



CITY CLERK  
GLOUCESTER, MA  
11 SEP 29 AM 11:07

**GLOUCESTER CITY COUNCIL**

9 Dale Avenue, Gloucester, MA 01930  
Office (978) 281-9720 Fax (978) 282-3051

**Budget & Finance Committee**  
Thursday, October 6, 2011 – 6:00 p.m.  
1<sup>st</sup> Fl. Council Committee Rm. – City Hall

**AGENDA**

*(Items May be taken out of order at the discretion of the Committee)*

1. *Memo from CFO re: Loan Authorization to replace & upgrade School Departments' telephone System*
2. *City of Gloucester Capital Improvement Advisory Board Annual Report for FY12*
3. *Memo from CFO re: Loan Authorization Request for Capital Items for FY12*
4. *Memo from Asst. DPW Director re: permission to pay invoices from FY11 with FY12 Funds*
5. *Memo from Comm. Dev. Director re: Affordable Housing Trust funding approvals*
6. *Memo from Comm. Dev. Director re: acceptance of grant funding extension in the amount of \$30,000 from Health Resources*
7. *Review & recommendations for the disposition of real property at 6 Stanwood Street*
8. *CC2011-045 (Whynott) Installation & Dedication of bench at Stage Fort Park in honor of Ed Parks*
9. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor's Report*

**COMMITTEE**

**Councilor Steven Curcuro, Chair**  
**Councilor Paul McGeary, Vice Chair**  
**Councilor Jacqueline Hardy**

Committee members – Please bring relevant documentation

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

CC: Mayor Carolyn Kirk  
Jim Duggan  
Kenny Costa  
Jeffrey Towne  
Mark Cole  
Sarah Garcia  
Donna Compton

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

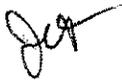
City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-281-8472  
jtowne@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**OFFICE OF THE CHIEF FINANCE OFFICER**

MEMORANDUM

To: Mayor Kirk  
From: Jeffrey C. Towne, CFO   
Date: September 20, 2011  
Re: Loan Authorization Request – Phone System

As requested, the following loan authorization would be appropriate for the funding of a new phone system for the school department.

Ordered: That up to \$200,000 (Two Hundred Thousand Dollars) be appropriated for the installation and configuration of a phone system to replace failed and outdated systems at all of the Gloucester Public School District campuses, including the District's Main Office; that to meet this appropriation the Treasurer with the approval of the Mayor is authorized to borrow up to \$200,000 (Two Hundred Thousand Dollars) under G.L. c.44 §7 (9) or any other enabling legislation; that the Mayor with the approval of the City Council is authorized to take any other action necessary to carry out this project; and that the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.



**THE GLOUCESTER PUBLIC SCHOOLS**  
OFFICE OF THE SUPERINTENDENT

6 SCHOOL HOUSE ROAD  
GLOUCESTER, MASSACHUSETTS 01930

TEL: 978-281-9800

FAX: 978-281-9899

WWW.GLOUCESTERSCHOOLS.COM

September 15, 2011

Mayor Carolyn Kirk  
City Hall - 9 Dale Avenue  
Gloucester, MA 01930

Dear Mayor Kirk:

On behalf of the Gloucester School Committee, I am writing to officially request your support in securing funding for a much needed telephone system throughout the Gloucester Public Schools. The current telephone systems vary in age, capacity, and functionality in each of the city's eight schools, including the district office, transportation department and city-wide preschool.

The variations also include outdated and nearly non-functioning systems at Gloucester High School, O'Maley Middle School and Veterans Elementary School. Presently the system at the high school has collapsed with only two outside lines working, thus making both necessary routine business call access unmanageable and emergency call access unreliable. This system is beyond any repair or upgrading, as it is no longer on the market and parts and critical components are unavailable. The system at O'Maley is again this year struggling with many lines down and could break at any time. The systems at the elementary schools and the district office are smaller and less complicated, but also outdated and in need of near-constant repair and maintenance.

The school district-wide telephone system needs to be replaced with a modern telephone system that is supported by industry-based technology and voice over the Internet (VoIP) solutions. This situation requires the immediate attention of school and city officials.

Last night, the School Committee voted to authorize me to request of you and the City Council access to sufficient funding to replace and upgrade the school department's telephone systems and to categorize the need for such funding as critical and immediate. School department officials have begun the research necessary to develop a complete Scope of Services and Request for Proposals and initially place a cost for a new system in the \$150,000 - \$200,000 range.

Thank you for support and guidance in the consideration of this request.

Sincerely yours,

Richard Saifer  
Superintendent of Schools

**City of Gloucester – Capital Improvement Advisory Board  
Annual Report for FY 2012**

I. Executive Summary

The last City of Gloucester Capital Improvement Plan (known as a "CIP") was produced by the Capital Improvement Advisory Board (the "CIAB") in 2007 for FY 2008. Shortly thereafter, due to a lack of board quorum and no structured process for capital submissions from various City departments, the CIAB fell dormant. After several years of inactivity, the CIAB saw the appointment of new members and began meeting regularly in October, 2010, in hopes of prioritizing the capital improvement proposals for FY 2012 and developing a 5-year CIP. The CIAB began its work by defining the types of projects or expenditures that constituted "capital improvements," and thus would be subject to the purview of the CIAB (attached in Appendix A). In early November, 2010, City departments were invited to submit their FY 2012-16 capital project requests. A series of CIAB meetings were scheduled with department managers to discuss project submissions throughout the first quarter of 2011.

Despite best efforts by its members, the CIAB was unable to complete a prioritization of the capital improvement proposals submitted by various City departments for FY 2012, nor develop a longer term CIP. The CIAB's difficulties therein stemmed from a lack of departmental participation, incomplete and inconsistent submissions, and a lack of guidance as to overall City priorities and strategic direction.

In addition, the CIAB's planning and prioritization efforts have been challenged by systemic funding behaviors that have resulted from the lack of longer term City plans and recent significant shortages of investment funds. For example, mandated Combine Sewer Overflow (CSO) and water and sewer improvements have meant that only limited funds have been available for other capital needs. Similarly, some expenditures, which were not capital improvements by definition and should have been funded through operating budgets, were funded through loan authorizations as capital projects. Given these realities, department managers have appealed directly to the Administration and City Council for stop gap and special purpose funding rather than fully participate in the CIP process.

As such, while the CIAB believes that a robust planning process is central to a top performing City government, we will not be able to build a coherent plan until all departments participate in the process and provide complete capital submissions, there is constructive dialog and conclusions on longer term priorities and trade-offs, and key stakeholders (Mayor's Office and City Council) support the process.

II. CIAB Approach and Progress in FY 2011

Citing directly from Section 2-578 of the Code of Ordinances, the CIP shall be concerned "with physical facilities, such as land, buildings or other structures, or pieces of equipment, which require a relatively large investment and have a relatively long useful life." As well, the CIP "shall specify a detailed program of capital expenditures over a period of ten fiscal years from the date on which it becomes effective and shall specify the methods of financing the proposed capital improvements." The CIAB is responsible for setting the minimum standards as to what shall qualify as a capital submission, which typically are stated in terms of project cost and useful life.

At the conclusion of FY 2010, the CIAB consisted of three existing members, Donald Fryklund, Roland Hadley, and William Kyrouz. Josh Arnold, Joel Favazza, Kersten Lanes, and Janet Rice were appointed to the CIAB during FY 2011.<sup>1</sup> On October 18, 2010, the CIAB met for an organizational meeting in which Roland Hadley was elected Chair and Joel Favazza was elected Vice-Chair and Secretary. On Nov 15, 2010, a meeting schedule was established. Thereafter, the CIAB met regularly throughout early 2011.<sup>2</sup>

With the helpful assistance of the City Planning Director, Gregg Cademartori, and the City Chief Financial Officer, Jeffrey Towne, the CIAB formulated a new digital capital improvement form and finalized the process for submission, including form guidelines and timelines. This was then distributed to all City department managers. After the submission deadline, meetings were scheduled with the department managers for both an overview of their requests and when the CIAB needed additional information. While review meetings were being conducted over the winter, departments were afforded additional time to make submissions and amendments to their original submissions. Several departments indicated they would be unable to provide complete submissions for FY 2012 despite deadline extensions. The following **Table 1: Submissions Received** lists all the projects submitted by all departments. The actual submissions are included in **Appendix B**.

**Table 1: Submissions Received**

Department (& Division if Applicable)	Dept. Priority	Proposed Project Description	Dept's Proposed Funding Source	Total Proposed Expenditure (By Project)	Identified Potential Outside Revenue Sources (Show as Credits)	Department Sub-Total (Minus outside revenue sources)	Starting Year
ComDev	1	Bond Hill Wind Turbine Project	GFB/GA	2,000,000	1,400,000	600,000	FY2012
ComDev	2	Blackburn Wind Turbine Project	GFB/GA	6,000,000	400,000	5,800,000	FY2012
DPW	1	F-450 Rubbish Packers	GFB	75,000		75,000	FY2012
DPW	2	F-350 Flatbed Service Truck	GFB	35,000		35,000	FY2012
DPW	3	F350 Utility Truck	GFB	32,000		32,000	FY2012
DPW	4	F350 4x2 Utility Trucks (2)	GFB	64,000		64,000	FY2012
DPW	5	F150 4x2 Trucks (2)	GFB	34,000		34,000	FY2012
DPW	6	Ford Ranger 4x4 (2)	GFB	42,000		42,000	FY2012
DPW	7	4x4 Heavy Duty Plow Truck with Sander (2)	GFB	144,000		144,000	FY2012
DPW	8	F-350 Dump Trucks (2)	GFB	80,400		80,400	FY2012
DPW	9	F-350 4x4 Flatbed Truck w/Plow	GFB	39,600		39,600	FY2012
DPW	10	4x4 Backhoe	GFB	106,000		106,000	FY2012
DPW	11	6-Wheel Dump Truck	GFB	111,000		111,000	FY2012
POLICE	1	Police Radio Replacement (90 units)	GFB	167,000		167,000	FY2012
POLICE	2	Combine Public Safety Facility	GFB	12,458,200		12,458,200	FY2012

<sup>1</sup> While Favazza, Lanes, and Rice were appointed in or around August, 2010, Arnold was appointed considerably later in the year and was unable to participate in meetings during FY 2011.

