

**GLOUCESTER CITY COUNCIL CALENDAR OF BUSINESS**

**TUESDAY, August 14, 2018**

**7:00 P.M.**

**KYROUZ AUDITORIUM, CITY HALL**

**COUNCIL MEETING #2018-015**

**MEETINGS ARE RECORDED**

CITY CLERK  
GLOUCESTER, MA  
REVISED AGENDA  
2018 AUG 10 AM 10:35



**FLAG SALUTE & MOMENT OF SILENCE**

**ORAL COMMUNICATIONS**

**PRESENTATIONS/COMMENDATIONS**

Presentation by Rick Colon regarding the MBTA project on the Gloucester Bridge

**CONFIRMATION OF NEW APPOINTMENTS**

None

**CONSENT AGENDA**

**ACTION**

• **CONFIRMATION OF REAPPOINTMENTS**

Economic Development & Industrial Corp. (EDIC)

R. Billings Bramhall

TTE 07/01/2018

• **MAYOR'S REPORT**

1. Memorandum, Grant Application & Checklist from Interim Police Chief re: acceptance of the FY19 State 911 Support & Incentive Grant in the amount of \$86,795 (Refer B&F)
2. Memorandum, Grant Application & Checklist from Interim Police Chief re: application for the FY19 State 911 EMD & Training Grant in the amount of \$115,978.84 (Refer B&F)
3. Memorandum, Grant Application & Checklist from Fire Chief re: acceptance of the FEMA Assistance to Firefighter Grant 2017 in the amount of \$321,819 for an ambulance, with a 10% match from the city in the amount of \$32,181 (Refer B&F)
4. Memorandum and Supplemental Appropriation Budgetary Request (#2019-SA-35) from the CFO (Refer B&F)
5. Memorandum from Shellfish Warden re: request acceptance of funding from the Massachusetts Division of Marine Fisheries' Great Marsh Green Crab Trapping Program in the amount of \$10,000 (Refer B&F)
6. Memorandum from Clean City Commission Chair re: acceptance of a donation of 200 cloth grocery bags from Harbor Cove Dental, with a value of \$100 (Refer B&F)
7. Memorandum from Community Development Director re: request to pay FY18 invoice in the amount of \$12.87 with FY19 funds (Refer B&F)
8. Memorandum from IT Director re: request to pay FY18 invoice in the amount of \$3,156.16 with FY19 funds (Refer B&F)
9. Memorandum, Grant Application & Checklist from the Planning Director re: acceptance of the FY19 Coastal Resilience Grant in the amount of \$63,345 (Refer B&F)
10. Memorandum from CFO re: request to pay FY18 invoices in the amount of \$10,811 with FY19 funds (Refer B&F)
11. Memorandum and Supplemental Appropriation Budgetary Request (#2019-SA-36) from the CFO (Refer B&F)
12. Memorandum and Supplemental Appropriation Budgetary Request (#2019-SA-37) from the CFO (Refer B&F)

• **COMMUNICATIONS/INVITATIONS**

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20. Response from City Clerk to Oral Communications of July 24, 2018 City Council Meeting to Amanda Kesterson (Info Only)

- **INFORMATION ONLY**
- **APPLICATIONS/PETITIONS**

1. City Council Civility Resolution (FCV 8/28/18)
2. Petition pursuant to City Charter Sec. 9-1(b) "Group Petition" re: "Request a public hearing to discuss stopping artificial fluoridation of city water" (City Council)
3. Special Events Application: request to hold the Gran Prix of Gloucester on October 13 & 14, 2018 (Refer P&D)
4. PP2018-008: petition by National Grid to install approximately 20' of 2-4" conduit southwest off existing Pole #186 on Magnolia Avenue towards Magnolia Avenue #10 (Refer P&D)
  - **COUNCILLORS ORDERS**
1. CC2018-032(LeBlanc): Amend GCO Ch. 25 "Vehicles for Hire" by ADDING new sections re: Police Inspections; Ineligibility for License; Pre-Screening; Denials; Change of Address; Criminal Records; Administrative Fee for Transfer of License (Refer O&A)
  - **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**
1. City Council Meeting: 7/24/2018
2. Standing Committee Meetings: B&F 8/9/2018 (under separate cover), O&A 8/6/2018 (under separate cover), P&D 8/8/2018 (Approve/File)

**STANDING COMMITTEE REPORTS**

**ACTION**

B&F 8/9/2018, O&A 8/6/2018, P&D 8/8/2018

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

**SCHEDULED PUBLIC HEARINGS**

1. PH2018-031: Draft Marijuana Establishments ordinance to replace existing GZO Sec. 5.27 "Medical Marijuana Treatment Centers and Medical Marijuana Cultivation Facilities" with a new Sec. 5.27 "Marijuana Establishments Ordinance"; Amend Sec. 2.3 "Use Tables"; Amend Sec. 2.3.2 "Community Service Uses"; and DELETE Sec. 5.31 "Temporary Moratorium on Recreational Marijuana Establishments" (TBC 8/28/2018)
2. PH2018-043: Loan Order 2018-008: Loan Authorization request to pay costs of various improvements to Newell Stadium, in the amount of \$1,150,000
3. PH2018-044: Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-267 "One-way streets – Generally" by ADDING "While school is in session on weekdays, Concord Street from the entrance of West Parish School southwest to Essex Ave (approximately 285 feet) from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m." **AND** Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-145 "Stopping, Standing and Parking" by ADDING "Live parking (drivers to remain with their vehicles) for the purpose of picking up students at West Parish School will be permitted on the north side of Concord Street from the entrance of West Parish School 444 feet in a northerly direction (towards Fire Station) during the same hours as described in Sec. 22-267" **AND** Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-265 "Turning Movements – Generally" by ADDING "No left turn from Concord Street onto the West Parish School property from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m. while school is in session"
4. PH2018-045: Municode Legal Review and Recommendation of GCO revisions Ch. 1 "General Provisions"; Ch. 2 "Administration"; Ch. 5 "Building and Building Regulations"; Ch. 10 "Waterways Administration"; Ch. 17 "Police"; Ch. 18 "Schools"; Ch. 22 "Traffic and Motor Vehicles"; Ch. 25 "Vehicles for Hire"; Appendix C "Personnel Ordinance"
5. PH2018-046: Amend GCO Ch. 22 "Traffic and Motor Vehicles" Sec. 22-269 "Stop intersections" by ADDING "Traverse Street at its intersection with Haskell Street"
6. PH2018-047: Amend GCO Ch. 22 "Traffic and Motor Vehicles" Art. V "Stopping, Standing and Parking", Div. 1 "Generally" Sec. 22-176(a) "Penalties for violation" by DELETING "45.00" in Code 04 and replacing it with "75.00" **AND** Amend GCO Ch. 22 "Traffic and Motor Vehicles" Art. V "Stopping, Standing and Parking" Div. 1 "Generally" by ADDING Sec. 22-176(b) as follows: "If the citation is paid not more than 21 days after the issuance of the fine, the fine shall be \$75; if the citation is paid more than 21 days after the issuance of the fine, but before the parking clerk reports to the registrar as provided under Section 20A1/2 of Chapter 90 of the Massachusetts General Laws, the fine shall be \$80; if the citation is paid more than 21 days after the issuance of the fine and after the parking clerk has so reported, the fine shall be \$100"

**FOR COUNCIL VOTE**

1. Communication regarding SCP2015-001 Decision for 250 Concord Street to allow applicant to withdraw without prejudice (FCV 08/14/2018)

**UNFINISHED BUSINESS**

**INDIVIDUAL COUNCILLOR'S DISCUSSION INCLUDING REPORTS BY APPOINTED COUNCILLORS TO COMMITTEES:**

Update of the Council on Aging Board by City council Representative, Councillor Valerie Gilman

**COUNCILLOR'S REQUESTS TO THE MAYOR**

**ROLL CALL** Councillor Steve LeBlanc



Meeting dates are subject to change. Check with City Clerk's Office

NEXT REGULAR CITY COUNCIL MEETING, August 28, 2018

City Clerk

**Minutes filed in City Clerk's Office of other Boards and Commissions July 20, 2018 thru August 9, 2018:**

Animal Advisory Committee 1/11/18, 2/22/18, 4/9/18, 5/17/18, 6/7/18; Bd. of Assessors 6/8/18; Bd. of Health 7/5/18;  
Cemeteries Advisory Committee 5/9/18, 6/12/18; Committee for the Arts 1/17/18, 2/21/18, 5/16/18; Downtown Development Committee 4/25/18;  
EDIC 5/7/18; Fisheries Commission 1/18/18, 6/21/18; Historic District Commission 6/26/18, 7/24/18; Gloucester Housing Authority 6/13/18;  
Gloucester Retirement Bd. 1/31/18, 2/28/18, 4/25/18, 5/30/18; Special Events Advisory Committee 5/3/18, 6/7/18; Traffic Commission 5/24/18,  
6/28/18;

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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.

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**COUNCILLOR'S REQUESTS TO THE MAYOR**

**ROLL CALL** Councillor Steve LeBlanc



City Clerk

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City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

CITY CLERK  
GLOUCESTER, MA

2018 AUG -8 PM 3: 22

**TO: City Council**  
**FROM: Sefatia Romeo Theken, Mayor**  
**DATE: August 8, 2018**  
**RE: Mayor's Report for the August 14, 2018 – City Council Meeting**

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Members of the City Council:

This Mayor's Report includes several requests for grant acceptance by Police Chief John McCarthy, Fire Chief Eric Smith, the Harbormaster, Shellfish Departments and the Planning Director. James Pope, Director of Information Services and Jill Cahill, Director of Community Development are requesting FY18 invoices paid with FY19 funds. Also included in this report is a request for acceptance of a donation of approximately 200 cloth bags to distribute to seniors and low-income residents to help with the transition away from plastic bags and three Supplemental Appropriate Budgetary Requests from Chief Financial Officer John P. Dunn.

As always, I encourage the City Council to contact my office for any questions or comments regarding this submission and we will continue to update you on these matters as they move forward.

#### Financial Matters:

- **Enclosure 1** is a memo from Interim Police Chief John McCarthy requesting the acceptance of the FY19 State 911 Support & Incentive Grant in the amount of amount of \$86,795.00. This is a yearly grant. **Please refer this matter to the Budget and Finance subcommittee for review and approval.** Chief McCarthy or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 2** is a memo from Interim Police Chief John McCarthy requesting the approval to apply for the FY19 State 911 EMD and Training Grant. This is a yearly grant. **Please refer this matter to the Budget and Finance subcommittee for review and approval.** Chief McCarthy or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 3** is a memo from Fire Chief Eric Smith requesting the acceptance of the FEMA AFG 2017 for an ambulance. This award is for the replacement of their oldest ambulance and is for a total of \$354,000.00. The Federal share is \$321,819.00 and the City share (10% match is \$32,181.00). **Please refer this matter to the Budget and Finance subcommittee for review and approval.** Chief Smith or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 4** is a Supplemental Appropriation Budgetary Request (2019 SA #35) for \$32,181.00 from Chief Financial Officer, John P. Dunn to fund the 10% percent City match that is needed to purchase the new ambulance for the Fire Department. **Please refer this matter to the Budget and Finance subcommittee for review and approval.** CFO, John P. Dunn or appropriate personnel will be available to answer questions and provide further information.

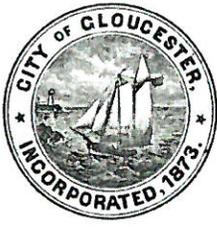
- **Enclosure 5** is a memo from the Harbormaster and Shellfish Departments requesting the acceptance of a \$10,000.00 Great Marsh Trapping Program. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** Harbormaster Thomas Ciarametaro, Shellfish Warden Tamela Cominelli or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 6** is a memo from Chair Ainsley Smith, Gloucester Clean City Commission requesting the acceptance of a donation of approximately 200 cloth grocery bags, total value \$100.00 donated by Harbor Cove Dental. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** Chair Ainsley Smith or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 7** is a memo from Community Development Director, Jill Cahill requesting permission to pay FY18 Ready Fresh Invoice for \$12.87 with FY19 funds. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** Director Jill Cahill or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 8** is a memo from Director of Information Services requesting that a FY18 QuickBase, Inc. Invoice in the amount of \$3,156.16 be paid with FY19 funds. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** Director James Pope or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 9** is a memo from Planning Director Gregg Cademartori requesting the acceptance of a FY19 Coastal Resilience Grant in the amount of \$63,345.00. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** Planning Director Gregg Cademartori or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 10** is a memo from Chief Financial Officer John P. Dunn requesting to pay FY18 Invoices from the Department of Unemployment Assistant for the months of May and June 2018 with FY19 funds. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** CFO John P. Dunn or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 11** is a Supplemental Appropriation Budget Transfer (2019 SA #36) from Chief Financial Officer John P. Dunn to fund a contract with Resource Management Associates to be appropriated from the City's Stabilization Fund. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** CFO John P. Dunn or appropriate personnel will be available to answer questions and provide further information.
- **Enclosure 12** is a Supplemental Appropriation Budget Transfer (2019 SA #37) from Chief Financial Officer John P. Dunn to fund a contract with GZA for survey, geotechnical investigation, design, engineering and permitting services for the Magnolia Pier Reconstruction to be appropriated from the City's Stabilization Fund. ***Please refer this matter to the Budget and Finance subcommittee for review and approval.*** CFO John P. Dunn or appropriate personnel will be available to answer questions and provide further information.

###



Sefatia Romeo Theken, Mayor

# **ENCLOSURE 1**



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

Chief John McCarthy  
(978)281-9775

*Memorandum*

**July 23, 2018**

**To: Mayor Sefatia RomeoTheken**

**From: Chief John McCarthy**

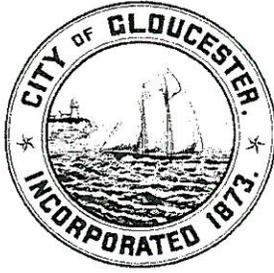
**RE: FY19 State 911 Support & Incentive Grant**

Mayor Romeo Theken,

Please find our application for the FY19 State 911 Support & Incentive Grant in the amount of \$86,795.00. This is a yearly grant and I respectfully ask that it be approved to accept.

Respectfully,

**John McCarthy**  
*Chief of Police*



City of Gloucester  
Grant Application and Check List

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

Name of Grant: FY19 Support & Incentive

Department Applying for Grant: Police

Agency-Federal or State application is requested from: State 911 Department

Object of the application: Porvides funding for E911 salaries/overtime/equipment

Any match requirements: None

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

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

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

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

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

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

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

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

FORM: AUDIT GRANT CHECKLIST – V.1



**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.

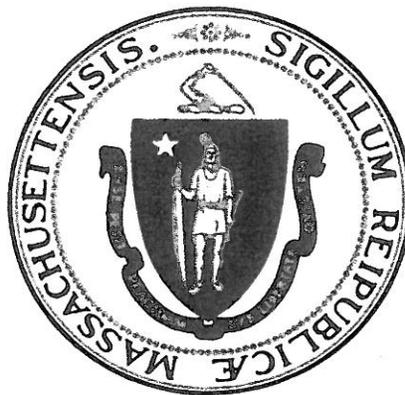
Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.



**COPY**

**Commonwealth of Massachusetts**

**Executive Office of Public Safety and Security  
State 911 Department**



**State 911 Department**

**Public Safety Answering Point and Regional Emergency Communication Center  
Support and Incentive Grant Application**

**Fiscal Year 2019**

**All applications shall be mailed or hand delivered.**

**All applications must be received by 5:00 P.M. on Friday, February 1, 2019.**

## Application Checklist

- Submitted annual Certification of Compliance Form to the State 911 Department
- Signed and Dated PSAP and RECC Support and Incentive Grant Application Page
- Completed Budget Summary Page
- Completed Budget Narrative Page(s)

**Personnel:** Include the amount you are requesting in this category.

**HVAC:** Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

**CAD:** Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

**Radio Console:** Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

**Console Furniture/Chairs:** Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

**Fire Alarm Receiving & Alerting Equipment:** Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

**Other Equipment:** Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

### Regional PSAPs and RECCs only:

**Public Safety Radio Systems:** Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

### Regional Secondary PSAPs only:

**CPE Maintenance:** Provide detailed narrative to justify expense in compliance with grant guidelines; attach quotes or estimates (with supporting documentation from the vendor).

- Attached Quotes, if applicable
- Appendix A – Personnel Costs, if applicable, include name(s), employment status (full or part-time), hourly rate(s), and overtime rate(s)
- Regional PSAPs and RECCs shall provide a detailed Departmental budget (current and prior fiscal year) and an organizational chart that clearly defines all positions (p. 12).
- Regional PSAPs and RECCs shall provide a **current** inter-municipal agreement (p. 12).
- Completed Contractor Authorized Signatory Listing Form signed by a City or Town Official
- Completed and Notarized Proof of Authentication of Signature Form for **each** Signatory **and** for the City or Town Official who signed the Contractor Authorized Signatory Listing Form
- Signed and Dated Standard Contract Page

**DO NOT SUBMIT DOUBLE-SIDED APPLICATIONS  
OR  
INCLUDE BLANK PAGES FOR WHICH NO FUNDING IS REQUESTED**

All applications with original signatures shall be submitted to:

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

**COPY**

Type of PSAP: (please check one)

- Primary
- Regional
- Regional Secondary
- Regional Emergency Communication Center

1. **Name of City/Town/Municipality** City of Gloucester Police Department  
 Address 197 Main Street  
 City/Town/Zip Gloucester, MA 01930  
 Telephone Number 978-281-9775  
 Fax Number 978-282-3026  
 Website www.gloucester-ma.gov

2. **Name of Applicant** City of Gloucester Police Department  
**Name /Title of Authorized Signatory** Chief John McCarthy  
 Address (if different from above) \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Email Address jmccarthy@gloucester-ma.gov

3. **Name/Title of Program/Contract Manager** Stacie Nicastro Financial Coordinator  
 Telephone Number 978-281-9775 x2  
 Fax Number 978-282-3026  
 Email Address snicastro@gloucester-ma.gov

4. **Total Grant Program funds requested.** \$ 86,795.00

5. **Goal and Desired Outcome**

Through its submission of this application to the State 911 Department, the applying governmental entity affirms that the primary goal of the State 911 Department PSAP and RECC Support and Incentive Grant Program is to assist PSAPs and RECCs in providing enhanced 911 service and to foster the development of regional PSAPs, regional secondary PSAPs and RECCs.

6. *Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the grant guidelines.*

*Signed under the penalties of perjury this* 15 *day of* June, 20 19



\_\_\_\_\_  
 ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY  
 (in blue ink)

<b>Primary PSAP, Regional PSAP, Regional Secondary PSAP, &amp; RECC</b>	
<b>CATEGORY</b>	<b>AMOUNT</b>
A. Enhanced 911 Telecommunicator Personnel Costs	\$58,715.00
B. Heat, Ventilation, Air Conditioning, and Other Environmental Control Equipment	\$
C. Computer-Aided Dispatch Systems	\$28,080.00
D. Radio Console	\$
E. Console Furniture and Dispatcher Chairs	\$
F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service	\$
G. Other Equipment	\$
<b>TOTAL*</b>	<b>\$86,795.00</b>

\*Total amount must exactly match amount requested on application page

<b>REGIONAL PSAP and RECC ONLY</b>	
<b>CATEGORY</b>	<b>AMOUNT</b>
H. Public Safety Radio Systems	\$
<b>TOTAL*</b>	<b>\$</b>

\*Total amount must exactly match amount requested on application page

<b>REGIONAL SECONDARY PSAP ONLY</b>	
<b>CATEGORY</b>	<b>AMOUNT</b>
I. PSAP Customer Premises Equipment Maintenance	\$
<b>TOTAL*</b>	\$

\*Total amount must exactly match amount requested on application page

**PRIMARY PSAP, REGIONAL PSAP, REGIONAL SECONDARY PSAP, & RECC  
DETAIL NARRATIVE**

Please make sure that every item listed in the above Budget Worksheet is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative. For personnel costs, please note for each individual to be funded, the anticipated hourly rate, cost of benefits if applicable, and anticipated overtime rate if applicable. Please use additional pages if needed.

**A. Enhanced 911 Telecommunicator Personnel Costs** – to defray the costs of salary for enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as an enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department, or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department, are solely for hours in which such personnel are working in the capacity of an enhanced 911 telecommunicator as their primary job function. Reimbursement may be allowed for straight time costs for on the job training for new telecommunicators who are in the process of obtaining certification as an enhanced 911 telecommunicator, in accordance with the requirements of the State 911 Department. Reimbursement for personnel costs related to training may be allowed only for training courses that have been approved by the State 911 Department under the Fiscal Year 2019 State 911 Department Training Grant, or with the prior written approval of the State 911 Department. Reimbursement for personnel costs for individuals who have other primary job duties not directly related to enhanced 911 service, such as firefighters or police officers who may occasionally be assigned PSAP enhanced 911 telecommunicator duty, may be allowed only for the documented hours in which the employee is acting primarily in the capacity of an enhanced 911 telecommunicator. For example, if a police officer or firefighter is assigned to work as an enhanced 911 telecommunicator 1 day a week, funding from these grants may only be used to cover the portion of such firefighter or police officer’s salary for the 1 day a week that he or she is assigned to enhanced 911 telecommunicator duty. Funding awarded through these grants shall be assigned to specific identified personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

All wage reimbursements authorized under this Program shall be allocated by the grantee in adherence with applicable collective bargaining agreements. However, the State 911 Department is not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

Attach Appendix A

**Total Category A**

\$58,715.00
-------------

**B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment** – to defray costs associated with the acquisition and maintenance of heat, ventilation and air-conditioning equipment and other environmental control equipment. Such funds may only be used to purchase, install, replace, maintain, operate and/or upgrade such equipment used in the physical space used for the provision of enhanced 911 service.

**B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment**

**Description:**

**Vendor:**

Attach Quote and mark with letter B

**Total Category B**

\$ _____
----------

**C. Computer-aided Dispatch Systems** – to defray costs associated with the purchase, installation, replacement, maintenance and/or upgrade of CAD hardware and software used by emergency communication dispatchers, call takers, and 911 operators in primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to initiate public safety calls for service and dispatch, and to maintain the status of responding resources in the field. Funds may be used for mobile devices that are linked to a CAD system. Primary PSAPs may not use funding for records management systems, whether or not part of a CAD system. Regional PSAPs and RECCs may apply for funding for records management systems.

**C. Computer-aided Dispatch Systems**

**Description:** Contract with Delphi Technology Solutions, Inc. 280 Merrimack St., Suite 308 Lawrence, MA 01843. For IT support directly related to “enhance and maintain computer aided dispatch systems through current and developing dispatch related technology needs.”

Are the requested items linked to CAD? Please see attached proposed contract

Where will the requested items be located?

What will be displayed on monitors, if requested?

**Vendor: Delphi Technology Solutions, Inc.**  
**280 Merrimack St. Suite 308**  
**Lawrence, MA 01843**

Attach Quote and mark with letter C

**Total Category C**

<b>\$28,080.00</b>
--------------------

**D. Radio Consoles** – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of radio consoles to be used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such radio consoles used in the physical space used for the provision of enhanced 911 service. All radio systems shall comply with EOPSS Statewide Inter-Operability Emergency Communications (“SIEC”) special conditions, as may be amended from time to time.

The State 911 Department will submit requests for such funding to the SIEC and/or the Statewide Interoperability Coordinator (“SWIC”) for review and confirmation that the requested item(s) comply with the SIEC special conditions. The SIEC special conditions are available at:

<http://www.mass.gov/eopss/docs/ogr/homesec/sd-siec-specialconditionsradiofrequenciesdec09.pdf>. Questions relating to the SIEC special conditions should be directed to the SWIC. You may e-mail the SWIC at [MA.SWIC@mass.gov](mailto:MA.SWIC@mass.gov).

**D. Radio Consoles**

**Description:**

**Vendor:**

Attach Quote and mark with letter D

Total Category D

\$ _____
----------

**E. Console Furniture and Dispatcher Chairs** – to defray costs associated with the purchase, installation, replacement, maintenance, and/or upgrade of console furniture and dispatcher chairs necessary for enhanced 911 telecommunicators working at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to perform their jobs effectively and in an ergonomically appropriate manner. Such funds may only be used to purchase, install, replace, maintain, and/or upgrade such console furniture and dispatcher chairs, including shelving, storage cabinets, and rotary resource files, used in the physical space used for the provision of enhanced 911 service.

E. Console Furniture and Dispatcher Chairs

**Description:**

Have you previously applied for funding for dispatcher chairs?

If so, what year?

Are they under warranty?

**Vendor:**

Attach Quote and mark with letter E

**Total Category E**

\$ _____
----------

**F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service** – to defray costs associated with the purchase, installation, replacement, maintenance, and/or update of fire alarm receiving and alerting equipment used at primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs. Funding may be used to purchase, install, replace, maintain, and/or update systems used by such PSAPs to alert remote station personnel of emergency responses, including hardware and components installed within remote station locations. Funding for street or structure based cable or radio fire alarm boxes and related hardware is not permitted.

F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service

**Description:**

**Vendor:**

Attach Quote and mark with letter F

**Total Category F**

\$ _____
----------

**G. Other Equipment and Related Maintenance Associated with Providing Enhanced 911 Service** – to defray costs associated with the purchase, installation, replacement, and/or maintenance of other equipment used in the physical space used for the provision of enhanced 911 service, except as otherwise approved by the State 911 Department, based on supporting documentation that the physical space used for the provision of enhanced 911 service is inadequate to house the equipment, or except as otherwise approved by the State 911 Department based on supporting documentation. Funding may be used for, but is not limited to: support technology (such as printers, headsets, and call recorders); supplies (such as disc and printer cartridges); hardware and support costs (excluding monthly recurring telephone service costs) for telephones; acoustic wall coverings; ESD-resistant flooring; lighting; and security equipment used for securing access to the PSAP to prevent entry by the public or unauthorized personnel.

**G. Other Equipment and Related Maintenance Associated with Providing Enhanced 911 Service**

**Description:**

Please include **use and location** of the requested item(s).

**Vendor:**

Attach Quote and mark with letter G

**Total Category G**

\$ _____
----------

***REMINDER: Disposal of Equipment Purchased with Grant Funding: Grantees may replace and/or dispose of equipment purchased with funds under the State 911 Department grant programs only if such equipment has reached the end of its useful life, in accordance with the manufacturer’s warranty or industry expected useful life, whichever is longer. Disposal shall be in compliance with municipal guidelines, and equipment may be transferred to public entities for public municipal purposes only.***

**All goods and/or services shall be received on or before June 30, 2019 to be eligible for reimbursement under the Fiscal Year 2019 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant.**

**REGIONAL PSAP & RECC ONLY  
DETAIL NARRATIVE**

**Please make sure that every item listed in the above Budget Worksheet is listed in the narrative below with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative. Please use additional pages if needed.**

**H. Regional PSAPs and RECCs ONLY:**

**Public Safety Radio Systems** – to defray costs associated with the acquisition and maintenance of radio systems (including circuit costs for connectivity) used for police, fire, emergency medical services, and/or emergency management communications. Only Regional PSAPs and RECCs are eligible for funding in this category. All radio systems shall comply with EOPSS Statewide Inter-Operability Emergency Communications (“SIEC”) special conditions, as may be amended from time to time. The State 911 Department will submit requests for such funding to the SIEC and/or the Statewide Interoperability Coordinator (“SWIC”) for review and confirmation that the requested item(s) comply with the SIEC special conditions. The SIEC special conditions are available at:

<http://www.mass.gov/eopss/docs/ogr/homesec/sd-siec-specialconditionsradiofrequenciesdec09.pdf>. Questions relating to the SIEC special conditions should be directed to the SWIC. You may e-mail the SWIC at [MA.SWIC@state.ma.us](mailto:MA.SWIC@state.ma.us).

**Description:**

**Vendor:**

Attach Quote and mark with letter H

**Total Category H**

\$ _____
----------

**All goods and/or services shall be received on or before June 30, 2019 to be eligible for reimbursement under the Fiscal Year 2019 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant.**

**REGIONAL SECONDARY PSAP ONLY  
DETAIL NARRATIVE**

**Please make sure that every item listed in the above Budget Worksheet is listed in the narrative below with a detailed description including category of item, price per unit, quantity, brand, model and any other pertinent and available information. Please include any and all quotes to support the budget narrative.**

**I. Regional Secondary PSAPs ONLY:**

**Regional Secondary PSAP 911 Customer Premises Equipment Maintenance** – to defray costs associated with maintaining PSAP 911 customer premises equipment. ONLY regional secondary PSAPs are eligible for funding in this category.

(The Department assumes the responsibility of all costs for maintenance of CPE at all primary PSAPs and regional PSAPs and RECCs). Note: Regional Secondary PSAPs are eligible for the purchase, installation and/or upgrade of CPE equipment under the State 911 Department Regional PSAP and Regional Secondary PSAP and RECC Development Grant.

**Description:**

**Vendor:**

Attach Quote and mark with letter I

**Total Category I**

\$ _____
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**All goods and/or services shall be received on or before June 30, 2019 to be eligible for reimbursement under the Fiscal Year 2019 State 911 Department Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant.**



The Commonwealth of Massachusetts  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
**STATE 911 DEPARTMENT**  
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346  
Tel: 508-828-2911 ~ TTY: 508-947-1455  
[www.mass.gov/e911](http://www.mass.gov/e911)



**CHARLES D. BAKER**  
*Governor*

**DANIEL BENNETT**  
*Secretary of Public Safety  
and Security*

**KARYN E. POLITO**  
*Lieutenant Governor*

**FRANK POZNIAK**  
*Executive Director*

July 20, 2018

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

Dear Chief McCarthy:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2019 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract and the final approved Appendix A: Personnel Costs for your grant. Please note your contract start date is **July 20, 2018** and will run through June 30, 2019. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services **MUST** be received on or before June 30, 2019.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website [www.mass.gov/E911](http://www.mass.gov/E911). For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than two (2) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to [911DeptGrants@mass.gov](mailto:911DeptGrants@mass.gov). Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 29, 2019.

Sincerely,

Frank P. Pozniak  
Executive Director

cc: FY 2019 Support and Incentive Grant File



**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

**Contractor Legal Name: City of Gloucester Police Department**

**Contractor Vendor/Customer Code: VC6000192096**

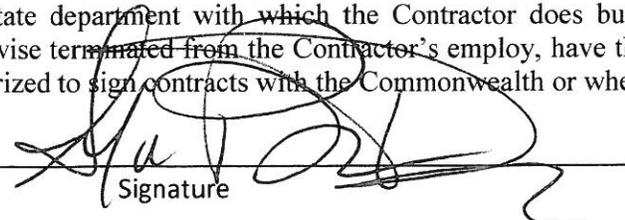
**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.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

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

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

AUTHORIZED SIGNATORY NAME	TITLE
John McCarthy	Chief of Police

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

  
Signature

Date: 6/3/18

Name & Title: Sefatia Romeo Theken

Telephone: 978-281-9700

Fax: 978-281-9738

Email: sromeotheken@gloucester-ma.gov

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

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name: City of Gloucester Police Department

Contractor Vendor/Customer Code: VC6000192096

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. **THE STATE 911 DEPARTMENT REQUIRES THIS FORM FOR EACH PERSON LISTED AS AN AUTHORIZED SIGNATORY AS WELL AS THE PERSON WHO SIGNS THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM.**

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

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

Title: Chief of Police

X 

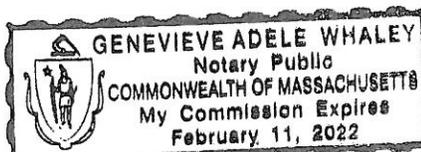
Signature as it will appear on contract or other document (Complete only in presence of notary):

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

ESSEX COUNTY, MASSACHUSETTS

On this 5TH day of JUNE, 2018 before me, the undersigned notary public, personally appeared CHIEF JOHN MCCARTHY (name of document signer), proved to me through satisfactory evidence of identification, which was PERSONALLY KNOWN, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

  
Notary Public Signature



My MA Commission expires on: FEBRUARY 11, 2022

AFFIX NOTARY SEAL

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Corporate Clerk Signature

AFFIX CORPORATE SEAL

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

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

PROOF OF AUTHENTICATION OF SIGNATURE

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

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

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

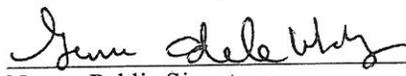
Title: Mayor

X 

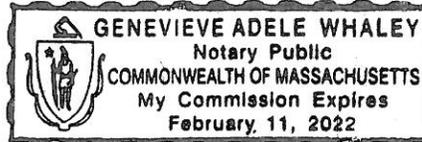
Signature as it will appear on contract or other document (Complete only in presence of notary):

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

On this 25<sup>th</sup> day of JUNE, 2018 before me, the undersigned notary public, personally appeared SEFATIA ROMEO THEKEN (name of document signer), proved to me through satisfactory evidence of identification, which was PERSONALLY KNOWN, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor. \_\_

  
Notary Public Signature

My MA Commission expires on: FEBRUARY 11, 2022



AFFIX NOTARY SEAL

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor. \_\_

\_\_\_\_\_  
Corporate Clerk Signature

AFFIX CORPORATE SEAL





## Network Administration and Maintenance Agreement FY19

### The Client:

Gloucester Police Department  
197 Main Street  
Gloucester, MA 01931

### Contact Information:

Contact Name:	Stacie Nicastro
Contact Phone:	(978)283-1212
Contact Email:	snicastro@gloucester-ma.gov

### **Confidentiality**

The information put forth in this document shall not be disclosed outside of the intended organization listed above and shall not be duplicated, used or disclosed in whole or in part without the express permission of Delphi or The Client for protection of intellectual property. This agreement is subject to the Public Records Laws.

