



GLOUCESTER CITY COUNCIL

Budget & Finance Committee

Thursday, January 23, 2014 – 5:00 p.m.
1st Fl. Council Committee Rm. – City Hall

AGENDA

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

1. *Letter from President of Gloucester Rotary Club re: City Council acceptance of donation in the amount of \$14,000 for metal work on Stage Fort Park Gazebo*
2. *Memorandum from Community Development Director re: Request for debt reduction for the Newell Stadium Project*
3. *Memorandum from CAO re: Funding for a Site Feasibility & Time Analysis for a proposed Public Safety Building*
4. *Memorandum from Fire Chief re: City Council acceptance of a Student Awareness of Fire Education (S.A.F.E.) grant in the amount of \$2,066*
5. *Memorandum from Police Chief re: City Council approval of rectifying an employee STEP increase issue*
6. *Memorandum from Director of Public Works re: Request for a Loan Authorization in the amount of \$4,000,000 for the CSO Modified Consent Decree and Long-Term Control Plan, CSO Areas 005, 006 and 009*
7. *Special Budgetary Transfer Request (2014-SBT-14) from CFO in the amount of \$1,249.50*
8. *Special Budgetary Transfer Request (2014-SBT-15) from CFO in the amount of \$3,000*
9. *CC2014-001 (Verga/McGeary) Request that B&F Committee in consultation with Police Dept. and local merchants consider adopting certain days as “parking meter holidays” to begin in FY14*
10. *Memorandum from Fire Chief re: reorganization of the Gloucester Fire Department*
11. *Mid-Year Free Cash Funding Review List compiled from FY14 Budget Review 6/12/13 (Cont’d from 01/08/13)*
12. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization And Auditor’s Report*

COMMITTEE

Councilor Melissa Cox, Chair

Councilor William Fonvielle, Vice Chair

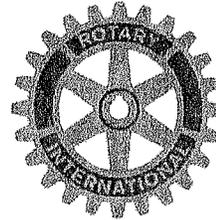
Councilor Paul McGeary

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

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
John Dunn
Tom Daniel
Fire Chief Eric Smith
Police Chief Leonard Campanello
Mike Hale
Sally Polzin

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.

GLOUCESTER ROTARY CLUB



11 December 2013

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

Dear Mayor Kirk:

The Gloucester Rotary Club has been responsible for the maintenance of the Stage Fort Park gazebo, known as the Antonio Gentile Bandstand, since its construction. As such, Gloucester Rotarians have put in thousands of dollars and innumerable hours of volunteer labor scraping and painting the structure and landscaping on a regular basis over the years.

In recent years, both the DPW and members of the club have noted significant deterioration of the metal work on the gazebo. To address this problem, the club is prepared to embark on a major winter-spring project that will repair the damage. This will also serve as an energizing force for the club – in bringing members together around a significant fundraising campaign to refurbish the gazebo.

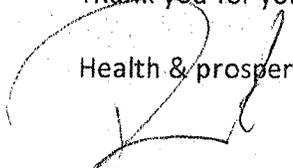
The Gloucester Rotary Club proposes to hire J & L Welding & Machine, Inc to carry out this task at a cost of \$14,000. Please see the enclosed quotation from Jeff Amero. Given the condition of the metal work – especially the upper structure, we believe that time is of the essence. Jeff would like to remove the upper and lower pieces in the next month, complete the work in his shop over the winter and reinstall for the spring. The structure will be fully braced

Mike Hale and Jim Duggan have indicated that the City Council would need to formally accept this donation from the Rotary Club. Toward that end, we are sending the proposal to you and hope you can include it in this week's Mayor's Report to the Council, as timeliness of acceptance is a factor.

If you have any questions about the project, please feel free to contact me at 978-479-1214 or Michael Costello, who has done most of the initial work on the club's behalf at 978-546-7140.

Thank you for your consideration.

Health & prosperity,


Rick Doucette
President 2013-14
Gloucester Rotary Club

J & L Welding & Machine, Inc.

19-25 Arthur Street
Gloucester, MA 01930-2736
Phone: 978-283-3388
Fax: 978-281-3626

Quotation

Quote

To:

Gloucester, MA 01930
United States

Quote Number:	7954	Contact:	
Quote Date:	12/02/13	Expires:	01/01/14
Customer:	MIKE COSTELL	Inquiry:	
Salesman:	In-House	Terms:	net 30 days
Ship Via:		Phone:	
		FAX:	

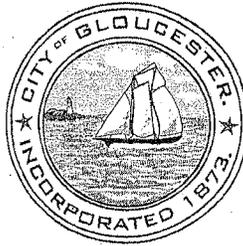
Thank you for the opportunity to submit this quote.

Item	Part Number	Description	Revision	Quantity	Price
1		STAGE FORT GAZEBO UPPER STRUCT Remove, repair, sandblast and color galvanize with white powder coat. A cross brase structure will be installed during the process. Prevailing Wage dose not apply		1	\$9,800.00 /EA
2		STAGE FORT GAZEBO LOWER HNDRAL Remove, repair, sandblast and color galvanize with white powder coat.		1	\$4,200.00 /EA

Part Number
Item Description Revision Quantity Price

By Amero, Jeffrey S.
J & L Welding & Machine, Inc.