<sup>2</sup> The minutes for this meeting and all subsequent meetings are available from the City Clerk's Office and are posted on the CIAB's webpage, <http://www.gloucester-ma.gov/index.aspx?nid=92>.

Harbormaster	1	Annisquam River Dredging	GA	6,000,000	6,000,000	0	FY2015
Harbormaster	2	Magnolia Pier Reconstruction	GA	2,000,000	2,000,000	0	FY2017
Harbormaster	3	Soloman Jacobs Pier Reconstruction	GA	150,000	150,000	0	FY2015
		Newell Stadium Project	GFB	3,500,000	2,000,000	1,500,000	FY2012
Fire Department	1	Dispatch Center Upgrade	GFB	317,000		317,000	FY2012
Fire Department	2	Ambulance Replacements (2)	GFB	500,000		500,000	FY2012
Fire Department	3	Combined Public Safety Facility	GFB	0		0	FY2012
Fire Department	4	Central Station HQ Repairs	GFB	2,000,000		2,000,000	FY2012
Fire Department	5	Fire Pumper Truck	GFB	615,000		615,000	FY2012

TOTAL 24,720,200

The CIAB felt that it was impractical to attempt a prioritization of the incomplete catalog of submissions, which itself contained several individual incomplete submissions for departments. Without knowing or understanding the full needs of each City department, the CIAB lacked sufficient information to make an intelligent assessment of how the City would best be served by the proposed projects and the order in which to fund.

Furthermore, had the CIAB received complete submissions from each City department, the CIAB would still be unable to effectively prioritize submissions due to lack of guidance as to the City's long-term plans and goals. As such, the CIAB struggled to prioritize proposed projects even within single departments. For instance, the CIAB received informative submissions from both the Police and Fire Departments, and our in-person meetings highlighted the significant deficiencies of the current facilities. During these sessions we also considered the role the Fuller School building might play in creating a combined Police/Fire operation, with opportunities for significant service enhancements and potential cost savings. However, without constructive dialog and at least preliminary decisions on whether Fuller or some other site could provide a future home for the Police and Fire facilities, the CIAB was unable to determine whether necessary upgrades to each of the current facilities should be prioritized above or below vehicle and other equipment requests. Similarly, although the CIAB received no submissions related to the capital needs of the City's schools, there was much uncertainty pertaining to the fate of several school buildings that hampered even informal discussions of school projects with the head of the Department of Public Works, who was recently placed in control of school maintenance.

The CIAB was unable to develop a 5-year CIP for the same reasons cited above. Additionally, many City departments that made submissions for FY 2012 did not include a longer outlook with requests stretching the requested 5-year period.

### III. Assessment of the Process

#### *What Worked*

1. The Committee was engaged and had good attendance at meetings. All meetings met quorum, facilitated thoughtful discussion, and furthered the goals of the CIAB that were achievable without departmental input.

2. Some departments provided thoughtful analysis and insight into their capital plans and needs through their submissions. Most departments provided thoughtful analysis and insight through their in-person meetings with the CIAB.
3. The CIAB now has a better sense of the major capital needs of the City and what additional information will be necessary to properly prioritize these needs into a single year and 5-year CIP.

#### *What Didn't Work*

1. Departmental participation was not 100%. Some departments only engaged partially in the process and did not provide a complete and detailed submission as required. Many departments did not appear to afford much importance to the CIAB process. No departments were able to provide a clear 5-year outlook of their needs.
2. Some departments did not adhere to the newly offered definition of "capital expense" and many forms contained expenses outside the purview of the CIAB.
3. Several departments had overlapping capital needs or interdependent capital needs. These submissions were largely uncoordinated and could not be resolved through our CIAB meeting discussions.
4. The CIAB was not provided sufficient guidance as to the City's overall plan for the future and was thus unable to properly prioritize the submissions in context with the City's overall goals and future plans.

#### IV. Recommendations for Next Year

The process of having the CIAB analyze and prioritize the City's capital needs as presented by the various departments therein is an important element of good city management and should be continued. The City is positioned to gain guidance and insight from the completion of the CIAB process and this will assist the City in assembling future budgets, building buy-in to specific plans, and in overall long-term city planning. The CIAB process requires that each department take time and assemble an extended financial plan, and this otherwise might not happen without the impetus from the CIAB. Moreover, the City is required by statute to maintain the CIAB and utilize it for its intended purpose.

However, in order to be continued, the CIAB process needs to be fully supported by the City and departmental participation should be required. Such a requirement should provide that long-term financial planning be included in departmental expectations and performance evaluations, and department leader job requirements should include time to complete these responsibilities.<sup>3</sup>

Lastly, the CIAB requires guidance from the City as to its long-term plans and financial capabilities. There are many significant alternatives and decisions currently being discussed that could dramatically re-shape existing operations. For example, while there is good understanding of the critical near-term infrastructure needs, there is much less clarity on an overall physical plant plan, including

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<sup>3</sup> While the CIAB recognizes the significant task that is establishing an extended financial plan, it should be noted that once a department has a working extended financial plan, their following annual submissions will be able to build off of the initial plan.

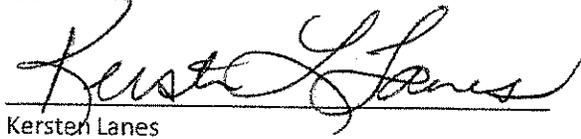
priority and timing for delivering infrastructure to meet our Police and Fire needs, school plans, and DPW expectations. There are also significant uncertainties around the impact of any mandated sewer treatment upgrade. While it is unreasonable to expect complete clarity in defining the City's longer term infrastructure priorities, the CIAB cannot rationally prioritize near term investments in the absence of any such information.

V. Conclusion

The CIAB applauds the City for reinvigorating the board. The CIAB thanks the various departments for their participation in the process this year. Although the CIAB is unable to provide a FY 2012 prioritization or 5-year CIP at this time, we are confident that, if progress continues and recommendations are implemented, we will be able to provide the City with the extended financial plans for FY 2013. The CIAB remains willing to participate and contribute to the process of formulating the City's capital improvement plans, and hopes to work with both the Mayor and the City Council in this endeavor.

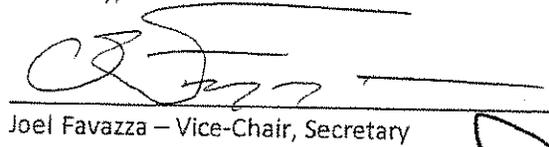
  
Roland Hadley – Chair

Josh Arnold

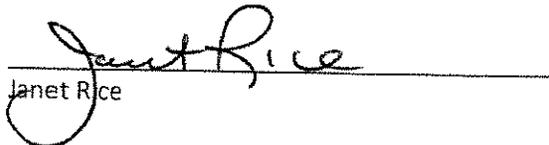
  
Kersten Lanes

William Kyrouz

Sincerely,

  
Joel Favazza – Vice-Chair, Secretary

  
Donald Fryklund

  
Janet Rice

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930

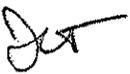


TEL 978-281-9707  
FAX 978-281-8472  
jtowne@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**OFFICE OF THE CHIEF FINANCE OFFICER**

**MEMORANDUM**

To: Mayor Kirk

From: Jeffrey C. Towne, CFO 

Date: September 15, 2011

Re: Loan Authorization Request for Capital Items for FY12

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During the FY12 budget process capital items requiring the issuance of long-term debt were discussed with the Department Heads and the CIAB committee with the intention of bringing each item forward to the City Council for approval of a loan authorization to fund the capital expenditures. The FY12 budget includes an amount for short-term interest cost expense for borrowing bond anticipation notes. The following list of capital items have been requested by Department Managers:

1. Fire Department Equipment
  - a. Ambulance \$231,000
  - b. Pumper Refurbished \$220,000
  
2. Department of Public Works
  - a. Rubbish Packer \$73,000
  - b. Pickup Truck (4) \$76,000
  - c. 4x4 Plow Truck with sander (2) \$144,000
  - d. Flatbed Truck with plow \$40,000
  - i. Backhoe \$106,000
  - j. 6-Wheel Dump Truck \$111,000
  - k. DPW and Magnolia Fire Station Roof Repairs \$165,000
  
3. Police Department
  - a. Portable and mobile radios \$140,000
  - b. Parking kiosks \$150,000

- 4. Information Technology Equipment
  - a. Server and software licensing \$36,000

Total of all requests \$1,492,000

I respectfully request that this matter be presented to the City Council for referral to the Budget and Finance Committee.

Public Works  
28 Poplar Street  
Gloucester, MA 01930



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

**CITY OF GLOUCESTER**  
DEPARTMENT OF PUBLIC WORKS

**RECEIVED**

SEP 8 2011

**Mayor's Office**

**TO: Michael Hale, DPW Director**  
**FR: Mark Cole, Asst DPW Director**  
**DT: August 25, 2011**  
**SUBJ: Unpaid Invoices**

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

The following National Grid/Suez invoices cannot be paid due to a lack of funding from FY11:

DPW Central Services 101000104995213	
National Grid Account #40497-75004 Heritage Way	\$1,026.27
DPW Facilities 101000104725211	
National Grid Account #40983-61001 40 Blynman Ave (GHS)	\$8,073.95
DPW Facilities 101000104725211	
Suez Account #8846705000 30 Cherry St O'Maley School	\$12,817.93
DPW Facilities 101000104725211	
National Grid Account #42238-10330 40 Blynman Ave (GHS)	<u>\$2,441.31</u>
<b>Total</b>	<b>\$24,359.46</b>

Simplex Grinnell – No purchase order was put in place	
Invoice #73999062 Rose Baker Senior Center Monitoring	\$519.00
Invoice #73766034 Rose Baker Senior Center Monitoring	<u>\$214.71</u>
<b>Total</b>	<b>\$733.71</b>

Graf Leasing – Purchase order approved 7/20/11	
Invoice #38746 Rental fee for storage unit	\$560.00
Invoice dated 7/16/11	

# nationalgrid

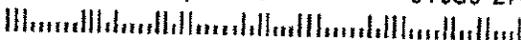
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\*\*C 014 000015

GLOUCESTER HIGH SCHOOL  
6 SCHOOL HOUSE RD  
GLOUCESTER, MASS 01930-2702



42238-10330

Account Number

Please Pay  
Upon Receipt

84,571.81

Please mail this part of bill with your payment

Make checks payable to National Grid.