### **Statement of Work**

This Statement of Work (SOW) defines the scope of work to be performed by Delphi Technology Solutions, Inc. or its assignees under the terms and conditions of Delphi *and The Client*. This SOW defines the tasks, provides an estimated schedule, and explains the responsibilities of both Delphi and The Client.

### **General Assumptions**

Estimates included in this SOW are based upon certain key assumptions. The following General Assumptions are standard to each SOW. An additional section entitled Project Specific Assumptions appears later in this document. Any deviations to these General Assumptions and/or Project Specific Assumptions that arise during the proposed project will be managed according to the procedures described in the Project Change Control Procedure.

**Hardware/Software**

Hardware and Software components are not included in this SOW, except where otherwise indicated.

**Service Periods**

Delphi will provide services during standard business hours, 8:30AM to 5:00PM, Monday through Friday. Services performed outside of the standard service hours will be considered 'non-standard' hours, and will be performed only at the request of the client. These hours will be billed at 1.5 times the standard hourly rate.

Any additional professional services required outside of this agreement will be billed on a time and material basis and must be mutually agreed upon by Delphi and The Client.

**Scope of Services**

Delphi will provide qualified network administrators and consultants to work with the client's staff members to administer and maintain the network infrastructure as it relates to any Computer Assisted Dispatch (CAD) systems as directed by the Client.

Delphi Technology Solutions is not responsible for hardware or software that is not related to providing network infrastructure. Examples include financial software, payroll software, everyday use applications like word processors, non-functioning peripherals and the like.

Delphi Technology Solutions will make every effort to assist with hardware and software that are not related to network infrastructure, however, the support of this hardware or software lies primarily with the manufacturer. At the request of the client, Delphi will work on its own or with the manufacturer in order to resolve issues with these items or assist employees with use of these items. In all cases, Delphi's usual charges will apply.

**Delphi Technology Solutions, Inc. Responsibilities**

*Delphi* will:

Complete network administration, maintenance and troubleshooting tasks and projects as directed by the designee of the client. Tasks completed as time allows within the monthly, pre-scheduled maintenance agreement hours.

**Client Responsibilities**

The Client agrees to designate a representative who will be the focal point for all communication with us relative to this Statement of Work and:

1. Will have the authority to act on The Client's behalf in matters regarding this Statement of Work
2. Provide suitable workspace with telephone, e-mail and internet access for our consultants while working on your premises
3. Provide access to servers and workstations during the hours we agree upon
4. Provide the consultant the user ID parameters, passwords and other related information which is required to enable us to complete this service

5. Provide suitable and sufficient storage media for the protection of the programs and others tasks that the Delphi consultants will be working on
6. Provide client staff members to test the implementation and provide a statement that the implementation works as outlined in this statement of work.

### **Usual Charges**

Delphi will invoice the client on an hourly basis for those professional services performed/products supplied under this Statement of Work.

All support calls to Microsoft or any other company are billed to The Client at actual cost.

The professional charges for this consulting engagement are:

\$135.00/hour for each Delphi consultant for on-site work during the agreed pre-scheduled maintenance hours.

\$135.00/hour for each Delphi consultant for any on-site work during standard hours that are not part of the weekly, pre-scheduled maintenance hours.

\$195.00/hour for each Delphi consultant for any on-site work during non-standard hours.

\$95.00/hour for any Delphi consultant engaged in telephone technical support.

Minimum onsite billable time is 1 hour. Minimum remote billable time is 0.5 hour.

### **Payment Terms**

This agreement will be invoiced in one invoice for a total of 208 hours to be used at the discretion of Gloucester Police Department. The total cost outlined in this statement of work is \$28,080.00.

### **Project Change Control Procedure**

1. Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
2. Neither party shall be liable for any failure or delay in performance under this Agreement to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control and occurring without its fault or negligence, including, without limitation, failure of suppliers, subcontractors, and carriers, or party to substantially meet its performance obligations under this Agreement, provided that, as a condition to the claim of non-liability, the party experiencing the difficulty shall give the other prompt written notice, with full details following the occurrence of the cause relied upon. Dates by which performance obligations are

scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

**Employee – Non-Compete**

During the duration of this Statement of work, neither party will approach or engage in activities to recruit employees, sub-contractors or others involved in this activity by either company.

**Schedule**

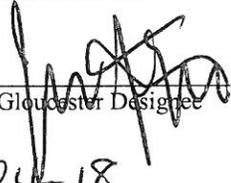
Prescheduled maintenance hours shall be determined by the Client and Delphi. The actual day of the week and time of day when services will be rendered will be mutually agreed upon by Delphi Technology Solutions and the Client at the time of contract execution. Modifications to this maintenance schedule shall be mutually agreed to in advance by the Delphi Project Manager or consultant and the client.

Scheduling or services provided outside the above maintenance hours shall be mutually agreed to in advance by the Delphi Project Manager or consultant and the client.

Upon signing and sending this document to Delphi, the Client agrees to the conditions put forth herein, and services to be performed by the following completion date:

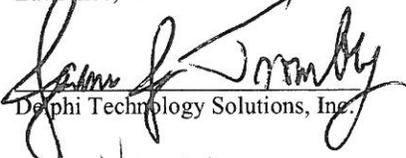
Expire date: **June 30, 2019**

Agreed To:  
City of Gloucester  
197 Main Street  
Gloucester, MA 01931

  
\_\_\_\_\_  
City of Gloucester Designee

5-24-18  
Agreed Date

Agreed To:  
Delphi Technology Solutions, Inc.  
280 Merrimack Street, Suite 308  
Lawrence, MA 01843

  
\_\_\_\_\_  
Delphi Technology Solutions, Inc.

5/24/2018  
Agreed Date



C.

Pricing Proposal  
Quotation #: 15464067  
Created On: 6/7/2018  
Valid Until: 6/29/2018

**Gloucester Police Department**

**Business Development  
Manager**

**Stacie Nicastro**  
197 Main Street  
Gloucester, MA 01930  
United States  
Phone: (978)283-1212  
Fax:  
Email: snicastro@gloucester-ma.gov

**Michael Dempsey**  
290 Davidson Avenue  
Somerset, NJ 08873  
Phone: 508-254-5739  
Fax: 732 652 6405  
Email: Michael\_Dempsey@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Network Administration and Maintenance Agreement Delphi Technology Solutions - Part#: NPN-DELPH-NETAD Contract Name: IT Hardware and Services Contract #: ITC47 <b>Note:</b> Additional info attached	1	\$28,080.00	\$28,080.00
		<b>Total</b>	<b>\$28,080.00</b>

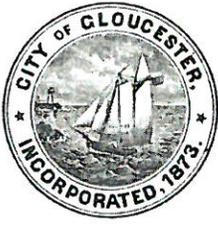
**Additional Comments**

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

*The Products offered under this proposal are subject to the SHI Return Policy posted at [www.shi.com/returnpolicy](http://www.shi.com/returnpolicy), unless there is an existing agreement between SHI and the Customer.*

# **ENCLOSURE 2**



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

Chief John McCarthy  
(978)281-9775

*Memorandum*

**July 25, 2018**

**To: Mayor Sefatia RomeoTheken**

**From: Chief John McCarthy**

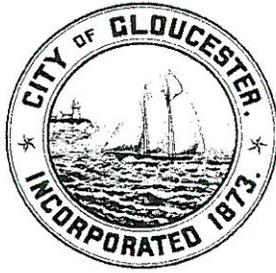
**RE: FY19 State 911 EMD and Training Grant**

Mayor Romeo Theken,

I respectfully request the following packet be put through to City Council for a vote to allow the Police Department to apply for the above mentioned grant. This is a yearly grant and has been applied for in the past.

Respectfully,

**John McCarthy**  
*Chief of Police*



City of Gloucester  
Grant Application and Check List

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

Name of Grant: FY19 State 911 Training Grant & EMD

Department Applying for Grant: Police

Agency-Federal or State application is requested from: State 911 Department

Object of the application: Provide funding for EMD Con-Ed & Quality Assurance Improvement

Any match requirements: None

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

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

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

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

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

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

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

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

FORM: AUDIT GRANT CHECKLIST – V.1



**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.

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: Police

ACCOUNT NAME: 19 State 911 Training Grant

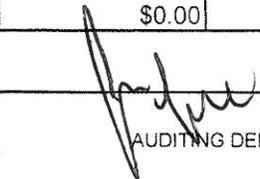
FUND NUMBER AND NAME: (N/A FOR NEW FUND) N/A

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

DATE PREPARED: 7/25/18

APPROVED  
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4_ _ _ _ )				
46800	\$115,978.84			\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5_ _ _ _ )				
				\$0.00
52000	\$11,400.00			\$0.00
51300	\$88,510.47			\$0.00
Night Shift	\$6,068.37			\$0.00
51900	\$10,000.00			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$115,978.84 \$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_ 

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

Commonwealth of Massachusetts

Executive Office of Public Safety and Security  
State 911 Department



**State 911 Department**

**Training Grant and EMD/Regulatory Compliance Grant Application**

**Fiscal Year 2019**

**All applications shall be mailed or hand delivered.**

**All applications must be received by 5:00 P.M. on Friday, February 1, 2019.**

## Application Checklist

- Submitted annual Certification of Compliance Form to the State 911 Department
- Signed and Dated Training Grant and EMD/Regulatory Compliance Grant Application Page
- Completed Training Grant Budget Worksheet; to include requested funding by category and narrative
- Completed EMD/Regulatory Compliance Grant Budget Worksheet, if applicable, to include requested funding by category and narrative
- Completed EMD/Regulatory Compliance Grant separate narrative and worksheet, if applying for supplemental funding under the EMD/Regulatory Compliance Grant
- Completed Appendix A – Listing of Certified Telecommunicators and, if applicable, Page Two - New Personnel in the Process of Obtaining Certification
- Completed Contractor Authorized Signatory Listing Form signed by a City or Town Official
- Completed and Notarized Proof of Authentication of Signature Form for **each** Signatory **and** for the City or Town Official who signed the Contractor Authorized Signatory Listing Form, one notarized form for each
- Signed and Dated Standard Contract Form

**DO NOT SUBMIT DOUBLE-SIDED APPLICATIONS**

**OR**

**BLANK PAGES FOR WHICH NO FUNDING IS REQUESTED**

All applications with original signatures shall be submitted to:

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

**FY 2019 Training Grant and EMD/Regulatory Compliance Grant**

Name of City/Town/Municipality City of Gloucester  
Address 9 Dale Ave.  
City/Town/Zip Gloucester, MA 01930  
Telephone Number 978-281-9775  
Fax Number 978-282-3026  
Website www.gloucester-ma.gov

Name of Eligible Entity Gloucester Police Department  
Name/Title of Authorized Signatory Chief John McCarthy  
Address (if different from above) 197 Main Street  
Telephone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email Address jmccarthy@gloucester-ma.gov

Program/Contract Manager Lieutenant David Quinn  
Telephone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email Address dquinn@gloucester-ma.gov

**Requested Funding:**

Training Grant Funds	\$ <u>10,000.00</u>
EMD/Regulatory Compliance Grant Funding	\$ <u>105,978.84</u>
<b>Total Funds Requested</b>	\$ <u>115,978.84</u>

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

1)  Provide EMD utilizing in-house certified emergency medical dispatchers using  
 APCO EMDPRS  PowerPhone EMDPRS  Priority Dispatch EMDPRS

2)  Provide EMD utilizing a Certified EMD Resource:  
Name of Certified EMD Resource: \_\_\_\_\_  
 APCO EMDPRS  PowerPhone EMDPRS  Priority Dispatch EMDPRS

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

Signed under the penalties of perjury this 26 day of July, 20 18.

\_\_\_\_\_  
Original Signature of Authorized Signatory (Blue Ink)



## FY 2019 Training Grant Budget Worksheet

Funding Category	Amount Requested	Narrative – Provide details on funding request
A. Fees	\$5,000.00	Fees associated with attendance at approved 911 training courses for certified Telecommunicators (or those working toward certification) for training and certification compliance, to include 16 hours of continued education.
B.1. Personnel	\$5,000.00	Overtime for participants, replacement costs associated with attendance, straight-time for part time per diem for participation or replacement, associated with training and certification compliance, to include 16 hours of continuing education.
B.2. Fringe and/or Indirect costs associate with Personnel Costs	\$	
C. Training Software and Other Products	\$	(Attach quote for this category)
D. Lodging	\$	
<b>Total Amount of Training Grant Funding Requested</b>	<b>\$10,000.00</b>	

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

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

Sign Initials Here:  \_\_\_\_\_

## FY 2019 EMD/Regulatory Compliance Grant Budget Worksheet

Funding Category	Amount Requested	Narrative – Provide details on funding request
<b>A. Fees</b>	\$11,400.00	Fees associated with attendance at approved 911 training courses for certified Telecommunicators (or those working toward certification) for training and certification compliance, to include 16 hours of continued education.
<b>B.1. Personnel</b>	\$94,578.84	Overtime for participants, replacement costs associated with participant attendance, straight time for part time per diem for participation or replacement, associated with training and certification compliance, to include 16 hours of continued education. 117 hours of QA review for 2 Sgt.'s and 5 Lt.'s for a total of 25calls/wk at 30 min per call.
<b>B.2. Fringe and/or Indirect Costs Associate with Personnel Costs</b>	\$	
<b>C. Training Software and Other Products</b>	\$	(Attach quote for this category)
<b>D. Lodging</b>	\$	
<b>E. Certified EMD Resource</b>	\$	Name of CEMDR:  (Attach copy of contract with CEMDR)
<b>F. Other Emergency Medical Dispatch and Quality Assurance of Emergency Medical Dispatch Services</b>	\$	
<b>Total Amount of EMD/Regulatory Compliance Grant Funding Requested</b>	<b>\$105,978.84</b>	

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

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

Sign Initials Here:

A handwritten signature in black ink, appearing to be 'J. J. J.', written over a horizontal line.

# FY 2019 Training Grant and EMD/Regulatory Compliance Grant

## APPENDIX A: LISTING OF CERTIFIED TELECOMMUNICATORS

**PSAP:**

Last Name, First Name (Alphabetical Order)	Indicate Full (F) or Part-Time (P)	Hourly Pay Rate	Overtime Pay Rate
Aberle, Josiah	F	29.74	44.61
Adelfio, Vincent	F	29.74	53.53
Aiello, Alexander	F	29.74	46.77
Alves, Clifford	F	29.74	55.76
Bouchie, Shawn	F	29.74	44.61
Carr, George	F	29.74	53.53
Chipperini, Brendan	F	29.74	49.07
Cimoszko, Michal	F	29.74	55.76
Crowley, Brian	F	29.74	44.61
D'Angelo, Alassandro	F	19.03	30.70
D'Angelo, David	F	29.74	44.61
Duffany, Scott	F	29.74	44.61
Duwart, Carlton	F	29.74	44.61
Fialho, Heidi	F	29.74	53.53
Foote, Jared	F	29.74	44.61
Foote, Mark	F	29.74	44.61
Gaudenzi, Keith	F	29.74	44.61
Genovese, Christopher	F	29.74	49.07
Giacalone, Anthony	F	29.74	44.61
Gossom, Kelly	F	29.74	48.20
Hicks, Kevin	F	29.74	49.07
Kendall, William	F	29.74	46.77
Knickle, Andrew	F	29.74	53.53
Lamberis, Stephen	F	29.74	55.76
Liacos, Christopher	F	29.74	49.07
Lucido, Kyle	P	19.03	
Mizzoni, Steven	F	29.74	49.07
Morrissey, Dylan	F	19.03	28.55
Morrissey, Robert	F	29.74	55.76
Nicolosi, James	F	19.03	28.55
Officer, James	F	29.74	55.76
O'Leary, Timothy	F	29.74	46.84
Palazola, Robert	F	29.74	53.53
Parady, Joseph	F	29.47	49.07





# 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](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osd](http://www.mass.gov/osd) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> City of Gloucester (and d/b/a): Police Department		<b>COMMONWEALTH DEPARTMENT NAME:</b> State 911 Department <b>MMARS Department Code:</b> EPS	
<b>Legal Address: (W-9, W-4,T&amp;C):</b> 9 Dale Ave. Gloucester MA 01930		<b>Business Mailing Address:</b> 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
<b>Contract Manager:</b> Chief John McCarthy		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> <a href="mailto:jmccarthy@gloucester-ma.gov">jmccarthy@gloucester-ma.gov</a>		<b>Contract Manager:</b> Cindy Reynolds	
<b>Phone:</b> 978-281-9775	<b>Fax:</b> 978-282-3026	<b>E-Mail:</b> <a href="mailto:911DeptGrants@mass.gov">911DeptGrants@mass.gov</a>	
<b>Contractor Vendor Code:</b> VC6000192096		<b>Phone:</b> 508-821-7299	<b>Fax:</b> 508-947-1452
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD 001 (Note: The Address Id Must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> CT EPS GRNT	
<b>RFR/Procurement or Other ID Number:</b> FY19 Training/EMD/Regulatory Compliance Grant			

<p style="text-align: center;"><u>  X  </u> <b>NEW CONTRACT</b></p> <p><b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b></p> <p><input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget)</p> <p><input checked="" type="checkbox"/> <b>Department Procurement</b> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> <b>Contract Employee</b> (Attach <u>Employment Status Form</u>, scope, budget)</p> <p><input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification, scope and budget)</p>	<p style="text-align: center;"><u>          </u> <b>CONTRACT AMENDMENT</b></p> <p>Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: _____, 20____.</p> <p>Enter <b>Amendment Amount:</b> \$ _____ (or "no change")</p> <p><b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b></p> <p><input type="checkbox"/> <b>Amendment to Scope or Budget</b> (Attach updated scope and budget)</p> <p><input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification and updated scope and budget)</p>
---	--

The following **COMMONWEALTH TERMS AND CONDITIONS (T&C)** has been executed, filed with CTR and is incorporated by reference into this Contract.  
 Commonwealth Terms and Conditions     Commonwealth Terms and Conditions For Human and Social Services

**COMPENSATION:** (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.  
 **Rate Contract** (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)  
 **Maximum Obligation Contract** Enter Total Maximum Obligation for total duration of this Contract (or **new** 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:  agree to standard 45 day cycle  statutory/legal or Ready Payments (G.L. c. 29, § 23A);  only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

**BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:** (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) **Contract is for the reimbursement of funds under the State 911 Department FY 2019 Training Grant and EMD/Regulatory Compliance Grant as authorized and awarded in compliance with grant guidelines and the grantee's approved application.**

**ANTICIPATED START DATE:** (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:  
 1. may be incurred as of the Effective Date (latest signature date below) and **no** obligations have been incurred **prior** to the Effective Date.  
 2. may be incurred as of \_\_\_\_\_, 20\_\_\_\_, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.  
 3. were incurred as of \_\_\_\_\_, 20\_\_\_\_, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

**CONTRACT END DATE:** Contract performance shall terminate as of **June 30, 2019**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

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

**AUTHORIZING SIGNATURE FOR THE CONTRACTOR:**  
X: [Handwritten Signature] Date: 7-26-18  
(Signature and Date Must Be Handwritten At Time of Signature)  
Print Name: John McCarthy  
Print Title: Chief of Police

**AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:**  
X: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature and Date Must Be Handwritten At Time of Signature)  
Print Name: Frank Pozniak  
Print Title: Executive Director

**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

**Contractor Legal Name:**

**Contractor Vendor/Customer Code:**

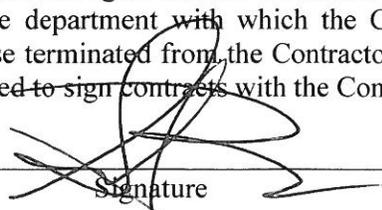
**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.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

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

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

AUTHORIZED SIGNATORY NAME	TITLE
John McCarthy	Chief of Police

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

  
 \_\_\_\_\_  
 Signature

Date: 7/29/18

Name & Title: Sefatia Romeo Theken - Mayor \_\_\_\_\_

Telephone: 978-281-9700

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

Email: sromeotheken@gloucester-ma.gov

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

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name:

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. **THE STATE 911 DEPARTMENT REQUIRES THIS FORM FOR EACH PERSON LISTED AS AN AUTHORIZED SIGNATORY AS WELL AS THE PERSON WHO SIGNS THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM.**

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

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

Title: Chief of Police

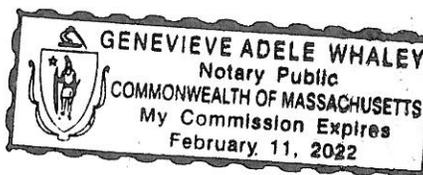
X 

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

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

On this 26<sup>th</sup> day of JULY, 2018 before me, the undersigned notary public, personally appeared CHIEF JOHN J. MCCARTHY (name of document signer), proved to me through satisfactory evidence of identification, which was PERSONALLY KNOWN, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

  
Notary Public Signature



My MA Commission expires on: February 11, 2022

AFFIX NOTARY SEAL

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Corporate Clerk Signature

AFFIX CORPORATE SEAL

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Contractor Legal Name:

Contractor Vendor/Customer Code:

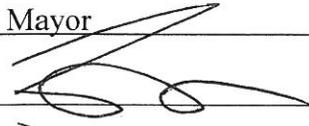
PROOF OF AUTHENTICATION OF SIGNATURE

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. **THE STATE 911 DEPARTMENT REQUIRES THIS FORM FOR EACH PERSON LISTED AS AN AUTHORIZED SIGNATORY AS WELL AS THE PERSON WHO SIGNS THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM.**

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

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

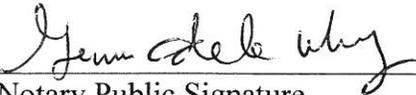
Title: Mayor

X 

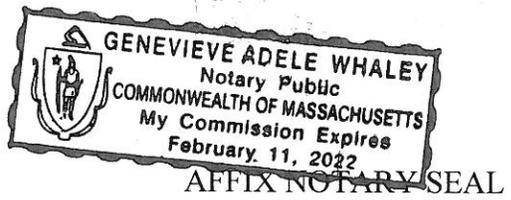
Signature as it will appear on contract or other document (Complete only in presence of notary):

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

On this 26<sup>th</sup> day of JULY, 20 18 before me, the undersigned notary public, personally appeared MAYOR SEFATIA ROMEO THEKEN (name of document signer), proved to me through satisfactory evidence of identification, which was PERSONALLY KNOWN, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

  
Notary Public Signature

My MA Commission expires on: February 11, 2022



On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Corporate Clerk Signature

AFFIX CORPORATE SEAL

The Gloucester Police Department uses uniformed police officers as dispatchers on a rotating schedule. It is necessary for all police officers, including supervisors, to be E911 and EMD trained. There are currently 54 sworn officers with an average overtime rate of \$57.29 per hour. There is a possibility of 3 future academy recruits.

The quality assurance and quality improvement will be completed by 2 Sergeants, Joseph Catarino with an overtime rate of \$64.76 and James Marshall with an overtime rate of \$64.76 who will be completing 25 calls per week as outlined by Priority Dispatch protocols and 5 Lieutenants, David Quinn, Joseph Fitzgerald, Michael Gossom and Eugene MacDonald, with an overtime rate of \$72.18, & Jeremiah Nicastro, with an overtime rate of \$69.29, who oversee dispatch and the QA/QI program. These Lieutenants will also be completing 25 calls per week. This will include listening to the recordings, completing evaluations and meeting with call takers who may need remedial training.

GLOUCESTER POLICE DEPARTMENT  
 FY2019 E911 TRAINING EMD GRANT WORKSHEET

#	TO TRAIN	PATROLMEN	FY2019		TRAINING	COST	NIGHT SHIFT 8%
			OVERTIME HOURLY PAY	RATE			
1	Aberle, Josiah		\$ 44.61		16	\$ 713.82	\$ 28.55
2	Adelfio, Vincent J.		\$ 53.53		16	\$ 856.48	\$ 34.26
3	Aiello, Alexander		\$ 46.77		16	\$ 748.32	\$ 29.93
4	Aiello, Brian		\$ 64.76		16	\$ 1,036.16	\$ 41.45
5	Alves Jr., Clifford A.		\$ 55.76		16	\$ 892.16	\$ 35.69
6	Balbo, Joseph		\$ 62.16		16	\$ 994.56	\$ 39.78
7	Bouchie, Shawn J.		\$ 44.61		16	\$ 713.76	\$ 28.55
8	Carr Jr., George W.		\$ 53.53		16	\$ 856.48	\$ 34.26
9	Catarino, Joseph (QAQI)		\$ 64.76		109	\$ 7,058.84	\$ 564.71
10	Chipperini, Brendan		\$ 49.07		16	\$ 785.12	\$ 31.40
11	Cimoszko, Michael		\$ 55.76		16	\$ 892.16	\$ 35.69
12	Ciolino, Jerome		\$ 62.16		16	\$ 994.56	\$ 39.78
13	Conners, Sean P.		\$ 57.00		16	\$ 912.00	\$ 36.48
14	Crowley, Brian		\$ 44.61		16	\$ 713.76	\$ 28.55
15	D'Angelo, Allassandro		\$ 30.70		16	\$ 491.20	\$ 19.65
16	D'Angelo, David		\$ 44.61		16	\$ 713.76	\$ 28.55
17	Duffany, Scott B		\$ 44.61		16	\$ 713.76	\$ 28.55
18	Duwart Jr, Carlton		\$ 44.61		16	\$ 713.76	\$ 28.55
19	Fialho, Heidi		\$ 53.53		16	\$ 856.48	\$ 34.26
20	Foote, Jared		\$ 44.61		16	\$ 713.76	\$ 28.55
21	Foote, Mark Joseph		\$ 44.61		16	\$ 713.76	\$ 28.55
22	Frates, Christopher		\$ 64.76		16	\$ 1,036.16	\$ 41.45
23	Gaudenzi, Keith		\$ 53.53		16	\$ 856.48	\$ 34.26
24	Genovese, Christopher		\$ 49.07		16	\$ 785.12	\$ 31.40
25	Giacalone, Anthony		\$ 44.61		16	\$ 713.76	\$ 28.55
26	Gossom, Kelly		\$ 48.20		16	\$ 771.20	\$ 30.85
27	Hicks, Kevin E.		\$ 49.07		16	\$ 785.12	\$ 31.40
28	Kendall, William		\$ 46.77		16	\$ 748.32	\$ 29.93
29	Knickle, Andrew		\$ 53.53		16	\$ 856.48	\$ 34.26
30	Lamberis, Stephen		\$ 55.76		16	\$ 892.16	\$ 35.69
31	Liacos, Christopher		\$ 49.07		16	\$ 785.12	\$ 31.40
32	Lucido, Kyle			\$ 19.03	16	\$ 304.48	
33	Mackey, Kevin		\$ 53.53		16	\$ 856.48	\$ 34.26
34	Mizzoni, Steven B		\$ 49.07		16	\$ 785.12	\$ 31.40
35	Morrissey, Dylan		\$ 28.55		16	\$ 456.80	\$ 18.27
36	Morrissey, Robert		\$ 55.76		16	\$ 892.16	\$ 35.69
37	Nicastro, Jeremiah (QAQI)		\$ 69.29		109	\$ 7,552.61	\$ 604.21
38	Nicolosi, James		\$ 28.55		16	\$ 456.80	\$ 248.96
39	Officer Jr., James P.		\$ 55.76		16	\$ 892.16	\$ 35.69
42	O'Leary, Timothy		\$ 46.84		16	\$ 749.44	\$ 29.98
43	Parady, Joseph		\$ 49.07		16	\$ 785.12	\$ 31.40
44	Palazola, Robert		\$ 53.53		16	\$ 856.48	\$ 34.26
45	Piscitello, Ronald A.		\$ 49.07		16	\$ 785.12	\$ 31.40
46	Quinn, Jason			\$ 19.03	16	\$ 304.48	
47	Quinn, Thomas E		\$ 55.76		16	\$ 892.16	\$ 35.69

GLOUCESTER POLICE DEPARTMENT

FY2019 E911 TRAINING EMD GRANT WORKSHEET

		FY2019	OVERTIME	HOURLY PAY	TRAINING			
# TO TRAIN	PATROLMEN	RATE	RATE	HOURS	COST	NIGHT SHIFT		
48	Riley, Sean	\$ 40.88	\$ 19.03	16	\$ 304.48	8%		
49	Sanborn, Bryan	\$ 53.53		16	\$ 654.08		\$ 26.16	
50	Scola, Michael	\$ 37.59		16	\$ 856.48		\$ 34.26	
51	Silva, Andrew	\$ 44.61		16	\$ 601.44		\$ 24.06	
52	Simoese, Troy	\$ 53.53		16	\$ 713.76		\$ 28.55	
53	Sutera, Peter	\$ 37.59		16	\$ 856.48		\$ 34.26	
54	Testaverde, Stephen	\$ 53.53		16	\$ 601.44		\$ 24.06	
55	Trefry, Jonathan	\$ 46.77		16	\$ 856.48		\$ 34.26	
56	Tucker, Richard	\$ 72.18		16	\$ 748.32		\$ 29.93	
57	Fitzgerald, Joseph C. (QA/QI)	\$ 72.18		109	\$ 7,867.62		\$ 629.41	
58	Gossom, Michael K. (QA/QI)	\$ 72.18		109	\$ 7,867.62		\$ 629.41	
59	MacDonald Jr., Eugene R. (QA/QI)	\$ 64.76		109	\$ 7,058.84		\$ 564.71	
60	Marshall, James W. (QA/QI)	\$ 72.18		109	\$ 7,867.62		\$ 629.41	
61	Quinn, David G. (QA/QI)	\$ 69.29		16	\$ 1,108.64		\$ 44.35	
62	Williams, Michael A. Jr							
					\$ 93,714.91		\$ 6,068.37	
3 New	TBD	\$ 19.03		84	\$ 1,598.52			
	TBD	\$ 19.03		84	\$ 1,598.52			
	TBD	\$ 19.03		84	\$ 1,598.52			
	TOTAL GPD PAYROLL				\$ 4,795.56			
	TOTAL NIGHT SHIFT PAY				\$ 98,510.47			
					\$ 6,068.37			
	CON-ED QUOTE (ATTACHED)				\$ 104,578.84			
					\$ 11,400.00			
	ORIGINAL TRAINING FUNDING				Grand Total Funds needed		\$ 115,978.84	
					Less Training Grant Funds		\$ 10,000.00	
	<b>Total</b>				<b>Total EMD Funds needed</b>		<b>\$ 105,978.84</b>	



# **ENCLOSURE 3**



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 Romeo Theken  
**FROM:** Chief Eric Smith  
**RE:** Mayors Report for Grant Acceptance of FEMA AFG 2017 for an ambulance  
**DATE:** 08/03/18  
**cc:** Capt. Santos, FF/P Lyons, Asst. Chief Aiello, CFO Dunn, Financial Coordinator DellaCroce

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Mayor Romeo Theken,

I am happy to send for your approval and inclusion in the Mayors report the attached Grant Application and Check List for an award from FEMA's Assistance to Firefighter Grant (AFG) program. This award is for the replacement of our oldest ambulance and is for a total of \$354,000.00. The Federal share is \$321,819.00 and the City share (10% match) is \$32,181.00. Captain Jamie Santos and FF/Paramedic Andrew Lyons went well above their required duties to write this grant and we are extremely proud of their achievement. They are following in the footsteps of FF Schultz, Deputy LoGrande and Lt. Ouellette who have helped lead the way for personnel to step up and put in some extra effort outside their duties to help improve the department and reduce the fiscal burden upon the City. This is the same Federal grant program that provided us with Cardiac Monitors and AEDs in 2010, new SCBA (air packs) in 2016 and new portable radios in 2017.

This grant award if accepted by the City, will provide 90% of the funding required to replace our oldest rescue in the inventory. The current unit is beyond its service life as an ambulance used to service emergency/911 calls. The new unit will meet all current ambulance standards and serve the community for many years at a cost of only \$32,000.00 to the City to own.

If the City accepts this award and provides the matching 10% funding we will be putting this out to BID as quickly as possible and hopefully take delivery in this calendar year.

Fire Chief Eric L. Smith



City of Gloucester  
Grant Application and Check List

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

Name of Grant: FEMA Assistance to Firefighters (AFG) 2017

Department Applying for Grant: Fire Department

Agency-Federal or State application is requested from: FEMA

Object of the application: Replacement of oldest ambulance in fleet

Any match requirements: 10%

Mayor's approval to proceed: [Signature] 8/7/18  
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



**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.



## Award Package

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# FEMA

Mr. Eric Smith  
Gloucester Fire Department  
8 School St  
Gloucester, Massachusetts 01930-3529

Re: Award No.EMW-2017-FV-01333

Dear Mr. Smith:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Assistance to Firefighters Grant has been approved in the amount of \$321,819.00. As a condition of this award, you are required to contribute a cost match in the amount of \$32,181.00 of non-Federal funds, or 10 percent of the Federal contribution of \$321,819.00.

**Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system.** By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

**Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov).** As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

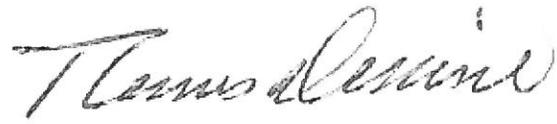
**Step 1:** Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says Update 1199A in the Action column. Click this link. This link will take you to the SF-1199A, Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online.

If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

A handwritten signature in black ink, reading "Thomas DiNanno". The signature is written in a cursive style with a large, prominent "T" and "D".

Thomas George DiNanno  
GPD Assistant Administrator



## Summary Award Memo

**INSTRUMENT:** GRANT  
**AGREEMENT NUMBER:** EMW-2017-FV-01333  
**GRANTEE:** Gloucester Fire Department  
**DUNS NUMBER:** 073827214  
**AMOUNT:** \$354,000.00, Vehicle Acquisition

**Project Description**

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

**Period of Performance**

26-JUL-18 to 25-JUL-19

**Amount Awarded**

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$2,500.00
Fringe Benefits	\$0.00
Travel	\$1,500.00
Equipment	\$350,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
State Taxes	\$0.00
Total	\$354,000.00

**NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)**

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist:  
 Ramesa Pitts  
 Ramesa.Pitts@fema.dhs.gov

**FEMA Officials**

**Program Officer:** The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

**Grants Assistance Officer:** The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

**Grants Operations POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)**



## Agreement Articles



# FEMA

U.S. Department of Homeland Security  
Washington, D.C. 20472

## AGREEMENT ARTICLES

### ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Vehicle Acquisition

**GRANTEE:** Gloucester Fire Department

**PROGRAM:** Vehicle Acquisition

**AGREEMENT NUMBER:** EMW-2017-FV-01333

**AMENDMENT NUMBER:**

## TABLE OF CONTENTS

The FY 2017 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2017. The DHS financial assistance awards terms and conditions flow down to subrecipients, unless a particular award term or condition specifically indicates otherwise.

### Article I. **Assurances, Administrative Requirements, Cost Principles, and Audit Requirements**

DHS financial assistance recipients must complete either the OMB Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 C.F.R. Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

### Article II. **DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the DHS Office of Civil Rights and Civil

Liberties (CRCL) by e-mail at [crcl@hq.dhs.gov](mailto:crcl@hq.dhs.gov) or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.

6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

### Article III. **Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to [firegrants@dhs.gov](mailto:firegrants@dhs.gov).

### Article IV. **Acknowledgment of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### Article V. **Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### Article VI. **Age Discrimination Act of 1975**

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([Title 42 U.S. Code, § 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

### Article VII. **Americans with Disabilities Act of 1990**

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities ([42 U.S.C. §§ 12101- 12213](#)).

### Article VIII. **Animal Welfare Act of 1966**

Where applicable, recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

### Article IX. **Best Practices for Collection and Use of Personally Identifiable Information (PII)**

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

### Article X. **Civil Rights Act of 1964 - Title VI**

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

### Article XI. **Civil Rights Act of 1968**

All recipients must comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. § 100.201.)

#### Article XII. **Contract Provisions for Non-federal Entity Contracts under Federal Awards**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the recipient under the Federal award must contain provisions as required by Appendix II of 2 C.F.R. Part 200, *Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*, including but not limited to the following:

- a. Contracts for more than the simplified acquisition threshold set at \$150,000.

All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by 41 U.S.C. §1908, must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

- b. Contracts in excess of \$10,000.

All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

#### Article XIII. **Copyright**

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

#### Article XIV. **Debarment and Suspension**

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

#### Article XV. **Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

#### Article XVI. **Drug-Free Workplace Regulations**

All recipients must comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. § 8101 et seq.), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101-8107).

#### Article XVII. **Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

#### Article XVIII. **Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

**Article XIX. Energy Policy and Conservation Act**

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

**Article XX. Environmental Planning and Historic Preservation Screening**

AFG funded activities that may require an EHP review, involving the installation or requiring renovations to facilities, including but not limited to air compressor/fill station/cascade system (Fixed) for filling SCBA, air improvement systems, alarm systems, antennas, gear dryer, generators (fixed), permanently mounted signs, renovations to facilities, sprinklers, vehicle exhaust systems (fixed) or washer/extractors are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to our Department of Homeland Security/Federal Emergency Management Agency website at: <https://www.fema.gov/library/viewRecord.do?id=6906>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds.

**Article XXI. False Claims Act and Program Fraud Civil Remedies**

All recipients must comply with the requirements of 31 U.S.C. § 3729- 3733 which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.)

**Article XXII. Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

**Article XXIII. Federal Leadership on Reducing Text Messaging while Driving**

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

**Article XXIV. Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.

**Article XXV. Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. § 2225a, all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, 15 U.S.C. § 2225.

**Article XXVI. Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

**Article XXVII. Lobbying Prohibitions**

All recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal.

**Article XXVIII. National Environmental Policy Act**

All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

#### Article XXIX. **Nondiscrimination in Matters Pertaining to Faith- Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

#### Article XXX. **Non-supplanting Requirement**

All recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

#### Article XXXI. **Notice of Funding Opportunity Requirements**

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

#### Article XXXII. **Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

#### Article XXXIII. **Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

#### Article XXXIV. **Procurement of Recovered Materials**

All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

#### Article XXXV. **Protection of Human Subjects**

Where applicable, recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

#### Article XXXVI. **Rehabilitation Act of 1973**

All recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### Article XXXVII. **Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award

Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

**Article XXXVIII. Reporting Subawards and Executive Compensation**

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

**Article XXXIX. SAFECOM**

All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

**Article XL. Terrorist Financing**

All recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

**Article XLI. Trafficking Victims Protection Act of 2000**

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference in the award terms and conditions.

**Article XLII. Universal Identifier and System of Award Management (SAM)**

All recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference in the terms and conditions.

**Article XLIII. USA Patriot Act of 2001**

All recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act* (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

**Article XLIV. Use of DHS Seal, Logo and Flags**

All recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**Article XLV. Whistleblower Protection Act**

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2017-FV-01333	2. AMENDMENT NO. 0	3. RECIPIENT NO. 04-6001390	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX02682N2018T
6. RECIPIENT NAME AND ADDRESS Gloucester Fire Department 8 School St Gloucester Massachusetts, 01930-3529	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Andrea Day	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Eric Smith	PHONE NO. 9782819780	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 26-JUL-18	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:26-JUL-18 To:25-JUL-19  Budget Period From:30-APR-18 To:30-SEP-18	

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2018-F7-C111-P4310000-4101- D	\$0.00	\$321,819.00	\$321,819.00	\$32,181.00
TOTALS			\$0.00	\$321,819.00	\$321,819.00	\$32,181.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
N/A

DATE  
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)  
Andrea Day

DATE  
25-JUL-18

[Go Back](#)

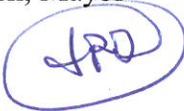
# **ENCLOSURE 4**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

**CITY OF GLOUCESTER**  
**OFFICE OF THE TREASURER/COLLECTOR**

To: Sefatia Romeo Theken, Mayor  
From: John P. Dunn, CFO   
Date: August, 8, 2018  
Re: Fire Department Ambulance

As per Fire Chief Eric Smith's August 3, 2018 memo, the City has been awarded a FEMA Assistance to Firefighters Grant in the amount of \$321,819 to enable the purchase of a new ambulance for the department. The estimated cost of the new ambulance is \$354,000, so the City match is \$32,181.

In order to provide the match, I recommend that we appropriate the needed funds in the Capital Project Stabilization Fund. I have attached a Supplemental Appropriation form to accomplish same.

Please forward this to the City Council in your next Mayor's Report.

Thank you.

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2019**

\*\*\*\*CITY COUNCIL APPROVAL- 6 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2019-SA- 35 Auditor's Use Only

DEPARTMENT REQUESTING APPROPRIATION: \_\_\_\_\_ Treasurer/Collector

APPROPRIATION AMOUNT: \$ 32,181.00

Account to appropriate from:	Unifund Account #	<u>7600/359000</u>
	Account Description	<u>CP Stabilization Fund - Undesignated Fund Bal</u>
Balance Before Appropriation	\$	<u>1,547,699.00</u>
Balance After Appropriation	\$	<u>1,515,518.00</u>

Account Receiving Appropriation:	Unifund Account #	<u>7600XX/58XXXX</u>
	Account Description	<u>Fire Department Ambulance</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>32,181.00</u>

DETAILED ANALYSIS OF NEED(S): City Share (10%) of purchase of new Fire Department ambulance under FEMA's Assistance to Firefighter Grant program.

**APPROVALS:**

DEPT. HEAD: \_\_\_\_\_ DATE: 8/8/2018

ADMINISTRATION: \_\_\_\_\_ DATE: 8/8/2018

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

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

# **ENCLOSURE 5**

Nineteen Harbor Loop  
Gloucester, MA 01930



TEL 978-559-9435

FAX 978-978-281-4188

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

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

**CITY OF GLOUCESTER**  
HARBORMASTER'S OFFICE

**MEMORANDUM**

**From:** Harbormaster/ Shellfish Department  
**To:** Mayor Theken  
**Date:** August 7, 2018  
**Subject:** Mayor's Report to Council

Mayor Theken,

I request you forward in your next Report to Council, the attached Great Marsh Green trapping program in the award amount of 10,000 dollars. We receive this Grant every year with no match to the city.

Respectfully,

Shellfish warden  
Tamela M-Cominelli

Nineteen Harbor Loop  
Gloucester, MA 01930



TEL 978-559-9435

FAX 978-978-281-4188

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

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

**CITY OF GLOUCESTER**  
HARBORMASTER'S OFFICE

**MEMORANDUM**

**From:** Gloucester Harbormaster/ Shellfish department  
**To:** Gloucester City Council  
**Date:** August 7, 2018  
**Subject:** Great marsh crab trapping program

Council,

During the next city council meeting I request you accept the grant in the award amount of 10,000 dollars from the Mass Division of marine fisheries, Great Marsh Crab Trapping Program and grant. The purpose of this program is to capture and remove European green crabs from coastal marine and estuarine waters within the Great marsh ecosystem to improve shellfish, eelgrass and other fishery resources. In addition this grant is no match to the city and we have been receiving this on a annual basis.

Respectfully

Tamela M-Cominelli



David E. Pierce, Ph.D.  
*Director*

# *Commonwealth of Massachusetts*

## **Division of Marine Fisheries**

30 Emerson Ave.  
Gloucester, MA 01930  
(617)727-3336  
fax (617)727-3337



**Charles D. Baker**  
*Governor*  
**Karyn E. Polito**  
*Lieutenant Governor*  
**Matthew A. Beaton**  
*Secretary*  
**Ronald Amidon**  
*Commissioner*  
**Mary-Lee King**  
*Deputy Commissioner*

**Ms. Tamela Cominelli, Shellfish Constable**  
City of Gloucester  
3 Pond Road  
Gloucester, MA 01930

January 22, 2018

Dear Ms. Cominelli,

The Massachusetts Division of Marine Fisheries (MA DMF) is administering funds for the Great Marsh Green Crab Trapping Program (Program) for FY2018. The purpose of this program is to capture and remove European green crabs from coastal marine and estuarine waters within the Great Marsh ecosystem to improve shellfish, eelgrass, and other fishery resources.

MA DMF will administer up to \$10,000 to the City of Gloucester for this Program for the collection and removal of green crabs from the Great Marsh system, for fees associated with disposal of the captured green crabs, and/or to purchase gear to trap green crabs. Specific conditions of the Program are enclosed in the Standard Contract Form and Addendum 1 to the Contract.

To participate, please review the enclosed materials and return a hardcopy of the signed Standard Contract Form to the address listed below by March 1, 2018. If more time is necessary, please notify us of the timeline. If a municipality opts out of the Program, it may increase funds available to other municipalities with active programs. To expedite, it is also helpful to receive an electronic copy (PDF) of the signed contract to the email address below. I am happy to answer any questions you may have about the Program.

Thank you,

Kelly A. Whitmore  
Marine Fisheries Biologist, Invertebrate Fisheries Project  
Annisquam River Marine Fisheries Field Station  
30 Emerson Avenue  
Gloucester, MA 01930  
978-282-0308 x102  
[kelly.whitmore@state.ma.us](mailto:kelly.whitmore@state.ma.us)

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](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osd](http://www.mass.gov/osd) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> CITY OF GLOUCESTER (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Dept of Fish & Game, Div Marine Fisheries <b>MMARS Department Code:</b> FWE	
<b>Legal Address:</b> (W-9, W-4, T&C): , Gloucester, MA 01930		<b>Business Mailing Address:</b> 251 Causeway Street, Suite 400, Boston, MA 02114	
<b>Contract Manager:</b> TAMMY GOMINELLI		<b>Billing Address (if different):</b> 30 Emerson Ave., Gloucester, MA 01930	
<b>E-Mail:</b> t.gominelli@cityofgloucester.ma.gov		<b>Contract Manager:</b> Kelly Whitmore	
<b>Phone:</b> 978 325 5244	<b>Fax:</b>	<b>E-Mail:</b> kelly.whitmore@state.ma.us	
<b>Contractor Vendor Code:</b> VC 8000 192096		<b>Phone:</b> 978-262-0308 x102	<b>Fax:</b> 617-727-3337
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD_001 (Note: The Address Id Must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> CITYGLOUCESTER010018	
<b>RRP/Procurement or Other ID Number:</b> Legislative Earmark pursuant to c.47, Acts of 2017			
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes State or Federal grants §15 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: _____ 20____ Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (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 type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended) \$ 10,000			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> 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. ___ agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A). ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (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) For a Great Marsh Green Crab Trapping Program FY2018, pursuant to c.47, Acts of 2017. The City of Gloucester may invoice monthly based on periodic allotments as established by the Office of Administration and Finance, and in accordance with Addendum 1.			
<b>ANTICIPATED START DATE:</b> (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 Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2018</u> , 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			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.37, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: _____ Date: 3/20/18 (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Stephanie Lomen</u> Print Title: <u>Mayor</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____ Date: 3/21/18 (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Kevin Creighton</u> Print Title: <u>Chief Fiscal Officer</u>	

Addendum 1

FY2018 GREAT MARSH GREEN CRAB TRAPPING PROGRAM

**ATTACHMENT A**  
**SCOPE OF SERVICES**

GLOUCESTER

In consideration of a Great Marsh Green Crab Trapping Program administered by the Commonwealth of Massachusetts Division of Marine Fisheries, hereinafter called the Division, in the amount of ten thousand (\$10,000.00) dollars, the City of **GLOUCESTER**, hereinafter called the City, shall provide a program to legally collect, remove, and dispose of European green crabs, hereinafter called green crabs, from coastal marine and estuarine waters within its jurisdiction.

In order to provide said Program:

Section 1

The City shall be responsible for providing the personnel necessary to trap invasive green crabs, where captured green crabs will be removed from coastal marine and estuarine waters and disposed of or otherwise utilized by the harvester or City in a manner that precludes return of live green crabs to coastal marine and estuarine waters. The City shall have discretion over participant eligibility in the Program.

Section 2

The City agrees that each harvester will obtain a Letter of Authorization (LOA) from the Director of the Division and adhere to conditions set forth in said LOA. The City agrees that trapping shall be conducted during reasonable daytime hours. The City further agrees that any trap equipment and related supplies provided under this contract will remain in use and be dedicated to the purpose of trapping and removing green crabs for the duration of the contract, and be retained by the City for such purposes for the useful life of such equipment, notwithstanding the expiration of this contract. At no time should the City sell equipment purchased with these funds prior to the full term useful life of the equipment.

Section 3

The City shall secure such legally binding agreements with all collaborators to assure that the provisions of Sections 1 and 2 above are carried out; shall secure and safely preserve a copy of same in the City and shall attach a copy of all such agreements to this contract.

#### Section 4

The City agrees that it will determine a system for collection, storage, transport, and disposal of green crabs captured by this Program in accordance with all applicable federal, state, and local laws and regulations. The City shall secure an agreement with a properly licensed disposal, compost, fertilizer, or other facility that will accept and kill green crabs supplied by the City or its representatives, to assure that the green crabs collected by this Program will be not be returned to coastal marine or estuarine waters. A copy of said Agreement or other such documentation with the accepting disposal facility shall be submitted to the Division by the City prior to the commencement of trapping activities.

#### Section 5

The City shall provide such planning, legal, accounting, and general oversight services consistent with Massachusetts General Laws and shall keep and maintain such fiscal and personnel records in accordance with generally accepted accounting principles so as to assure the proper administration of this contract.

It shall be the sole responsibility of the City to provide accountability of all green crab trapping equipment provided for the Great Marsh Green Crab Trapping Program.

#### Section 6

The City agrees to thoroughly verify, document, and maintain reports of the total daily pounds (and/or standard bags) of green crabs landed by each harvester under the Program at each weigh-in to ensure accurate payments are made. Standardized log sheets at the minimum shall include general trap location, number of traps set, set-over dates, total catch, and disposition of the catch (i.e. sold for bait, disposed, etc.) with all pounds harvested accounted for, whether sold or retained for disposal or other purposes. The City shall also maintain records of the total pounds (and/or standard bags, etc.) discarded at disposal facilities. These reports shall be made available to the Division upon completion of the Program and upon request, as well as accompanying the submission of associated invoices.

In accordance with Division regulations, harvesters shall report all commercial catch using the "Monthly Trip-Level Commercial Report" (Attachment C); and the City shall report green crab transactions using the "MA Dealer – Primary Buyer Report" (Attachment D).

#### Section 7

If funds for this contract are renewed by the legislature, contracts may be renewable at the option of the Director of the Division of Marine Fisheries and the contractor.

# FY2018 GREAT MARSH GREEN CRAB TRAPPING PROGRAM

## ATTACHMENT B BUDGET

### GLOUCESTER

#### Section 1

The City understands and agrees that the grant amount of ten thousand (\$10,000.00) dollars provided by this contract represents the total project cost for trapping, removal, and disposal of green crabs, with no cost match required.

#### Section 2

The Commonwealth will make no payments unless the invoices or other such acceptable materials are accompanied by copies of catch reports and weigh-in logs identified in Section 6, Attachment A of this contract, properly documenting the quantity of green crabs landed and removed from the water for the period represented by the invoices and other documentation of expenses.

#### Section 3

Payments not to exceed one hundred percent (100%) of operational costs of ten thousand (\$10,000.00) dollars shall be made by the Commonwealth to the City upon receipt of proper invoices as provided above for the following acceptable uses of funds:

- payout to harvesters for green crabs landed at the standardized rate of \$0.40 per pound of green crabs landed within the Great Marsh,
- purchase of traps and associated supplies necessary and reasonable for the operation of the Program,
- reimbursement for green crab disposal if required as further detailed in Section 4,
- and reimbursement of the cost of personnel required to administer the Program as further detailed in Section 4.

#### Section 4

Request for reimbursement for services necessary to dispose of green crabs landed under this Program shall be made by the City to the Commonwealth, not to exceed ten percent (10%) or up to one thousand (\$1,000.00) dollars of total Program costs. Invoices for disposal fees shall be accompanied by a copy of the Agreement or other such documentation with the accepting disposal facility and receipt of payment for the disposal fee.

Request for reimbursement for services provided by existing City employees to administer the Program shall be made by the Commonwealth, not to exceed up to one

thousand five hundred (\$1,500) dollars, upon receipt of City payroll warrants and signed time sheets covering the employees who provided such services.

#### Section 5 – Unauthorized use of funds

The Division has the right to request supporting documentation at any time, within seven years of the contract end date; and/or perform site visits, to confirm that funds were used in accordance with the goals of the Great Marsh Green Crab Trapping Program. Funds may not be used except as otherwise described in Sections 3 and 4 of this agreement.

#### Section 6 – Dispersal of funds

The Division will disperse funds to the City upon proof of contract deliverables, as authorized in Attachment A. Invoices from the City can be submitted on a monthly or later basis, with funds to be dispersed no later than 45 days after submittal, up to the allotments established by the Office of Administration and Finance. Invoices to be paid must be **dated within the contract fiscal year (July 1, 2017 to June 30, 2018)** and must be received by the Division no later than June 30, 2018.

#### Section 7 – Reimbursement of funds

The Division reserves the right to seek reimbursement of unauthorized use of funds on behalf of the constituents of the Commonwealth should discovery be made of such occurrence(s). Formal notice from the Division will be made in writing.

Nineteen Harbor Loop  
Gloucester, MA 01930



TEL 978-559-9435

FAX 978-978-281-4188

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

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

**CITY OF GLOUCESTER**  
HARBORMASTER'S OFFICE

**MEMORANDUM**

From: Gloucester Harbormaster/ Shellfish department  
To: Gloucester City Council  
Date: August 7, 2018  
Subject: Great marsh crab trapping program

Council,

During the next city council meeting I request you accept the grant in the award amount of 11,000 dollars from the Mass Division of marine fisheries, Great Marsh Crab Trapping Program and grant. The purpose of this program is to capture and remove European green crabs from coastal marine and estuarine waters within the Great marsh ecosystem to improve shellfish, eelgrass and other fishery resources. In addition this grant is no match to the city and we have been receiving this on a annual basis.

Respectfully

Tamela M-Cominelli

# **ENCLOSURE 6**

August 5, 2018

Dear Mayor Romeo Theken and City Councilors,

This letter is to inform you that the Gloucester Clean City Commission has recently accepted a donation of approximately 200 cloth grocery bags, donated by Harbor Cove Dental. The bags are valued at \$0.50 each, totaling a value of \$100.00. These bags will be distributed to senior citizens and low-income Gloucester residents, to aid in the transition away from plastic check-out bags, in preparation for our January 1<sup>st</sup> ordinance. Please don't hesitate to contact us if additional information is needed regarding this donation.

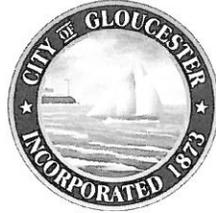
Thank you,

Ainsley Smith

Chair, Gloucester Clean City Commission

# **ENCLOSURE 7**

City Hall Annex  
3 Pond Road  
Gloucester, MA 01930



CITY OF GLOUCESTER  
COMMUNITY DEVELOPMENT DEPARTMENT

JILL CAHILL  
DIRECTOR  
TEL 978-325-5240  
jcahill@gloucester-ma.gov

TO: Mayor Sefatia Romeo Theken  
FROM: Jill Cahill, Community Development Director  
DATE: August 8, 2018  
RE: Permission to pay FY18 invoice with FY19 funds

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The Community Development Department requests permission to pay \$12.87 of the Ready Refresh water bill (invoice #08F0442310744) with FY19 funds. This is due to end of the fiscal year and an unexpected increase in water consumption between our department and the Building department with which we share one unit. Our invoice is attached.

Please contact our office with any questions.

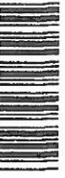


PO: 1600187

Account Number: 0442310744  
 Invoice Number: 08F0442310744  
 Deliveries From: 06/01/18 - 06/30/18  
 Billing Date: 07/02/18  
 Delivery Address: CITY OF GLOUCESTER  
 3 POND RD  
 2ND FLR COMM DEV  
 GLOUCESTER MA 01930

**Total Amount Due by 07/22/18 \$12.87**

PREVIOUS BALANCE \$-12.87  
 PAYMENT / ADJUSTMENT \$0.00  
 CURRENT ACTIVITY \$25.74  
 PAY THIS AMOUNT \$12.87



To pay your bill or for any questions visit us at **ReadyRefresh.com**

Or call 1-800-274-5282

1900070

**Upcoming Deliveries:**

**FRI- JUL 06** Access your delivery calendar at  
**MON- AUG 06** [ReadyRefresh.com](http://ReadyRefresh.com)

Date	Ticket #	Qty	Description	Amount
			PREVIOUS BALANCE	-12.87
6/08	4800324131	6	POLAND SPRING BRAND SPRING WATER 5 GALLON BOTTLE BOTTLE DEPOSIT: 6 CHARGED, 6 CREDITED	25.74 .00
6/30	F7130812		RENT	FREE
<b>Total</b>				<b>\$12.87</b>

**News for You**

Introducing **NEW Poland Spring Brand Sparkling Natural Spring Water**. Real spring water, real fruit flavors, and refreshing bubbles. Just what's refreshingly real. Login to your account to discover all of the flavors and save \$4 when you add to your order!

Detach below stub and return with your payment

Page 1 of 1



1-800-274-5282  
 # 215 6661 DIXIE HWY, SUITE 4  
 LOUISVILLE KY 40258

ACCOUNT NUMBER - 0442310744	INVOICE NUMBER - 08F0442310744
<b>Total Amount Due by 07/22/18</b>	<b>\$12.87</b>
Amount Enclosed:	\$

ADDRESS SERVICE REQUESTED



60440442310744 0002574 00012874 5

CITY OF GLOUCESTER  
 MARIE DEMICK  
 3 POND RD FL 2  
 GLOUCESTER MA 01930-1834

ReadyRefresh by Nestlé  
 a Division of Nestlé Waters North America Inc.  
 P.O. Box 856192  
 Louisville, KY 40285-6192



# **ENCLOSURE 8**



CITY HALL ANNEX  
THREE POND ROAD  
GLOUCESTER, MA 01930

**CITY OF GLOUCESTER**  
OFFICE OF INFORMATION SERVICES  
[www.gloucester-ma.gov](http://www.gloucester-ma.gov)

JAMES A. POPE  
DIRECTOR  
TEL 978.325.5250  
JPOPE@GLOUCESTER-MA.GOV

Date: August 7, 2018  
To: Sefatia Romeo Theken, Mayor  
CC: John Dunn, Chief Financial Officer  
From: James Pope, Director Information Services  
Subject: Request for Payment of Prior Year Invoice

Due to the late receipt of the attached invoice for services delivered in FY18, funds were not encumbered for QuickBase, Inc. in the amount of **\$3,156.16**.

I respectfully request that we ask the Council to approve FY19 funding to be used for the invoice in order to clear the overdue account balance with this vendor.

The FY19 Requisition is number 9111555, against account 0115552-530028.

Thank you very much for your consideration.

Account ID: 455767  
Customer Name: City of Gloucester  
Start Date: 03-27-2018  
End Date: 06-30-2018  
Quote Date: 7/20/2018  
Quote #: 10958

Quick Base Account Executive  
Name: Tanya Marie Fox  
Telephone: (617) 250-2417  
Email: Tfox@quickbase.com



## ORDER FORM

**Bill to:** SHI International Corp. Attn: Accounts Payable  
290 Davidson Avenue  
Somerset New Jersey 08873  
**Phone Number:** (732) 868-5848  
**Email:** VendorInvoices@SHI.com

**Ship to:** SHI International Corp. Attn: Accounts Payable  
290 Davidson Avenue  
Somerset New Jersey 08873  
**Phone Number:** (732) 868-5848  
**Email:** VendorInvoices@SHI.com

### Payment Information - THIS SECTION MUST BE COMPLETED

Is a purchase order (PO) required for the purchase of the products and/or services on this Order Form?

PO Number: \_\_\_\_\_ PO Amount: \_\_\_\_\_ PO Expiration Date: \_\_\_\_\_

Customer must include the following language on all purchase orders: "This purchase order is subject to the terms and conditions of the agreement between City of Gloucester and Quick Base, Inc."

### Subscription Plan Summary

Item	Description	Billing Term <sup>(1)</sup>	Quantity	Unit Price	Bridge Fees
QuickBase Premier	Includes 50 Applications, 20 MB application space (+10MB/user), 10 GB attachment space (+2GB/user), 100 API requests/user and Support	03-27-2018 - 06-30-2018	40	\$300.00	\$3,156.16

**Plan Subtotal:** \$3,156.16

### Add-On Summary

No Add-ons were selected

**Add-on Subtotal:** \$0.00

**<sup>(2)(3)</sup> Total Fees:** \$3,156.16

### Additional Terms:

<sup>(1)</sup> The subscription to the Quick Base Platform, shall commence on the Renewal Date specified above and, unless earlier terminated in accordance with the Agreement, shall continue for the Subscription Term set forth above. This Order Form and the Subscription Term shall automatically renew for successive one-year periods unless either party notifies the other party of its desire not to renew this Order Form within thirty (30) days from the end of the then-current Subscription Term. Quick Base may increase the subscription fees on each renewal of the Subscription Term with notice to Customer.

<sup>(2)</sup> Subscription fees are invoiced annually in advance and payable within forty five (45) days of the date of Quick Base's invoice. Accordingly, if the Subscription Term is for more than one year, Quick Base will invoice Customer annually in advance of each annual period for the subscription fees payable for such ensuing annual period. If Customer's payment is not timely received on or before the date due, the discount shall not apply and Customer shall pay the full, undiscounted subscription fees.

<sup>(3)</sup> Customer shall make payment by check, ACH or wire transfer within forty five (45) days of the date of invoice and shall pay all applicable taxes added to Customer's invoice.

### Terms and Conditions:

The agreement (the "Agreement") between the parties consists of the Quick Base terms of service set forth at <http://www.quickbase.com/terms-of-service> (the "Terms of Service") as the same may be updated from time to time by Quick Base or if Customer and Quick Base have entered into a separate written enterprise agreement, such separate written enterprise agreement and this Order Form.

All capitalized terms used herein and not otherwise defined shall have the meaning ascribed to them in the Agreement. No terms or conditions stated in a Customer purchase order or in any other Customer order documentation shall be incorporated into or form any part of the Agreement, and all such

This quote expires on 9/18/2018

**Account ID:** 455767  
**Customer Name:** City of Gloucester  
**Start Date:** 03-27-2018  
**End Date:** 06-30-2018  
**Quote Date:** 7/20/2018  
**Quote #:** 10958

**Quick Base Account Executive**  
Name: Tanya Marie Fox  
Telephone: (617) 250-2417  
Email: Tfox@quickbase.com



## ORDER FORM

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terms or conditions shall be null and void. Customer acknowledges and agrees that its agreement hereunder is not contingent upon the delivery of any future functionality or features not specified in the Agreement or dependent upon any oral or written, public or private comments made by Quick Base with respect to future functionality or features for products.

**Acknowledgment:**

By signing this Order Form, Customer places an order for the product(s) identified above and Customer also confirms acceptance of all the terms and conditions of the Agreement.

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Order Form as of the Subscription Start Date and each party represents and warrants that the Agreement constitutes the legal, valid and binding obligation of such party.

**For Quick Base, Inc.:**

**For Customer: City of Gloucester**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print Name:**

**Print Name:**

**Print Title:**

**Print Title:**

**Date:**

**Date:**

---

This quote expires on 9/18/2018

# **ENCLOSURE 9**

City Hall Annex  
3 Pond Road  
Gloucester, MA 01930



GREGG CADEMARTORI  
PLANNING DIRECTOR  
TEL 978-325-5243  
gcademartori@gloucester-ma.gov

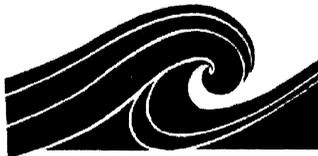
**CITY OF GLOUCESTER  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Date: August 8, 2018**  
**To: Mayor Sefatia Romeo Theken**  
**From: Gregg Cademartori, Planning Director**  
**CC: Jill Cahil, Community Development Director**  
**Michale Hale, Public Works Director**  
**Re: Coastal Resilience Grant Acceptance (FY 19)**

We are pleased to announce that the City has been awarded a substantial Coastal Resilience Grant, administered through the Massachusetts Office of Coastal Zone Management (CZM). In response to the intense coastal flooding events experienced this past winter, particularly with respect to the damage experienced at Gloucester High School, these resources will allow the City to better address and protect the campus from future flooding risk and hazards. Additionally, this project will provide an opportunity to make informed decisions about the future of the high school facility.

Please forward this announcement to the City Council for review and acceptance.

Staff is available to answer any questions.



**THE COMMONWEALTH OF MASSACHUSETTS**  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS  
OFFICE OF COASTAL ZONE MANAGEMENT  
251 Causeway Street, Suite 800, Boston, MA 02114-2136  
(617) 626-1200 FAX: (617) 626-1240

August 6, 2018

Gregg Cademartori  
City of Gloucester, City Hall Annex  
3 Pond Road  
Gloucester, MA 01930

Dear Mr. Cademartori:

It is my great pleasure to inform you that your application to the FY19 Coastal Resilience Grant Program has been selected for a **\$63,345 award**. It was a competitive pool of submissions for our sixth round of funding, and we recognize the significant time and effort that went into the development of your project proposal.

Please move forward with securing the required match (at least 25% of the total project cost, not the award), and keep in mind that projects are funded on a reimbursement basis according to the final scope of work and contract. We want to remind you that work done on projects prior to contract execution is not reimbursable and the scheduled completion date for all projects is no later than June 30, 2019.