3 Pond Road
Gloucester, MA 01930



Telephone: 978-281-9781

Fax: 978-281-9779

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMO

TO: Mayor Kirk

FROM: Tom Daniel, CD Director

CC: Deborah Laurie, Senior Project Manager

SUBJECT: Request for debt reduction for Newell Stadium project

DATE: January 2, 2014

The CPC would like to discuss utilizing existing CPA funding to pay down a portion of the debt associated with Newell Stadium at the City Council Meeting 1/14/2014.

The City Council, on December 11, 2012, voted that \$213,000 (two hundred thirteen thousand dollars) be appropriated for the purpose of the funding a portion of the Newell Stadium Renovation project expenses which included; athletic field lights, a red track surface and walking track lights; that to meet this appropriation the Treasurer, with the approval of the Mayor was authorized to borrow \$213,000 under G.L. c.44B (the Community Preservation Act).

The Community Preservation Committee will be having a meeting of their own to discuss the details relating to the above.

City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

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

From: Jim Duggan, Chief Administrative Officer

Handwritten initials "JD" in a circle, likely representing Jim Duggan.

Date: January 8, 2014

Re: **Site Feasibility & Response Time Analysis for Proposed Public Safety Building**

The city received eight Requests for Qualifications (RFQ) Proposals for Owner Project Manager (OPM) services to collaborate with the city in hiring a designer to conduct a site feasibility and response time analysis for a proposed new public safety building. A Selection Team of the Police and Fire Chiefs, Purchasing Agent, Facilities Manager and I reviewed the RFQ's and selected KBA Architects as the city's preferred OPM.

The site feasibility and response time analysis will consist of a site survey, borings, traffic studies, and a schematic plan. A Designer Selection Committee, consisting of the Mayor, the Selection Team outlined above, representatives of the three public safety unions and the OPM will oversee the deliverable.

With a budget of \$225,000 for the analysis, funding is proposed to be derived from two sources; \$125,000 from the Federal Seizure Account managed by the GPD and \$100,000 from Free Cash.

I respectfully request that \$100,000 be transferred from Free Cash to contract services so we can begin the process. Please refer this matter to Budget & Finance for their review. Appropriate city staff and the OPM will be available to answer any questions.

Thank you

**City of Gloucester
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST
Fiscal Year 2014**

****CITY COUNCIL APPROVAL- 5 VOTES NEEDED****

APPROPRIATION # 2014-SA- 14 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ Mayor's Office

APPROPRIATION AMOUNT: \$ 100,000.00

Account to appropriate from:

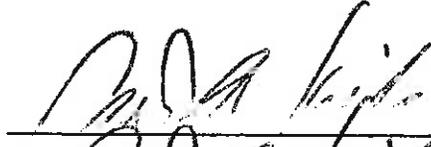
Unifund Account #	<u>101000.10.000.35900.0000.00.000.00.000</u>
Account Description	<u>General Fund - F/B Undesignated</u>
Balance Before Appropriation	\$ <u>3,863,736.00</u>
Balance After Appropriation	\$ <u>3,763,736.00</u>

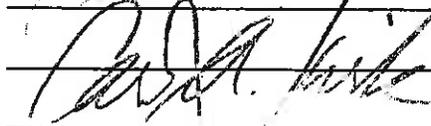
Account Receiving Appropriation:

Unifund Account #	<u>101000.10.472.52000.0000.00.000.00.052</u>
Account Description	<u>FACILITIES, CONTRACTED SERVICES</u>
Balance Before Appropriation	\$ <u>383,774.18</u>
Balance After Appropriation	\$ <u>483,774.18</u>

DETAILED ANALYSIS OF NEED(S): Appropriate General Fund "Free Cash" for the site feasibility analysis and response time analysis for a proposed Public Safety Building.

APPROVALS:

DEPT. HEAD:  DATE: 1/15/2014

ADMINISTRATION:  DATE: 1/15/2014

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760
Fire Chief Eric Smith



Memorandum

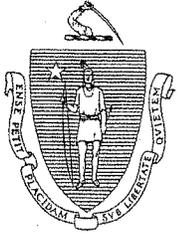
TO: Mayor Kirk
FR: Fire Chief Eric Smith
RE: School-based S.A.F.E. Grant
DT: 12-17-13

Mayor Kirk,

I am respectfully request placing this request for Grant Acceptance on the Mayors report to City Council. This particular grant is a no match grant provided by the Department of Fire Services. We have been awarded \$2086.00 which will allow the City of Gloucester Fire Department to start planning and preparing to provide the Student Awareness of Fire Education (S.A.F.E) program in Gloucester Schools. The Department as you know started to reach out to the Schools and Gloucester students last year and we want to continue this sustainably into the future. The S.A.F.E. program and funding is a way to help do that.