Tear here

National Grid address on the back must show in return envelope window

Write your account number on check.

Service To <b>GLOUCESTER HIGH SCHOOL</b> 40 BLYNMAN AVE GLOUCESTER, MA 01930	Account Number	Next Meter Reading	Bill Date
	42238-10330	Jul 21 '11	Jun 21 '11
Rate G-43 Commercial Hea		For Customer Assistance Please call (800) 231-5325	

**CURRENT BILL ITEMIZED**

In 33 days you used 2420 therms:

Jun 21 2011 reading ACTUAL 034919  
May 19 2011 reading ACTUAL 034685  
Meter multiplier is 10.0 -CCF used 234  
CCF Used for METER# 406662 2340  
Thermal Factor x1.0342  
Total therms used 2420

Your Cost is determined as follows:

Minimum Charge \$110.36  
\$3.3442 per day for 33 days  
First 330.0 therms @ \$.1649 54.42  
Next 2090.0 therms @ \$.2045 427.41  
Distribution Adjustment:  
2420 therms x 0.12110 per therm 293.06  
GAS DELIVERY CHARGE \$885.25  
GAS SUPPLY CHARGE @ \$.64300 /therm 1,556.06  
**TOTAL CURRENT CHARGES \$2,441.31**

**SUMMARY OF CHARGES**

Total Current Charges \$2,441.31  
Amount Due Last Bill 82,130.50

**Please Pay Upon Receipt \$84,571.81**

If payment received after 08/15/2011 a late payment charge of \$718.86 (0.85% of outstanding charges) may be added

**GAS USE HISTORY**

Days	Therms	Days	Therms
Jun 11 33 Act	2420	Nov 10 29 Act	1151
May 11 29 Act	6030	Oct 10 29 Act	381
Apr 11 30 Act	14938	Sep 10 29 Act	147
Mar 11 32 Act	20631	Aug 10 32 Act	131
Feb 11 28 Act	23620	Jul 10 30 Act	131
Jan 11 31 Act	23975	Jun 10 33 Act	175
Dec 10 32 Act	20015	May 10 28 Act	469

**IMPORTANT MESSAGES**

Your unique online Access Code is: D5AA20C

We're online, anytime! View and pay your bill, check your balance, submit meter readings. The code above provides free, instant access with "My Account" - visit [www.nationalgridus.com](http://www.nationalgridus.com). Many automated services are also available at the telephone number above.

Need assistance? Although we provide both natural gas and electricity, customer assistance for each service is handled separately. Please use the telephone number above for calls regarding gas service only.



www.nationalgridus.com

CITY OF GLOUCESTER  
CITY OF GLOUCESTER DPW HIGHW  
HERITAGE WAY  
ANNISQUAM MA 01930

BILLING PERIOD  
May 23, 2011 to Jun 23, 2011

PAGE 1 OF 2

ACCOUNT NUMBER  
40497-75004

PLEASE PAY BY  
Aug 17, 2011

AMOUNT DUE  
\$ 1,957.26

CUSTOMER SERVICE  
1-800-322-3223  
CREDIT DEPARTMENT  
1-888-211-1313  
POWER OUTAGE OR BLOWN FUSE LINE  
1-800-465-1212  
EMAIL BILLING INQUIRIES  
CustomerService@us.ngrid.com  
CORRESPONDENCE ADDRESS  
PO Box 960  
Northborough MA 01532-0960  
ELECTRIC PAYMENT ADDRESS  
PO Box 11737  
Newark NJ 07101-4737  
DATE BILL ISSUED  
Jun 23, 2011  
Enrollment Information  
If you wish to change to another supplier, you will need the following information about your account:  
Leadzine: NEM/BOST  
Acct No.: 40497-75004 City: 1930

→ GO PAPERLESS ←

Sign up for paperless billing and electronic payments today at [www.nationalgridus.com/gopaperless](http://www.nationalgridus.com/gopaperless).

ACCOUNT BALANCE

Previous Balance	930.99
Payment Received <i>No payments have been received during this billing period</i>	- 0.00
Balance Forward	930.99
Current Charges	+ 1,026.27
<b>Amount Due ▶</b>	<b>\$ 1,957.26</b>

To avoid late payment charges of 0.85%, \$ 1,957.26 must be received by Aug 17 2011.

▶ **GO PAPERLESS:** You'll help yourself and the environment by signing up to manage your bills online at [www.nationalgridus.com/gopaperless](http://www.nationalgridus.com/gopaperless).

DETAIL OF CURRENT CHARGES

Delivery Services

▶ Outdoor lighting is not metered. Your charge is a flat rate based on the quantity and intensity of the lamp(s) you use.

Service Period	No. of days	Total Usage
May 23 - Jun 23	31	2768 kWh
<b>RATE</b>	<b>Street &amp; Security Lighting-Company Equip S-1</b>	

Distribution Charge	0.00556 x 2768 kWh	15.39
Transition Charge	0.00014 x 2768 kWh	0.39
Transmission Charge	0.01337 x 2768 kWh	37.01
Energy Efficiency Chg	0.0078 x 2768 kWh	21.59
Renewable Energy Chg	0.0005 x 2768 kWh	1.38
<b>Total Delivery Services</b>		<b>\$ 75.76</b>

KEEP THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.



ACCOUNT NUMBER  
40497-75004

PLEASE PAY BY  
Aug 17, 2011

AMOUNT DUE  
\$ 1,957.26

→ GO PAPERLESS ←

ENTER AMOUNT ENCLOSED

\$ 1026.27

Write account number on check and make payable to National Grid  
Please pay Gas & Electric bills separately

PO Box 960  
Northborough MA 01532



\*\*\*AUTO\*\*SCH 3-DIGIT 018  
CITY OF GLOUCESTER  
CITY OF GLOUCESTER DPW HIGHW 06745  
9 DALE AVE  
GLOUCESTER MA 01930-3009

NATIONAL GRID  
PO BOX 11737  
NEWARK NJ 07101-4737



000102627 40497750044000195726229



www.nationalgridus.com

CITY OF GLOUCESTER SCHOOL  
% BUSINESS OFFICE  
40 BLYNMAN AVE  
GLOUCESTER MA 01930

May 23, 2011 to Jun 23, 2011

ACCOUNT NUMBER

PLEASE PAY BY

AMOUNT DUE

40983-61001

Aug 22, 2011

\$ 23,846.97

CUSTOMER SERVICE

1-800-322-3223

CREDIT DEPARTMENT

1-888-211-1313

POWER OUTAGE OR DOWNED LINE

1-800-465-1212

EMAIL BILLING INQUIRES

customerservice@us.ngrid.com

CORRESPONDENCE ADDRESS

PO Box 960

Northborough, MA 01532-0960

ELECTRIC PAYMENT ADDRESS

PO Box 11737

Newark, NJ 07101-4737

DATE BILL ISSUED

Jun 28, 2011

Enrollment Information

To enroll with a supplier or change to another supplier, you will need the following information about your account: Loadzone, NEMA/BOST

Acct No: 40983-61001 Cycle: 18 CITY

Electric Usage History

Month	kWh	Month	kWh
Jun 10	134800	Jan 11	1148000
Jul 10	103800	Feb 11	156800
Aug 10	92200	Mar 11	140200
Sep 10	122200	Apr 11	155800
Oct 10	126400	May 11	117200
Nov 10	159800	Jun 11	120200
Dec 10	180800		

Billed Demand Last 12 months

Minimum	246.6
Maximum	436
Average	356.3666



PO Box 960  
Northborough MA 01532



CITY OF GLOUCESTER SCHOOL  
% BUSINESS OFFICE  
6 SCHOOL HOUSE RD  
GLOUCESTER MA 01930-2702

00113

▶ DID YOU FORGET TO PAY YOUR BILL? ◀

It is possible that service could be terminated for non-payment. Prior to any termination, you would receive a separate notice in the mail. If you have any questions, please call us at 1-888-211-1313 or if you have already paid, please disregard this notice.

ACCOUNT BALANCE

Previous Balance	15,773.02
Payment Received <i>No payments have been received during this billing period</i>	- 0.00
<b>Balance Forward</b>	<b>15,773.02</b>
Current Charges	+ 8,073.95
<b>Amount Due ▶</b>	<b>\$ 23,846.97</b>

To avoid late payment charges of 0.85%, \$ 23,846.97 must be received by Aug 22 2011.

➤ **GO PAPERLESS:** You'll help yourself and the environment by signing up to manage your bills online at [www.nationalgridus.com/gopaperless](http://www.nationalgridus.com/gopaperless).

DETAIL OF CURRENT CHARGES

Delivery Services

Type of Service	Current Reading	Previous Reading	Difference	Meter Multiplier	Total Usage
Energy	67370 Actual	66769 Actual	601	200	120200 kWh
Peak	32598 Actual	32295 Actual	303	200	60600 kWh
Off Peak	34772 Actual	34474 Actual	298	200	59600 kWh
<b>Total Energy</b>					<b>120200 kWh</b>
<b>Demand-kW</b>					
Peak				200	372.0 kW
Off Peak				200	330.0 kW
<b>Demand-kVA</b>					
Peak				200	416.0 kVA
Off Peak				200	380.0 kVA

METER NUMBER 85713087 NEXT SCHEDULED READ DATE Jul 27

SERVICE PERIOD May 23 - Jun 23 NUMBER OF DAYS IN PERIOD 31

RATE Time-of-Use G-3 VOLTAGE DELIVERY LEVEL 0 - 2.2 kv

KEEP THIS PORTION FOR YOUR RECORDS.