Patricia Bowie, Coastal Resiliency Specialist, will be contacting you shortly to schedule a meeting to finalize the scope of work and execute a contract for your project. If you have any immediate questions, please don't hesitate to contact Patricia at [patricia.bowie@mass.gov](mailto:patricia.bowie@mass.gov) or 617-626-1186.

Thank you for your commitment to help advance Gloucester's efforts to improve coastal resilience. We look forward to working with you and your team on this important project!

Sincerely,

Bruce K. Carlisle  
Director



**Invitation: CZM Coastal Resilience Grant Announcement, Wednesday, August 1**

6 messages

**Bowie, Patricia (EEA)** <patricia.bowie@mass.gov>

Mon, Jul 30, 2018 at 2:34 PM

To: "Bowie, Patricia (EEA)" &lt;patricia.bowie@state.ma.us&gt;

Cc: "Carlisle, Bruce (EEA)" &lt;bruce.carlisle@state.ma.us&gt;, "Engler, Lisa Berry (EEA)" &lt;lisa.engler@state.ma.us&gt;

Dear Coastal Resilience Grant Awardees,

We hope to see many of you this Wednesday, August 1<sup>st</sup> at 11am at the Hull Lifesaving Museum as we announce the awards of CZM's FY2019 Coastal Resilience Grants. Thank you for your interest and we look forward to working with you on your project! We know some of you will not be able to make it to Hull and we will be in touch about your grant in the coming days.

Best,

Tricia

**SAVE THE DATE!**

You're invited to join

Energy and Environmental Affairs Secretary Matthew Beaton

to announce the FY2019 Coastal Resilience Grants

**When: Wednesday, August 1, 2018 @11AM****Where: Hull Lifesaving Museum****1117 Nantasket Avenue, Hull, MA 02045**

*The Coastal Resilience Grant Program provides financial and technical assistance for local efforts to increase awareness and understanding of climate impacts, identify and map*

B



City of Gloucester  
Grant Application and Check List

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

Name of Grant: COASTAL RESILIENCE GRANT

Department Applying for Grant: COMMUNITY DEVELOPMENT & DPW

Agency-Federal or State application is requested from: OFFICE OF COASTAL ZONE MANAGEMENT

Object of the application: GHS CAMPUS COASTAL FLOODING MITIGATION

Any match requirements: 25% MATCH (\$20000 + INKING STAFF TIME)

Mayor's approval to proceed: [Signature] 6/4/18  
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

City Hall Annex  
Three Pond Road  
Gloucester, MA 01930



GREGG M. CADEMARTORI  
Planning Director  
tel 978-325-5242  
gcademartori@gloucester-ma.gov

**CITY OF GLOUCESTER  
Community Development Department  
Planning Division**

Patricia Bowie, Coastal Resiliency Specialist  
Executive Office of Energy & Environmental Affairs  
Massachusetts Office of Coastal Zone Management  
251 Causeway Street, Suite 800  
Boston, MA 02114

May 24, 2018

***Coastal Resilience Grant Program RFR ENV 19 CZM 03***  
**Gloucester High School Campus Coastal Flooding Mitigation Project**

Dear Tricia,

The City of Gloucester was fortunate to participate in the well thought out MVP planning Community Resilience Building (CRB) process that brought together multiple stakeholders to help develop a suite of priorities, the highest of which is the subject of this grant request.

Gloucester continues to utilize our CZM funded Climate Change Vulnerability Assessment and Adaption Plan to prepare for increased coastal flooding and storm surges. While the structure of Gloucester High School itself is not predicted to fall within the 100-year flood plan until a modeled 2070 scenario, the revetment adjacent to the Blynman canal was overtopped during an intense coastal storm in January of 2018 and three subsequent storms this past March. The storms have resulted in damage to the athletic fields and bleachers, and during the January storm to a number of cars that were parked on the campus during a snow-parking ban.

To prevent future damage to these facilities the City proposes to undertake a flood mitigation design project to protect the campus from increased flooding and storm surges. This will also provide a significant margin of safety for the high school facility and more importantly provide the time necessary to make informed decisions about the future of the high school facility.

Please do not hesitate to contact us with any questions and we thank the Office of Coastal Zone Management for its continued support of local and regional climate adaptation and mitigation strategies.

Sincerely,

Gregg Cademartori  
Planning Director  
City of Gloucester

**MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM FY 18**

**MVP ACTION GRANT**

**RFR ENV 19 CZM 03**

**Applicant: City of Gloucester**

**Address: City Hall Annex  
3 Pond Road  
Gloucester, MA 01930**

**Local Project Manager:**

**Name:** Gregg Cademartori, Planning Director  
**Department:** Community Development Department - Planning Division  
**Email:** gcademartori@gloucester-ma.gov  
**Phone:** (978) 325-5242  
**Fax:** (978) 281-9779

**Type of Resilience Project: Detailed Vulnerability and Risk Assessment and  
Management Strategy Development**

**Project Title: Gloucester High School Campus  
Coastal Flood Mitigation Project**

**Total Project Cost: \$84,460**

**Match Amount (at least 25% of TOTAL project cost): \$ 21,115 (\$20,000 cash/ \$1,115 in-kind)**

**Grant Amount Requested: \$63,345**

**Project Summary (brief description of the proposed project in one or two short paragraphs):**

The City of Gloucester completed a Climate Change Vulnerability Assessment and Adaptation Plan (CCVAAP) in 2015. The CCVAAP evaluated the current and future risk to municipal assets (buildings, roads, infrastructure), and it provides a solid foundation and basis for considerations and actions to mitigate for current and predicted coastal flooding. The Gloucester High School (GHS) was determined to have a relatively low risk of flooding until the predicted coastal flooding scenario of 2070. While the GHS building itself did not sustain any damage, four strong coastal storms this past winter and spring resulted in overtopping of the seawall/revetment between the GHS campus and the Blynman Canal and inundated almost half of the site with flood water depths of up to 3 feet. The flooding impacted the athletic fields and parking areas and unfortunately more than 50 parked cars.

Images of these flooding events were fresh in the minds of the participants in the City's recently completed the Municipal Vulnerability Preparedness (MVP) Program Assessment, Community Resilience Building (CRB) process. The day-long workshop was rich with informed and varied perspectives from the assembled stakeholders. In the discussions of potential impacts to infrastructure, and environmental and societal assets, the Gloucester High School campus received significant attention and discussion, and was elevated to a priority. It is for this reason the City of Gloucester has put forward this flood mitigation project funding request to evaluate, design and permit a flood barrier enhancement to protect the GHS building and campus. Not only will this project protect the fields and parking areas, but it will provide time for longer term planning for the GHS and school district.

## *1. Coastal Hazards Management*

The City of Gloucester is located on Cape Ann in Essex County, Massachusetts. Gloucester occupies most of the eastern end of Cape Ann, and the City is divided by the Annisquam River, which flows northward through the middle of the City into Ipswich Bay. At its south end it is connected to Gloucester Harbor by the Blynman Canal. The land along the northwestern shore of the river is lined with salt marshes and several small islands. Gloucester Harbor is divided into several smaller coves, including the Western Harbor (site of the Fisherman's Memorial) and the Inner Harbor (home to the Gloucester fishing fleet). Flooding caused by hurricanes, nor'easters, severe rain events and coastal storm surges have been identified to be the most prevalent serious natural hazards.

Given its exposure to the combined effects of sea level rise and storm surge from extreme storm events, and their potential impact, the City of Gloucester conducted a Climate Change Vulnerability Assessment and Adaptation Plan (CCVAAP) planning effort in 2015. This plan has been instrumental in helping to develop coastal hazard management strategies, and the City is pursuing the plans recommendations on an ongoing basis. Regular contact and collaborations on these efforts include the Department of Public Works, Community Development and Planning, Health Department, the Harbormaster's Office, and Public Safety Departments.

This effort, substantially funded by a Coastal Zone Management grant, focused on the potential impact of current and predicted flooding on municipal infrastructure, but also included the development of City-wide scenario viewer available through Gloucester's webpage. While the plan and viewer are valuable resources that are being used to help prioritize adaption efforts specifically related to coast flooding, more specific evaluations, design work and in many instances construction projects are needed to prepare for changes in storm frequency and intensity, and flooding associated with changing climate. Monitoring of storm damage has resulted in the need for evaluations similar to the project proposal, and the asset risk assessment of the CCVAAP has been used to prioritize projects based on the life span of infrastructure and potential future risk. In some instances, the predictions have been used to infuse lower tolerances for risk than more conventional engineering practice.

Gloucester was pleased to participate in the first round of the MVP planning grant round. With the consultant, support of the Metropolitan Area Planning Council the city conducted a day-long CRB workshop with some 60 plus participants. Due to the intense storms of this past January and March, there were more folks interested in participating in the discussion than the workshop design could accommodate. Through this process the storm damage protection project described in this application was elevated to a priority. The City will be holding additional meetings in the coming months to present the results of past adaption projects, the CRB process and the next steps that are being taken. A preliminary draft summary of the MVP process is included as **Attachment A**. It cannot be understated how important continued public engagement is needed to advance climate mitigation and adaptation strategies. The City is grateful for the Commonwealth's ongoing lead and support in this area.

## *2. Climate Adaptation*

The City of Gloucester has been having discussions at the community and local government level concerning potential climate change impacts and how to prepare for them for almost a decade. Given Gloucester's exposure to the combined effects of sea level rise and storm surge from extreme storm events, the City of Gloucester applied for and was awarded a Coastal Community Resilience grant from the Massachusetts Coastal Zone Management Agency (CZM) under CZM's Pilot Grants Program for Fiscal Year 2014. This grant funded the City's Climate Change Vulnerability Assessment and Adaptation Plan that had the following goals:

- Identify areas of the city that are vulnerable to the combined effects of sea level rise and storm surge from extreme storm events
- Assess the vulnerability of municipally-owned public infrastructure and natural resources
- Identify adaptation strategies that will help to mitigate the long-term effects of sea level rise and storm surge.
- Educate the public, city officials and state legislators about those potential impacts

With its strong recommendations and robust set of implementation strategies, it has provided a solid foundation for decisions and action, including advancing proactive long-term solutions to mitigate and adapt to future

scenarios. Fortunately, the results of the CCVAAP predict that the risk of flooding of City's public buildings may not be directly impacted by coastal flooding until the modeled 2070 time horizon. However, other infrastructure including sewer and water systems and the local transportation network need more immediate in depth evaluation. As a direct result of the findings for the CCVAAP the City has undertaken a design and retrofit project associated with five of our most vulnerable sewer pumping stations. Designing this infrastructure to withstand 2070 flooding scenarios will ensure continued operation when the system may be of most need when populations may be asked to shelter in place due to area storm damage. The City is looking to the CCVAAP as any capital project advances and as opportunities arise to partner on infrastructure improvement or funding.

The entire community will be impacted by climate change whether directly by the effects of increased heat, storm intensity and frequency, flooding or through the collective decision-making and funding of measures to minimize or prevent the same. The City of Gloucester appreciates the continued funding, technical support, and partnership with CZM on the implementation of climate adaptation strategies.

### ***3. Need for Assistance***

The City of Gloucester is challenged by providing public infrastructure over a large geographic extent (26 square miles) with significant areas of lower density residential land use. The cost per individual household for water and sewer service is high when compared to communities with similar populations in communities with smaller land area. As a coastal community, the risk of flood and storm damage due to coastal storms places an additional burden on the community's infrastructure and capacity to fund needed mitigation and adaption. The regular maintenance, repair and upgrading of coastal protection structures is constant, but the additional consideration of adapting to climate change is a new reality that the city is doing its best to proactively account for in all project designs. The GHS campus was specifically highlighted as a priority in the MVP process (see page 11 of **Attachment A** of Draft Summary Report). This grant will provide the necessary funding support to go beyond more typical engineering risk tolerance and help protect and plan for Gloucester's school district for the longer term. This type of environmental and engineering analysis is beyond the capacity of in-house staff, and the City's identified consulting partner will be challenged to produce a design that will protect the GHS campus over a long term, and look for innovative ways to infuse green infrastructure techniques into the project design. It is the intent that this approach may become a model for communities in the region with similar coastal flooding challenges and settings.

### ***4. Project Description and Public Benefit***

Following the overall MVP assessment and plan, the City of Gloucester is proposing to conduct the feasibility, design and permitting of a flood protection project for the Gloucester High School campus. Much of the narrative of this section has been provided by GZA Environmental, Inc., whose engineering staff has provided and initial evaluation to qualify the project and provide a scope of services to advance the proposal through permitting.

There have been several recent significant coastal storm events that have impacted the Cape Ann area. The winter storm on January 4, 2018 caused extensive coastal flooding to Gloucester's shoreline area due to the storm's coincidence with the astronomically high tides for the month. The highest water level recorded in Boston Harbor occurred on this day because of the storm event, surpassing the previous record held since the Blizzard of 1978.

The area around Western Avenue was flooded due to rising water that came over the wall structures/river bank along Stacy Boulevard and from the Annisquam River/Blynman Canal. With coastal flood water overtopping the shoreline structures along the northern side of the Annisquam River/Blynman Canal, the water flooded the adjacent Gloucester High School parking lots and athletic fields. Many Gloucester residents typically park their vehicles in the Gloucester High School's parking lots, due to the City's parking ban that is implemented during snow storm events. Unfortunately, many of the vehicles parked in the lots were impacted by the coastal flood event, with many cars partially submerged in the rising water. Many of the vehicles were destroyed because of the extensive water damage.

In addition, the recent March 2018 Nor'easter storm events brought storm surge and coastal flooding to the flood prone areas again that occurred over multiple days on March 2-3, March 8, and March 13, 2018 causing extensive shoreline and flooding damage throughout Cape Ann.

The Gloucester High School and adjacent athletic fields are separated from the Annisquam River/Blynman Canal by a cast-in-place concrete seawall fronted by a stone slope revetment. The wall is approximately 4 feet above mean high water elevation. The southeast end of the wall/revetment structure abuts the northwest side of the Blynman Drawbridge abutment along Western Avenue. The wall/revetment extends in a northwesterly direction along the Annisquam River/Blynman Canal for approximately 1,320 lineal feet. The stone revetment continues along the shoreline for another approximately 150 lineal feet without the cast-in-place concrete wall behind it. The remaining approximately 250 lineal feet beyond the stone revetment to the north, is an eroded shoreline area with displaced stones leading to the City's public boat ramp.

Based on our meeting on March 9, 2018, it is our understanding the City desires to construct a berm, or some other structure to approximately elevation 10 (North American Vertical Datum of 1988) to reduce the likelihood of coastal flooding from the Annisquam River into the high school parking lots and athletic fields.

#### SCOPE OF WORK

We have divided the work into tasks, with each phase of the work to proceed in a timely manner. Based on our understanding of the project, the following provides a description of the anticipated work tasks to implement the engineering and permitting for the proposed Gloucester High School Flood Protection Structure:

##### Task 1: Project Review

Review prior permit filings and deed information and/or other readily available property information associated with the site.

##### Task 2: Inspection, Survey-Develop Existing Conditions Plan

GZA will provide a limited topographic site survey of the existing shoreline structures, including the adjacent area composed of; the grassed area between the shoreline structures and the athletic fields, athletic fields, wetland area at the northwest end of the football field, known utility locations, parking lots, playground area, corner of houses along Perkins Road, bridge limits and the eroded shoreline to the north and general shoreline features at low tide.

GZA's survey is not a property boundary survey. Property lines for regulatory filings will utilize the land survey information provided by others, scaled into GZA drawings for general reference. GZA will develop an existing site plan and cross sections as required for permitting.

##### Task 3: Geotechnical Investigations/Monitoring

To properly design the future flood protection structure, geotechnical investigations will need to be performed.

GZA will coordinate with New England Boring Contractors, Inc., (NEBC) to conduct a two-day subsurface exploration program consisting of five geotechnical borings to be performed from a small, rubber-tired drill rig, accessed from adjacent to the Blynman Drawbridge and possibly from the Gloucester High School.

GZA will mark the approximate boring locations in the field and notify NEBC so that they can contact DIGSAFE for utility clearance as required by law. NEBC will select final exploration locations based on DIGSAFE markings. Neither GZA nor GZA's exploration subcontractor shall be held responsible for damage to utilities that are not accurately marked in the field and/or shown on the drawings provided by the Client.

It is anticipated that the borings will be drilled to a depth of approximately 15 to 20 feet, or refusal, if shallower.

Standard Penetration Tests and split-spoon samples will be obtained continuously or at a maximum of five-foot intervals.

A GZA engineer or geologist will observe the borings, classify soil samples in accordance with the Burmister classification system, and prepare boring logs. Exploration locations will be measured from existing features and will be shown on a Site Plan.

It is assumed that no Conservation Commission filing will be necessary to perform the geotechnical exploratory borings.

#### Task 4: Develop Proposed Plan and Sections

Based on the above survey and investigations at the site, GZA will develop preliminary conceptual design options for the proposed flood protection structure. Options to be considered include, but are not limited to; concrete wall extension, new wall, elevated vegetative berm. GZA will provide conceptual design drawings, budgetary cost estimates, and meet with the City for review. Upon agreement on the most appropriate option, GZA will develop design drawings and sections to a level of detail necessary for regulatory filings.

We will also develop budgetary cost estimates for the proposed work and review the proposed drawings with you prior to permit filing submission.

#### Task 5: Permitting

It is anticipated that the following permitting will be required:

a) Massachusetts Environmental Policy Act (MEPA) - MEPA filing – Because it is likely the project will trigger 301 CMR 11.00 review thresholds due to new or expansion of fill or structure in a regulatory floodway, an Environmental Notification Form (ENF) must be filed with the Massachusetts Environmental Policy Act (MEPA) Office. GZA will prepare and submit the ENF, prepare for and attend a scoping meeting, and develop responses to comments received on the ENF as directed by the MEPA Office. The fee budget is based on the assumption that an environmental impact report or further MEPA review will not be required. We have anticipated the scoping meeting will be held in Gloucester with the possibility of a site visit.

Notice of Intent Filing (NOI) - Prepare and submit a Notice of Intent (NOI) to obtain an Order of Conditions from the Gloucester Conservation Commission. Attend up to two Conservation Commission Public Hearings and one site visit on the project. GZA will provide documentation to obtain a Certificate of Compliance once the project has been completed.

b) Massachusetts Department of Environmental Protection (MADEP), Waterways Chapter 91 License – Based on preliminary research at DEP and on-line at the Registry of Deeds, it is unknown if an existing Chapter 91 license exists for the existing revetment/wall structure. We have assumed that a new license is required and will prepare and submit a MADEP Waterways Chapter 91 license application filing for the project structure.

c) US Army Corps of Engineers General Permit - Prepare US Army Corps of Engineers (USACE) General Permit filing, and coordinate with USACE toward receipt of their authorization.

We have assumed that no DEP 401 Water Quality Certificate or formal Coastal Zone Management (CZM) Consistency will be required for the project. In addition, we assume that no special permits or easement filings are necessary either through the City, State, or any local utility company. We further assume that building permits and associated fees will be secured and paid for by others.

GZA will endeavor to obtain the required permits in a timely manner as indicated above. Based on the presence of proof and verification of the assumptions per the prior paragraph, the project design which will minimize significant

adverse impacts to the resource areas, GZA does not foresee any major issues associated with permitting for this project. However, since the granting of permits is at the discretion of the regulatory agencies, GZA cannot guarantee that permits will be issued nor can GZA control the time required to obtain permits after the initial submission of the applications.

#### TASK 6: Final Design/Bid Document Preparation

Design details and changes to the project design required under the granting of permits/approvals will be completed. Final design drawings and specifications will be developed, along with a final cost estimate. GZA will develop the bid package to include, but not be limited to; drawings, bid form, general conditions specifications, technical specifications, and permit documents. The detailed information provided in this task will be suitable for construction bidding purposes.

#### TASK 7: Bid Solicitation Phase Services

Bid solicitation phase services will include the following; distribution of hard copies of the bid documents to the City; arranging and attending a pre-bid meeting; addressing questions posed by contractors; preparation and distribution of bid addenda as necessary, review of bids and apparent low bidder references, and providing a recommendation for award of the construction contract.

### **5. *Transferability***

Many coastal protection structures (seawalls, revetments, berms) were designed more than fifty years ago if not longer. Their design elevations which were selected to serve the purpose of protecting land and structures from coastal flooding have been greatly diminished even under current conditions. This project will be the first of many to begin designing for the impact of longer term predicted sea level rise and more intense storm surges. While site conditions will vary from location to location, this project may be a model for consideration for similar settings in the region. The City of Gloucester will also require GZA Environmental, Inc. to explore the potential for utilizing natural materials and green infrastructure in this design and at the same time explore opportunities for continued or expanded public access. The project design may become a case study and addition to the suite of adaptation and mitigation designs and strategies for coastal communities to draw from when considering flood protection measures.

### **6. *Timeline***

The City of Gloucester works with several engineering firms to help manage its infrastructure including its drinking water and wastewater systems and coastal-engineered structures. The City has worked well with GZA on past projects and is partnering with them on this effort. GZA has assisted in the development of the project scope and cost estimate. We are confident that this assessment, design and permitting work can be completed within the timeframes outlined in the grant. It is estimated that a permitted design meeting project goals and bid specification will be completed within the grant timeline.

Climate change adaptation projects and themes are in the process of being incorporated in other planning efforts in Gloucester including a scheduled Open Space and Recreation Plan update and in a proposed MVP Action grant that will examine the climate change vulnerability of Gloucester's public water supply system and watersheds. There will be no shortage of venues to continue to share the results of these efforts. This City will also model past similar efforts with a core working group monitoring the project and public presentation at key milestones using Planning Board, City Council, Clean Energy Commission meeting venues, or stand-alone venues as needed.

The proposed schedule is shown below.

**Gloucester High School Flood Protection Design and Permitting**

Task Description	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/June
1- Project Review									
2- Inspection/Survey									
3- Geotechnical Survey									
4- Develop Plans									
5- Permitting									
6- Final Design									
7- Bid Solicitation									

**7. Budget**

A Budget and letter committing the city's match has been provided (**Attachment B**). Project management and coordination will require time of the city's Director of Public Works and Planning Director, and planning interactions with School District staff. Additionally, Community Development and Public Works staff will conduct project presentations and assist in permit application development and present the project at no less than two public meetings to provide project details in the context of the City's resiliency planning efforts. A significant cash contribution has been identified as match and it is believed the city's staff involvement has been conservatively estimated.

**8. Partners**

Gregg Cademartori the City's Planning Director, will be the local project manager and contact. Mr. Cademartori has successfully implement three prior grants from the Office of Coastal Zone Management including the City's CZM grant supported CCVAAP, a CZM green infrastructure project: The Litter River Floodplain and Habitat restoration, and a sewer infrastructure retrofit design project. His project management has resulted in timely results within or below original project budget estimates. Mr. Cademartori will partner with Michael Hale, the Director of Public Works, and together they will ensure the successful implementation of the proposed project.

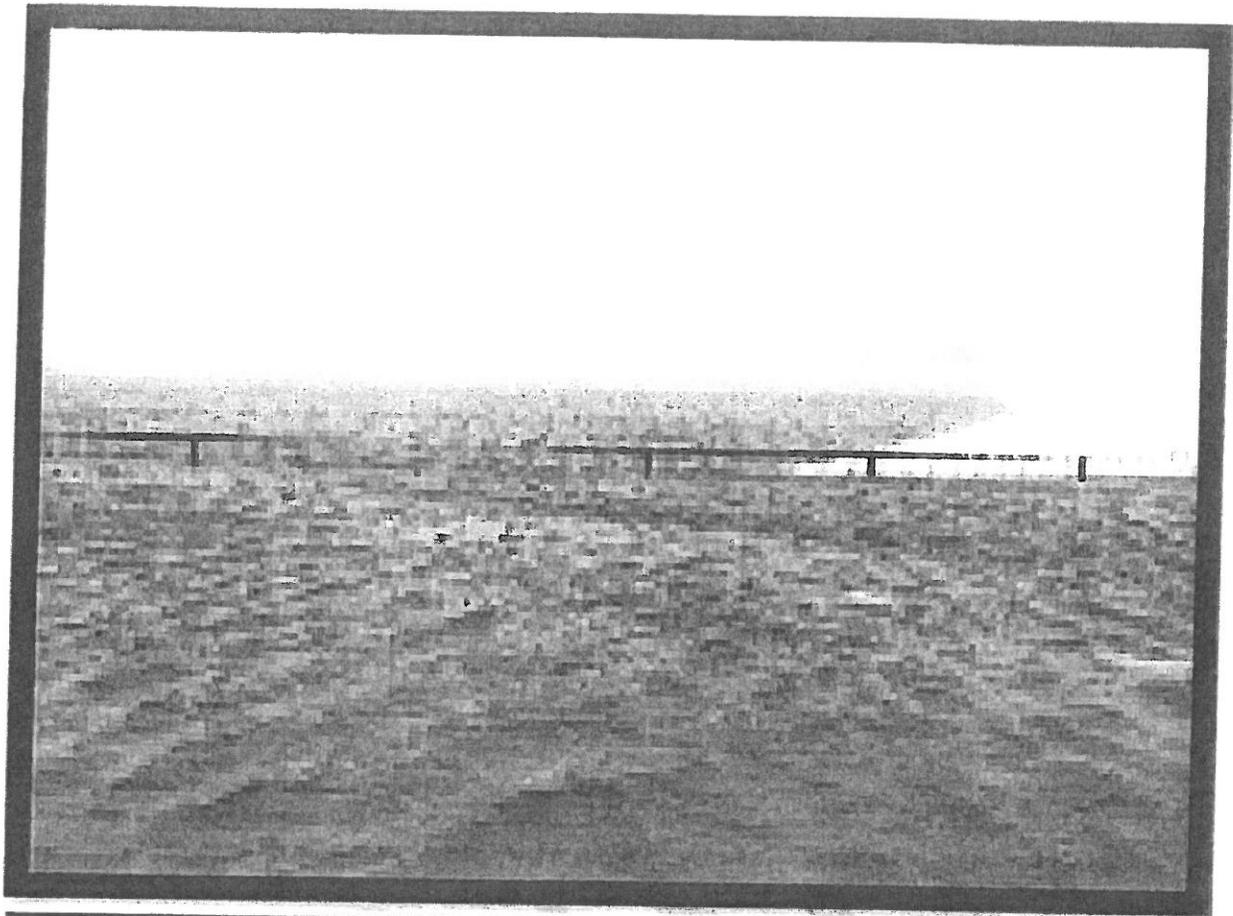
In addition to local project managers, Mr. Cademartori and Mr. Hale will work with a multidisciplinary consulting team from GZA Environmental, Inc. to ensure the successful implementation of the proposed project including: David A. Smith (PM), Hande McCaw (P.E.) and Joshua J. Zall among others (see **Attached C Resumes**). The strength of this partnership has already been demonstrated through prior work with GZA.

The City of Gloucester is grateful for the assistance from the Executive Office of Energy and Environmental Affairs, and the Coastal Zone Management Office, and through the new Municipal Vulnerability Preparedness and Coastal Resilience Grant programs and the continued partnership in addressing climate change on the local and regional level.

Attachment A  
MVP Draft Report

Attachment B  
Budget

Attachment A  
MVP Draft Report



Draft Gloucester  
Community Resilience  
Workshop  
April 12, 2018  
Summary of Findings

## Overview:

Clearly, the need for municipalities, regional planning organizations, the state and federal agencies to increase resilience and adapt to extreme weather events and mounting natural hazards is strikingly evident along the coast of Massachusetts. Recent events such as this past winter's string of storms and a new trend towards extreme weather events have reinforced this urgency and compelled leading communities like the City of Gloucester to proactively plan and mitigate potential risks through a community driven process. Ultimately, this commendable type of leadership will reduce the exposure of Gloucester's citizens, infrastructure and ecosystems and serve as a model for cities and towns across the state.

In September 2016, Massachusetts Governor Charlie Baker signed Executive Order 569, instructing state government to provide assistance to cities and towns to complete climate change vulnerability assessments and resiliency action plans. The Order lays out a comprehensive approach to further reduce greenhouse gas emissions, safeguard residents, municipalities and businesses from the impacts of climate change, and build a more resilient Commonwealth. Entitled *Establishing an Integrated Climate Change Strategy for the Commonwealth*, Executive Order 569 represents the collaboration between the Office of the Governor, the Executive Office of Energy and Environmental Affairs, the Executive Office of Public Safety and Security, and key state, local and environmental stakeholders.

The goals of the program and of the Gloucester Resilience workshop are to:

- Define extreme weather and natural and climate related hazards;
- Identify existing and future vulnerabilities and strengths;
- Develop and prioritize actions for the community;
- Identify opportunities to take action to reduce risk and build resilience.

The City of Gloucester employed a unique "anywhere at any scale", community-driven process known as the Community Resilience Building Workshop ([www.CommunityResilienceBuilding.com](http://www.CommunityResilienceBuilding.com)). The Risk Matrix and the Coastal Resilience Tool were integrated into the CRB Workshop process to provide both decision-support and risk visualization for the City of Gloucester. Using this workshop process, rich with information, experience, and dialogue, the participants produced findings which are outlined in this summary report. The following report provides an overview of the top hazards, current concerns and challenges, current strengths, and actions to improve the City of

Gloucester's resilience to natural and climate-related hazards today and in the future.

The summary of finding transcribed in this report, like any that concern the evolving nature of risk assessment and associated action, are offered for comments, corrections and updates from workshop attendees and additional stake- holders alike. The City of Gloucester's leadership on community resilience building will benefit from the continuous and expanding participation of all those concerned.

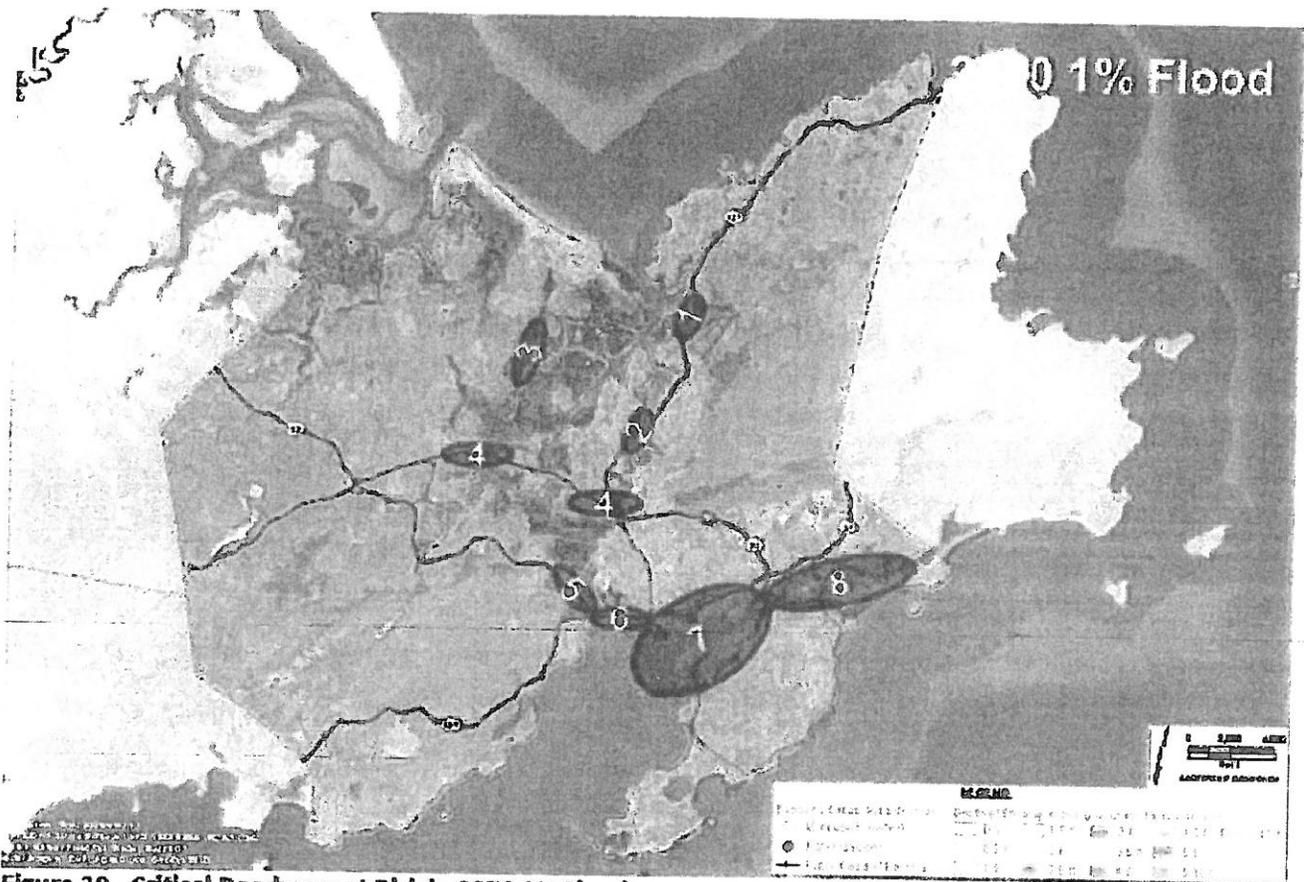


Figure 30 - Critical Roadways at Risk in 2070 1% Flood

Gloucester Climate Change, Vulnerability Assessment and Adaptation Plan-2015

## Summary of Findings

### Top Hazards for Gloucester

During the Workshops, participants from the community were asked to identify the top hazards for the Gloucester region (Box A). Coastal flooding, storm surge and sea level rise were identified by the city and as the top hazards by the majority of the participants. Extreme weather events in the form of winter storms, snow, high winds, extreme heat, fire and drought were also listed universally across most workshop teams. According to the participants, these hazards are already having a direct impact on several neighborhoods, natural areas (streams, wetlands, beaches, and parks), roads, and other critical facilities within the City of Gloucester (Box B).

