MEMA bunker personnel will ask for some information about where the requested disposal will take place.
- c. The MEMA bunker personnel will confirm that the disposal is consistent with MassDEP's Emergency Declaration and these guidelines and is therefore approved.

During declared statewide snow emergency events, MassDEP's website will also highlight the emergency contact phone number (1-888-304-1133) for authorizations and inquiries. For further non-emergency information about this Guidance you may contact your MassDEP Regional Office Service Center:

Northeast Regional Office, Wilmington, 978-694-3249
Southeast Regional Office, Lakeville, 508-946-2714
Central Regional Office, Worcester, 508-767-2722
Western Regional Office, Springfield, 413-784-1100