RETURN THIS PORTION WITH YOUR PAYMENT.

ACCOUNT NUMBER

PLEASE PAY BY

AMOUNT DUE

40983-61001

Aug 22, 2011

\$ 23,846.97 *includes amount past due*

➔ GO PAPERLESS ◀

ENTER AMOUNT ENCLOSED

\$ 8073.95

Write account number on check and make payable to National Grid  
Please pay Gas & Electric bills separately

NATIONAL GRID  
PO BOX 11737  
NEWARK NJ 07101-4737



000807395 40983610010002384697234

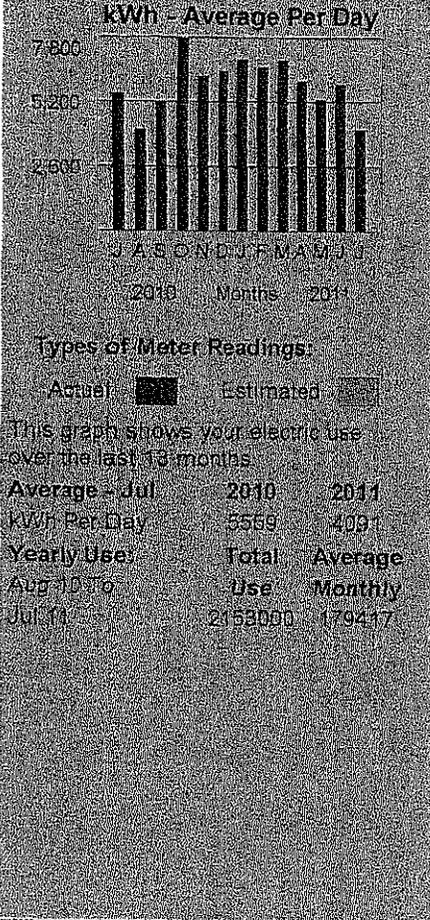
**SERVICE ADDRESS:**  
 CITY OF GLOUCESTER  
 30 CHERRY ST  
 GLOUCESTER MA 01930  
**Utility Account Number:**  
 8846705000

**BILLING PERIOD**  
 Jun 3, 2011 to Jul 06, 2011

**Pay This Amount**  
**AMOUNT DUE**  
 \$12,718.93  
**DUE DATE**  
 August 10, 2011

**BILL ACCOUNT NUMBER:**  
 05490-21007

**Questions about Your Bill?**      **Phone** 1-888-232-6266      **Online Billing** mygdfsuezenergybilling.com      **Email Us** custserv@gdfsuezna.com



**ACCOUNT BALANCE AS OF JUL 11, 2011**

Previous Balance	\$47,513.62
Payments Received - THANK YOU	\$47,513.62
Balance Remaining	\$0.00
Current Charges	\$12,718.93
<b>Total Amount Due</b>	<b>\$12,718.93</b>

**Summary of Current Charges**

Total GDF SUEZ Energy Resources Energy Charges	\$12,232.35
Total Other Charges	\$486.58
<b>Total Current Charges</b>	<b>\$12,718.93</b>

**IMPORTANT MESSAGES**

If you are transferring service to another electricity provider at the end of your contract term with GDF SUEZ Energy Resources, please be aware that your service with GDF SUEZ Energy Resources doesn't expire until the regularly scheduled utility meter read date that follows the last day of June 2012.

To pay electronically and other important information, see back

Return this part to address below with a check payable to GDF SUEZ Energy Resources NA

**Your Bill Account Number**  
 05490-21007

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



**Pay This Amount**  
 \$12,718.93

Amount Enclosed

1271893

MB 01 000229 38282 B 5 A

CITY OF GLOUCESTER  
 GLOUCESTER PUBLIC SCHOOLS  
 6 SCHOOLHOUSE RD  
 GLOUCESTER MA 01930-2799



GDF SUEZ Energy Resources NA  
 P.O. BOX 25237  
 LEHIGH VALLEY, PA 18002-5237

20 1100127189310012718937 0549021007

**SERVICE ADDRESS:**  
 CITY OF GLOUCESTER  
 30 CHERRY ST  
 GLOUCESTER MA 01930  
**Utility Account Number:**  
 8846705000

**BILLING PERIOD**  
 Jun 3, 2011 to Jul 06, 2011

Pay This Amount

**AMOUNT DUE**  
**\$12,718.93**  
**DUE DATE:**  
**August 10, 2011**

**BILL ACCOUNT NUMBER:**  
 05490-21007

**Questions about Your Bill?**      **Phone** 1-888-232-6206      **Online Billing** [mygdfsuezenergybilling.com](http://mygdfsuezenergybilling.com)      **Email Us** [custserv@gdfsuezma.com](mailto:custserv@gdfsuezma.com)

For power outages and other electrical emergencies, call your electric distribution company Massachusetts Electric Company  
 1-800-322-3223  
 Utility Account Number: 8846705000

<b>ACCOUNT BALANCE AS OF JUL 11, 2011</b>	
Previous Balance	\$47,513.62
Payments Received - THANK YOU	\$47,513.62
Balance Remaining	\$0.00
Current Charges	\$12,718.93
<b>Total Amount Due</b>	<b>\$12,718.93</b>
<b>Charges for Billing Period for Jun 3, 2011 - Jul 6, 2011</b>	
Energy Charges	
Energy 135000 kWh at \$0.09061 per kWh	12,232.35
<b>Subtotal Energy Charges</b>	<b>12,232.35</b>
<b>Total Energy Charges</b>	<b>\$12,232.35</b>
<b>Other Charges</b>	
Late Payment Charge	\$486.58
<b>Total Other Charges</b>	<b>\$486.58</b>
<b>Total Charges for this Billing Period</b>	<b>\$12,718.93</b>

**GENERAL INFORMATION**

Thank you for being a GDF SUEZ Energy Resources customer, we value your business.

Your monthly charges from GDF SUEZ Energy Resources average 9.06¢ per kWh (Price to Compare).

If you are transferring service to another electricity provider at the end of your contract term with GDF SUEZ Energy Resources, please be aware that your service with GDF SUEZ Energy Resources doesn't expire until the regularly scheduled utility meter read date that follows the last day of June 2012.

Meter data on back.

GDF SUEZ Energy Resources reports status of accounts and payment history to credit bureaus.

*JJA*

D-U-N-S 09-4738007  
FED. ID 58-2608861

**SimplexGrinnell** BE SAFE.

A Tyco International Company

District # 108  
63 Nahatan St  
NORWOOD, MA 02062-5702  
617-965-5900

INVOICE NO.  
73999062

INVOICE DATE  
11-29-10

CUSTOMER P.O.

CONTRACT #  
272320

MODIFIER  
R31-AUG-2010

PAYMENT TERMS  
NET 30

**Bill To:** 108-33715200  
City Of Gloucester-Dpw  
9 Dale Ave  
C O City Hall  
GLOUCESTER MA 01930-3023

**Ship To:** 108-00762342  
Rose Baker Senior Center  
6 Manuel F Lewis St  
GLOUCESTER MA 01930-0000

**Requestors Name:** Cole, Mark

CONTRACT DESCRIPTION	CONTRACT START DATE	CONTRACT END DATE
ROSE BAKER SENIOR CENTER-6 MANUEL F LEWIS ST-00762342	01-JAN-11	31-DEC-11

INVOICE NOTES

WE ACCEPT ALL MAJOR CREDIT CARDS

Total Contract Amount	-	\$519.00	Amount Of Current Invoice	-	\$519.00
			Sales Tax	-	\$0.00
			Total Amount Included	-	\$519.00
			Payment Received	-	\$0.00
<b>Total Amount Due</b>					<b>\$519.00</b>

**SimplexGrinnell** BE SAFE.  
A Tyco International Company

REMITTANCE COPY

PLEASE TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT. WRITE INVOICE NO. ON YOUR CHECK.

TOTAL AMOUNT DUE  
519.00

**BILL TO** City Of Gloucester-Dpw  
108-33715200  
**SHIP TO** Rose Baker Senior Center  
108-00762342

INVOICE NUMBER 73999062  
INVOICE DATE 11-29-10  
CUSTOMER P.O.

**REMIT TO** SimplexGrinnell  
Dept. CH 10320  
Palatine, IL 60055-0320

7000051900573999062

Check Box and Complete Reverse Side for Credit Card Payments OR Pay Online at [www.simplexgrinnell.com](http://www.simplexgrinnell.com)

**SimplexGrinnell** BE SAFE.

A Tyco International Company

District # 108  
63 Nahatan St  
NORWOOD, MA 02062-5702  
617-965-5900

INVOICE NO.
73999062
DATE OF INVOICE
11-29-10

**INVOICE CONTRACT DETAIL**

Service Plan Name	Billing Start Date	Billing End Date	Ship To Address	Covered Product	Qty	Description	Amount
ALARM & DETECTION-MONITORING	01-JAN-11	31-DEC-11	6 Manuel F Lewis St. , GLOUCESTER, MA	SYSTEM-PA-SMPLEX 4004/4005 PA-MONITRNG	1	SIMPLEX 4004/4005 SYSTEM ** IB ONLY ** MONITORING	\$519.00

D-U-M-S 09-4738007  
PED. ID 56-2608861

**SimplexGrinnell** BE SAFE.

A Tyco International Company

District # 108  
63 NAHATAN STREET  
NORWOOD, MA 02062-0000  
617-965-5900

INVOICE NO.  
73766034

INVOICE DATE  
08-09-10

CUSTOMER PO  
MONITORING

CONTRACT #  
272320

MODIFIER  
Reinstate-09-AUG-10

PAYMENT TERMS  
NET 30

**Bill To:** 108-33715200

City Of Gloucester-Dpw  
9 Dale Ave  
C O City Hall  
GLOUCESTER MA 01930-3023

**Ship To:** 108-00762342

Rose Baker Senior Center  
6 Manuel F Lewis St  
GLOUCESTER MA 01930-0000

**Requestors Name:** Cole, Mark

CONTRACT DESCRIPTION	CONTRACT START DATE	CONTRACT END DATE
ROSE BAKER SENIOR CENTER-6 MANUEL F LEWIS ST-00762342	01-JAN-10	31-DEC-10

INVOICE NOTES:

WE ACCEPT ALL MAJOR CREDIT CARDS

Total Contract Amount	\$519.00	Amount Of Current Invoice	\$519.00
		Sales Tax	\$0.00
		Total Amount Included	\$519.00
		Payment Received	\$0.00
		<b>Total Amount Due</b>	<b>\$519.00</b>

**SimplexGrinnell** BE SAFE.  
A Tyco International Company

REMITTANCE COPY

PLEASE TEAR OFF AND RETURN SHIP PORTION WITH YOUR PAYMENT. WRITE INVOICE NO. ON YOUR CHECK.