#### **Box A: Top Hazards for Greater Gloucester Region**

- #1 Coastal Flooding/Storm Surge/Sea Level Rise**
- #2 High Winds**
- #3 Extreme Cold, Winter Storms/ Snow**
- #4 Heat/Fire/Drought**

#### **Box B: Vulnerable Areas in City of Gloucester**

**Neighborhoods:** Inner Harbor, parts of Downtown, East Gloucester, Back Shore, Riverdale, Lanesville

**Ecosystems:** Good Harbor/Wingaersheek/Coffins Beaches, Marshes and Dunes, Annisquam River and Great Marsh salt marsh

**Roads:** East Main Street, Rogers Street, Parker Street, Washington Street, Thacher Road, Atlantic Road

**Facilities:** Waste Water Treatment Plant, Thacher Road and Good Harbor Sewage Pump Stations, Tank Farms, Transportation, Shelters and Cooling Stations, Nursing Homes, Library and Museums, Schools, Gas Stations, Low Income Housing, Sewage Treatment, Marinas, , Hotels, Seawalls, Parks

## Current Concerns and Challenges Presented by Hazards

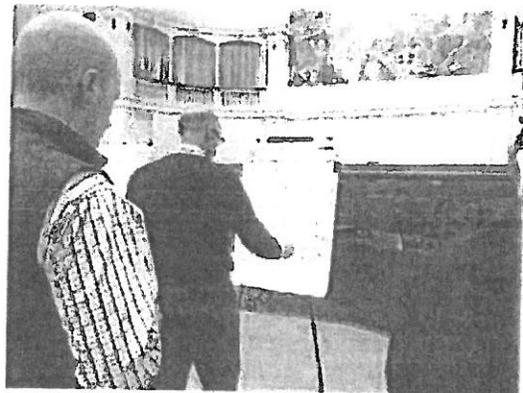


The City of Gloucester currently has several concerns and challenges related to the impact of natural hazards in the community. Many of these were brought to the fore during the recent experiences with extreme flooding during the winter of 2017-18 that saw a string of Nor'easters, extreme cold, high winds and coastal flooding.

With large portions of the city's residential neighborhood within areas prone to flooding, emergency management planning and access, addressing isolation due to storms and the ability to evacuate residents and commuters during an emergency event were identified as key societal concerns. This included the inability to get emergency services to certain places due to flooding of major transportation routes, key intersections and surface streets. Updating the City's existing emergency communications and emergency planning with particular regard for areas that could be cut off or lose power by coastal flooding or a high wind event such as a hurricane, as well as developing a database of vulnerable populations including those in senior and affordable housing settings, developing a manually-based Neighbor Helping Neighbor system, providing in-school sheltering options with updated and backed-up

air conditioning and heating were also noted as top challenges. Concerns were raised around the vulnerable populations such as the homeless and lower income elderly in low-lying residential areas, with Veterans Way being cited as one area being subject to housing and isolation issues. The homeless population in Dogtown were also cited as a vulnerable group and special concern was raised around making sure that adequate heating and cooling shelters are available to all that need them, with the Action shelter, Rose Bake Center and West Parish School being mentioned as centers. There were also concerns that raising existing structures in flood prone coastal areas may have visual impacts on the existing community character.

The impact of flooding and storm surge on critical facilities and infrastructure such as the Essex Avenue wastewater treatment facility, seawalls, revetments, breakwaters (Dogbar and Lane's Cove) and low-lying local and state roads including but not limited to Thacher Road, Essex Avenue, Stacey Boulevard, Washington Street, Parker Street, Shore Road, Atlantic Road, East Main Street, Rogers Street, Commercial Street, Rocky Neck Avenue and Causeway Street were noted as key infrastructure vulnerabilities. Associated with many of these areas was aging stormwater infrastructure that does not remove stormwater and storm surge quickly enough or is already submerged under extreme conditions. Also noted were gas stations without power, the East Gloucester Stop and Shop Plaza, the Harbormaster's Office, the Coast Guard Station, key electric substations such as Rogers Street, all sewer pump stations, the Rose Baker Senior Center, the High School, private piers and pilings, city and privately-owned dams, power lines, the MBTA commuter rail line, access to Addison Gilbert Hospital during emergency events, the Blynman Bridge (state owned), access to the A. Piatt Andrew Bridge from Grant Circle, all waterfront gas and electric lines, commercial freezers, oil and propane storage tanks. The current low-lying location of the the DPW facility leaves it vulnerable as is the Mill River tidal gate on Washington Street. The status of existing power and generator capacity and fire-fighting access under emergency conditions were also discussed as vulnerabilities. Existing local rules (zoning, code enforcement) and state (Building Code) regulations and policy governing infrastructure and buildings in regard to climate change were also seen as key vulnerabilities. The considerations of these impacts lead to discussions on the



economic costs of recovery and business interruption, especially fishing-related and smaller businesses in the downtown. Associated risks to public health and safety included potential for disease outbreaks due to overflowing and standing sewage, surface and ground water contamination, leaching from landfills during high tides, mold outbreaks in flooded basements, mobilized debris in the streets and clogging storm drains, and the potential for release of toxic materials and other storage facilities in flood-prone areas.

Participants raised many concerns regarding environmental features and climate change impacts including preservation of beach, and marsh systems that serve as storm and flooding buffers and serve as critical habitat. Good Harbor Beach was singled out as an area that needs more study and protection going forward. Many raised the issue of ensuring adequate water supply and atmospheric cooling for the city by protecting and better managing the watershed areas that surround the drinking water reservoirs, including completing an assessment of the city's forest land through an inventory of its trees and removing dead trees to reduce the threat of brush fire hazards in Dogtown, North Gloucester, Dogtown, West Gloucester and Pole's Hill. Some comments supported



reinstating a city forestry department with a city tree warden. Other issues raised included impacts to the fishing industry from climate change, the impact of marine invasives, loss of eel grass beds and overall loss of salt marsh as low marsh converts to open water environments and high marsh is limited by human development to migrate further inland. Species migration impacts and serious public health concern regarding tick and mosquito

related diseases were also raised, as well as the impact on freshwater wells due to saltwater intrusion related to sea level rise

## Current Strengths and Assets within Gloucester

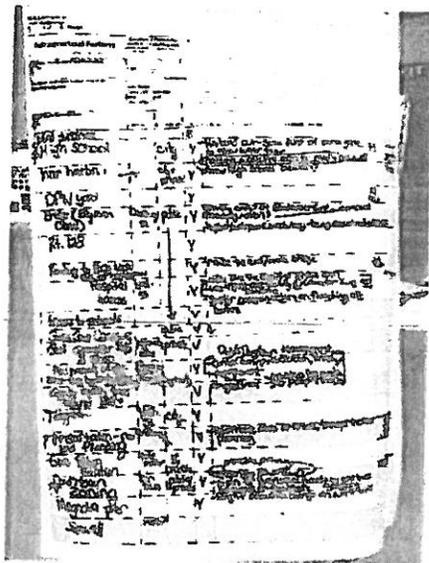
The City of Gloucester views its recent experiences with increasingly extreme weather patterns and hazard events as ongoing issues to be addressed boldly and with urgency. Actions that the City has already initiated are focused on several key areas of preparedness:

### **Existing Assets**

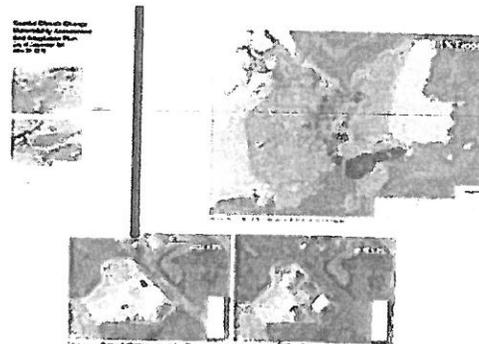
- Local hospital presence in Addison Gilbert Hospital and the new urgent care facility at Gloucester Crossing
- The city's existing all-call RAVE emergency communications system, with a commitment to add more lighted signs with emergency messages and information.
- US Coast Guard Station present, full-time Harbormaster and professional Fire Department.
- Strong commercial fishermen social organizations : Fishermens's Wives, Mass Fishermen's Association, Mass Lobstermen Association
- Great Marsh and barrier beach natural systems largely intact and serving to protect the city and provide habitat.
- Several major grocery stores all located on high ground.
- Strong neighborhood identity and cohesiveness. Some neighborhoods( Annisquam and Lanesville) have begun Neighbor to Neighbor-type communication work and preparation for storm events/possible isolation already.
- Established HAM radio system in place with proposal to expand it.
- Strong conservation and preservation ethic and organizations for public/private woodland management and wetlands management efforts- Essex County Greenbelt, Cape Ann Trail Stewards, Cape Ann Vernal Pond Team.
- Strong social services network: faith-based community of churches, sheltering facilities, social services and local assistance.
- Ample water supply surrounded and maintained by undeveloped watershed land;

## Current Strengths and Assets within Gloucester cont...

- Planning capacity for climate change and natural hazards: The city completed a climate change vulnerability assessment and adaptation study in 2015; it includes recommendations/costs on how to protect key city assets. This includes an outline of a hurricane barrier system that would protect the most densely populated areas of the city during extreme storm events. Gloucester also completed a FEMA-required Natural Hazard Mitigation Plan in 2012 which allows the city to apply for hazard mitigation grants from FEMA. The city is planning to update its plan in 2018.
- Strong city-wide dam maintenance program in place with recent extensive updating of the Babson Reservoir Dam.
- North Shore Community Action Plan.
- CATA public bus system.



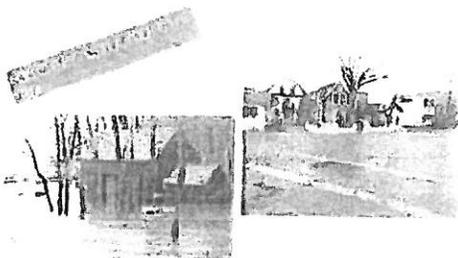
Prior Planning Efforts: Gloucester Climate Change Vulnerability Assessment and Adaptation Plan



## Top Recommendations to Improve Gloucester's Resilience to Hazards

The responses from the Workshop's participants regarding recommended actions to reduce exposure to natural hazards fell into three categories-societal, infrastructure and environmental actions. Pervasive throughout the discussion was the need to proactively manage the risk posed by these hazards as well as the need to comprehensively assess the return on actions within an economic, societal, and ecological context.

Societal actions focused on making a comprehensive assessment of the city's zoning and land use policies and see how they could be improved for increasing climate resiliency and adaptability. Many favored amending building codes to require higher elevations above flooding for new buildings or reconstruction, as well as revamping downtown residential and commercial zoning standards to make them more climate resilient going forward. The incorporation of green infrastructure was seen as a positive adaptation approach that can reduce surface runoff to the storm water system while enhancing the aesthetics of Gloucester. Land use policies that increase setbacks and explore incentives to reduce the placement of structures in vulnerable areas were recommended, particularly in identified redevelopment areas and transportation routes across the city. Redevelopment in general was viewed as a key long-term opportunity to adapt the city to flooding. Closely related were other actions to incorporate the city's existing communications system with a well designed evacuation plan that could address both evacuation, Neighbor to Neighbor programs and sheltering in place. Identifying and creating a database of vulnerable populations including low income elderly and the homeless would be critical as would be creating simple, manual back up communications systems for when power was not available. Another key part of the evacuation and communications strategy would be to develop shelter in place options for key schools for emergency situations, tying in with the surrounding Neighbor to Neighbor programs when needed. This would require upgrading heating and cooling systems at key schools. The city's current Middle School emergency shelter is currently seen as the city's model shelter while the High School shelter is seen as needing improvement.



For infrastructure, the top concern was adapting the Essex Avenue waste water treatment plant for climate change. Ideas included existing berm next to the plant and building up from it to protect it from flooding as well as increasing the plant's sump pump system and sealing off all interior conduits. Discussion of strategies on how to address low lying bridges and roads included prioritizing key road sections for elevation and

recognizing that the state owns the Blynman Bridge- which is in line to be replaced and could be elevated at that time- and working more closely with MA DOT officials to coordinate closely on shared state and local roads, developing emergency signage and alternate routes to key infrastructure such as police, fire and DPW facilities as well as to keeping access to Addison Gilbert Hospital and Route 128 open. The elevation of the Gloucester commuter rail bridge over the Annsiquam River was felt to be a strength as well as having second commuter rail station located in West Gloucester. Development of key road closure communication, alternative transportation options, signage and the development of alternative emergency routes would be closely aligned with the development of an overall evacuation, communications and sheltering plan outlined above. Identifying how to assess and best protect Gloucester High School and its parking and stadium were key infrastructure concerns. A key short term action was to increase the height of the seawall abutting the school. Moving the school to a different location was also discussed. The hurricane barrier system outlined in the city's 2015 climate assessment and adaptation study would protect the school and the downtown but comes at a very high cost. Some also felt that the current Dogbar Breakwater should be made taller and extended.

Top environmental concerns included the need to address forest management from the perspective of overall water supply, climate resilience and cooling, fire management and storm water control. Gypsy moth and winter moth controls, tree replanting, maintain fire road access, working with local conservation groups such as the Cape Ann Trail Stewards and Greenbelt, and keeping an inventory of existing and diseased trees were also identified as being key parts of the overall management of Gloucester's forested lands for climate resilience. Participants felt that the city needed to invest more resources towards restoring its forestry department and re-instituting the tree warden's position in order to accomplish this task effectively. Further developing the city's efforts to maintain its barrier beaches and dunes, particularly in working with beachfront property owners was seen as critical for climate adaptation. Several comments supported the creation of a a robust and well-funded city beach management plan that would lay out dune and beach grass protection strategies. Some attendees favored conducting an adaptation study with specific recommendations for the Good Harbor Beach dune and marsh system, one of the most heavily used beaches on the North Shore. Streamlined permitting in support of allowing increased water flow in and out of the city's salt marshes to reclaim wetlands and marshes, as well as the protection of land adjacent to the marshes to allow for their migration and the additional need for flood storage capacity were also seen as critical to the overall environmental effort.

## Workshop's Top Recommendations for Gloucester

### Societal

- Look at updating zoning regulations for climate resiliency improvements
  - 25 votes
- Develop evacuation planning – address isolation in neighborhoods during severe events
  - 17 Votes
- Update emergency action plan & system: develop communication strategies, focus on areas that will become isolated, address vulnerable populations, address schools air conditioning needs,
  - 16 votes
- Improve emergency communications systems
  - 7 Votes
- Storm water management assessment downtown
  - 2 votes
- Partner with research institutions that help fisheries
  - 2 votes
- Neighbor to neighbor communications systems, more use #'s on residences
  - 1 vote
- Focus on vulnerable populations: who, where, needs
  - 3 votes
- Senior housing vulnerability & protection
- Small business disruption - marine & non-marine

## Workshop's Top Recommendations for Gloucester

### Infrastructure

- Address Waste Water Treatment and Pumping Stations
  - 23 votes
- Address low-lying roads and bridges, major thorough fares
  - 17 votes
- High School, Protect (Raise area)
  - 13 votes
- Overall assessment of transportation needs
  - 2 votes
- Update Council on Aging & schools backup generators

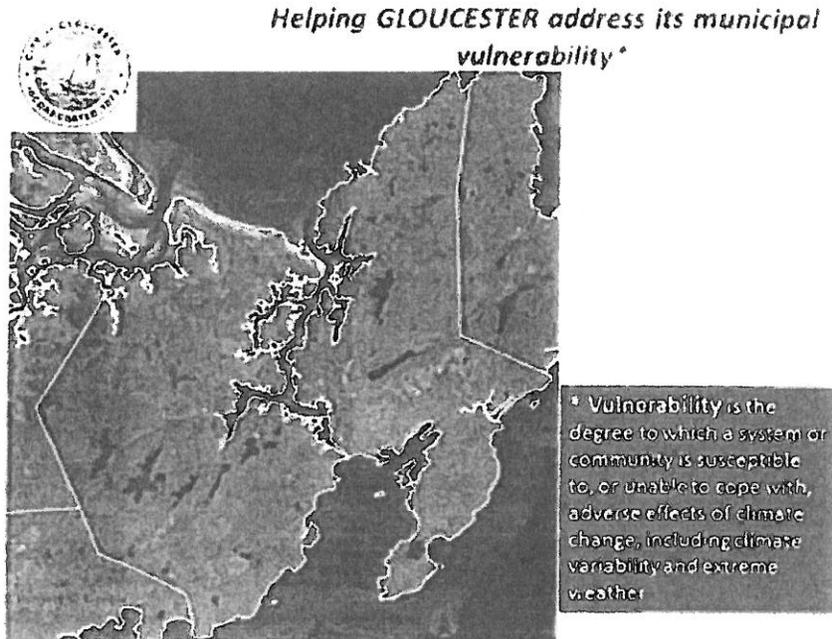
- 6 votes
- Air conditioning & heating updates in Gloucester low-income & public housing
- Elevate buildings, zoning for
  - 2 votes
- Fortify energy infrastructure, substations
  - 4 Votes
- Update of RAVE System

### **Environmental**

- Forest and watershed management and protection
  - 19 Votes
- Beaches – habitat, endangered species (protect), dune management, work with property owners/educate- 17 votes
  - 17 Votes
- Streamline permitting
  - 10 votes
- Zoning to re plan Wetlands & Marshes
  - 9 Votes
- Good Harbor Beach adaptation study
  - 5 Votes
- Protect & maintain forest & access
  - 2 Votes
- Marshes protect & mitigate damage
  - 1 vote
- Mitigate salt water infiltration
- Assessing drinking water supply
  - 2 votes

## Recommended Report Citation

City of Gloucester Community Resilience Building Workshops Summary of Findings.



**Workshop Participants: City Departments, Organizations and Other Entities**

To be completed

**Workshops Project Team: Organization and Principal Contact**

To completed

**Acknowledgement:**

To be completed

Attachment B  
Budget

Estimated budget for the Scope of Services outlined above is **\$84,460**, broken down in the following tables:

<b>TASK - LABOR</b>	<b>AMOUNT</b>
Task 1 – Project Review	\$ 1,850
Task 2 – Survey/Investigations-Develop Existing Plan	\$ 8,100
Task 3 – Geotechnical Investigations	\$ 3,850
Task 4 – Design Development - Proposed Plan, Sections and Cost Estimates	\$ 25,130
Task 5 - Permitting:	
A. Environmental Notification Form	\$ 5,720
B. Scoping Review Meeting	\$ 875
C. Notice of Intent Filing	\$ 3,100
D. Attendance at Site Visits/Public Meetings	\$ 2,600
E. Certificate of Compliance	\$ 900
F. Registry of Deeds Filings (3)	\$ 1,900
G. DEP Chapter 91 License Application	\$ 3,400
H. US Army Corps of Engineers Permit Application	\$ 3,200
Task 6 – Final Design/Bid Documents – Plans and Specifications	\$ 9,260
Task 7 – Bid Phase Services	\$ 5,700
<b>Sub-Total Labor</b>	<b>\$ 75,585</b>

Estimated reimbursable expenses associated with the Scope of Services outlined above are broken down as follows;

<b>EXPENSES</b>	<b>AMOUNT</b>
Travel	\$ 500
Reproduction/Mailings	\$ 1,500
Survey Equipment	\$ 650
Geotechnical Boring Sub-Contractor	\$ 6,000
Registry of Deeds Recording Fee	\$ 225
<b>Sub-Total Expenses</b>	<b>\$ 8,875</b>
<b>TOTAL LABOR AND EXPENSES</b>	<b>\$ 84,460</b>

The City of Gloucester commits to a \$20,000 cash match and a well under estimated in-kind project management and support estimate of \$1500 putting the total match well above 25%. See commitment letter from Mayor Romeo Theken.

**FY19 Coastal Resilience Grant Scope -GHS Flood Protection**

Project Task Description	Deliverables	Due Date	Grant	Match	Total
<b>Task 1: Project Review</b>					
Sub-task 1.1 Project Review					
Total Task 1 Cost			0	1850	1850
			0	1850	1850
<b>Task 2: Survey/Existing Conditions Plan</b>					
Sub-task 2.1 Survey/Existing Conditions Plan	Existing Conditions Plan		6000	2100	8100
Total Task 2 Cost			6000	2100	8100
			6000	2100	8100
<b>Task 3: Geotechnical Investigations</b>					
Sub-task 3.1					
Total Task 3 Cost			0	3850	3850
			0	3850	3850
<b>Task 4: Design Development - Proposed Plan, Sections and Cost Estimate</b>					
Sub-task 4.1	Preliminary Plan Set and Cost Estimate		20130	5000	25130
Total Task 4 Cost			20130	5000	25130
			20130	5000	25130
<b>Task 5: Permitting</b>					
Sub-task 5.1 ENF	ENF Filing		5720	0	5720
Sub-task 5.2 Scoping Review			0	875	875
Sub-task 5.3 Notice of Intent	NOI Filing		4000	0	4000
Sub-task 5.4 Site Visits/Public Meetings			0	2600	2600
Sub-task 5.5 Registry of Deeds Filings			0	1900	1900
Sub-task 5.6 DEP Chp 91 License Application	Chp 91 Filing		3400	0	3400
Sub-task US ACE Permit (As-needed)	US ACE Filing		3200	0	3200
Total Task 5 Cost			16320	5375	21695
			16320	5375	21695
<b>Task 6: Final Design/Bid Documents</b>					
Sub-task 6.1 Final Design/Bid Specification	Final Design Plan Set and Specifications		7435	1825	9260
			7435	1825	9260
<b>Task 7: Final Design/Bid Documents</b>					
Sub-task 7.1 Bid Phase Services			5700	0	5700
			5700	0	5700
<b>Task 8: Misc Travel/Reproduction/Geotech Subcontractor</b>					
Sub-task 8.1 Travel Reproduction			2875	0	2875
Sub-task 8.2 Geotechnical Boring Subcontract			6000	0	6000
Total Task 8 Cost			8875	0	8875
			8875	0	8875
<b>TOTAL PROJECT COST</b>			<b>64460</b>	<b>20000</b>	<b>84460</b>

Balance of Local Match will include staff time for project management, public meeting presentation, and permitting support. This will be documented and will far exceed \$1.15 to total 25% local match to the overall project budget.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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

May, 24 2018

Ms. Patricia Bowie  
Coastal Resiliency Specialist  
Executive Office of Energy and Environmental Affairs  
Massachusetts Office of Coastal Zone Management  
251 Causeway Street, Suite 800  
Boston, MA 02114

**ENV 19 CZM 03  
Gloucester High School Campus Flood Protection Project**

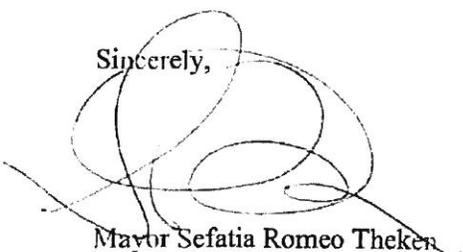
Dear Ms. Bowie:

Storm events from this spring have heightened coastal communities' awareness of how vulnerable we are, and have brought additional focus on the potential of climate change impacts. The Gloucester High School Campus Flood Protection Project proposal has been prioritized through the utilization of our Climate Change Vulnerability Assessment and related MVP processes, and will help improve the resilience of this critical asset.

The City commits to providing a 25% in-kind match of \$20,000 cash, with the remainder of the balance allocated to professional support (\$1,115). If funded, this project will inherently require additional program support than indicated above, representing an overall match in excess of 25% of the total project cost.

As a pending MVP community, we understand the need to continue to be an integral part of research efforts, and to proactively address potential climate change impacts. This proposed project will build upon the understanding of how communities can adapt when faced with similar predicted future conditions. Gloucester and the region have much to gain through the implementation of resilience planning and projects, and we thank you for your consideration in supporting this important effort.

Sincerely,



Mayor Sefatia Romeo Theken

Attachment C  
Resumes

4 Jenness Street, (978)-879-7688  
Beverly, MA gcademartori@gloucester-ma.gov  
01915

## Gregg M. Cademartori

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**Objective** To obtain a challenging position in regional, municipal, or client based land use planning.

**Experience**      **2005-Present**      **City of Gloucester**      **Gloucester, MA**  
***Planning Director***

- Coordinate municipal planning efforts for City of Gloucester
- Responsible for project review of land use permitting
- Promote compact residential development, open space preservation, resource protection, and commercial/industrial development and expansion.
- Responsible for subdivision and major development permit review, construction review and permit compliance.
- Responsible for researching and drafting zoning and general code amendments to further city and regional goals consistent with the implementation of the city's community development plan.
- Provide staff technical support to the Planning Board, Capital Improvement Advisory Board, Open Space and Recreation Committee, Community Development Plan Implementation Committee
- Tax Increment Financing committee representative
- Green Communities Liaison responsible for implementation of Green Communities Initiatives and City designation
- Responsible for implementation of 43D Expedited Permitting to encourage regional growth of commercial and industrial development
- Highlighted projects:
  - Public-private partnership in 4MW wind turbine project. Coordinated permit review, business modeling, and participated on negotiating team resulting in power purchase agreement.
  - Led rezoning and coordinated permit review of proposed waterfront hotel and associated \$8M dollar infrastructure renewal project.
  - Led rezoning and coordinated permit review of \$60M dollar retail/hotel/assisted living mixed use project currently in phased construction. Participated on TIF committee and prepared an application for the successful award of \$2M dollar Massachusetts Opportunity Relocation and Expansion (MORE) infrastructure grant to facilitate related road and infrastructure construction.

**2004-2005**                      **Weichert Realtors**                      **Lexington, MA**  
*Homes and Land Sales Associate*

- Grossed \$15 million in sales in first year
- Worked actively with residential clients and commercial and residential developers
- Assisted in the development and implementation of internet base lead generation network.

**2002-2004**                      **City of Gloucester**                      **Gloucester, MA**  
*Environmental Planner*

- Responsible for implementing environmental programs for the City of Gloucester
- Provided staff support to the Conservation Commission
- Project manager for Brownfields Revolving Loan funded projects
- Responsible for assuring compliance with National Flood Insurance Program polices and implementing floodplain management strategies
- Project manager on stream and habitat restoration projects
- Assisted in the development of a citywide Comprehensive Stream Habitat and Restoration Report
- Worked with local non-profit organizations on open space preservation and habitat enhancement projects

**2001-2002**                      **The Bioengineering Group**                      **Salem, MA**  
*Marine Scientist/Project Manager*

- Project manager on the New Bedford Harbor Intertidal Habitat Restoration associated with EPA Superfund Cleanup
- Performed restoration feasibility assessment
- Developed design of first phase of post cleanup restoration

**Education**                      2001                      *Stony Brook University*                      Stony Brook, NY  
▪ M.S. Marine Environmental Science.

1994                      *University of Vermont*                      Burlington, VT  
▪ B.A. Biology with concentration in estuarine systems.

**Memberships and Affiliations**

- 2005-2011 Member, Beverly Conservation Commission
- Member, American Planners Association (APA)
- Member, Massachusetts APA
- Member, Massachusetts Association of Conservation Commissions
- Member, Essex County Greenbelt Association
- Member, Massachusetts Audubon Society
- Member, Trustees of the Reservations

**Interests**                      Cycling, Surfing, Running, Kayaking, Hiking, Beer Brewing, Winemaking, and Coaching Youth Soccer & Lacrosse



## David A. Smith

Senior Project Manager

### Summary of Experience

Mr. Smith has contributed to the survey, inspection, planning, permitting and design of waterfront projects throughout the Eastern United States, including bridges, urban ports and harbors, dredging projects, harborwalks, marinas, docks, parks, bulkheads, breakwaters and seawalls. Based on his 25 years of working on waterfront projects, he has an in depth understanding of all aspects of implementing waterfront work. His responsibilities have included the coordination and implementation of survey and inspection work, above and below water of existing facilities, and projects under construction. His responsibilities have included field investigations, underwater inspection, structural evaluations, as well as providing lead permitting, design and construction oversight services on literally hundreds of waterfront improvement projects. Mr. Smith has participated in numerous river and harbor dredge projects including pre-and post-dredge hydrographic surveys and has undergone extensive training in the methods and use of various surveying and inspection equipment. His construction and dive inspection experience provides insight into the design and preparation of construction documents for waterfront structures. Some of the investigations and design assignments have included:

### Relevant Project Experience

#### **Stacy Boulevard Bulkhead Reconstruction Project, Gloucester, Massachusetts.**

Served as Project Manager for design and permitting services for the reconstruction of an 1,800 lineal foot stone masonry seawall along the shoreline of Gloucester's Outer Harbor. The proposed project provides for reconstruction of a majority of the bulkhead within the existing footprint, with the exception of a 332 lineal foot portion of bulkhead to be constructed seawall of the existing wall within the intertidal shoreline area. Mr. Smith provided the necessary permitting services for this project and secured the required permits. ion (MADEP), Chapter 91, Gloucester Conservation Commission and Gloucester City Council. Construction work totaled \$5.6 million.

**Blynman Canal Bulkhead Improvement Project (North Side), Gloucester, Massachusetts:** Mr. Smith served as Project Manager for the inspection, survey, design, permitting, bid phases and construction oversight services for reconstruction of the existing deteriorated bulkhead. The site is located along the northern shoreline of the Blynman Canal at the intersection of the Annisquam River and Gloucester Harbor (Western Harbor) just east of Western Avenue. The work included: installation of steel sheetpiles and cofferdam, existing bulkhead demolition and reconstruction using reinforced concrete and stone veneer construction, protection and repair of portions of the existing mortared stone bulkhead to remain, excavation and backfilling, drainage improvements, installation of new granite capstones, sidewalk construction, and the installation of new railings. Construction work totaled approximately \$1,200,000.

#### **Comprehensive Statewide Inventory and Assessment of Coastal Infrastructure Structures, Various Locations, Massachusetts.**

Performed visual inspections of various coastal structures identified on the Initial Massachusetts Department of Conservation and Recreation (DCR) Sites for Inspection list. Evaluated and prioritized each structure with a foreshore rating system to assist the DCR in prioritizing future improvement programs.

### Education

A.S., 1985, Civil Technology,  
Northern Essex Community College  
A.S., 1991, Engineering Science,  
Northern Essex Community College  
B.S., 1993, Civil Engineering,  
University of Massachusetts-Lowell

### Registrations & Certificates

Engineer-in-Training  
1995, Massachusetts, #16030  
Open Water Diver  
1989, PADI  
N.H. Licensed Designer, Subsurface  
Disposal Systems  
New Hampshire, #1115

### Affiliations

- Boston Society of Civil Engineers
- American Society of Civil Engineers
- Granite State Designers and Installers Association
- The Hydrographic Society of America
- Massachusetts Marine Trades Association

### Areas of Specialization

- Waterfront Engineering
- Civil Engineering
- Hydrographic Surveys
- Side Scan Surveys
- Sub-Bottom Profile Surveys
- Eelgrass/Shellfish Delineations
- Soil Exploration

### Presentation

- Dredging, 2011 United States Coast Guard, Ocean Engineering Working Group
- Stacy Boulevard/Blynman Canal Bulkhead Improvement Project, Gloucester, MA. GZA Technical Conference. March 2018



## David A. Smith

Senior Project Manager

**Cashman Park Revetment Construction Project, Newburyport, Massachusetts.** Served as Project Manager for design, permitting, bid phases and construction oversight services for the construction of 730 lineal foot stone revetment along the shoreline of the Merrimack River in Newburyport, Massachusetts. The project was designed to prevent further erosion of the riverbank and to provide protection to the adjacent park and proposed bituminous walkway. Mr. Smith provided the necessary permitting services for this project and secured permits from the following agencies; Massachusetts Natural Heritage and Endangered Species Act (MESA), Massachusetts Environmental Policy Act (MEPA), U.S. Army Corps of Engineers Permit, Massachusetts Department of Environmental Protection (MADEP), Chapter 91, Newburyport Conservation Commission.

**Prides Crossing Granite Seawall Reconstruction Project, Beverly, Massachusetts.** Served as Project Manager on this project after the existing large granite stone seawall failed after a major spring northeast storm event. Mr. Smith coordinated and performed inspection and survey of the site to locate general site features including topography of the site, location of failed wall limits, limits of eroded banking and general site features of the subject property and adjacent properties. Mr. Smith implemented alternative cost estimates, permitting, contract document preparation and implementation, and construction oversight services.