Best regards,

Eric L. Smith
Fire Chief



DEVAL L. PATRICK
GOVERNOR

ANDREA J. CABRAL
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Flow, Massachusetts 01775

(978) 567-3100 Fax: (978) 567-3121

www.mass.gov/dfs



STEPHEN D. COAN
STATE FIRE MARSHAL

December 13, 2013

Chief Eric L. Smith
Gloucester Fire Department
8 School Street
Gloucester, MA 01930-3529

Dear Chief Smith:

I am pleased to inform you that your FY 2014 Student Awareness of Fire Education (S.A.F.E.) and Senior SAFE grant applications have been approved for funding. The Gloucester Fire Department has been awarded \$2,086 for the S.A.F.E. grant.

Please return the enclosed *contract form and the contractor authorized signatory listing form* (where the municipality says who is authorized to sign contracts on its behalf) to the Department of Fire Services (DFS) to the attention of Fiscal Affairs by January 15, 2014. Once these documents have been received, DFS will sign the contract and send you a copy. Fire departments may only begin to incur costs upon receipt of the executed contract. Be sure to alert your treasurer and to check with them to ensure receipt of the funds. We expect the funds to be electronically distributed in January 2014.

Nineteen years ago, the fire service advocated to the legislature for the creation of the S.A.F.E. program. Since that time average annual child fire deaths have been reduced by 70%. In FY 2014, the S.A.F.E. program was expanded to offer funds to local communities in support of senior fire prevention training. Seniors are the most vulnerable of populations at risk of fire related deaths. This program is aimed at educating seniors on fire prevention, general home safety and how to be better prepared in the event of a fire. It is our hope that with this opportunity we can recreate the success with our older population that we have had with children.

I thank you for your commitment to the S.A.F.E. program and for your continuing efforts to promote fire prevention for all citizens. If you have any questions, please feel free to contact Cynthia Ouellette at (978) 567-3381 or the S.A.F.E. staff at (978) 567-3388.

Sincerely,

Stephen D. Coan
State Fire Marshal

Administrative Services • Division of Fire Safety
Hazardous Materials Response • Massachusetts Firefighting Academy

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

CONTRACTOR LEGAL NAME: City of Gloucester / Gloucester Fire Department (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Fire Services	
Legal Address: (W-9, W-4,T&C): 9 Dale Ave Ste 9, Gloucester, MA 01930		MMARS Department Code: DFS	
Contract Manager: Chief Eric L. Smith		Business Mailing Address: State Road, P.O. Box 1025, Stow, MA 01775	
E-Mail: esmith@gloucester-ma.gov		Billing Address (if different):	
Phone: 978-281-9760	Fax: 978-281-9822	Contract Manager: Sheila Remondi	
Contractor Vendor Code: VC6000192096		E-Mail: Sheila.Remondi@state.ma.us	
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		Phone: 978-567-3140	Fax: 978-567-3121
		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number: SAFEGRANT	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input checked="" type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$ _____			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, Identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input type="checkbox"/> only Initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) SAFEGRANT. This contract is for grant funds from the Student Awareness of Fire Education (S.A.F.E.) Grant program administered by the Department of Fire Services.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and no obligations have been incurred prior to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the <u>Effective Date</u> below and no obligations have been incurred prior to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of June 30, 2023 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____	

SCOPE OF WORK—Student Awareness of Fire Education (S.A.F.E.)

This grant is available to municipalities in order to provide fire education programs, which shall include information about the risks caused by smoking.

Amounts received with each award will be specified in the "Award Letter". Recipient agrees that funds awarded through this grant will be used to supplement but not supplant federal, state or local funds.

Funds received must be expended within 12 months of receipt of the funds. A report of spending of the prior year grant amount must be included in the application for the new grant period.

A report of spending of the prior year grant amount must be submitted prior to the release of new funds.

Changes to this scope may be made as part of the annual legislation authorizing this grant program.

The receipt of funds is subject to availability of funds and any other provisions specified in the appropriation of those funds.

Issued May
2004

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

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

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

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

AUTHORIZED SIGNATORY NAME	TITLE

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

Signature

Date:

Title: Mayor

Telephone: 978-281-9700

Fax:

Email: ckirk@gloucester-ma.gov

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.

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

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

Title:

X

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

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

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

_____, 20 _____.

My commission expires on:

AFFIX NOTARY SEAL

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

_____, 20 _____.

AFFIX CORPORATE SEAL



Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2013-254

The Gloucester City Council, at a meeting held on **Tuesday, November 12, 2013**
at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

MOTION: On a motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 7 in favor, 0 opposed, 2 absent, to grant permission to the Fire Department to apply for a Massachusetts Department of Fire Services Student Awareness of Fire Education (S.A.F.E.) grant in the amount of \$1,500 for the purpose of student education outreach programming.