TOTAL AMOUNT DUE  
519.00

**BILL TO** City Of Gloucester-Dpw  
108-33715200  
**SHIP TO** Rose Baker Senior Center  
108-00762342

INVOICE NUMBER 73766034

INVOICE DATE 08-09-10

CUSTOMER P.O. MONITORING

**REMIT TO** SimplexGrinnell  
Dept. CH 10320  
Palatine, IL 60055-0320

7000051900473766034

Check Box and Complete Reverse Side for Credit Card Payments OR Pay Online at [www.simplexgrinnell.com](http://www.simplexgrinnell.com)

**SimplexGrinnell** BE SAFE.

A Tyco International Company

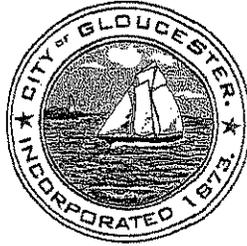
District # 108  
63 NAHATAN STREET  
NORWOOD, MA 02062-0000  
617-965-5900

INVOICE NO.
73766034
DATE OF INVOICE
08-09-10

INVOICE CONTRACT DETAIL

Service Plan Name	Billing Start Date	Billing End Date	Ship To Address	Covered Product	Qty	Description	Amount
ALARM & DETECTION-MONITORING	01-JAN-10	31-DEC-10	6 Manuel F Lewis St. , GLOUCESTER, MA	SYSTEM-FA-SMPLX 4004/4005 FA-MONITRNG	1 1	SIMPLEX 4004/4005 SYSTEM ** IB ONLY ** MONITORING	\$519.00

3 Pond Road  
Gloucester, MA 01930



Telephone: 978-281-9781

Fax: 978-281-9779

**CITY OF GLOUCESTER**  
COMMUNITY DEVELOPMENT DEPARTMENT

**MEMORANDUM**

To: Mayor Carolyn Kirk  
From: Sarah Garcia, Community Development Director  
cc: Sandy Shea, Project Manager  
Date: 9/19/11

*Sarah Garcia*

Re: Affordable Housing Trust Funding Approvals

On July 28, 2011, the Affordable Housing Trust Committee voted and approved Affordable Housing Trust funding for the following projects:

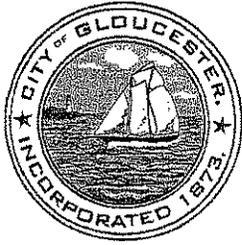
**Action, Inc. - Home Together Project – 26 Marsh Street**  
\$40,000 for Architectural & Engineering

**Gardiner & Company – 10 Taylor Street Project**  
\$30,000 for Construction

Please forward the attached memo to the City Council for review and appropriation.

Thank you.





# CITY OF GLOUCESTER

## Community Development Department

3 Pond Road, Gloucester, MA 01930

Tel. 978-281-9781

Fax 978-281-9779

### AFFORDABLE HOUSING TRUST COMMITTEE

The Affordable Housing Trust fund available balance as of July 29, 2011 is \$321,024.95. The Affordable Housing Trust Committee recommends the City Council appropriate \$70,000 from the Affordable Housing Trust fund for the projects hereinafter described.

#### **Action, Inc. Home Together Project – 26 Marsh Street**

\$40,000 for Architectural & Engineering costs. The development will include four (4) new, two (2) bedroom affordable rental units. These units will be rented to homeless families with extremely low incomes. Homelessness is defined according to the DHCD Emergency Assistance (EA) citation 106 C.M.R. 309.040(A) (2) (5) to be eligible for EA you must have no feasible alternative housing. Extremely low income families are defined as those at or below 30% of area median income according to HUD income guidelines. All units shall carry a State Affordable Housing Restriction of fifty (50) years. These units will count towards the City's Subsidized Housing Inventory.

#### **Gardiner & Company – 10 Taylor Street Project**

\$30,000 for the development of a new three (3) unit affordable condominium building. This project will construct three (3) affordable condo units; these units will include two, two bedroom units and one, one bedroom handicap accessible unit. The condo units will have sales prices set at \$125,000 each and the accessible unit will be priced at \$90,000. These prices will allow households earning approximately 60-70% of the area median income to qualify for purchase. All units will be sold subject to a perpetual affordable housing restriction in the form of a deed rider. All units will count toward the City's subsidized housing Inventory

All recommended projects are subject to the terms and conditions imposed by the Affordable Housing Trust the following conditions are common to all recommended projects:

Applications for projects are available for review in the Community Development Department Grants Division.

Submitted by: Affordable Housing Trust Committee



City Hall Annex  
Three Pond Road  
Gloucester, MA  
01930



TEL 978-281-9781  
FAX 978-281-9779  
sgarcia@gloucester-ma.gov

CITY OF GLOUCESTER  
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

**TO:** Mayor Carolyn Kirk  
**FROM:** Sarah Garcia, Community Development Director  
**RE:** Grant funding for Get Fit Gloucester  
**CC:** Max Schenck, Interim Health Director  
**DATE:** September 19, 2011

I am pleased to inform you that the City has been awarded an increase in third year funding in the amount of \$30,000 for the Mass in Motion: Municipal Wellness and Leadership Planning Grant (locally named Get Fit Gloucester!) from Health Resources in Action in collaboration with the Massachusetts Department of Public Health. The increase brings the total Year 3 funding from Mass in Motion to \$60,000<sup>1</sup>.

With the first year's funding, the Community Development Department hired Senior Project Manager Steve Winslow, completed a year-long community assessment process with our community partners and developed a Vision Statement and Action Plan to create a Fit Friendly Gloucester

In the second year, the focus shifted to implementing the Action Plan, achievements included:

- State approval of the 2011-2017 Open Space and Recreation Plan,
- Implementing and planning improvements at Burnham's Field and Green Street Field including the installation of the community garden at Burnham's Field and grant applications seeking to leverage CDBG funds,
- Support for the Newell Renewal project including coordination of the Newell Building Committee and the development of the PARCs grant application,
- Initiation of the North Gloucester Woods study and support to a resident group caring for the Lanesville Quarries,
- Support for the Backyard and Schoolyard garden programs,
- Funding sidewalk improvements and bicycle "sharrows" with the support of DPW, and
- Expediting submission of the 25% design for Washington Street improvements.

In the third year, we expect the community will begin to see even more tangible improvements creating a Fit Friendly Gloucester such as:

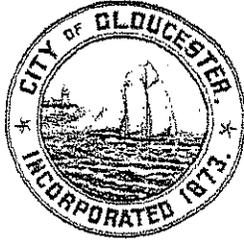
<sup>1</sup> The Mayor and Council previously accepted the initial \$30,000 in funding.

- Initiation of the Newell Renewal project with funds secured in part by Get Fit Gloucester!,
- Additional improvements to Burnham's Field,
- Completion of the North Gloucester Woods Study including a short list of neighborhood supported actions to preserve and enhance that area;
- Development of a GloucesterWalks map and a long-term pedestrian and bicycle improvement plan, and
- Increased access to open space areas in West Gloucester.

The state funding will continue to support the project manager position and associated supplies and expenses.

Please forward our request to accept this grant to the City Council for their consideration.  
Thank you.

Attachments:           Award letter from Health Resources in Action, September 7, 2011



City of Gloucester  
Grant Application and Check List

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

Name of Grant: Mass in Motion Yr 3, 2nd letter

Department Applying for Grant: Community Development

Agency-Federal or State application is requested from: Health Resources in Action

Object of the application: Additional funding to Mass in Motion but for Gloucester!

Any match requirements: None

Mayor's approval to proceed: [Signature] 9/20/11  
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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[www.iceni.com/unlock.htm](http://www.iceni.com/unlock.htm)



City of Gloucester  
Grant Application and Check List (Continued)

The following are documents needed by the Auditing Office for grant account creation:

1. Grant Application *n/a - grant extension*
2. Grant Award Letter/Standard Contract Approval Form
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.



**Health Resources in Action**  
*Advancing Public Health and Medical Research*

95 Berkeley Street, Suite 208  
Boston, MA 02116  
617.451.0049 | Fax: 617.451.0062  
TTY: 617.451.0007 | [www.hria.org](http://www.hria.org)

September 7, 2011

Sarah Buck  
Director  
Community Development City of Gloucester  
3 Pond Road  
Gloucester, MA 01930

Dear Sarah:

Congratulations! On behalf of the Massachusetts Department of Public Health, Blue Cross Blue Shield of Massachusetts, Blue Cross Blue Shield of Massachusetts Foundation, The Boston Foundation, Harvard Pilgrim Health Care Foundation, MetroWest Community Health Care Foundation, and Tufts Health Plan Foundation, Health Resources in Action is pleased to provide an additional six months of funding for the Mass in Motion grant, Year 3. The total grant award has been increased from \$30,000.00 to \$60,000.00 to the City of Gloucester for the period of May 15, 2011 through May 15, 2012, subject to the availability of state funds and satisfactory performance by grantees. Enclosed you will find the second installment of \$20,000.00. The third and fourth installments will be made in January and April of 2012.

Please submit an amended budget reflecting the increased funding and timeline to Judi Foley, Director of Special Projects at [jfoley@hria.org](mailto:jfoley@hria.org) by September 30, 2011. Should you have any questions about the grant award or budgets, please do not hesitate to contact Judi Foley, at 617-922-5632. We are pleased to continue to support the Mass in Motion Municipal Wellness and Leadership Grants program and look forward to working with you in the coming months.