**Marshfield Foreshore Inspection, Marshfield, Massachusetts.** Project Engineer responsible for coordinating and implementing an initial Town-wide coastal inspection program to evaluate present conditions on all Town foreshore structures including; seawalls, revetments, piers, bulkheads, jetties, and breakwaters. Provided the Town with a foreshore rating system to assist the Town in prioritizing future improvement programs.

**Blynman Canal Granite Stone Bulkhead Reconstruction Project (South Side), Gloucester, Massachusetts.** Served as Project Manager on this project after the existing large granite stone seawall failed. Mr. Smith coordinated and performed inspection and survey of the site to locate general site features including topography of the site, location of failed wall limits, limits of eroded banking and general site features of the subject property and adjacent structures. This \$900,000 reconstruction project considered cost, durability, impact minimization, public safety and historic significance.

**United States Coast Guard (USCG) Pre-Dredge Planning Hydrographic Surveys, Multiple Locations, Multiple Commands.** Mr. Smith served as Project Manager for the hydrographic surveying services for the USCG Civil Engineering Unit (CEU) Miami at eight locations in three states for future dredging projects in FY11 and FY12. The project involved hydrographic and topographic surveys of each site including; berths, fairways, channel and basin areas, and shoreline landside features in close proximity to the waterfront areas. Landside and hydrographic survey data were combined to create the final Pre-Dredge Hydrographic Survey drawings for each site. Hydrographic survey sites included; Sector Jacksonville, Station's Ponce de Leon, and Fort Myers Beach in Florida; Station's Venice, Dulac and Grand Isle in Louisiana and Station's Port O'Connor and South Padre Island in Texas. The project was completed on time and on budget within the required 98 day aggressive project schedule duration.

**Newburyport Shoreline Stabilization Project, Newburyport, Massachusetts.** Served as Project Manager for design, permitting, bid phases and construction oversight services for the construction of 550 lineal foot stone revetment along the shoreline of the Merrimack River in Newburyport, Massachusetts. The project was designed to prevent further erosion of the riverbank and to provide protection to the adjacent industrial building. Mr. Smith provided the necessary permitting services for this project.

**Multiple Pier Projects, Gloucester and Marblehead, Massachusetts -** Served as Project Manager for design, permitting, bid phases and construction oversight services for dozens of timber pier, gangway and float projects for private homeowners within the North Shore communities, north of Boston, primarily in Gloucester and Marblehead. All projects involved providing seasonal access from client's properties to the water. Mr. Smith provided the necessary permitting services for all projects from the following agencies; U.S. Army Corps of Engineers Permit, Massachusetts Department of Environmental Protection (MADEP), Chapter 91, and local Conservation Commissions.

**Cape Ann Marina, Gloucester, Massachusetts.** Mr. Smith has served as Project Manager since 2003 on several marina-related projects at Cape Ann Marina in Gloucester, MA. Cape Ann Marina is one of the largest marinas on the Massachusetts North Shore. Mr. Smith has performed survey, inspection, design, permitting and bid, construction phase services for dredging, float configuration, wharf, lift pier and bulkhead improvements at the facility.

**Hande McCaw, P.E.**

Senior Coastal &amp; Oceanographic Engineer

**Summary of Experience**

Ms. Hande McCaw provides beach and shoreline transformation and restoration, flood risk assessment and mitigation, storm surge/wave/sediment transport numerical modeling expertise as well as technical modeling support, staff training and project management for GZA's coastal hydraulics and extreme flooding practice. Ms. McCaw has worked on numerous feasibility studies, beach management plans, and dredging for beneficial reuse projects for locations in the eastern U.S. coastline. She has also performed numerous coastal analyses and assessments including wave hindcasting, storm surge analysis, numerical along and cross-shore change modeling and shoreline recession analysis. Her numerical modeling experience also includes wave transformation, circulation and sediment transport modeling.

**Relevant Project Experience**

**Senior Technical Specialist, Winnapaug Pond Dredging and Wuskeneau Beach Nourishment, Westerly, Rhode Island.** Ms. McCaw has served as a Senior Coastal Engineer for this project. She led a design team for outlining a dredging plan, dredge volume and fill calculations, sediment coring and sampling, dredge material quality control, and beach nourishment fill design. She has also provided construction management support by quality controlling the construction operations and cut/fill volumes.

**Project Manager, Long Wharf Living Shoreline Design, New Haven, Connecticut.** Ms. McCaw is the lead Coastal Engineer and Project Manager for Long Wharf Living Shoreline Project. She is leading the project team to design a hybrid living shoreline that will improve the coastal resiliency of the district.

**Project Manager, Long Wharf Flood Protection, New Haven, Connecticut.** Ms. McCaw is the lead Coastal Engineer and Project Manager for Long Wharf Flood Protection Project. She is leading the project team to assess flood risk of the district by using high resolution numerical circulation and wave models. Project's goal is to identify multiple project alternatives to reduce flooding and improve coastal resiliency within the district.

**Senior Technical Specialist, Seaside State Park Environmental Impact Evaluation, Waterford, Connecticut.** Ms. McCaw is the Lead Coastal Engineer for the project. The project involved redeveloping the site while preserving the beach and associated coastal resources. Redevelopment plans included four conceptual design alternatives for the shoreline. GZA was tasked to evaluate design alternatives to determine their feasibility under existing environmental and climate conditions and their impact to the environment. Design alternatives included adding different combinations of oyster reefs, dunes, wet meadows, and tidal pools to the site and in some of the alternatives potentially removing the existing seawall. GZA analyzed proposed features under normal tidal and wave conditions as well as during extreme events such as hurricanes and nor'easters. GZA also evaluated the impact of sea level rise.

**Senior Technical Specialist, Westport Town Wide Drainage Evaluation, Comprehensive Stream Improvement Plan, and Downtown Resiliency and Recovery Plan, Westport, Connecticut.** Ms. McCaw is the technical lead for the two studies covered under this project: Riverine Hydrology and Hydraulics and Saugatuck River Flood Evaluation. The overall study aims to study flood conditions on tidally

**Education**

M.S., 2006, Coastal and Oceanographic Engineering, University of Florida  
B.S., 2005, Civil Engineering, Middle East Technical University

**Registrations & Certificates**

Professional Engineer – 2013, FL, #75564  
Professional Engineer – 2018, MA, #54029

**Affiliations**

- American Society of Civil Engineers
- American Shore and Beach Preservation Association

**Areas of Specialization**

- Coastal Hydraulic Engineering
- Oceanographic Engineering
- Dredging Design
- Beneficial Reuse
- Beach Nourishment Design
- Extreme Flood Analysis
- Numerical Modeling of Storm Surge & Wind Driven Waves
- Flood Resiliency Design
- Green Infrastructure



## Hande McCaw, P.E.

### Senior Coastal & Oceanographic Engineer

flood conditions on tidally influenced Saugatuck River and 8 of its tributaries. Study also identifies key municipal facilities that will be subject to flooding and provides recommendations for pre-storm preparation, storm mitigation during events and post-storm recovery.

**Senior Technical Specialist, Town of Marshfield Sediment Study, Massachusetts.** Ms. McCaw is the technical lead for the Marshfield Sediment Study. This study aims to identify sediment characteristics of the town beaches and to create a sediment budget to understand the shoreline change patterns over decades. This study also analyzed feasibility of a beach nourishment project to replace the existing seawall.

**Senior Technical Specialist, Osprey Beach Stormwater Outfall Littoral Drift/Sediment Transport Analysis, New London, Connecticut.** Ms. McCaw is the consultant reviewer of the project. The City of New London proposes to build an extension to an existing storm drain at Osprey Beach located just north of the intersection of Pequot Ave and Jerome Road in New London. GZA is currently completing a littoral drift and sediment transport analysis associated with the construction of a proposed stormwater outfall. GZA's study is being performed to evaluate the effects of the proposed outfall construction of Osprey Beach littoral drift – the transport of noncohesive sediments along the foreshore and shoreface due to the action of breaking waves and the longshore and cross-shore currents.

**Project Engineer, Community Coastal Resilience Plan, Stratford, Connecticut.** Ms. McCaw is a Coastal Engineer dedicated to the living shoreline engineering features and conceptual designs for the GZA team that the Town of Stratford recently selected to develop a Community Coastal Resiliency Plan. GZA was selected to assist the Town in facilitating the social, economic and ecological resilience of the Town to the impacts of sea-level-rise and to anticipated increases in the frequency and severity of storm surge, coastal flooding and erosion.

**Senior Technical Specialist, Winnapaug Pond Dredging, Westerly, Rhode Island.** Ms. McCaw has served as a Senior Coastal Engineer for this project. She led technical work for outlining dredging plan alternatives, dredge volume calculations, sediment sampling, and dredge material quality check. She has also worked on finding alternative beneficial use sources for the dredge material and designed beach nourishment templates for Westerly Town Beach.

### Post-Fukushima Flooding and Seismic Hazard Re-

**evaluations.** After the devastating earthquake and tsunami at Fukushima, Japan, the Nuclear Regulatory Commission required that all U.S. nuclear power plants re-evaluate their seismic and flood vulnerability, with the evaluations to be completed by March, 2015. GZA was selected to characterize the external flood hazards at 35% (23 plants) of U.S. nuclear power plants, representing five different power providers. Ms. McCaw has served as a Senior Coastal Engineer for the projects. She trained personnel on coastal engineering applications such as high resolution numerical wave models, wave runup on natural and stabilized shorelines. Ms. McCaw also served as a reviewer to ensure QA/QC of coastal related tasks performed by technical staff.

### Publications/Presentations

Caliskan (now McCaw), H. and A. Valle-Levinson. "Wind-wave transformations in an elongated bay." *Continental Shelf Research*, 28: 1702-1710, 2008.

"Long Wharf Flood Protection", American Shore and Beach Preservation Association National Coastal Conference, FL, 2017.

"Setting Priorities for Nature-based Solutions", New Hampshire Coastal Climate Summit, Greenland, NH, 2015.

"Setting Priorities for Nature-based Solutions", Society of Wetland Scientists: *Changing Climate, Changing Wetlands*, Providence, RI, 2015

"Coastal Processes Analysis for Vilano Beach, St. Johns County, Florida", Florida Shore & Beach Preservation Association Conference, Jacksonville, FL, 2011.

"Measurement of Velocity and Sediment Transport Profiles to Calibrate the MIKE 21 Model in Ft. Pierce Inlet, St. Lucie County, Florida," Eleventh International Conference on Coastal and Estuarine Modeling, Seattle, WA, 2009.

"Measurement of Velocity and Sediment Transport to Evaluate the Feasibility of a Sediment Deposition Basin as a Sand Bypassing Source in Ft. Pierce Inlet, St. Lucie County, Florida," The American Shore & Beach Preservation Association Conference, St. Petersburg, FL, 2009.

"Numerical Simulation of Nearshore Waves and Surge for the Texas Coast," Texas Coastal Conference, Galveston, TX, 2008.



RESUME

**Hande McCaw, P.E.**  
Senior Coastal & Oceanographic Engineer



**Joshua J. Zall, EIT**  
Assistant Project Manager

**Summary of Experience**

Mr. Zall has over 10 years of experience in topographic and hydrographic survey, inspection, planning, permitting, design and construction oversight for various marine waterfront civil/structural engineering applications throughout eastern United States including bridges, dredging projects, marinas, docks, bulkheads, seawalls and dams. His responsibilities have included field investigations, underwater and above-water inspections, coordination and implementation of hydrographic and topographic surveys, and project management as well as providing permitting, design and construction oversight services on waterfront projects. Some of Mr. Zall's projects include:

**Relevant Project Experience**

**Frenchboro Ferry Terminal, Frenchboro, Maine.** Served as Field Engineer providing topographic survey and condition assessment of the existing granite block and timber facility at the Frenchboro Ferry Terminal for the Maine Department of Transportation. Services included topographic survey, condition assessment, data reduction, preparation of site plans, sections and assisting in the preparation of condition reports.

**Massachusetts DCR Heritage State Park, Fall River, Massachusetts.** Served as Project Engineer for the construction of a public walkway along the Taunton River. The project involved inspection of various waterfront structures including granite block walls, timber pile supported walkways, at grade timber walkways, stone slope revetment, and a steel and timber pedestrian bridge. Services included topographic and hydrographic surveys, data reduction, above-water and below-water inspection of existing structures, design, permitting, and contract document preparation.

**Massachusetts Port Authority Waterfront Structures Inspection, Boston Harbor, Massachusetts.** Served as Project and Field Engineer for the inspection of various waterfront structures at seven facilities for the Massachusetts Port Authority. Structures included timber piers, concrete wharfs and piers, gangways and floating dock systems, revetment slopes, sheetpile bulkheads, and mooring structures. Services included conditions inspection, concrete coring oversight, development of existing conditions report, conceptual design, cost estimating.

**Lesley Management Condominium Association Seawall Inspection, Marblehead, Massachusetts.** Serving as Project Engineer and Lead Field Engineer for the inspection of an existing granite block seawall at the site along Marblehead Harbor. Services include topographic survey, above- and below-water investigations, and preparation of inspection report, recommendations and budgetary cost estimate.

**PSEG Power Connecticut, Bridgeport Harbor Station, Bridgeport, Connecticut.** Served as Field Engineer providing topographic and hydrographic surveys of the site, as well as inspection and conditions assessment of the PSEG Oil Dock facility. Services included land survey with RTK GPS of the shoreline and backland site features, hydrographic survey of the nearshore area, inspection of structures relating to damage from Superstorm Sandy, data reduction, preparation of site plans and sections, and assisting in the preparation of a conditions assessment report and cost estimating for proposed repairs.

**Lanes Cove Breakwater, Gloucester, Massachusetts.** Serving as Project Engineer for

**Education**

B.S., 2007, Civil Engineering,  
University of Vermont

**Registrations & Certificates**

Engineer-in-Training  
2007, Vermont, #3478  
Open Water Diver (NAUI), 2006  
40 hr. HAZWOPER Training, 2011  
10 hr. OSHA Construction Safety, 2016  
Hypack Certified Hydrographer, 2012  
Transportation Worker Identity  
Certification (TWIC)

**Affiliations**

- American Institute of Steel Construction
- Boston Society of Civil Engineers
- American Society of Civil Engineers
- Order of the Engineer

**Areas of Specialization**

- Marine Waterfront Engineering
- Civil Engineering
- Hydrographic and Topographic Surveys
- CADD Technician
- Construction Inspection
- Subsurface Investigations



**Joshua J. Zall, EIT**  
Assistant Project Manager

the repairs to the existing breakwater structures at Lanes Cove. The site consists of two granite block breakwaters 300 linear feet and 500 linear feet and vary in height from 4 to 16 feet. The structures were damaged during winter storms in 2010 and 2013. GZA worked with the City and FEMA to develop rehabilitation strategies and apply for state funding. Services include topographic survey, above-water and underwater inspection, permitting and development of construction documents. The project is currently on going.

**Woods Hole Ferry Terminal, Hydrographic Survey, Falmouth, Massachusetts.** Serving as Project Manager and Field Engineer for a portion of the ongoing project to replace and improve the Woods Hole Ferry Terminal. The purpose of the project is to monitor the beach and nearshore areas to the south the of the construction site over the course of the replacement project, during the five-year project duration. Services include topographic and hydrographic survey, data reduction, plan preparation and volume calculations.

**Pigeon Cove Breakwater Repairs, Rockport, Massachusetts.** Served as Project and Field Engineer for the inspection, design, and permitting for repairs to two breakwaters: a 1,000-ft long land-connected, granite stone, upper breakwater and an independent 320-ft long harbor entrance, granite block, breakwater. Both structures were damaged by storm events in 2010 and 2013. GZA worked with the Town and FEMA on developing mitigation rehabilitation that was approved for partial funding by FEMA.

**White Wharf Repairs, Rockport, Massachusetts.** Served as Field Engineer providing topographic survey and conditions assessment, preparation of permitting and construction documents and construction oversight. The existing granite block wharf structure was damaged during winter storms. GZA was retained by the Town of Rockport to inspect and design repairs to the damaged structure. Repairs were completed in January 2014.

**Glover's Wharf, Ferry Landing & Commercial Marina Projects, Beverly, Massachusetts.** Served as Project and Field Engineer for the multi-faceted and multi-phased projects at Beverly Harbor for the City of Beverly. The initial phase of the project involved topographic and hydrographic surveys of the site, existing conditions assessment of granite block walls and timber piers, development of permit plans and applications for local, state and federal authorities, and construction oversight. The initial phase of the project included the demolition of the existing floating dock structures, existing concrete wharf, existing timber and stone

bulkhead. Structures were designed and replaced with concrete floating docks, concrete wharf, and steel sheet pile bulkhead. The second phase of the project included the dredging of the Ferry Landing portion of the site to accommodate the proposed concrete floating dock system. Services involved additional topographic and hydrographic survey, sediment sampling, development of dredging permit applications, dredging construction oversight and testing of the dredge spoils during the dewatering process. The final phase of the project included the underwater and above water assessment of the existing Commercial Marina Site, and design, permitting and construction oversight of a proposed concrete floating dock system. Services included permitting, additional hydrographic and topographic survey, assisting in the bid reviews and reference reviews, construction oversight, and overall project coordination.

**1st Lt. Derek S. Hines Bridge over the Merrimac River – Bridge Fender System, Amesbury, Massachusetts.** Served as Field Engineer for inspection and construction oversight for the timber fender system protecting the pivot pier of the swing bridge replacement. Project included working with the design-build team to assess unforeseen deterioration and damage of the existing fender system above and below water; evaluating repair options considering regulatory requirements, site constraints, and project timeline; and designing a unique repair alternative using mini piles.

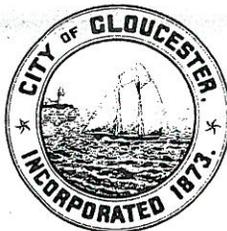
**Pre-Dredge Planning Project, United States Coast Guard (USCG), Multiple Locations.** Served as Project and Field Engineer providing hydrographic survey for the USCG Civil Engineering Unit (CEU) Miami at eight locations in three states. Services included hydrographic and topographic survey, data reduction, preparation of site plans and sections, and determination of dredge volumes for each site. Sites included, Sector Jacksonville (FL), Station Ponce de Leon (FL), Station Fort Myers Beach (FL), Station Venice (LA) Station Dulac (LA), Station Grand Isle (LA), Station Port O'Connor (TX) and Station South Padre Island (TX).

#### Presentations

"Turning Contaminated Land into a Resort Destination (What Are the Odds?): Preliminary Assessment Phase of the Proposed Wynn Everett Casino Site," GZA Technical Conference, March 2014.

# **ENCLOSURE 10**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

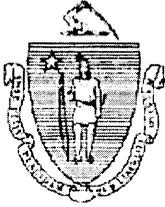
**CITY OF GLOUCESTER**  
**OFFICE OF THE TREASURER/COLLECTOR**

To: Sefatia Romeo Theken, Mayor  
From: John P. Dunn, CFO   
Date: August, 8, 2018  
Re: Payment of Prior Year Invoices

In the end of the year scramble, we neglected to encumber funds in the Unemployment Insurance account (0191551/517002). We have since received bills from the Department of Unemployment Assistance for the months of May and June 2018 totaling \$10,811.

We ask permission to pay these 2018 bills from 2019 available funds.

Thank you.



THE COMMONWEALTH OF MASSACHUSETTS  
 EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
 DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

WFPs



137813230

CITY OF GLOUCESTER  
 Attn: C/O UTM  
 P O BOX 4074  
 WAKEFIELD, MA 01880

EAN: 78303680  
 June 12, 2018

Detail for Employer Account # 78303680

Due Date: 7/12/2018

CITY  
 CITY  
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 SCH

Identification Number	Claimant's Name	Effective Date of Claim	Maximum Potential Charges	Week Paid (Ending Date)	Benefit Rate	Additional Amounts Included	Total Charge to your Account	Credits to your Account
***_**	Fosberry, William J.	2/11/2018	\$600.60	3/3/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**	Fosberry, William J.	2/11/2018	\$600.60	3/10/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**	Hafey, James M.	1/21/2018	\$23,070.00	4/28/2018	\$650.00	D \$75.00	\$725.00	\$0.00
***_**	Hafey, James M.	1/21/2018	\$23,070.00	5/5/2018	\$650.00	D \$75.00	\$725.00	\$0.00
***_**	Hafey, James M.	1/21/2018	\$23,070.00	5/19/2018	\$650.00	D \$75.00	\$725.00	\$0.00
***_**	Hafey, James M.	1/21/2018	\$23,070.00	4/21/2018	\$769.00	D \$75.00	\$844.00	\$0.00
***_**	Hafey, James M.	1/21/2018	\$23,070.00	5/12/2018	\$650.00	D \$75.00	\$725.00	\$0.00
***_**	RUITER, WILLIAM A.	10/8/2017	\$23,070.00	5/5/2018	\$769.00	D \$25.00	\$794.00	\$0.00
***_**	RUITER, WILLIAM A.	10/8/2017	\$23,070.00	5/12/2018	\$769.00	D \$25.00	\$794.00	\$0.00
***_**	RUITER, WILLIAM A.	10/8/2017	\$23,070.00	4/28/2018	\$769.00	D \$25.00	\$794.00	\$0.00
***_**	ODonnell, Karin E.	12/3/2017	\$4,208.00	4/28/2018	\$168.00	D \$25.00	\$193.00	\$0.00
***_**	ODonnell, Karin E.	12/3/2017	\$4,208.00	2/24/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**	ODonnell, Karin E.	12/3/2017	\$4,208.00	5/5/2018	\$168.00	D \$25.00	\$193.00	\$0.00
***_**	ODonnell, Karin E.	12/3/2017	\$4,208.00	1/27/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**	ODonnell, Karin E.	12/3/2017	\$4,208.00	1/20/2018	\$0.00	\$0.00	\$0.00	\$0.00



137813230

Identification Number	Claimant's Name	Effective Date of Claim	Maximum Potential Charges	Week Paid (Ending Date)	Benefit Rate	Additional Amounts Included	Total Charge to your Account	Credits to your Account
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	3/31/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	4/14/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	3/24/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	2/17/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	2/10/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	2/3/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	1/13/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	3/10/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	3/17/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	4/21/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	4/7/2018	\$0.00	\$0.00	\$0.00	\$0.00
***_**_	ODonnell, Karin E.	12/3/2017	\$4,208.00	3/3/2018	\$0.00	\$0.00	\$0.00	\$0.00

JCM

**Explanation of Codes**

- D** = Dependency Allowance
- E** = State Extended Benefits
- S** = Section 30 Training Benefits

PREVIOUS BALANCE MAY INCLUDE DELINQUENT AMOUNTS ON WHICH INTEREST ACCRUES. CONTINUED DELINQUENCY WILL RESULT IN AGGRESSIVE COLLECTION ACTIVITY



137813230

Employer Account Number 78303680

Summary of May 2018 Activity

Previous Balance:	\$31,925.85
Current Interest Due:	\$221.87
Payments Received:	\$24,625.01
Total Current Charges:	\$6,512.00
Total Credits:	\$0.00
Payments/(Credits) Amount Due:	\$14,034.71

**How to Use This Form:**

This bill notifies you of the amount to be paid and provides a detail of charges to your account. This bill only contains charge data for May 2018. To view the specific breakdown of amounts due and make electronic payment, log in to your account online at [www.mass.gov/dua](http://www.mass.gov/dua). Payment is due thirty days from the mailing date shown on the first page of this notice.

**Make check payable to:**

Department of Unemployment Assistance

**Mail check and voucher to:**

Department of Unemployment Assistance  
PO Box 419815  
Boston, MA 02241-9815

If you have additional questions, contact us at: (617) 626-5790

**How to Request a Review of Charges**

**A request for review must be submitted within thirty days from the mailing date shown on the first page of this notice.**

Please provide the claimant's name, ID No, and your reason for protesting charges. Your reason should include, in detail, why you feel that benefits should not have been charged to your account. Please be as specific as possible. Be sure to include only the pages of this bill that pertain to the claim in protest. Remember to write your Employer Account Number on any additionally attached pages.

**Mail To:** Department of Unemployment Assistance, Attn: Employer Charge Unit - 2nd Floor, 19 Staniford St., Boston, MA 02114-2589

Please print legibly.

Name: _____ SSN No. <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Reason for Protest: _____ _____ _____
Name: _____ SSN No. <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Reason for Protest: _____ _____ _____

Employer's Printed Name: _____	Phone: _____	Ext: _____	Fax: _____
Signature: _____	Title: _____	Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	



THE COMMONWEALTH OF MASSACHUSETTS  
 EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
 DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

WFPD



139346669

CITY OF GLOUCESTER  
 Attn: C/O UTM  
 P O BOX 4074  
 WAKEFIELD, MA 01880

EAN: 78303680  
 July 10, 2018

Detail for Employer Account # 78303680

Due Date: 8/9/2018

CITY  
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 CITY

Identification Number	Claimant's Name	Effective Date of Claim	Maximum Potential Charges	Week Paid (Ending Date)	Benefit Rate	Additional Amounts Included	Total Charge to your Account	Credits to your Account
***-**-XXXX	SICURANZA, CHRISTO	6/3/2018	\$23,070.00	6/23/2018	\$769.00	\$0.00	\$769.00	\$0.00
***-**-XXXX	SICURANZA, CHRISTO	6/3/2018	\$23,070.00	6/16/2018	\$769.00	\$0.00	\$769.00	\$0.00
***-**-XXXX	ROWE, JOYCE L.	1/25/2015	\$3,090.00	11/21/2015	\$0.00	\$0.00	\$0.00	\$36.00
***-**-XXXX	ROWE, JOYCE L.	1/25/2015	\$3,090.00	11/14/2015	\$0.00	D (\$50.00)	(\$50.00)	\$153.00
***-**-XXXX	Hafey, James M.	1/21/2018	\$23,070.00	6/2/2018	\$650.00	D \$75.00	\$725.00	\$0.00
***-**-XXXX	Hafey, James M.	1/21/2018	\$23,070.00	6/9/2018	\$675.00	D \$75.00	\$750.00	\$0.00
***-**-XXXX	Hafey, James M.	1/21/2018	\$23,070.00	5/26/2018	\$675.00	D \$75.00	\$750.00	\$0.00
***-**-XXXX	Hafey, James M.	1/21/2018	\$23,070.00	6/16/2018	\$650.00	D \$75.00	\$725.00	\$0.00

**Explanation of Codes**

- D** = Dependency Allowance
- E** = State Extended Benefits
- S** = Section 30 Training Benefits

PREVIOUS BALANCE MAY INCLUDE DELINQUENT AMOUNTS ON WHICH INTEREST ACCRUES.  
 CONTINUED DELINQUENCY WILL RESULT IN AGGRESSIVE COLLECTION ACTIVITY



139346669

Employer Account Number 78303680

Summary of June 2018 Activity

Previous Balance:	\$14,034.71
Current Interest Due:	\$51.87
Payments Received:	\$0.00
Total Current Charges:	\$4,488.00
Total Credits:	\$189.00
Payments/(Credits) Amount Due:	\$18,385.58

**How to Use This Form:** This bill notifies you of the amount to be paid and provides a detail of charges to your account. This bill only contains charge data for June 2018. To view the specific breakdown of amounts due and make electronic payment, log in to your account online at [www.mass.gov/dua](http://www.mass.gov/dua). Payment is due thirty days from the mailing date shown on the first page of this notice.

**Make check payable to:** Department of Unemployment Assistance  
**Mail check and voucher to:** Department of Unemployment Assistance  
 PO Box 419815  
 Boston, MA 02241-9815

If you have additional questions, contact us at: (617) 626-5790

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Please provide the claimant's name, ID No, and your reason for protesting charges. Your reason should include, in detail, why you feel that benefits should not have been charged to your account. Please be as specific as possible. Be sure to include only the pages of this bill that pertain to the claim in protest. Remember to write your Employer Account Number on any additionally attached pages.

**Mail To:** Department of Unemployment Assistance, Attn: Employer Charge Unit - 2nd Floor, 19 Staniford St., Boston, MA 02114-2589

Please print legibly.

Name: _____ SSN No. <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Reason for Protest: _____ _____ _____
Name: _____ SSN No. <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Reason for Protest: _____ _____ _____

Employer's Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date:  /  /

# **ENCLOSURE 11**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

**CITY OF GLOUCESTER**  
**OFFICE OF THE TREASURER/COLLECTOR**

To: Sefatia Romeo Theken, Mayor  
From: John P. Dunn, CFO   
Date: August, 8, 2018  
Re: Police Chief Assessment Center

As the result of an RFP solicitation, the City has entered into a contract with Resource Management Associates to design and conduct an assessment center for the selection of a Police Chief. The total cost of services under the contract is \$23,780.

In order to fund the contract, I recommend that we transfer the \$23,780 amount from the City's stabilization Fund to your Purchase of Services account (0112152/520000). I have attached a Supplemental Appropriation form to serve that purpose.

Please forward this to the City Council in your next Mayor's Report.

Thank you.

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2019**

\*\*\*\*CITY COUNCIL APPROVAL- 6 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2019-SA- 36 *Auditor's Use Only*

DEPARTMENT REQUESTING APPROPRIATION: \_\_\_\_\_ Treasurer/Collector

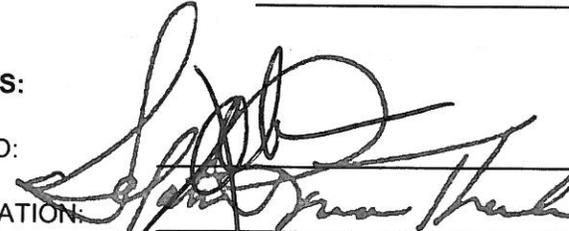
APPROPRIATION AMOUNT: \$ 23,780.00

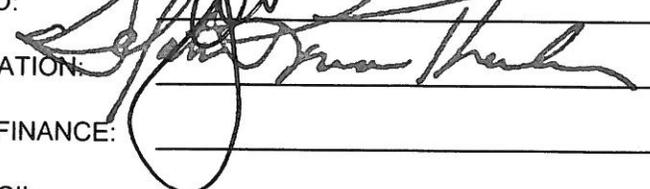
Account to appropriate from:	Unifund Account #	<u>75005/596001</u>
	Account Description	<u>Stabilization Fund - Transfer to General Fund</u>
Balance Before Appropriation	\$	<u>1,953,544.00</u>
Balance After Appropriation	\$	<u>1,929,764.00</u>

Account Receiving Appropriation:	Unifund Account #	<u>0112152/520000</u>
	Account Description	<u>Mayor - Purchase of Services</u>
Balance Before Appropriation	\$	<u>10,000.00</u>
Balance After Appropriation	\$	<u>33,780.00</u>

DETAILED ANALYSIS OF NEED(S): To fund contract with Resource Management Associates to Design and Conduct an Assessment Center for the selection of a Police Chief

**APPROVALS:**

DEPT. HEAD:  DATE: 8/8/2018

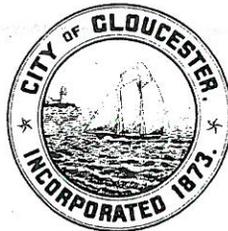
ADMINISTRATION:  DATE: 8/8/2018

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

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

# **ENCLOSURE 12**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

**CITY OF GLOUCESTER**  
**OFFICE OF THE TREASURER/COLLECTOR**

To: Sefatia Romeo Theken, Mayor  
From: John P. Dunn, CFO   
Date: August, 8, 2018  
Re: Magnolia Pier Reconstruction Project

The attached letter from GZA GeoEnvironmental, Inc. to DPW Director Mike Hale outlines a scope of services to be provided by GZA for the Magnolia Pier Reconstruction Project. The scope of services includes survey, geotechnical investigations, design, engineering and permitting services and is estimated to cost \$91,930.

I propose that we charge such project costs to the Capital Project Stabilization Fund and have attached a Supplemental Appropriation to accomplish such.

If you are in agreement with the proposed appropriation, please forward this information to the City Council in the next Mayor' Report.

Thank you.



Proactive by Design

GEOTECHNICAL  
ENVIRONMENTAL  
ECOLOGICAL  
WATER  
CONSTRUCTION  
MANAGEMENT

144 Elm Street  
Amesbury, MA 01913  
T: 781.278.4800  
F: 978.834.6269  
www.gza.com



SENT VIA ELECTRONIC MAIL JULY 20, 2018  
July 20, 2018  
File No. 18.P000060.19

Mr. Michael Hale, AICP  
Gloucester Director of Public Works  
City of Gloucester  
28 Poplar Street  
Gloucester, MA 01930

Re: Proposal for Engineering Consulting Services  
Magnolia Pier Reconstruction Project  
Shore Road  
Gloucester, Massachusetts

Dear Mr. Hale:

GZA GeoEnvironmental, Inc. (GZA) is pleased to present this proposal for survey, geotechnical investigations, design engineering and permitting services for the proposed replacement of the existing deteriorated and storm-damaged Magnolia Pier off Shore Road in Magnolia, MA.

#### BACKGROUND

The Magnolia Pier is a City-owned structure that is composed of a timber pile-supported, timber-framed pier with associated seasonal gangway providing access to a seasonal bottom-anchored timber float.