Linda T. Lowe, City Clerk

Date: November 14, 2013

APPROVED BY THE MAYOR

Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

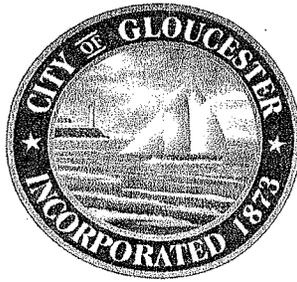
Carolyn A. Kirk, Mayor

SIGNED THIS 15 DAY OF Nov., 2013

All Ordinances shall become effective 31 days after passage except Emergency Orders and Zoning Amendments shall become effective the next day.

A TRUE COPY ATTEST

CITY CLERK



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

Granting Authority: State Federal _____ Other _____

Name of Grant: **School-based S.A.F.E. Grant**

Department Applying for Grant: **Fire Department**

Agency-Federal or State application is requested from: **Fiscal Year 2014 School-based S.A.F.E. - Grant Planning Grant -**

Object of the Application: **To provide fire safety education in all elementary schools**

Any match requirements: **NONE**

Mayor's approval to proceed: _____

Signature

Date

City Council's referral to Budget & Finance Standing Committee: _____

Vote

Date

Budget & Finance Standing Committee: _____

Positive or Negative Recommendation

Date

City Council's Approval or Rejection: _____

Vote

Date

City Clerks Certification of Vote to City Auditor: _____

Certification

Date

City Auditor:

Assignment of account title and value of Grant: _____

Title

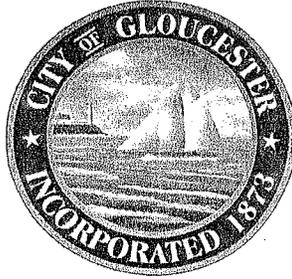
Amount

Auditor's distribution to managing department: _____

Department

Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditors Office



**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
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.



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

Chief Leonard Campanello
(978)281-9775

Memorandum

DEC 13
July 23, 2013

To: Mayor Kirk

From: Chief Leonard Campanello

RE: Request for City Council to rectify Employee Step Increase Issue

Mayor,

Gloucester Police Department's Senior Records Clerk, Genevieve Whaley was granted an upgrade in Grade back in February of 2012 which never translated into her pay. As a result, Ms. Whaley is owed pay from July 1, 2012 to June 30, 2013 in the amount of \$4559.10. As this error occurred in a previous fiscal year, I am requesting approval to pay this amount to Ms. Whaley through City Council. Ms. Whaley has been compensated and her Grade adjusted for this fiscal year. As such, I am only requesting approval for the time period indicated. I have spoken with Personnel and Payroll regarding this issue and we are all in agreement that this was an oversight and the renumeration to Ms. Whaley is appropriate. Enclosed is a copy of the AFSCME letter agreeing to and recommending the increase. There is also attached a copy of the PAF letter rectifying the situation.

Respectfully,


Leonard Campanello
Chief of Police



AFSCME®

American Federation of State, County and Municipal Employees, AFL-CIO

Local Union Name Gloucester Municipal Employees Union No. 687

Secretary: Shirley M. Edmonds Date: 2/9/12

Address: Harbormaster's Office 19 Harbor Loop Gloucester, MA 01930
(Street) (City, Zone and State)

MEMORANDUM

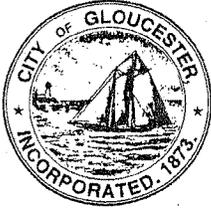
To: David Bain
Personnel Director

From: Shirley M. Edmonds *SME*
Secretary, AFSCME Local 687

RE: Upgrades

The E-Board of AFSCME Local 687 held a meeting on February 6, 2012 to evaluate the applications for upgrades within Groups A and B. The following are the recommendations from the E-Board:

- Timothy Lodge: Upgrade to Grade 7 *CALL MARK ✓*
- Richard Pino Jr.: NO UPGRADE
- Genevieve Whaley: Upgrade immediately, preferably from January 1, 2012 per letter from Chief Lane, to Grade 6 temporarily to June 30, 2012 and then become upgraded to Grade 7 on a permanent basis on July 1, 2012. *✓*
- Marie Demick: She is presently a Grade 7 per grievance agreement on a temporary basis; therefore, she should become a permanent Grade 7 on July 1, 2012. *?? COPY SA... LEAN*
- Susan Lacey: Upgrade to Grade 7 *✓ CALL JOSE*
- Gail Mondello: Upgrade to Grade 7



CITY OF GLOUCESTER

PERSONNEL ACTION FORM

DATE OF CHANGE 7/1/2013

EMPLOYEE NAME Whaley, Ben EMPLOYEE NUMBER _____
 JOB TITLE Principal Clerk DEPT Police DIVISION Admin

SECTION 1. TYPE OF CHANGE	FROM	TO
POSITION TITLE		
PAYROLL DEPT/DIV ACCT#		
G.L. BUDGET ACCT #		
GRADE/STEP	<u>60/11</u>	<u>7/11</u>
ANNUAL SALARY		
HOURLY WAGE	<u>22.56</u>	<u>24.34</u>
SHIFT PREMIUM		
HOURS- BIWEEKLY		