Sincerely,

Ray Considine  
President

Mass in Motion Municipal Wellness and Leadership Grant Program Budget - Year 3  
Get Fit Gloucester! Thru 12/31/2011

Item	FTE	Description	Amount Requested	Amount In-Kind	Total
<b>Personnel</b>					
Get Fit Gloucester! Project Manager	1 FTE	Project management	\$24,868	\$0	\$24,868
Sarah Buck, Community Dev. Director	.1 FTE	Grant Oversight		\$1,185	\$1,185
Jack Vondras, Health Director	.1 FTE	Grant Oversight		\$1,230	\$1,230
Community Partners - In-kind Match	-	Strategic Planning CDBG		\$6,300	\$6,300
Fringe Benefits			\$2,069		\$2,069
<i>Sub-total Personnel</i>			\$26,935	\$8,715	\$35,650
<b>Non-Employee Compensation</b>					
Consultants					\$0
Subcontractees		Design Services & Outreach	\$2,700		\$2,700
<i>Sub-total Non-Employee Compensation</i>			\$2,700	\$0	\$2,700
<b>Operating Expenses</b>					
Conferences/Travel		Professional Conference(s)	\$0	\$0	\$0
Supplies			\$150		\$150
Printing				\$150	\$150
Meeting Expenses		Snacks/Drinks	\$150		\$150
Other					\$150
Meeting Space		Meeting Space		\$500	\$500
Press Packets		Press Packets	\$0		\$0
<i>Sub-total Operating Expenses</i>			\$300	\$650	\$950
<b>Total Direct Expense</b>			\$29,935	\$9,365	\$39,300
<i>Indirect Expenses (Not to Exceed 12%)</i>		12%, (Inclds Yr 2 Carryover)	\$3,395		\$3,395
<b>TOTAL Direct and Indirect Expenses</b>			\$33,329	\$9,365	\$42,694

10%

Mass in Motion Municipal Wellness and Leadership Grant Program Budget - Year 3  
Get Fit Gloucester! Thru 6/30/2012

Item	FTE	Description	Amount Requested	Amount In-Kind	Total
<b>Personnel</b>					
Get Fit Gloucester! Project Manager	1 FTE	Project management	\$49,797	\$0	\$49,797
Sarah Buck, Community Dev. Director	.1 FTE	Grant Oversight		\$2,370	\$2,370
Jack Vondras, Health Director	.1 FTE	Grant Oversight		\$2,460	\$2,460
Community Partners - In-kind Match	-	Strategic Planning CDBG		\$12,600	\$12,600
Fringe Benefits			\$4,138		\$4,138
<b>Sub-total Personnel</b>			<b>\$54,000</b>	<b>\$17,430</b>	<b>\$71,430</b>
<b>Non-Employee Compensation</b>					
Consultants					\$0
Subcontractees		Design Services & Outreach	\$5,400		\$5,400
<b>Sub-total Non-Employee Compensation</b>			<b>\$5,400</b>	<b>\$0</b>	<b>\$5,400</b>
<b>Operating Expenses</b>					
Conferences/Travel		Professional Conference(s)	\$0	\$0	\$0
Supplies			\$300		\$300
Printing				\$300	\$300
Meeting Expenses		Snacks/Drinks	\$300		\$300
Other					
Meeting Space		Meeting Space		\$1,000	\$1,000
Press Packets		Press Packets	\$0		\$0
<b>Sub-total Operating Expenses</b>			<b>\$600</b>	<b>\$1,300</b>	<b>\$1,900</b>
<b>Total Direct Expense</b>			<b>\$60,000</b>	<b>\$18,730</b>	<b>\$78,730</b>
Indirect Expenses (Not to Exceed 12%)		12%, (Incls Yr 2 Carryover)	\$3,329		\$3,329
<b>TOTAL Direct and Indirect Expenses</b>			<b>\$63,329</b>	<b>\$18,730</b>	<b>\$82,059</b>

5%

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Community Development

ACCOUNT NAME: Mass in Motion - Get Fit Gloucester Year 3 (2011-2012) \*

FUND NUMBER AND NAME: (N/A FOR NEW FUND) 29 1118.10.181

CFDA # (Required for Federal Grants): \_\_\_\_\_

DATE PREPARED: 9/20/2011

\* Does not include \$3,329 Carryover from Year @)

APPROVED  
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (45810)				
	\$30,000.00		\$30,000.00	\$60,000.00
				\$0.00
				\$0.00
Total:	\$30,000.00	\$0.00	\$30,000.00	\$60,000.00
EXPENSE (5_____)				
Personnel 5100	\$27,000.00		\$27,000.00	\$54,000.00
Consultants 5200	\$2,700.00		\$2,700.00	\$5,400.00
Operating Expenses 5700	\$300.00		\$300.00	\$600.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$30,000.00	\$0.00	\$30,000.00	\$60,000.00

DEPARTMENT HEAD SIGNATURE *Harold Acciari*

DATE ENTERED (AUDIT) \_\_\_\_\_ AUDITING DEPARTMENT INITIALS \_\_\_\_\_

**City of Gloucester**  
**Office of the Mayor**  
**Review and Recommendations for the Disposition of Real Property**

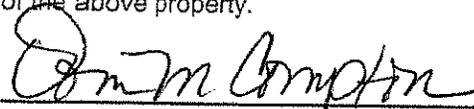
**TO THE CITY COUNCIL FOR REVIEW, RESTRICTIONS AND APPROVAL**

**Property Information:**

Document Number: RFP 12069  
Property Name and Address: 6 Stanwood Street, Gloucester, MA.  
Description of Property: Building shown on assessor's map 111, lot 8  
Method of Disposition: Lease Agreement  
Lease Payment Requested: \$ 1,000.00 annually

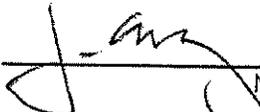
**Purchasing Department:**

At the request of the Mayor, the Purchasing Department has prepared a Request for Proposals for the disposition of the above property.

  
NAME: \_\_\_\_\_ POSITION: Purchasing Agent DATE: 9/15/11

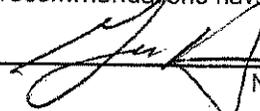
**Contract Manager:**

At the request of the Mayor, I have reviewed the possible disposition of the above named property. My recommendations have been submitted to the Mayor for consideration and possible inclusion in the RFP.

  
NAME: \_\_\_\_\_ POSITION: Facilities Director DATE: 9/15/11

**Office of the Assessor:**

At the request of the Mayor, I have reviewed the possible disposition of the above named property. My recommendations have been submitted to the Mayor for consideration and possible inclusion in the RFP.

  
NAME: \_\_\_\_\_ POSITION: Assessor DATE: 9/15/11

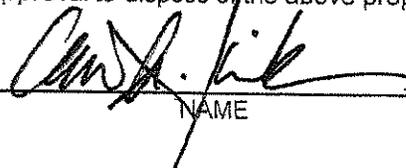
**Legal Department:**

At the request of the Mayor, the Legal Department has reviewed the attached recommended RFP.

  
NAME: \_\_\_\_\_ POSITION: General Counsel DATE: 9/19/11

**Office of the Mayor:**

As required by the Gloucester Code of Ordinance, I am submitting my recommendation to the City Council for their approval to dispose of the above property in a Request for Proposal format.

  
NAME: \_\_\_\_\_ POSITION: Mayor DATE: 9/20/11

# City of Gloucester

Office of the Purchasing Agent

City Hall, 9 Dale Avenue

Gloucester, Massachusetts 01930

Telephone 978 281 9710 Fax 978 281 8763



**REQUEST FOR PROPOSALS #12069**

**Disposition of City-owned Land  
By Lease for Property Located at  
6 Stanwood Street, Gloucester, MA.**

**RFP Available:**

**Submission Date:**

To: Cape Ann Beacon

From: Donna Compton, Purchasing Agent

Date:

Re: Please run this ad on Friday, \_\_\_\_\_ and again on Friday, \_\_\_\_\_

**CITY OF GLOUCESTER, MA.  
REQUEST FOR PROPOSALS # 12069  
Lease: 6 Stanwood Street**

The City of Gloucester is seeking proposals for the leasing and use of City owned land and building located at 6 Stanwood St., shown on assessor's map 111, lot 8. The property is listed as 5,080 SF lot area and 1,756 SF living area. The City seeks to continue the current type of services rendered to the residents by requiring that the property be utilized for emergency radio communication services. The RFP package will be available on \_\_\_\_\_ at the Office of the Purchasing Agent. Proposals must be received and will be opened at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than \_\_\_\_\_. The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, Massachusetts. **The City shall not be responsible for proposals arriving late for any reason**

**Donna Compton**  
Purchasing Agent

**CITY OF GLOUCESTER, MA.  
REQUEST FOR PROPOSALS # 12069  
Lease: 6 Stanwood Street**

**INTRODUCTION:**

Pursuant to M.G.L.c 30B, the City of Gloucester requests sealed proposals for the leasing and use of City owned land and building located at 6 Stanwood Street, Gloucester, MA. for a **three year** period. The City of Gloucester is making available this property to address the identified need for **emergency radio communication services**. The Purchasing Agent has issued this RFP after determining that the selection of the most advantageous offer requires comparative judgment of these factors. To promote this public purpose, the rent will be set at **\$1,000** yearly. The City Assessor's research estimates the market value to be **\$36,000** for the length of the contract. The Gloucester Code of Ordinances, Section 2-3(a)4 requires the successful proposer to pay a \$200 charge for administrative costs.

**RFP AVAILABILITY/DEADLINE**

The Request for Proposal package will be available on \_\_\_\_\_ at the Office of the Purchasing Agent. Proposals must be received and will be opened at the Office of the Purchasing Agent, City Hall, 9 Dale Ave., Gloucester, MA 01930 no later than \_\_\_\_\_ at **11:00 AM** local time.