At the City's request, GZA performed an initial above-water and underwater pile inspection of the timber pier in August 2015 and a follow-up inspection in May 2018 after the damaged that occurred from the Spring March 2018 Nor'easter storm events.

The pier sustained significant storm damage from the March 2018 storm events. The following summarizes the recent damage noted:

- Approximately 8 timber piles are wracked/leaning;
- Approximately 20% of the existing pile caps are damaged/missing;
- Approximately 25% of the existing timber stringers are damaged/missing;
- Approximately 40% of the existing timber bracing members are damaged/missing;
- Approximately 30% of the existing timber decking is missing. Additional members were observed to be partially or fully disconnected;
- Approximately 40% of the existing railings damaged/missing.



The pier is currently cordoned off from access due to its damaged condition.

The Magnolia Pier is an important structure for the residents and users in the Magnolia area of Gloucester. The Pier provides access to the water for recreational users including boaters who moor their boats within Magnolia Harbor. Based on our meeting on June 6, 2018, it is our understanding the City wants to reconstruct the existing pier. In addition, the City desires to obtain a cost proposal from GZA for geotechnical investigations, design, permitting, bid and construction services for the replacement of the existing Magnolia Pier structure with a new timber structure while maintaining the aesthetic look of the existing structure.

### **SCOPE OF WORK**

We have divided the work into tasks, with each phase of the work to proceed in a timely manner. Based on our understanding of the project, the following provides a description of the work performed at the City's request and the anticipated work tasks to implement the engineering and permitting for the proposed replacement of the Magnolia Pier structure:

#### **Task 1: Project Review**

Review prior permit filings and deed information and/or other readily available property information associated with the site.

#### **Task 2: Survey-Develop Existing Conditions Plan**

GZA has performed a condition assessment on the existing pier. The reference plan used for the inspection report was created from an aerial image. As the reference plan was suitable for use in the inspection report, survey and accurate measurements of the existing structure including limited bathymetry will need to be performed for proposed permit and construction drawings.

GZA will provide a limited topographic site survey of the existing timber pier including the adjacent shoreline area composed of; road, parking, walls, riprap, piles, pier structure, and general shoreline features at low tide. In addition, we will perform a limited bathymetric survey adjacent to the pier out approximately 100 feet each side of the structure.

GZA's survey is not a property boundary survey. Property lines for regulatory filings will utilize the land survey information provided by others, scaled into GZA drawings for general reference. GZA will develop an existing site plan and cross sections as required for permitting.

#### **Task 3: Geotechnical Investigations/Monitoring**

To properly design the supports for the new pier structure, geotechnical investigations will need to be performed.

GZA will coordinate with New England Boring Contractors, Inc., (NEBC) to conduct a three-day subsurface exploration program consisting of three geotechnical borings adjacent to the existing timber pier; one located close to the shoreline as possible, one at the outer pier limits and the third boring located in the middle. For the



landward boring, the barge will be positioned close to the shoreline at high tide. The barge anticipated for this work will be a jack-up barge that is capable of raising itself off the water during the boring exploration work. Once the landward boring is completed, the barge would be lowered back down to the water at high tide and re-positioned to the second and third boring locations. We have figured that for 3 borings, plus mobilization and demobilization to the site, the drilling work is estimated to take 3 days total.

The proposed exploration boring locations will be marked in the field, close to the proposed locations as possible either with buoys or offsets from the existing pier. GZA will mark the approximate boring locations in the field. GZA will notify NEBC that the boring locations are marked in the field and NEBC will then contact DIGSAFE for utility clearance as required by law. NEBC will select final exploration locations based on DIGSAFE markings. Neither GZA nor GZA's exploration subcontractor shall be held responsible for damage to utilities that are not accurately marked in the field.

It is anticipated that the borings will be drilled to a depth of approximately 30 to 40 feet, or refusal, if shallower. Standard Penetration Tests and split-spoon samples will be obtained at five-foot intervals.

A GZA engineer or geologist will observe the borings, classify soil samples in accordance with the Burmister classification system, and prepare boring logs. Exploration locations will be measured from existing features or located by survey and will be shown on a Site Plan.

It is assumed that no Conservation Commission filings will be necessary to perform the geotechnical exploratory borings.

### Task 3: Develop Proposed Plan and Sections

Based on the above survey and investigations at the site, GZA will develop design drawings and sections to a level of detail necessary for regulatory filings. GZA's design efforts will include the sizing of the timber pier elements including; timber decking, stringers, piles, pile caps, bracing, and connections as necessary.

GZA will evaluate environmental conditions for the project site considering various frequency storm events using wave data from the U.S. Army Corps of Engineers North Atlantic Coast Comprehensive Study (NACCS) and Coastal Hydraulics Laboratory Wave Information Study (WIS) and wind data from Logan Airport, Boston, Massachusetts. Design of the pier, gangway and float structures will consider the environmental conditions evaluations at the site.

Prior to permit filing submission we will develop budgetary cost estimates for the proposed work, and review with you the budget costs and permit drawings. Based on the City's comments, the permit plans will be revised prior to the submission of permit applications.

### Task 4: Permitting

It is anticipated that the following permitting will be required:

- a) Notice of Intent Filing (NOI) - Prepare and submit Notice of Intent (NOI) to obtain an Order of Conditions from the Gloucester Conservation Commission. Attend up to two Conservation Commission Public Hearings and



- one site visit on the project. Provide documentation to obtain a Certificate of Compliance once project has been completed.
- b) It is our understanding the existing corporate boundary between the City of Gloucester and the Town of Manchester crosses through the existing timber pier. As the project site is in two municipalities, an additional Notice of Intent filing will be required for the Town of Manchester. GZA will prepare and submit Notice of Intent (NOI) to obtain an Order of Conditions from the Manchester Conservation Commission. Attend up to two Conservation Commission Public Hearings and one site visit on the project. Provide documentation to obtain a Certificate of Compliance once project has been completed.
  - c) Massachusetts Department of Environmental Protection (MADEP), Waterways Chapter 91 License – Based on preliminary research from DEP, the pier has a valid DEP Chapter 91 license (License 1955). Assuming the proposed timber pier will be constructed within the same footprint as the existing pier with minimal change, it is anticipated a new chapter 91 license will not be required. We have assumed a Minor Project Modification Request will be made to DEP for minor change request to an existing License.
  - d) US Army Corps of Engineers General Permit (USACE) - Prepare US Army Corps of Engineers (USACE) General Permit filing, and coordinate with the Corps toward receipt of their authorization.

We have assumed a reconstruction/replacement project of a pile-supported structure, therefore a Massachusetts Environmental Policy Act (MEPA) filing will not be required. We have further assumed that no Water Quality Certificate or formal Coastal Zone Management (CZM) Consistency will be required for the project. In addition, we assume that no special permits or easement filings are necessary either through the City, State, or any local utility company. We further assume that building permits and associated fees will be secured and paid for by others.

GZA will endeavor to obtain the required permits in a timely manner as indicated above. Based on the presence of proof and verification of assumptions per the prior paragraph, the project design which will minimize significant adverse impacts to the resource areas, GZA does not foresee any major issues associated with permitting for this project. However, since the granting of permits is at the discretion of the regulatory agencies, GZA cannot guarantee that permits will be issued nor can GZA control the time required to obtain permits after the initial submission of the applications.

#### TASK 5: Final Design/Bid Document Preparation

Design details and changes to the project design required under the granting of permits/approvals will be completed. Final design drawings and specifications will be developed, along with a final cost estimate. GZA will develop the bid package to include, but not be limited to; bid form, general conditions specifications, technical specifications, and permit documents. The detailed information provided in this task will be suitable for construction bidding purposes.

#### TASK 6: Bid Solicitation Phase Services

Bid solicitation phase services will include the following; compiling drawings and specifications suitable for contractor bidding; distribution of hard copies of the bid documents to the City; arranging and attending a pre-bid meeting; addressing questions posed by contractors; preparation and distribution of bid addenda as



necessary, review of bids and apparent low bidder references, and providing a recommendation for award of the construction contract.

ADDITIONAL SERVICES –CONSTRUCTION OVERSIGHT SERVICES

GZA can provide construction oversight services toward completion of the proposed work. Construction services will be based on the actual time spent in accordance with the attached Schedule of Fees. However, these services are not included in our estimate below. Once the replacement or improvement/repair design is defined, we will provide a proposal for these services that is commensurate with the final scope of the timber replacement project.

**BASIS OF BILLINGS**

Billings for the above described Scope of Services will be based on actual accrued time and expenses billed in accordance with the attached Schedule of Fees. Estimated budget for the Scope of Services outlined above is **\$91,930**, broken down in the following tables:

<b>TASK - LABOR</b>	<b>AMOUNT</b>
Task 1 – Project Review	\$ 1,595
Task 2 – Survey/Investigations-Develop Existing Plan	\$ 5,700
Task 3 – Geotechnical Investigations	\$ 4,000
Task 4 – Design Development - Proposed Plan, Sections and Cost Estimates	\$ 21,200
Task 5 - Permitting:	
A. Notice of Intent Filings (2 total)	\$ 4,725
B. Attendance at Site Visits/Public Meetings (6 total)	\$ 4,200
C. Certificate of Compliance (2 total)	\$ 1,800
D. Registry of Deeds Filings (3 total)	\$ 1,380
E. DEP Chapter 91 Minor Project Modification Request	\$ 1,400
F. US Army Corps of Engineers Permit Application	\$ 3,200
Task 6 – Final Design/Bid Documents – Plans and Specifications	\$ 8,700
Task 7 – Bid Phase Services	\$ 5,350
<b>Sub-Total Labor</b>	<b>\$ 63,250</b>

Estimated reimbursable expenses associated with the Scope of Services outlined above are broken down as follows;



<b>EXPENSES</b>	<b>AMOUNT</b>
Travel	\$ 500
Reproduction/Mailings	\$ 1,000
Survey Equipment/Boat	\$ 650
Geotechnical Boring Sub-Contractor (3 days)	\$ 26,230
Registry of Deeds Recording Fee	\$ 300
<b>Sub-Total Expenses</b>	<b>\$ 28,680</b>
<b>TOTAL LABOR AND EXPENSES</b>	<b>\$ 91,930</b>

This estimate is based on our understanding of the project as described in the scope of work outlined herein. Actual billings may vary depending on the level of effort required. Expenses such as permit application filing fees, legal ad fees, displacement and/or mitigation fees, and Registry of Deeds recording fees are not included within the cost estimates as provided above.

Additional efforts outside the scope of services presented herein and beyond the above fee limits will not be initiated without your approval. The fee estimate presented in this proposal assumes that none of the required permits, once issued, will be appealed. Resolution of any appeals will be considered an additional service beyond the scope of this proposal, and if required, will be performed on an hourly rate basis.

#### **SCHEDULE**

We will commence the project review and survey work immediately pending receipt of signed proposal, or a signed contract amendment. Geotechnical investigation will be based on driller sub-contractor's schedule, however GZA will continue to develop proposed documents in an expeditious manner.

#### **CONDITIONS OF ENGAGEMENT**

GZA is currently using the City's standard contract language for the engineering and permitting services associated with the Lane's Cove Breakwater Project. It is assumed a similar agreement will be used for the proposed Magnolia Pier Structure Project scope of work however, final conditions of engagement will be as mutually agreed to by GZA and the City.

#### **ACCEPTANCE**

We assume this proposal will be accepted with a formal agreement between the City and GZA. You may terminate this agreement at any time upon written notice to us, it being understood that you will remain liable for our fees and expenses accrued or incurred in accordance with the terms hereof up to the date of such termination. The executed agreement must be received prior to the initiation of the services described above.

We look forward to the opportunity to provide our services on another waterfront assignment for the City of Gloucester. Please call David Smith at 781-278-4806 or email at [david.smith@gza.com](mailto:david.smith@gza.com) if you have any questions or require any additional information. We look forward to working with you on this project.



JULY 20, 2018  
Proposal for Engineering Consulting Services  
Magnolia Pier Reconstruction Project  
18.P000060.19  
PAGE | vii

Very truly yours,  
GZA GEOENVIRONMENTAL, INC.

A handwritten signature in black ink that reads "David A. Smith".

David A. Smith  
Senior Project Manager

A handwritten signature in black ink that reads "Peter J. Williams".

Peter J. Williams, P.E.  
Consultant/Reviewer

A handwritten signature in black ink that reads "Anders Bjarngard".

Anders Bjarngard, P.E.  
Principal-in-Charge

**City of Gloucester  
SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST  
Fiscal Year 2019**

\*\*\*\*CITY COUNCIL APPROVAL- 6 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2019-SA- 37 Auditor's Use Only

DEPARTMENT REQUESTING APPROPRIATION: \_\_\_\_\_ Treasurer/Collector

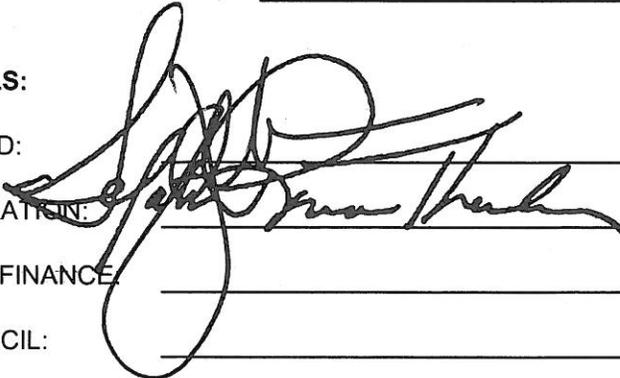
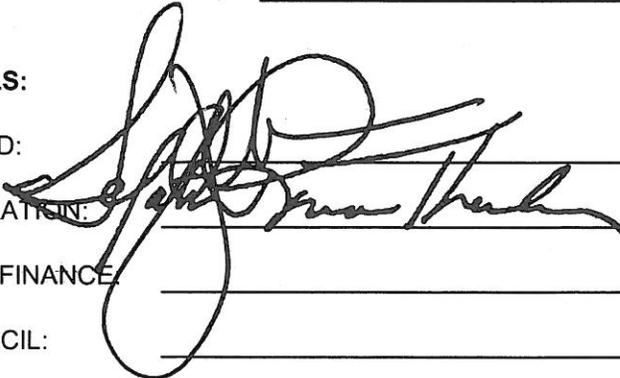
APPROPRIATION AMOUNT: \$ 91,930.00

Account to appropriate from:	Unifund Account #	<u>7600/359000</u>
	Account Description	<u>CP Stabilization Fund - Undesignated Fund Bal</u>
Balance Before Appropriation	\$	<u>1,547,699.00</u>
Balance After Appropriation	\$	<u>1,455,769.00</u>

Account Receiving Appropriation:	Unifund Account #	<u>7600XX/58XXXX</u>
	Account Description	<u>Magnolia Pier Reconstruction Project</u>
Balance Before Appropriation	\$	<u>-</u>
Balance After Appropriation	\$	<u>91,930.00</u>

DETAILED ANALYSIS OF NEED(S): To fund contract with GZA for survey, geotechnical investigation, design, engineering and permitting services for Magnolia Pier Reconstruction.

**APPROVALS:**

DEPT. HEAD:		DATE: <u>8/8/2018</u>
ADMINISTRATION:		DATE: <u>8/8/2018</u>
BUDGET & FINANCE:	_____	DATE: _____
CITY COUNCIL:	_____	DATE: _____



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930

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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 9<sup>th</sup>, 2018

2018 JUL 24 AM 10:17  
CITY CLERK  
GLOUCESTER, MA

James Cook  
622 Western Avenue  
Gloucester, MA 09130

Dear Mr. Cook,

The City of Gloucester is currently under contract with Tighe & Bond for post closure compliance, ground water and landfill gas monitoring. The landfill has always produced good and complaint testing results. Our two quarterly readings for 2018 were well within the compliance range.

Historically, vegetation management could have been better, but within the past five years vegetation management including the trees within the capped area have been addressed.

The erosion along the northerly slope has been problematic due to the steepness of the slop but poses no immediate risks.

The culvert which runs under Western Avenue (Route 127, and under MA DOT control) accepts water but the headwall is damaged.

The composition of the topsoil was tested prior to installation and has been tested numerous times since. It meets all standards with the exception of Total Organics, which was less than optimal organic content.

It is the City's plan to continue post landfill monitoring.

Best Regards,

Sefatia Romeo Theken

Mayor



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sromeotheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 9<sup>th</sup>, 2018

Ainsley Smith  
14 Pine Street  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
2018 JUL 24 AM 10:17

Dear Ms. Smith,

Thank you for your comments at the June 26, 2018 City Council meeting concerning the \$150,000 allocation to police staffing the beaches in the fiscal year 2019 budget. First, let me assure you that my administration is listening, and hears your concern with the staffing of the beaches and the patrolling of traffic and littering.

I followed up on your concern with Chief of Police John McCarthy and Stacie Nicastro, the Financial Coordinator for the Gloucester Police Department. The \$150,000 line item you referred to is not accurate. The line item expense for police patrolling the beaches to \$57,542.00. The police officers will be walking up and down the beaches writing tickets for drinking, smoking and littering on the beaches when time avails.

Gloucester's police department works to enforce the laws of the City to ensure the safety of our residents. As your Mayor, I understand the frustration of littering and other unlawful actions occurring on our beaches, and I can assure you that my team and I will continue to work with Chief McCarthy and the rest of the police department to make sure our beaches are safe.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

MEMORANDUM

Date: July 17, 2018  
From: Office of the Mayor  
To: Amy Ballin, 47R Englewood Road  
RE: Oral Communications Response for 7/10/2018 City Council

2018 JUL 24 AM 10:19  
CITY CLERK  
GLOUCESTER, MA

Thank you for speaking before the City Council during oral communications on Tuesday, July 11, 2018, regarding your concerns about the condition of Lake Road and Englewood Road. I understand and appreciate your thoughts regarding this important issue.

By way of background, there are three types of roadways in Massachusetts: public roadways, statutory private roadways and private roadways.

**Public roadways are owned and maintained by the municipality and the public has the right to pass and re-pass over them.**

**Private roadways are owned and maintained by the abutters and the public has no right to pass and re-pass over them unless permission is specifically given.**

**Statutory private roadways are owned and maintained by the abutters but the public has the right to pass and re-pass over them.**

Lake Road and Englewood Road are statutory private roadways. Therefore, the abutters' are responsible for its overall maintenance. The City may agree to plow statutory private roadways and make small temporary repairs to them but the overall maintenance, including any repaving, is the responsibility of the abutters to that roadway.

To your request of having the City make temporary fixes to both Englewood and Lake Roads, this determination to make any temporary repairs falls under the responsibility of the Director of the Department of Public Works. However, for DPW to make the determination that a temporary repair of any statutory roadway is necessary, "...the repair of a permanent nature is unnecessary to cure the condition..." (GCO sec. 21-82). Mike Hale, the Director of the Department of Public Works has determined the repairs needed to fix Englewood and Lake

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**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

Roads are in need of a permanent fix and a temporary fix would not cure the condition of the roads. Therefore, the City cannot preform a temporary fix to Englewood and Lake Roads.

Having said that, there are a couple of options that are available to all abutters of statutory private ways.

The City has passed a new ordinance in order to assist residents with the repairs of their statutory private roadways. It is attached for your review. The fact that the City may plow a statutory private roadway or make temporary repairs to it does not mean that it automatically becomes public.

The Massachusetts General Laws and the Gloucester Code of Ordinances provide a specific procedure in which the City may take a statutory private roadway or a private roadway and make it a public roadway. The first step is a statement in writing, signed by the DPW Director, "stating that sufficient funds are on hand and will be allocated for placing such [road] way in safe condition for travel." (GCO sec. 21-1) The roadway must then be "laid out" according to strict statutory procedure. **NOTE:** Not all roads meet or have the ability to meet the threshold requirements for acceptance.

My recommendation would be to contact your Ward Councilor, Sean Nolan and have a ward meeting on this issue. He can walk you through the process and I encourage you to attend.

I hope you have found this information helpful. Thank you again for participating in our civic process through your testimony at our City Council meeting. Should you have any further questions or concerns, please contact my office.

Sincerely,

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**Sefatia Romeo Theken**

**Mayor**

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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

MEMORANDUM

Date: July 17, 2018  
From: Office of the Mayor  
To: Hermine Bogin, 45 Englewood Road  
RE: Oral Communications Response for 7/10/2018 City Council

2018 JUL 24 AM 10:19  
CITY CLERK  
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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

MEMORANDUM

Date: July 17, 2018  
From: Office of the Mayor  
To: Paul Borgman, 37 Lake Road  
RE: Oral Communications Response for 7/10/2018 City Council

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Sefatia Romeo Theken  
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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

MEMORANDUM

Date: July 17, 2018  
From: Office of the Mayor  
To: Brian Cassidy, 3 Lake Road  
RE: Oral Communications Response for 7/10/2018 City Council

2018 JUL 24 AM 10:17  
CITY CLERK  
GLOUCESTER, MA

Thank you for speaking before the City Council during oral communications on Tuesday, July 11, 2018, regarding your concerns about the condition of Lake Road and Englewood Road. I understand and appreciate your thoughts regarding this important issue.

By way of background, there are three types of roadways in Massachusetts: public roadways, statutory private roadways and private roadways.

**Public roadways are owned and maintained by the municipality and the public has the right to pass and re-pass over them.**

**Private roadways are owned and maintained by the abutters and the public has no right to pass and re-pass over them unless permission is specifically given.**

**Statutory private roadways are owned and maintained by the abutters but the public has the right to pass and re-pass over them.**

Lake Road and Englewood Road are statutory private roadways. Therefore, the abutters' are responsible for its overall maintenance. The City may agree to plow statutory private roadways and make small temporary repairs to them but the overall maintenance, including any repaving, is the responsibility of the abutters to that roadway.

To your request of having the City make temporary fixes to both Englewood and Lake Roads, this determination to make any temporary repairs falls under the responsibility of the Director of the Department of Public Works. However, for DPW to make the determination that a temporary repair of any statutory roadway is necessary, "...the repair of a permanent nature is unnecessary to cure the condition..." (GCO sec. 21-82). Mike Hale, the Director of the Department of Public Works has determined the repairs needed to fix Englewood and Lake

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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

Roads are in need of a permanent fix and a temporary fix would not cure the condition of the roads. Therefore, the City cannot preform a temporary fix to Englewood and Lake Roads.

Having said that, there are a couple of options that are available to all abutters of statutory private ways.

The City has passed a new ordinance in order to assist residents with the repairs of their statutory private roadways. It is attached for your review. The fact that the City may plow a statutory private roadway or make temporary repairs to it does not mean that it automatically becomes public.

The Massachusetts General Laws and the Gloucester Code of Ordinances provide a specific procedure in which the City may take a statutory private roadway or a private roadway and make it a public roadway. The first step is a statement in writing, signed by the DPW Director, "stating that sufficient funds are on hand and will be allocated for placing such [road] way in safe condition for travel." (GCO sec. 21-1) The roadway must then be "laid out" according to strict statutory procedure. **NOTE:** Not all roads meet or have the ability to meet the threshold requirements for acceptance.

My recommendation would be to contact your Ward Councilor, Sean Nolan and have a ward meeting on this issue. He can walk you through the process and I encourage you to attend.

I hope you have found this information helpful. Thank you again for participating in our civic process through your testimony at our City Council meeting. Should you have any further questions or concerns, please contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "Sefatia Romeo Theken". The signature is fluid and cursive, with a large initial "S" and "T".

Sefatia Romeo Theken

Mayor

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

MEMORANDUM

Date: July 17, 2018  
From: Office of the Mayor  
To: Marsha Collins, 37 Lake Road  
RE: Oral Communications Response for 7/10/2018 City Council

2018 JUL 24 AM 10:19  
CITY CLERK  
GLOUCESTER, MA

Thank you for speaking before the City Council during oral communications on Tuesday, July 11, 2018, regarding your concerns about the condition of Lake Road and Englewood Road. I understand and appreciate your thoughts regarding this important issue.

By way of background, there are three types of roadways in Massachusetts: public roadways, statutory private roadways and private roadways.

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**Private roadways are owned and maintained by the abutters and the public has no right to pass and re-pass over them unless permission is specifically given.**

**Statutory private roadways are owned and maintained by the abutters but the public has the right to pass and re-pass over them.**

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OFFICE OF THE MAYOR

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My recommendation would be to contact your Ward Councilor, Sean Nolan and have a ward meeting on this issue. He can walk you through the process and I encourage you to attend.

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Sincerely,

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Sefatia Romeo Theken

Mayor



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**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

July 18<sup>th</sup>, 2018

Jared Downey  
4 Pebble Path  
Gloucester, MA 01930

2018 JUL 24 AM 10:17  
CITY CLERK  
GLOUCESTER, MA

Dear Mr. Downey,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

In 2017, the City created an AdHoc sub-committee which was charged with making recommendations to my office for ways to alleviate the beach traffic. After the sub committee's recommendations were reviewed, the City implemented many of those recommendations including: opening parking lots earlier, starting at 7am on weekends and holidays; expand the beach zone ticket areas to protect neighborhoods close to the public beaches and increased parking fines for cars illegally parked in beach areas. The City has also attempted a trial run of making Thatcher Road a one way roadways to alleviate the traffic.

The Police department has staffing limitations, only four patrol officers to cover the entire city without paying overtime expenses. Even with this shortfall we do have an officer, along with assistance from the DPW, located at the Atlantic Street and Concord Street intersection to inform beachgoers that lots to the beaches are full. However, due to both of those streets being a public roadway, the officers and DPW employees do not have the legal right to force the cars away. We also have a police ATV riding up and down Concord and Atlantic Street



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**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

to work on updating signs and beachgoers. To ensure we inform as many patrons as possible, the City has invested in larger signs so drivers can read a complete message at one time about beach parking, we also update social media regularly to update the public about the traffic and parking lots' status.

Another concern that has arose is cars taking too much time to pay before entering the parking lot, the City conducted a study to determine the amount of time it takes for cars to pay with cash versus a credit card. With cash, the transaction took between 11 to 12 seconds, which was determined to not be an issue.

There has also been instances where private homeowners have been using their yards as parking lots without the legal parking permits. We have issued 40 cease and desist orders to enforce the laws that require a proper permit to charge beachgoers to park.

I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 18<sup>th</sup>, 2018

Irvin Falk  
22 Penny Lane  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
2018 JUL 24 AM 10:16

Dear Mr. Falk,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

In 2017, the City created an AdHoc sub-committee which was charged with making recommendations to my office for ways to alleviate the beach traffic. After the sub committee's recommendations were reviewed, the City implemented many of those recommendations including: opening parking lots earlier, starting at 7am on weekends and holidays; expand the beach zone ticket areas to protect neighborhoods close to the public beaches and increased parking fines for cars illegally parked in beach areas. The City has also attempted a trial run of making Thatcher Road a one way roadways to alleviate the traffic.

The Police department has staffing limitations, only four patrol officers to cover the entire city without paying overtime expenses. Even with this shortfall we do have an officer, along with assistance from the DPW, located at the Atlantic Street and Concord Street intersection to inform beachgoers that lots to the beaches are full. However, due to both of those streets being a public roadway, the officers and DPW employees do not have the legal right to force the cars away. We also have a police ATV riding up and down Concord and Atlantic Street



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OFFICE OF THE MAYOR**

to work on updating signs and beachgoers. To ensure we inform as many patrons as possible, the City has invested in larger signs so drivers can read a complete message at one time about beach parking at exit 14, a larger sign that is mobile, as well as a sign on the back of the ATV that rides up and down the street, we also update social media regularly to update the public about the traffic and parking lots' status.

Another concern that has arose is cars taking too much time to pay before entering the parking lot, the City conducted a study to determine the amount of time it takes for cars to pay with cash versus a credit card. With cash, the transaction took between 11 to 12 seconds, which was determined to not be an issue.

There has also been instances where private homeowners have been using their yards as parking lots without the legal parking permits. We have issued 40 cease and desist orders to enforce the laws that require a proper permit to charge beachgoers to park.

To address your concern of the rusted guard rails next to the YMCA, thank you for notifying us of their need for repair and we will put those rails on a list to be replaced.

I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 18<sup>th</sup>, 2018

Cyndy Fortier  
194 Atlantic Avenue  
Gloucester, MA 01930

2018 JUL 24 AM 10:17  
CITY CLERK  
GLOUCESTER, MA

Dear Ms. Fortier,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

In 2017, the City created an AdHoc sub-committee which was charged with making recommendations to my office for ways to alleviate the beach traffic. After the sub committee's recommendations were reviewed, the City implemented many of those recommendations including: opening parking lots earlier, starting at 7am on weekends and holidays; expand the beach zone ticket areas to protect neighborhoods close to the public beaches and increased parking fines for cars illegally parked in beach areas. The City has also attempted a trial run of making Thatcher Road a one way roadway to alleviate the traffic.

The Police department has staffing limitations, only four patrol officers to cover the entire city without paying overtime expenses. Even with this shortfall we do have an officer, along with assistance from the DPW, located at the Atlantic Street and Concord Street intersection to inform beachgoers that lots to the beaches are full. However, due to both of those streets being a public roadway, the officers and DPW employees do not have the legal right to force the cars away. We also have a police ATV riding up and down Concord and Atlantic Street to work on updating signs and beachgoers. To ensure we inform as many patrons as possible, the



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OFFICE OF THE MAYOR**

City has invested in larger signs so drivers can read a complete message at one time about beach parking, we also update social media regularly to update the public about the traffic and parking lots' status.

Another concern that has arose is cars taking too much time to pay before entering the parking lot, the City conducted a study to determine the amount of time it takes for cars to pay with cash versus a credit card. With cash, the transaction took between 11 to 12 seconds, which was determined to not be an issue.

There has also been instances where private homeowners have been using their yards as parking lots without the legal parking permits. We have issued 40 cease and desist orders to enforce the laws that require a proper permit to charge beachgoers to park. If you are experiencing cars parking on your private property, please call Gloucester Police.

I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



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**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

July 18<sup>th</sup>, 2018

Andy Goddard  
9 Skipper Way Terrace  
Gloucester, MA 01930

Dear Mr. Goddard,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

In 2017, the City created an AdHoc sub-committee which was charged with making recommendations to my office for ways to alleviate the beach traffic. After the sub committee's recommendations were reviewed, the City implemented many of those recommendations including: opening parking lots earlier, starting at 7am on weekends and holidays; expand the beach zone ticket areas to protect neighborhoods close to the public beaches and increased parking fines for cars illegally parked in beach areas. The City has also attempted a trial run of making Thatcher Road a one way roadways to alleviate the traffic.

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CITY CLERK  
GLOUCESTER, MA  
2018 JUL 24 AM 10:16



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**CITY OF GLOUCESTER  
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There has also been instances where private homeowners have been using their yards as parking lots without the legal parking permits. We have issued 40 cease and desist orders to enforce the laws that require a proper permit to charge beachgoers to park.

I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 18<sup>th</sup>, 2018

Howard Hackett  
178 Atlantic Street  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
2018 JUL 21 AM 10:15

Dear Mr. Hackett,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

In 2017, the City created an AdHoc sub-committee which was charged with making recommendations to my office for ways to alleviate the beach traffic. After the sub committee's recommendations were reviewed, the City implemented many of those recommendations including: opening parking lots earlier, starting at 7am on weekends and holidays; expand the beach zone ticket areas to protect neighborhoods close to the public beaches and increased parking fines for cars illegally parked in beach areas. The City has also attempted a trial run of making Thatcher Road a one way roadways to alleviate the traffic.

The Police department has staffing limitations, only four patrol officers to cover the entire city without paying overtime expenses. Even with this shortfall we do have an officer, along with assistance from the DPW, located at the Atlantic Street and Concord Street intersection to inform beachgoers that lots to the beaches are full. However, due to both of those streets being a public roadway, the officers and DPW employees do not have the legal right to force the cars away. We also have a police ATV riding up and down Concord and Atlantic Street to work on updating signs and beachgoers. To ensure we inform as many patrons as possible, the



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There has also been instances where private homeowners have been using their yards as parking lots without the legal parking permits. We have issued 40 cease and desist orders to enforce the laws that require a proper permit to charge beachgoers to park.

To address your other concern regarding the guard rails by the YMCA. Thank you for notifying us of their need for repair and we will put those rails on a list to be replaced. The DPW is also in the process of replacing the two missing speed limit signs from Wingaersheek Beach to Castle Drive. All other signs are in their correct location.

I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 18<sup>th</sup>, 2018

Louis A. Linquata  
1A Plover Way  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
2018 JUL 24 AM 10:17

Dear Ms. Fortier,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

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There has also been instances where private homeowners have been using their yards as parking lots without the legal parking permits. We have issued 40 cease and desist orders to enforce the laws that require a proper permit to charge beachgoers to park. If you are experiencing cars parking on your private property, please call Gloucester Police.

Since there are no proposed ordinances, the Traffic Commission is not the correct department to discuss this matter with. I ask you to work with us to help find unlawfully parked cars and to enforce the rules of the road and work on this situation together.