SECTION 2. CHECK ALL APPROPRIATE REASONS FOR THIS PERSONNEL CHANGE

EMPLOYMENT	LEAVE OF ABSENCE	END EMPLOYMENT
NEW HIRE _____	START DATE _____	TERMINATION _____
REHIRE _____	END DATE _____	LAST DAY WORKED _____
TRANSFER _____	TYPE OF LEAVE _____	REASON:
PROMOTION _____	(details)-	RESIGNATION _____
MERIT INCREASE _____		END TEMP/SEASON _____
STEP INCREASE <u>XXX</u>		OTHER _____
SHIFT CHANGE _____		RETIRED _____
PERMANENT _____	START DATE W/C-111F _____	REDUCTION IN FORCE _____
TEMPORARY _____	END DATE W/C-111F _____	DISCHARGED _____

DATA CONTROL **ADDRESS/NAME CHANGE**

()

NEW NAME NEW ADDRESS-STREET CITY STATE ZIP CODE NEW PHONE#

<p>BOX 1 (EXPLANATIONS):</p> <p><u>Retro payment in the amount of \$1,495.20</u></p> <p><u>As of 7/1/13 making "22.56 should have been \$24.34.</u></p> <p><u>12 weeks Retro Pay</u></p>	<p style="font-size: small;">I ATTEST THAT SUFFICIENT FUNDS ARE AVAILABLE WITHIN THE DEPARTMENT BUDGET TO SUPPORT THE ABOVE ACTIONS. IF NOT, EXPLANATION MUST BE GIVEN IN BOX # 1.</p> <p style="text-align: center;"><i>[Signature]</i></p> <p>DEPT. HEAD _____ DATE <u>12/13/12</u></p> <p>PERSONNEL _____ DATE _____</p> <p>PAYROLL _____ DATE _____</p> <p>MAYOR _____ DATE _____</p>
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PERSONNEL USE ONLY	EEO Code	Job Code	Civil Service Code	Worker's Comp Code
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Public Works
28 Poplar Street
Gloucester, MA 01930



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

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

Date: 8 January 2014

To: Mayor Carolyn Kirk
CAO, James Duggan
CFO, John Dunn

From: Michael B. Hale, Director of Public Works

RE: Request for \$4,000,000 Loan Authorization from City Council
Combined Sewer Overflow (CSO) Modified Consent Decree and Long-Term Control Plan
CSO Areas 005, 006 & 009 areas

The City entered into a Modified Consent Decree with USEPA and MassDEP to address combined sewer overflows to the harbor, resulting in an Administrative Consent Order to implement an approved Supplemental Long-Term Control Plan to replace sewer and drainage infrastructure and reduce CSO activity.

Phase I and Phase II involved installation of a new drain outfall and installation of new drains and sewers (sewer separation) within the CSO-002 area (Washington Street). Phase III involved installation of new drains and sewers (sewer separation) within the CSO-004 area (Main Street downtown) and CSO-005 and 006 areas (Main Street and Prospect Street areas near 128).

Following each phase of construction, the hydraulic model is updated and overflow predictions and sewer separation flow volume achieved are re-calibrated for use in the SLTCP reporting. Resulting from the model updates following each phase, Phase III was expanded to include evaluation of the CSO-009 area (East Gloucester) and a separate report was appended to the SLTCP entitled Outfall 009 Overflow Abatement Plan, June 2013.

The final phase of the project involves sewer separation and removal of extraneous flows (Inflow Infiltration reduction) in the CSO-009 area (East Gloucester) as well as isolated areas including Granite Street, Rocky Neck, East Main Street, and the Chapel Street area. This project involves hydraulic model updates following the CSO-005-006 areas, installation and long-term data collection and modeling of the Hartz Street pump station and CSO-009 overflow, and design and construction of the identified sewer separation and I/I removal in isolated areas described above.

The Department of Public Works is requesting a loan authorization for \$4,000,000 to fund the following projects:

Project #4 to include update of the Phase 6 hydraulic model to reflect "2014" existing conditions after sewer separation and CSO weir modifications completed in the CSO-005-1 area as well as data collected in the Hartz Street pump station and CSO-009 weir completed as part of this project.

Project #5 to include the following construction work described below:

- Sewer Separation on Granite, Blynman, Hampden Streets
- I/I Removal, Sewer Rehabilitation on Rocky Neck Avenue and Wonson Street
- I/I Removal, Sewer Rehabilitation on East Main St., Mount Pleasant Ave., Lantern Lane
- Sewer Separation on Chapel St., Davis St. and I/I Removal on adjacent East Main St.
- I/I Removal on Hartz Street, Abbott Road, Marion Way, Williams Court
- Pump Station Evaluation, Monitoring, Data Collection – Hartz Street P.S.
- Long term CSO-009 Monitoring – 1 Year of level sensor / data logger across weir
- I/I Removal, Sewer Rehabilitation on Rocky Neck (cross country) interceptor sewer
- Water main cleaning and lining, valve replacement, and water main replacement on Rocky Neck Avenue, and portions of adjacent streets (Fremont, Wonson, Clarendon, Horton)

Following completion of these improvements and another update of the hydraulic model and CSO activity predictions, it is anticipated that the City will have met the requirements of the ACOP and SLTCP to address CSO activity.