**LOT DESCRIPTION:** shown on assessor's map 111, lot 8

The property is listed as **5,080 SF** lot area

The building is listed as **1,756 SF** living area

**ZONING: R-3, Residential**

**RESTRICTIONS:**

The City seeks to continue the current type of services rendered to the residents by requiring that the property be utilized to provide essential emergency radio communication response services for Gloucester and the Region in the Civil Defense area.

**RFP TERMS AND CONDITIONS:**

1. The City reserves the right to reject any and all proposals, or to accept that which is deemed in the best interest of the City of Gloucester, Massachusetts.
2. The City shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing services, etc.
3. All proposals must comply with the provisions of Massachusetts General Laws chapter 30B and any other applicable Federal, State and Municipal laws and/or ordinances.
4. The City reserves the right to issue addenda to this RFP. If it becomes necessary to revise any part of this RFP, addenda will be provided in writing to all prospective offerors who have requested a copy of this RFP. The addenda shall be deemed a part of this RFP.
5. Offeror's responses to this RFP may be modified only by written and sealed communication with the Office of the Purchasing Agent. Any such written and sealed communication must be received by the Office of the Purchasing Agent before the deadline for proposal submission. Proposals submitted in response to this RFP may be withdrawn only by communicating the intent to withdraw a proposal in a written and sealed communication to the Office of the Purchasing Agent before the deadline for submission.
6. By submission of a proposal, the offeror agrees, if it's proposal is accepted: to enter into a contract with the City that incorporates all the requirements of this RFP. The offeror further accepts all of the terms and conditions of this RFP.

**PROPOSAL SUBMISSION REQUIREMENTS:**

1. The timetable for the City to award a contract/lease is, as soon as possible after the bid opening, but within 45 days. If additional time is required, a change order will be issued and authorized by the mutual assent of the City and bidder.
2. Each Proposer's must include a signed "Non-Collusion Statement". The City will reject any bid for failure to submit the signed "Non-Collusion Statement".
3. Each Proposer's must complete the "Reference Form" included in the RFP. Proposes are required to show a minimum of five years of operating successfully an emergency radio communications service and facility.

**Proposals must be submitted in a sealed package in the following manner:**

**Package:** Clearly mark (label) in the lower left-hand corner of the envelope

RFP # 12069 Lease: 6 Stanwood Street

Proposer's name and address

Opening date:

Time of opening: **11:00 AM**



REFERENCES:           **Request for Proposal: #12069   Lease: 6 Stanwood Street**

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Proposer must provide references for all contracts or similar ventures performed within the past five years of similar size and scope to this project.

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of similar project performed:

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of similar project performed:

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of similar project performed:

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of similar project performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bid Form "A" CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalty of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Bidder: \_\_\_\_\_ Address: \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Bid Form "B" TAX COMPLIANCE**

**IF A CORPORATION:**

State in which Incorporated \_\_\_\_\_  
 President \_\_\_\_\_  
 Treasurer \_\_\_\_\_  
 Secretary \_\_\_\_\_

If a foreign (out of State) corporation - are you registered to do business in Massachusetts? YES \_\_\_\_ NO \_\_\_\_\_. If you are selected for this work, you are required under Massachusetts General Law Chapter 38D, to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate to the awarding authority prior to award.

**IF A PARTNERSHIP (Name All Partners):**

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____
_____	_____	_____	_____

**IF AN INDIVIDUAL:**

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

**IF AN INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME:**

<u>Name of Firm</u>	<u>Business Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____
<u>Name of Individual</u>	<u>Address</u>	<u>City</u>	<u>State/Zip</u>
_____	_____	_____	_____

**ATTESTATION CLAUSE**

Pursuant to MGL c 62C sec 49A. I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

Social Security No. Or Federal Identification No \_\_\_\_\_ Signature or Individual or Corporate Name \_\_\_\_\_

\_\_\_\_\_  
Corporate Officer (If Applicable)

### Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addressees of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by MGLc 7 Sec. 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

- 1 Public agency involved in this transaction: **City of Gloucester, MA.**
- 2 Complete legal description of the property: **6 Stanwood Street**
  - a. **Gloucester, MA. 01930**
  - b. **Map No. 111 Lot No. 8**
- 3 Type of transaction: Sale: **N/A** Lease or rental from \_\_\_\_\_ to \_\_\_\_\_
- 4 Seller: **N/A** Lessor: **City of Gloucester, MA**
- 5 Purchaser: **N/A** Lessee: \_\_\_\_\_

6 Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. **Note:** If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need not be disclosed.

Name	Address

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or position

7. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item #1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item #4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

Signature: \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**LEASE DRAFT ONLY #12069**

**Informational; issued for bidding purposes, do not fill out, terms and conditions contained herein will be part of the lease issued by the City to the successful Proposer.**

**1. PARTIES**

This lease agreement is between the City of Gloucester, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, LESSOR, and \_\_\_\_\_, a corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, LESSEE.

**2. PREMISES**

The LESSOR hereby leases to the LESSEE a certain parcel of land and building located thereon at 6 Stanwood Street, Gloucester, Massachusetts, as described as lot 8 on City of Gloucester Assessor's Map 111.

**3. TERM**

The term of this lease shall be from \_\_\_\_\_ to \_\_\_\_\_ . (Three Years)

**4. RENT**

The LESSEE shall pay the LESSOR rent at the rate of \$1,000 annually, payable in full, on the first day of the lease term.

**5. UTILITIES**

The LESSEE shall pay the full cost of all utilities, to be paid directly by LESSEE to the provider of such utility, including but not limited to all charges for water and sewer.

**6. USE OF LEASED PREMISES**

LESSEE shall use the leased premises for **emergency radio communication services for the City of Gloucester and the Region in the Civil Defense Area.**

**7. COMPLIANCE WITH LAWS**

The LESSEE shall make no use of the leased premises which is contrary to any federal, state or municipal law, ordinance or regulation.

**8. MAINTENANCE OF LEASED PREMISES**

- a. LESSEE agrees to maintain the leased premises in the same condition as they are at the commencement of the term of this lease or as they may be put in during the term of this lease, reasonable wear and tear, damage by fire and other casualty excepted. The LESSEE shall not permit the leased premises to be overloaded, damaged, stripped, defaced, nor to suffer any waste.
- b. LESSEE shall be responsible for all routine and capital repairs.
- c. The LESSEE must request and receive in writing from the DPW Director approval prior to starting any repairs.
- d. If the LESSEE is unable to complete any required and/or necessary repairs, they may submit a request to the City for completion of the repairs. If the City rejects the request, either the City or the LESSEE may terminate the lease.
- e. LESSEE shall not permit any mechanics lien or similar lien to remain upon the leased premises for labor and materials furnished to the LESSEE in connection with work of any character performed or deemed to have been performed at the direction of the LESSEE and shall cause any such lien to be released of record forthwith without cost to the LESSOR. Any repairs, alterations or improvements shall become the property of the LESSOR at the termination of the lease.

**9. ALTERATIONS AND ADDITIONS**

Notwithstanding the provisions of the "REPAIR" paragraph herein LESSEE shall not make structural or nonstructural alterations or additions unless LESSOR gives advanced written approval, which approval shall not be unreasonably withheld.

**10. RUBBISH REMOVAL**

The LESSEE shall remove, at it's own expense, all rubbish and trash from the leased premises. The LESSEE shall maintain and keep the leased premises in a neat, clean, sanitary condition.

**11. ASSIGNMENT AND SUBLEASING**

The LESSEE shall not assign, sublet or license another to use the whole or any part of the leased premises without LESSOR'S prior written consent. Notwithstanding such consent, LESSEE shall remain liable to LESSOR for the payment of all rent and for the full performance of the covenants and conditions of this lease.

**12. INDEMNIFICATION AND LIABILITY**

The LESSEE shall hold the LESSOR harmless from all losses, damage and expense, including but not limited to attorney's fees, at the time suffered or incurred by the LESSOR as a result of any demand, claim, cause of action, suit, judgment, execution and liability arising from or in connection with any injury or loss (1) while on the premises or (2) as a result of any act or omission by the LESSEE or LESSEE'S agent, employees, guests, or invites, except if caused by LESSOR'S negligent or willful actions or inaction's.

### **13. LESSEE'S LIABILITY INSURANCE**

The LESSEE shall maintain with respect to the leased premises and the property of which the leased premises are a part, comprehensive public liability insurance in the amount of \$1,000,000 for injury and death to any one person and \$250,000 for any one accident and \$1,000,000 with respect to damage to property, in responsible companies qualified to do business in Massachusetts and in good standing therein insuring the LESSEE as well as the LESSOR against injuries to the persons or damage to the property as provided. The LESSEE shall deposit with the LESSOR certificates for such insurance at or prior to the commencement of the term and thereafter within 30 days prior to the expiration date of any such policies. All such insurance certificates shall provide that such policies shall not be canceled without at least ten days prior written notice to each insured named therein.

### **14. FIRE AND CASUALTY**

The LESSEE shall not permit any use of the leased premises which will make voidable any insurance on the property of which the leased premises are part or on the contents of said property or which shall be contrary to any law or regulation from time to time established by the New England Fire Insurance Rating Associates or any similar body succeeding to its powers. The LESSEE shall, on demand, reimburse the LESSOR all extra insurance premiums caused by the LESSEE'S use of the leased premises.

### **15. FIRE AND CASUALTY**

Should the leased premises or a portion thereof be destroyed or damaged by fire or other unavoidable casualty so that the same shall be thereby rendered unfit for use for the purposes leased, the rent may be suspended or abated while the premises are being repaired or the Lease may be terminated at the election of the LESSOR.

### **16. LESSOR'S ACCESS**

The LESSOR or agents of the LESSOR may, at reasonable times, enter to view the leased premises and make repairs or alterations and at any time may show the leased premises to others .

### **17. DEFAULT BY LESSEE**

In the event that:

- a. The LESSEE shall default in the observance or performance of any other of the LESSEE'S covenants, agreements, or obligations thereunder and such default is not corrected within thirty days after written notice thereof; or,
- b. The LESSEE shall default in the performance of any representation, covenant, agreement or obligation, or fails to meet any specification contained in LESSEE'S proposal for this lease, which proposal is incorporated herein by reference, and if any such default or failure is not corrected within thirty days after written notice thereof; Then the LESSOR shall have the right to terminate this lease and take possession of the leased premises.

### **18. DEFAULT BY LESSOR**

IF lessor shall default in the observance or performance of LESSOR'S covenants, agreements or obligations under this lease and such default is not corrected within thirty days after written notice thereof, the LESSEE shall have the right to terminate the lease and a just and proportionate abatement of the rent shall be made to the LESSEE.

### **19. NOTICE**

Any notice from the LESSOR to LESSEE relating to the leased premises or to the occupancy thereof shall be deemed served if mailed to the leased premises addressed to LESSEE by certified or registered mail, return receipt requested, postage prepaid.

Any notice from LESSEE to LESSOR relating to the leased premises or to the occupancy thereof shall be deemed served if mailed certified or registered mail, return receipt requested, postage prepaid, addressed to the City of Gloucester, City Hall, 9 Dale Avenue, Gloucester, MA. 01930.

### **20. SURRENDER**

The LESSEE shall at the termination of this lease remove all LESSEE'S goods and effects from the leased premises including , without limiting the generality of the forgoing, all signs and lettering affixed or painted by the LESSEE, either inside or outside the leased premises. LESSEE shall deliver to the LESSOR all keys, locks thereto, and other fixtures connected therewith and all alterations and additions made to or upon leased premises in the same condition as they were at the commencement of the lease, or as they were put in during the term of the lease, reasonable wear and tear and damage by fire or other casualty only excepted. In the event of the LESSEE'S failure to remove any of LESSEE'S property from the leased premises, LESSOR is hereby authorized, without liability to LESSEE for loss or damage thereto, and at the sole risk of LESSEE to remove and store any of the property at LESSEE'S expense, or to retain the same under LESSOR'S control or to sell at public sale, without notice, any and all of the property not so removed and to apply the net proceeds of the sale to the payment of any sum due hereunder, or to destroy such property.

**21. MISCELLANEOUS**

A. This lease shall be construed in accordance with the laws of the Commonwealth of Massachusetts and shall bind the parties hereto and their respective heirs, successors, assigns and administrators.

B. LESSOR'S Request for Proposal for this lease and LESSEE'S Response to Request for Proposal are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this \_\_\_\_ day of \_\_\_\_\_ 2011.

**ACCEPTED FOR THE CONTRACTOR:**

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

**ACCEPTED FOR THE CITY OF GLOUCESTER**

\_\_\_\_\_

Mayor Carolyn Kirk \_\_\_\_\_ Date \_\_\_\_\_ City Hall., 9 Dale Ave., Gloucester, MA. 01930 978 281 9700

**APPROVED:**

\_\_\_\_\_

Purchasing Agent \_\_\_\_\_ Date \_\_\_\_\_ City Hall., 9 Dale Ave., Gloucester, MA. 01930 978 281 9710

\_\_\_\_\_

Contract Manager \_\_\_\_\_ Date \_\_\_\_\_ City Hall., 9 Dale Ave., Gloucester, MA. 01930 978 281 9785

**APPROVED AS TO FORM**

\_\_\_\_\_

City Solicitor \_\_\_\_\_ Date \_\_\_\_\_ City Hall., 9 Dale Ave., Gloucester, MA. 01930 978 281 9727

**APPROVED BY:**

\_\_\_\_\_

City Auditor \_\_\_\_\_ Date \_\_\_\_\_ City Hall., 9 Dale Ave., Gloucester, MA. 01930 978 281 9730

**ASSESSOR'S  
INFORMATION**



# CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930

OFFICE OF THE ASSESSORS

September 13, 2011

To: Donna Compton, Purchasing Director

From: Gary Johnstone, Assessor

Re: 6 Stanwood Street Lease

As per your request, the rental or lease data in the immediate and alternative locations which were considered reasonably similar to the 5,080 square foot residentially zoned (R-3 Medium Density) site at 6 Stanwood Street (Map 111-Lot 8) which is improved with a 1,756 square foot two story building featuring two half baths were reviewed in order to determine a reasonable commercial rental or lease amount. A recent review of competitive warehouse, office and retail rental units was performed on September 13, 2011. This review provided commercial rentals or leases in the range of \$5.95 to \$12.60 per square foot resulting in an annual commercial rental or lease range of \$10,448 to \$22,126 and the average of \$9.24 per square foot resulting in an annual rental of approximately \$16,225 per year. The lower or middle of the lease or rental ranges is deemed to be most suitable given the physical limitations of the existing structure, zoning limitations of the site and less desirable decentralized location for most business purposes with an annual lease amount of approximately \$12,000 recommended.

Research provided no similar rentals in the City Of Gloucester of properties limited or restricted to emergency radio communication services. A restriction such as this would drastically limit the number of potential tenants and would severely limit the amount of a rental or lease. Also any rental or lease agreement which would provide for the ongoing maintenance and upkeep of the improvements and site could also substantially lower the annual rental or lease amount.

Respectfully submitted,

Gary I. Johnstone  
Assessor

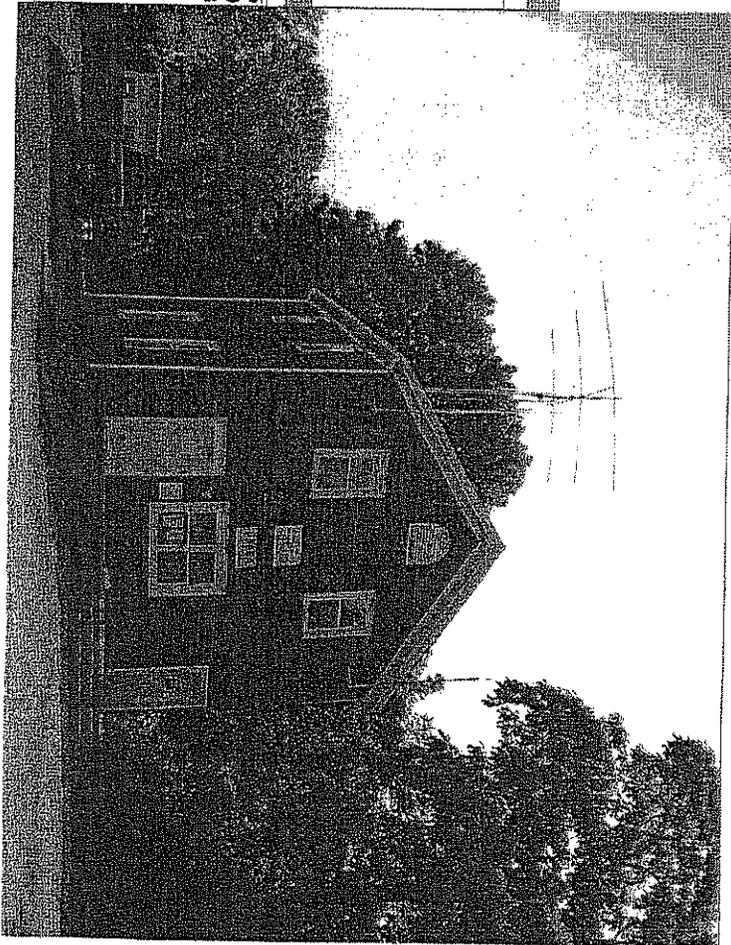
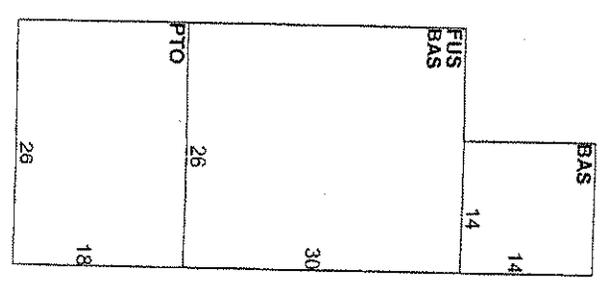
Element	Cl	Ch	Description	Element	Cl	Ch	Description
Style	03		Colonial				
Model	01		Residential				
Grade	03		Average				
Stories	2		2 Stories				
Occupancy	1		Wood Shingle				
Exterior Wall 1	14						
Exterior Wall 2	03		Cable/Hip				
Roof Structure	03		Asph/F Gls/Cmp				
Interior Wall 1	03		Plastered				
Interior Wall 2	12		Hardwood				
Interior Fir 1	02		OH				
Interior Fir 2	05		Hot Water				
Heat Fuel	01		None				
Heat Type	01		1 Bedroom				
AC Type	01						
Total Bedrooms	01						
Total Baths	02						
Total Half Baths	02						
Total Xtra Fixtrs	02						
Total Rooms	02						
Bath Style	02						
Kitchen Style	02						

Code	Description	Sub	Sub Descripr	U/B Units	Unit Price/Yr	Gle Dp Rt	Chd	%Chd	Apr Value
	SHED			1	1980	0		100	100

Code	Description	Living Area	Gross Area	ET Area	Unit Cost	Undeprec Value
BAS	First Floor	976	976	976	185.18	107,656
FUS	Upper Story, Finished	780	780	780	105.18	82,040
PTO	Patio	0	468	47	10.56	4,943

Totals: 1.756 2.224 1.804 191,640







**CITY OF GLOUCESTER 2011  
CITY COUNCIL ORDER**

<b>ORDER:</b>	<b>#CC2011-045</b>
<b>Councillor</b>	<b>Bob Whynott</b>

<b>DATE RECEIVED BY COUNCIL:</b>	<b>09/27/11</b>
<b>REFERRED TO:</b>	<b>B&amp;F</b>
<b>FOR COUNCIL VOTE:</b>	

**ORDERED** that the City install a concrete bench at Stage Fort Park, at the point in front of the canons, in honor of Ed Parks, who, since he retired from a distinguished military career, has dedicated his life to serving the City of Gloucester; and further

**ORDERED** that the City organize a suitable ceremony for the dedication.

Bob Whynott  
Councillor At Large