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2014**

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

TRANSFER # 2014-SBT- 15 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: _____ CFO _____

DATE: 12/6/2013 BALANCE IN ACCOUNT: \$ 849,552.03

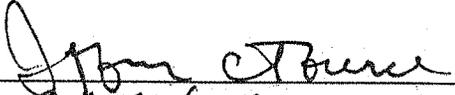
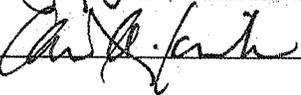
(FROM) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
 (FROM) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
101000.10.942.56200.0000.00.000.00.056
Assessments, Voc School Assessment
Account Description

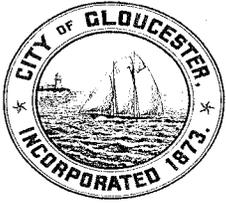
DETAILED EXPLANATION OF SURPLUS: Reduced amount owed for debt making funds available.

(TO) PERSONAL SERVICES ACCOUNT # _____ *Unifund Account #*
101000.10.152.51910.0000.00.000.00.051
 (TO) ORDINARY EXPENSE ACCOUNT # _____ *Unifund Account #*
Personnel, AFSCME Tuition/Train - Employees
Account Description

DETAILED ANALYSIS OF NEED(S): Contract settled for additional funds to be available. Previous contract amount was budgeted for. This is for A&B.

TOTAL TRANSFER AMOUNT: \$ 3,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER
 FROM ACCOUNT: \$ 846,552.03
 TO ACCOUNT: \$ _____

APPROVALS:
 DEPT. HEAD:  DATE: 12/6/13
 ADMINISTRATION:  DATE: 1/8/14
 BUDGET & FINANCE: _____ DATE: _____
 CITY COUNCIL: _____ DATE: _____



**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

ORDER: CC#2014-001
COUNCILLOR: Greg Verga and Paul McGeary

DATE RECEIVED BY COUNCIL: 01/14/14
REFERRED TO: B&F & Police Dept .
FOR COUNCIL VOTE:

ORDERED that the Budget and Finance Committee in consultation with the Police Department and local merchants consider the feasibility of the City of Gloucester adopting certain days as “parking meter holidays” to begin in fiscal year 2014; and further

ORDERED that these days consist of the so-called Black Friday and Small Business Saturday dates around the Thanksgiving holiday and that these “parking meter holidays” also coincide with any “sales-tax holidays” adopted by the Massachusetts State Legislature; and further

ORDERED that these local “parking meter holidays” would require no payment to parking meters/kiosks, however, time limits and anti-shuffling rules would still be enforced; and further

ORDERED that this matter be referred to the Budget and Finance Committee for review and recommendation.

Greg Verga
Councillor at Large

Paul McGeary
Ward 1 Councillor



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
8 School St.
Gloucester, MA 01930
978-281-9760 office



Memorandum

TO: Mayor Kirk
FR: Chief Smith
RE: GFD reorganization
DT: 12-06-13

cc: Jim Duggan

To the Honorable Mayor Kirk,

Attached please find for your review and approval the proposed reorganization plan for the Gloucester Fire Department. The plan partially arises out of the negotiated contract with the Local 762 and is incorporated into the current contract. I would like to request that this plan be submitted to council for two actions; one, for a public hearing pursuant to the section 7-2 of the City Charter to review and approve the reorganization plan and secondly to amend the Appendix C. of the Code of Ordinances to add the following two positions, Assistant Fire Chief and Lieutenant.

The reorganization collapses the firefighting division from four groups to three groups, creates an Assistant Chief position, adds the Lieutenants position and restores the Master Mechanic position as a civilian job. This proposed reorganization is a compilation of recommendations from the 2009 MRI audit, proven best practices, ideas and suggestions from members of the fire department, city administration, city council and the general public.

1. Collapsing Four Groups into Three.

A 3 group system working a 56 hour work week is the most effective and efficient schedule for delivery of municipal Fire and EMS services. This schedule maximizes the amount of work a municipality can get from firefighting employees while keeping the total number of employees at a reasonable and affordable level. It will control legacy costs such as retirement and health care and repetitive costs such as equipment, uniforms radios and training while allowing us to open the outskirt stations much more often.

2. Assistant Fire Chief.

The Assistant Fire Chief position will provide a second in command who may assume administrative tasks, Emergency Management Director Responsibilities and take control of the department in the absence of the Chief. The creation of this position is recommended by the MRI audit report. It will serve to allow the Chief to focus on efficiently operating the department and the Deputy Chiefs to focus on their operational role of service delivery, department policies, report writing, maintenance



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
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of the stations, vehicles and equipment, daily payroll reporting and scheduling of personnel. A job description for this position is attached.

3. Lieutenants.

The MRI 2009 audit recommended creating the position of Lieutenant to properly supervise and command the companies assigned to the Ladder Truck and Outskirt Engine Companies. This is consistent with the NFPA national standards and sound management principles.

4. Master Mechanic.

The Master Mechanic position currently exists within the personnel ordinance. The position will be filled by a civilian Master Mechanic with ASE and EVT certifications and experience with fire apparatus. The position will be a civilian position and report directly to the Chief. A job description for this position is attached.

In closing I would like say thank you to the many people who have contributed to my thoughts on what the best organizational structure for the Gloucester Fire Department should be. I am aware change is never easy but I feel, as many others in the community, now is the time for change that will improve the service we provide to the citizens, visitors and businesses of Gloucester.

Respectfully submitted,

Fire Chief Eric Smith

- ♦ Must maintain a current MA driver's license.
- ♦ General knowledge of all federal, state and local agencies who work on emergency response including the interaction between these agencies.
- ♦ Working knowledge and experience working with the National Incident Management Plan (NIMS), the Incident Command System (ICS), and the National Response Framework (NEF).
- ♦ General knowledge of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- ♦ Ability to coordinate resources from multiple agencies during emergencies, under the direction of the Mayor.
- ♦ NIMS 100, 200, 300, 700 and 800 training.

Physical requirements: The physical demands that are described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Employee is required to sit, talk or hear, stand, walk, use hands to handle or operate objects, tools or controls and reach with hands and arms.

Selection Process: Interested qualified parties shall submit to the Fire Chief an application including all documentation to demonstrate achievement of required qualification before a posted date on the application. A committee composed of the Fire Chief, Mayor's designee, Personnel Director and a Union designee shall make a recommendation to the Mayor to appoint. The committee shall review all applicants' documentation and application, personnel file and conduct an interview to determine the best suited candidate for the position.

City of Gloucester

Job Description

Title: Master Mechanic
Location: Gloucester Fire Department
Supervisor: Fire Chief
Position Status: A Permanent, full-time position - 40 hours per week
Grade: M6
Civil Service: Yes **Union:** AGMAA

Supervision Exercised: With the approval of the HQ Captain supervises and assigns appropriate work to the Firefighter/Assistant Mechanics.

Duties:

- Oversees a motor equipment maintenance facility for the repair of all types of light and heavy vehicles, trailers, boats and other equipment engaged in Fire/EMS/Emergency Management or other Fire Department operations.
- Responsible for all small engine repair.
- Oversees all parts and equipment contracts for Fire Department vehicles, small engines and other mechanical.
- Assists in the preparation of specs for all equipment and vehicles.
- Supervises and assigns work to the Firefighter/Assistant Mechanics with the approval of the HQ Captain.
- Provides working guidance in all mechanic duties as required.
- Administers a comprehensive work order and maintenance history system for the entire fleet and all power equipment.
- Prioritizes workload
- Provides annual budget to the Chief
- Responsible for annual operating budget

Qualifications:

- Five years (or equivalent) experience in maintenance of heavy equipment.
- ASE certifications for Medium-Heavy Trucks with T-2, T-3, T-4, T-5, T-6 (required within 1 year of hire)
- EVT certifications F-1, F-2, F-3, F-4, F-5 (required within 2 years of hire)
- Ability to perform strenuous work over an extended period of time to include stooping, bending, and heavy lifting in all conditions of adverse weather.
- Ability to establish, implement, and maintain a fleet maintenance program, parts supply and accounting program.
- Demonstrated supervisory skills.

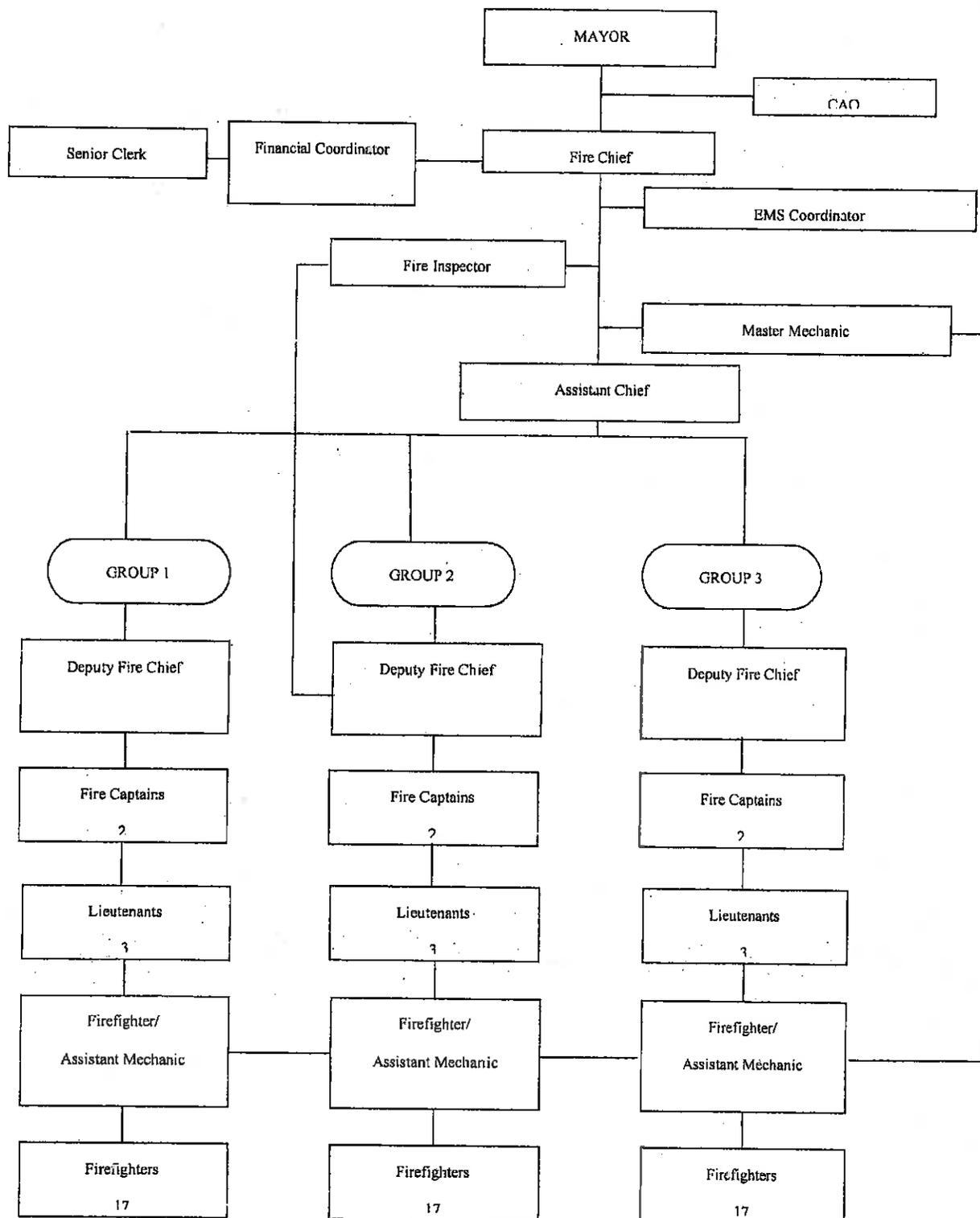
City of Gloucester

Job Description

- Massachusetts CDL-Class B operators License required with air brake endorsement, hoisting/hydraulics license required
- Drug/alcohol screening is a condition of employment.



Office of the Fire Chief
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EXTRACT FROM 06/12/2013 B&F BUDGET REVIEW #12 PAGES 16 AND 17

Appendix 1: MID-YEAR FREE CASH FUNDING REVIEW LIST – TO BE PLACED ON B&F AGENDA 01/09/14:

1. Dept. 135-City Auditor, line 51100-Salary/Wage-Full Time: Fund Grants Compliance Officer position to 6/30/14 **(\$40,000)**.
2. Dept. 135-City Auditor, line 52000-Contractual Services: Fund two-year OPEB Report **(\$15,000)**.
3. Dept. 161-City Clerk: line 51250-Salary/Wage-Part-time Position: Restore part-time position **(\$12,427)**.
4. Dept. 161-City Clerk, line 58500-Additional Equipment: Fund Laptop Replacement for Clerk of Committees **(\$2,000)**.
5. Dept. 181-Community Development: Line 51100-Funding of second half of the Harbor Planning Director's Salary for FY 2014 **(\$44,258)**.
6. Dept. 220-Fire Department, line 51300-Salary/Wage-Overtime: Add to budget line **(\$100,000)**.
7. Dept. 220-Fire Department, line 55000-Medical/Surgical Supplies: Add to budget line **(\$10,000)**.
8. Dept. 241-Inspectional Services, line 51100-Salary/Wage-Full Time: Fund additional Building Inspector's position **(\$52,000)**.
9. Dept. 470-DPW-Public Property Maintenance, line 52000-Contracted Services: Fund paving for Burnham's Field parking area **(unspecified)**.
10. Dept. 470-DPW-Public Property Maintenance, line 52181-Downtown Improvements: Add to line item for maintenance of the Harborwalk **(\$5,000)**.
11. Dept. 543-Veterans' Services, line 57890-Contribution-Public Relations subheading "Memorial & Square Maintenance: Add to line item for additional maintenance **(\$2,000)**.
12. Dept. 563-Tourism, line 51200: Add to line item for additional hours for the tourism coordinator **(\$2,800)**.
13. Dept. 563-Tourism, line 53500 Tourism Commission, Other Charges: Add to tourism commission budget **(\$50,000)**.

Total of items marked for mid-year Free Cash review: \$335,485 (plus cost of paving at Burnham's Field parking lot).