I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 18<sup>th</sup>, 2018

Tom Mannle  
1037 Washington Street  
Gloucester, MA 01930

Dear Mr. Mannle,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

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CITY CLERK  
GLOUCESTER, MA  
2018 JUL 24 AM 10:11



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**CITY OF GLOUCESTER  
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Best Regards,

**Sefatia Romeo Theken**

**Mayor**



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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 18<sup>th</sup>, 2018

Denis O'Donnel, MD  
4 Elmo Lane  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
2018 JUL 24 AM 10:18

Dear Mr. O'Donnel,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

In 2017, the City created an AdHoc sub-committee which was charged with making recommendations to my office for ways to alleviate the beach traffic. After the sub committee's recommendations were reviewed, the City implemented many of those recommendations including: opening parking lots earlier, starting at 7am on weekends and holidays; expand the beach zone ticket areas to protect neighborhoods close to the public beaches and increased parking fines for cars illegally parked in beach areas. The City has also attempted a trial run of making Thatcher Road a one way roadways to alleviate the traffic.

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Another concern that has arose is cars taking too much time to pay before entering the parking lot, the City conducted a study to determine the amount of time it takes for cars to pay with cash versus a credit card. With cash, the transaction took between 11 to 12 seconds, which was determined to not be an issue.

There has also been instances where private homeowners have been using their yards as parking lots without the legal parking permits. We have issued 40 cease and desist orders to enforce the laws that require a proper permit to charge beachgoers to park.

I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930

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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 18<sup>th</sup>, 2018

Deb Pollock  
35 Valley Road  
Gloucester, MA 01930

Dear Ms. Pollock,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

In 2017, the City created an AdHoc sub-committee which was charged with making recommendations to my office for ways to alleviate the beach traffic. After the sub committee's recommendations were reviewed, the City implemented many of those recommendations including: opening parking lots earlier, starting at 7am on weekends and holidays; expand the beach zone ticket areas to protect neighborhoods close to the public beaches and increased parking fines for cars illegally parked in beach areas. The City has also attempted a trial run of making Thatcher Road a one way roadways to alleviate the traffic.

The Police department has staffing limitations, only four patrol officers to cover the entire city without paying overtime expenses. Even with this shortfall we do have an officer, along with assistance from the DPW, located at the Atlantic Street and Concord Street intersection to inform beachgoers that lots to the beaches are full. However, due to both of those streets being a public roadway, the officers and DPW employees do not have the legal right to force the cars away. We also have a police ATV riding up and down Concord and Atlantic Street to work on updating signs and beachgoers. To ensure we inform as many patrons as possible, the

2018 JUL 24 AM 10:16  
CITY CLERK  
GLOUCESTER, MA



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930

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

**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

City has invested in larger signs so drivers can read a complete message at one time about beach parking, we also update social media regularly to update the public about the traffic and parking lots' status.

Another concern that has arose is cars taking too much time to pay before entering the parking lot, the City conducted a study to determine the amount of time it takes for cars to pay with cash versus a credit card. With cash, the transaction took between 11 to 12 seconds, which was determined to not be an issue.

There has also been instances where private homeowners have been using their yards as parking lots without the legal parking permits. We have issued 40 cease and desist orders to enforce the laws that require a proper permit to charge beachgoers to park.

To address your concern of resident spaces being sold to non-residents. This is against City ordinances, but difficult to enforce. Please pass along any names of residents that you may know who are selling their spots to non-residents.

I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



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FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 18<sup>th</sup>, 2018

Rachel Refalo  
225 Bray Street  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
2018 JUL 21 AM 10:19

Dear Ms. Refalo,

Thank you for your comments at the July 10, 2018 City Council meeting concerning the traffic at Wingersheek Beach. First, let me assure you that my administration is listening, and hears your concern with the heavy beachgoer traffic at Wingersheek Beach, specifically around major holidays during the summer months.

In 2017, the City created an AdHoc sub-committee which was charged with making recommendations to my office for ways to alleviate the beach traffic. After the sub committee's recommendations were reviewed, the City implemented many of those recommendations including: opening parking lots earlier, starting at 7am on weekends and holidays; expand the beach zone ticket areas to protect neighborhoods close to the public beaches and increased parking fines for cars illegally parked in beach areas. The City has also attempted a trial run of making Thatcher Road a one way roadway to alleviate the traffic.

The Police department has staffing limitations, only four patrol officers to cover the entire city without paying overtime expenses. Even with this shortfall we do have an officer, along with assistance from the DPW, located at the Atlantic Street and Concord Street intersection to inform beachgoers that lots to the beaches are full. However, due to both of those streets being a public roadway, the officers and DPW employees do not have the legal right to force the cars away. We also have a police ATV riding up and down Concord and Atlantic Street to work on updating signs and beachgoers. To ensure we inform as many patrons as possible, the



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**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

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I understand your frustration of having to wait in the traffic to get to your residence. I can assure you that my administration is working on solutions so the heavy traffic on those few busy days, that visitors enjoy are not ruined for our residents. If there are other solutions you may think of, please feel free to contact my office.

Best Regards,

**Sefatia Romeo Theken**

**Mayor**



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930

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

**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

July 31, 2018

Joseph Palazola  
57 Western Avenue  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
2018 JUL 31 PM 2:24

Dear Mr. Palazola,

Thank you for your comments at the July 24<sup>th</sup>, 2018 City Council Meeting concerning the intersection at Railroad and Maplewood Avenues and Prospect Street. I understand your concerns and appreciate you taking the time to address this in front of myself, my team and the City Council.

Due to your concerns regarding traffic and traffic signs I will refer your concerns to the Traffic Commission as they handle all traffic concerns and recommendations within the City.

I would like to thank you again for bringing this to my attention and I can assure you I will have the Traffic Commission examine the intersection and determine the best course of action.

Sincerely,

**Sefatia Romeo Theken**

**Mayor**



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930

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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

July 31<sup>st</sup>, 2018

Louise Palazola  
57 Western Avenue  
Gloucester, MA 01930

2018 JUL 31 PM 2:24  
CITY CLERK  
GLOUCESTER, MA

Dear Ms. Palazola,

Thank you for your comments at the July 24<sup>th</sup>, 2018 City Council Meeting concerning the street lights on Stacy Boulevard, specifically by the Fisherman's Statue. I understand your concerns and appreciate you taking the time to address this in front of myself, my team and the City Council.

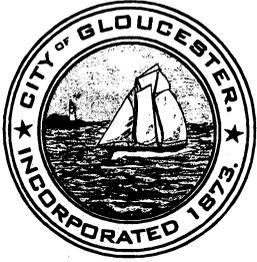
After receiving your concern, I spoke with the Department of Public Works, the street lights by the Fisherman's Statue were not included in the upgrade of the LED lights. It is projected that the LED lights for those street lights will be delivered and installed in October.

I would like to thank you again for bringing this to my attention and I can assure you my team and I will work with DPW to make sure the street lights are upgraded in a timely manner.

Sincerely,

**Sefatia Romeo Theken**

**Mayor**



**OFFICE OF THE CITY CLERK**  
9 Dale Avenue • Gloucester, Massachusetts 01930  
Office (978) 281-9720 Fax (978) 282-3051

August 8, 2018

Ms. Amanda Kesterson  
5 Western Avenue #1  
Gloucester, MA 01930

Dear Ms. Kesterson:

Thank you for your suggestion regarding a City Council Resolution made during Oral Communications at the July 24 meeting of the City Council. Your suggestion has been placed before the Council for its consideration. You will be notified when this matter will be taken up during a regularly scheduled Council meeting.

Very truly yours,

A handwritten signature in cursive script that reads "Joanne M. Senos".

Joanne M. Senos  
City Clerk



**GLOUCESTER CITY COUNCIL**

**CIVILITY RESOLUTION**

***WHEREAS: On this 28<sup>th</sup> day of August, 2018***

***WHEREAS: Gloucester is a special place because we have a long history of community.***

***WHEREAS: In collaboration with the Mayor and City Administration, the City Council is proud to continue our community spirit by honoring our commitments to respectfulness, equality, non-discrimination, and keeping all of our people safe.***

***WHEREAS: Any acts of violence, discrimination, or harassment do not reflect the values of the Gloucester community, and will not be tolerated.***

***WHEREAS: The Gloucester Police Department has been instructed by our City Administration to take all allegations seriously and will work diligently to investigate any claims of discrimination.***

***WHEREAS: If you fear for your immediate safety, call the Gloucester Police Department via 911 or 978-283-1212.***

***Paul Lundberg, Council President***

***Steven LeBlanc, Jr., Council Vice-President***

***R. Scott Memhard, Ward 1 Councillor***

***Ken Hecht, Ward 2 Councillor***

***Valerie H. Gilman, Ward 4 Councillor***

***Sean Nolan, Ward 5 Councillor***

***Melissa Cox, Councillor at Large***

***James W. O'Hara, Jr., Councillor at Large***

***Jen Holmgren, Councillor at Large***

encouraged the Burnham's Field neighborhood to be involved. She said without Mr. McElhenny they wouldn't have gotten as far as they have with the Burnham's Field project. She asked for the Council's support of this CPA funding. She added her thanks to City Auditor, **Kenny Costa** who manages the financial side of the CPA funding.

**Councilor LeBlanc** said his wife and children lived on the corner of Liberty and Allen Streets for five years and used Burnham's Field often, noting he taught his children to ride their bikes on the basketball court. He said he is pleased to see the playground and basketball court used, the 35 garden plots and how far the field has come.

**Councilor Memhard** extended his thanks the CPC members and to Ms. Laurie, and observing that the Administration was appreciative of the thoughtful work by the CPC and the quality of the applicants considered. He noted the approval process was discriminating, and the quality of the projects considered was, "stellar." He expressed his approbation of the CPC for encouraging applicants to leverage their CPA funding for other grant opportunities. He mentioned it was about \$460,000 in allocations this year through the CPA Fund investing in the community.

**MOTION: On a motion by Councilor Memhard, seconded by Councilor Orlando, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to appropriate up to \$54,000 (Fifty Four Thousand Dollars) from the Community Preservation Act Funds as recommended by the Community Preservation Committee, to the Friends of Burnham's Field for the purpose of the continued rehabilitation of Phase 1 of the Burnham's Field Restoration. The appropriation will be allocated to the Open Space and Recreational category and funded from Unrestricted Reserves in Fund #4500. The project will be tracked in the Community Preservation Fund – Open Space and Recreational Projects Fund #5715.**

**For Council Vote:**

**1. City Council Civility Resolution**

**Councilor Gilman** reviewed that in mid-November the Mayor forwarded a Civility Resolution but that the Council wanted to consider it more. She noted she worked with Councilors Cox and Orlando on the resolution's content.

**Councilor Orlando** said the language of what is proposed is a good message to send and would support the resolution. He said this resolution applies to everyone all the time.

**Council President Ciolino** said the timing is right to pass the resolution, given recent events, and expressed his support for its passage.

**MOTION: On a motion by Councilor Gilman, seconded by Councilor Nolan, the City Council voted 9 in favor, 0 opposed, to adopt the following CIVILITY RESOLUTION:**

**WHEREAS: On this 24<sup>th</sup> day of January 2017**

**WHEREAS: Gloucester is a special place because we have a long history of community.**

**WHEREAS: In collaboration with the Mayor and City Administration, the City Council is proud to continue our community spirit by honoring our commitments to respectfulness, equality, non-discrimination, and keeping all of our people safe.**

**WHEREAS: Any acts of violence, discrimination, or harassment do not reflect the values of the Gloucester community, and will not be tolerated.**

**WHEREAS: The Gloucester Police Department has been instructed by our City Administration to take all allegations seriously and will work diligently to investigate any claims of discrimination.**

**WHEREAS: If you fear for your immediate safety, call the Gloucester Police Department via 911 or 978-283-1212.**

**2. Memorandum from City Clerk re: City Council Vote for September 19, 2017 Municipal Preliminary Election per Special Act**

CITY OF GLOUCESTER PETITION

DATE and TIME received by CITY CLERK'S OFFICE:

Insert here the Name and description of the Petition:

**NAME: Stop Artificial Fluoridation of City Water**

**End the addition of fluoridation chemicals to Gloucester city water, beginning with a City Council Public Hearing to review evidence.**

2018 JUL 24 PM 3:24  
CITY CLERK  
GLOUCESTER, MA

1. City Council has the sole authority to initiate the legal process of ending fluoridation.
2. Fluoridation contributes to lead in drinking water and accelerates destruction of city infrastructure and homeowner plumbing.
3. Evolving medical opinion based on scientific evidence of harm to consumers and environment is increasingly opposed to fluoridation policy.

INSTRUCTIONS TO SIGNERS

For your signature to be valid, you must be a registered voter in GLOUCESTER and your signature should be written substantially as registered.

	✓	Signature	Address	Name Printed
1	✓	<i>Patti Page</i>	3 Tidal Cove way	Patti Page
2	✓	<i>Stephen Boucher</i>	93 Mt Pleasant ave	Stephen Boucher
3	✓	<i>Ann Molloy</i>	238 Magnolia Ave.	Ann Molloy
4	✓	<i>Mary Porter</i>	24 STANWOOD AVE	Mary Porter
5	✓	<i>Nick Farco</i>	15 Bass Ave	Nick Farco

ONLY REGISTERED VOTERS OF GLOUCESTER MAY SIGN THIS PETITION

THE REMAINING 14 PAGES OF SIGNATURES ARE ON FILE IN THE CITY CLERK'S OFFICE.

CITY CLERK  
GLOUCESTER, MA

2018 JUN 27 PM 1:46

**CITY OF GLOUCESTER – SPECIAL EVENTS PERMIT**

NAME OF EVENT: Car Prix Gloucester DATE OF EVENT: 13 + 14 Oct 2018

**Special Events**

Permitting is required for all types of special events taking place in the City of Gloucester. A “Special Event” is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and granted a special event permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the **City Clerk** first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant **must complete** a Special Events Application form in advance which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x11 inches and be legible – capable of copy reproduction;
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list **all** rides & games;
- If this is the “first year” for your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- Certificate of Insurance Listing City as the insured (Certificate Holder).

The applicant is to submit the completed permit form (download at: Gloucester-ma.gov or available in City Clerk’s Office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations (non-profit organizations must submit a 501(c) (3) form with application), \$50.00 for-profit organizations, at the City Clerk’s Office. At that time, an appointment for review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk in order to begin the approval process. **All first time applicants must file completed application and permitted at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.**

Some applicants will appear before the Council’s Planning & Development Committee who will give the applicant a list of conditions which **must** be met. If the completed application doesn’t require P&D Committee approval, then the application including the checklist should be considered complete upon the applicant’s appearance before the Special Events Advisory Committee.

Joanne M. Senos, City Clerk  
Gloucester City Hall, 9 Dale Avenue  
Gloucester, MA 01930  
PHONE: 978-281-9720x8  
EMAIL: jsenos@gloucester-ma.gov

Hours of Service:  
Monday through Wednesday: 8:30 a.m.-4:00 p.m.  
Thursday: 8:30 a.m. to 6:30 p.m.  
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 6/27/18 Initial: VCM Copy to Applicant: Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
Fee Paid: \$ 50.00

Revised: 01/27/17

**CITY OF GLOUCESTER SPECIAL EVENT APPLICATION**

**SPECIAL EVENTS**

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event Gran Prix of Gloucester

1. Date: 13 + 14 Oct 2018 Time: from 7:00am to 5:00pm

Rain Date: — Time: from — to —

2. Location: Stage Fort Park

3. Description of Property & Name of Owner: \_\_\_\_\_  
Public  Private

4. Name of Organizer: Essex County Velo City Sponsored Event: Yes  No   
Contact Person: Paul Boudreau  
Address: 8 Dartmouth St Buxy Telephone: \_\_\_\_\_  
E-Mail: paul@jppgloucester.com Cell Phone: 978 335 3513  
Day of Event Contact & Cell Phone: \_\_\_\_\_  
Official Web Site: jppgloucester.com

5. Are street closures required:  Yes  No If yes, where: Nough Ave

6. Number of Attendees Expected: 2000/ds Number of Participants Expected: 1100/day

7. Is the Event Being Advertised? yes ? Where? online

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes  No  List all fees if yes.  
\$40 - 60

8. What Age Group is the Event Targeted to? all ages

9. Have You Notified Neighborhood Groups or Abutters? Yes  No  , Who? \_\_\_\_\_  
Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization:  Non-Profit Organization:  Who will benefit financially from this event? Back even event

**Activities:** (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

- A. Vending: Food  Beverages  Alcohol  Goods \_\_\_\_\_ Total No. of Vendors\* 20  
(\*Local or State license required)
- B. Entertainment: (Subject to City's Noise Ordinance) Live Music \_\_\_\_\_ DJ \_\_\_\_\_ Radio/CD \_\_\_\_\_  
Performers \_\_\_\_\_ Dancing \_\_\_\_\_ Amplified Sound \_\_\_\_\_ Stage \_\_\_\_\_
- C. Games/Rides: Adult Rides \_\_\_\_\_ Kiddie Rides \_\_\_\_\_ Games \_\_\_\_\_ Raffle (requires City permit\*) \_\_\_\_\_  
Other: \_\_\_\_\_ Total No. \_\_\_\_\_  
Name of Carnival Operator (requires permit and inspection of rides): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
- D. Tents:  Yes  No. If yes, how many 50 What are the tent sizes: 10x10 (May require permits)
- E. Clean Up: No. of additional trash receptacles required \_\_\_\_\_ No. of additional recycling receptacles required \_\_\_\_\_  
(To be provided by and removed by applicant at their expense.)
- F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)  
No.: 8 standard No.: 2 ADA accessible

**FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY**

PARADE \_\_\_\_\_

ROAD RACE \_\_\_\_\_

WALK-A-THON \_\_\_\_\_

1. Name, land line & cell phone number of contact person on the ground Day of Event:

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

2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:

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

3. Locations of Water Stops (if any):

\_\_\_\_\_

4. Will Detours for Motor Vehicles be required? \_\_\_\_\_ If so, where and what length of time:

4A. Are street closures required? \_\_\_\_\_ (This is determined by the Police Department)  
Where? \_\_\_\_\_

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

5. Start Location & Time for Participants: \_\_\_\_\_

6. Dismissal Location & Time for Participants: \_\_\_\_\_

7. Number of Participants: \_\_\_\_\_

8. Additional Parade Information:

• Number of Floats: \_\_\_\_\_

• Location of Viewing Stations: \_\_\_\_\_

• Are Weapons Being Carried (If "Yes", Police approval may be required): Yes: \_\_ No \_\_

• Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes: \_\_ No \_\_

8. Name and Address of Insurer: \_\_\_\_\_

9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

PB

**CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):**

NAME OF EVENT: Simon Price Gloucester DATE OF EVENT: 13-14 Oct 2018

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE:** Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.

**Approvals Required:** Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

<u>Initials of Dept. Head/ Designee</u>	<u>Notes by Department Head or Designee</u>
<u>Bms</u>	1. Special Events Advisory Committee <u>per approval of P+D Committee</u>
	2. Planning & Development Committee <u>+ conditions</u>
<u>THM</u>	3. Gloucester Police Department
	Is Police Detail Required? <u>yes</u> No. of Details <u>Some</u>
	Traffic, Parking & Transportation _____ Street Closure: _____
<u>en</u>	4. Health Department _____
<u>aj</u>	5. Building Inspector _____
<u>aj</u>	6. Electrical Inspector _____
<u>mc</u>	7. Department of Public Works: <u>need revised course map</u>
	Use of City Property: Yes/No Location if yes: <u>SFP</u> Permits: _____
<u>EOS</u>	8. Gloucester Fire Department <u>yes</u>
	Is a Fire Detail Required? <u>Y</u> No. of Details <u>2</u> EMS <u>2</u> Use of Propane: _____
	(Attach EMS Memo) _____ <u>* for just low depend on weather.</u>
	9. Licensing Commission (includes vendors) (Through City Clerk): _____
	10. Licensing Board (Alcohol): _____
<u>Cej</u>	11. Harbormaster: _____
<u>THM</u>	12. Tourism: <u>Survey of participants re: use of local accommodations</u>

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments. restaurants, etc.

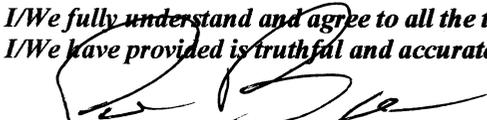
[Signature]  
Signature of Applicant

27 June, 2018

**RESPONSIBILITIES OF APPLICANT**

1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.
8. The applicant **shall indemnify and hold harmless the City of Gloucester and its employees** from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a **Certificate of Insurance** at the time of approval by the Special Events Advisory Committee.
10. The City of Gloucester reserves the right to deny the application at any time.

*I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.*

  
\_\_\_\_\_  
Signature of Applicant

27 June, 2018

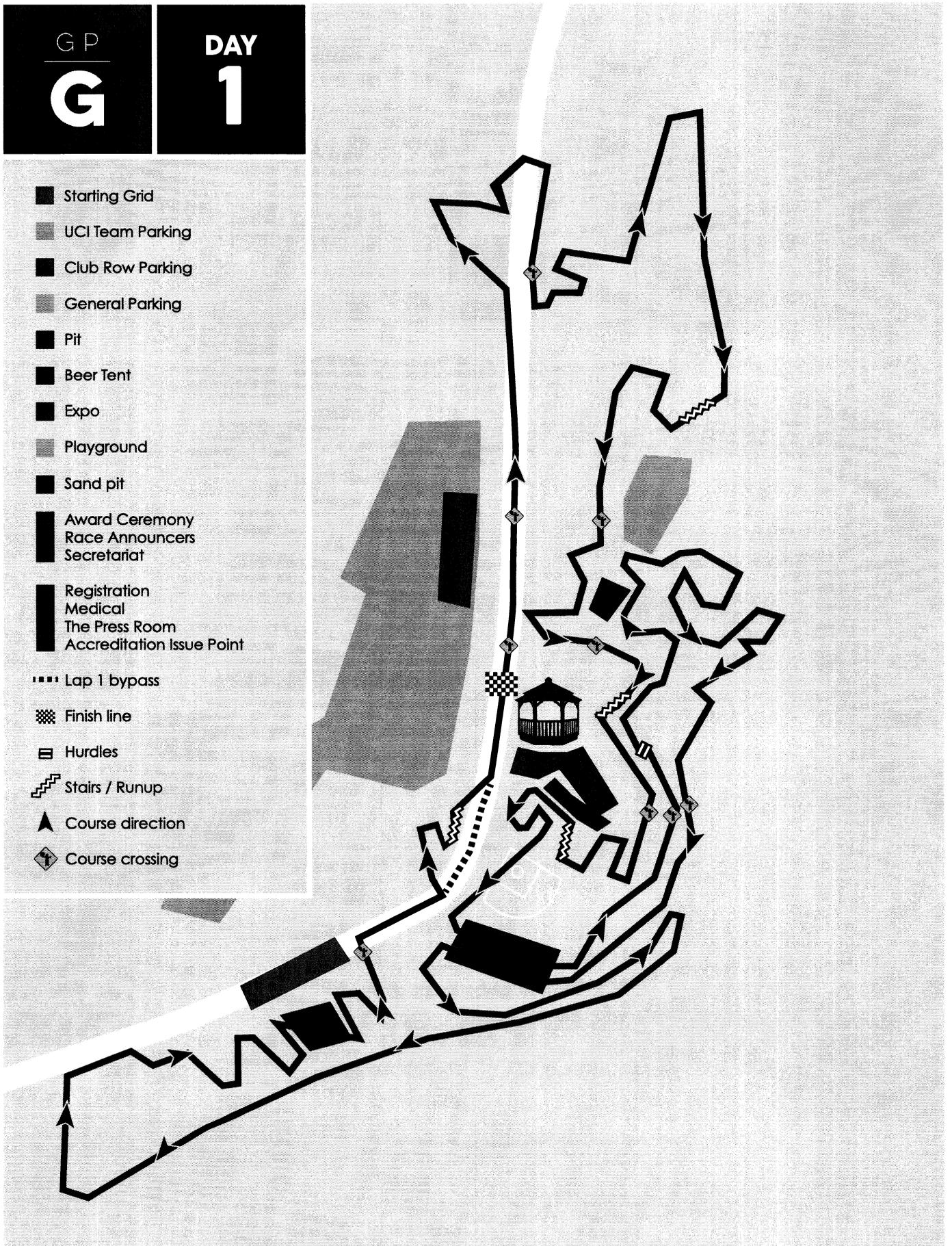
G P

G

DAY

1

- Starting Grid
- UCI Team Parking
- Club Row Parking
- General Parking
- Pit
- Beer Tent
- Expo
- Playground
- Sand pit
- Award Ceremony  
Race Announcers  
Secretariat
- Registration  
Medical  
The Press Room  
Accreditation Issue Point
- .... Lap 1 bypass
- ▣ Finish line
- ▣ Hurdles
- ▣ Stairs / Runup
- ▲ Course direction
- ◆ Course crossing



2018

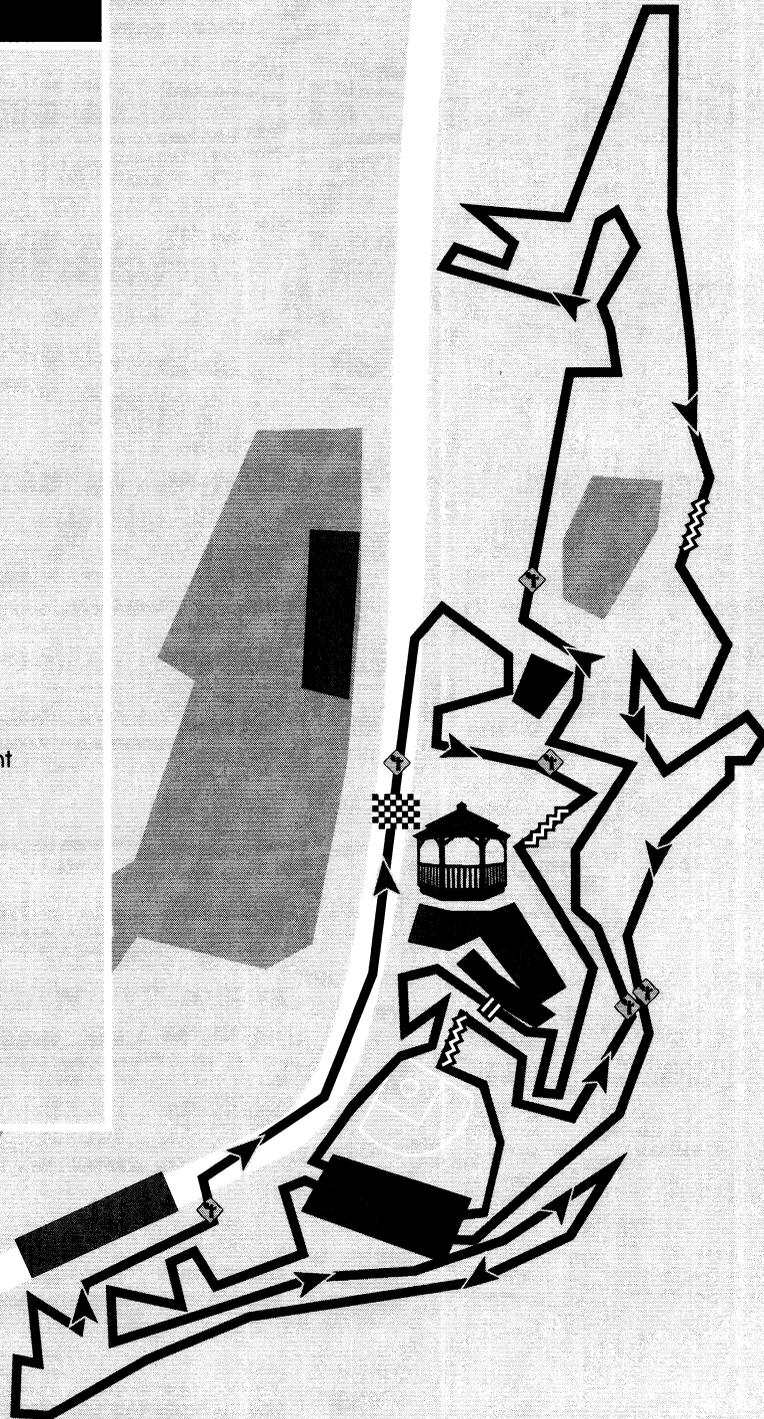
GP

G

DAY

2

- Starting Grid
- UCI Team Parking
- Club Row Parking
- General Parking
- Pit
- Beer Tent
- Expo
- Playground
- Sand pit
- Award Ceremony  
Race Announcers  
Secretariat
- Registration  
Medical  
The Press Room  
Accreditation Issue Point
- Lap 1 bypass
- ▣ Finish line
- ▣ Hurdles
- ▣ Stairs / Runup
- ▲ Course direction
- ◆ Course crossing



Questions contact – Ben Hofmann 781-907-3510

Petition of the NATIONAL GRID  
Of NORTH ANDOVER, MASSACHUSETTS  
For Electric conduit Location:

CITY CLERK  
GLOUCESTER, MA  
2018 AUG -8 PM 3:19

PP2018-008

To City Council of Gloucester, Massachusetts

Respectfully represents the NATIONAL GRID of North Andover, Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked: Magnolia Ave - Gloucester - Massachusetts.

The following are the streets and highways referred to:

Plan # 25472373 Magnolia Ave - National Grid to install approximately 20 feet of 2-4" conduit southwest off existing pole (Pole # 186) on Magnolia Ave towards #10 Magnolia Ave.

Location approximately as shown on plan attached

NATIONAL GRID

BY

Engineering Department

*Bob Caulton*

Dated: July 24, 2018

NGRID

ORDERED:

Notice having been given and public hearing held, as provided by law, that the NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 24th day of July 2018.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Magnolia Ave - Gloucester - Massachusetts. Plan # 25472373.

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Magnolia Ave - National Grid to install approximately 20 feet of 2-4" conduit southwest off existing pole (Pole # 186) on Magnolia Ave towards #10 Magnolia Ave.

I hereby certify that the foregoing order was adopted at a meeting of the .....  
.....  
....., held on the ..... day of ....., 20 .....  
....., ..... 20 .....

Received and entered in the records of location orders of the City/Town of  
Book ..... Page .....

Attest:  
.....

..... hereby certify that on .....20....., at ..... o'clock, ....M  
at ....., a public hearing was held on the petition of  
NATIONAL GRID for permission to construct the underground electric conduits described in the  
order herewith recorded, and that I mailed at least seven days before said hearing a written notice  
of the time and place of said hearing to each of the owners of real estate (as determined by the last  
preceding assessment for taxation) along the ways or parts of ways upon which the Company is  
permitted to construct the underground electric conduits under said order. And that thereupon said  
order was duly adopted.

.....  
.....  
.....



# City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 170-6

Please be aware that the abutters list reflects mailing addresses for the real estate tax bills as requested by the property owners. Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.  
Gloucester Board of Assessors.

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters within 100ft as required by the City's City Council and it reflects the abutters to the Parcel known as Map 170 Lot 6 as further shown on the attached map dated 7/19/2018.

ABUTTER	STREET ADDRESS	PARCEL NO.	TAX BILL ADDRESS
170-5 GLOUCESTER CITY OF	6 MAGNOLIA AV	170-5	GLOUCESTER CITY OF 9 DALE AV GLOUCESTER, MA 01930
170-11 SHERMAN GEORGE W	9 MAGNOLIA AV	170-11	SHERMAN GEORGE W 9 MAGNOLIA AV GLOUCESTER, MA 01930
170-6 KETTLE COVE P C & J LLC	10 MAGNOLIA AV	170-6	KETTLE COVE P C & J LLC 37 MAGNOLIA AV GLOUCESTER, MA 01930
170-10 SIEMS VICKIE S & VAN NESS PETER W JT	11 MAGNOLIA AV	170-10	SIEMS VICKIE S & VAN NESS PETER W JT 11 MAGNOLIA AV GLOUCESTER, MA 01930
170-9 TRAYES ROSWITHA W	13 MAGNOLIA AV	170-9	TRAYES ROSWITHA W 7 OLD GARDEN ROAD ROCKPORT, MA 01966 0000
170-7 MCCARTHY GERALD & ALICE	14 MAGNOLIA AV	170-7	MCCARTHY GERALD & ALICE 61 GRAPEVINE RD GLOUCESTER, MA 01930



# City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 170-6

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Gloucester Board of Assessors

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**ABUTTER**

**STREET ADDRESS**

**PARCEL NO.**

**TAX BILL ADDRESS**

The Gloucester Board of Assessors certifies that the Abutters Report program written to create a list of the names and addresses of property owners from the applicable tax list has been reviewed. To the best of our knowledge and belief the Abutters Report program generates an accurate list from the most recent tax list of the assessed owner of record and the mailing information of the parties in interest as defined within and required by the law and therefore the within document constitutes a certified abutters list.

Nancy A. Papows, MAA  
Gary J. Johnstone, MAA  
Bethann Brousseau, MAA  
GLOUCESTER BOARD OF ASSESSORS

City of Gloucester Assessors' Office, City Hall, 9 Dale Avenue, Gloucester, MA 01930

7/19/2018



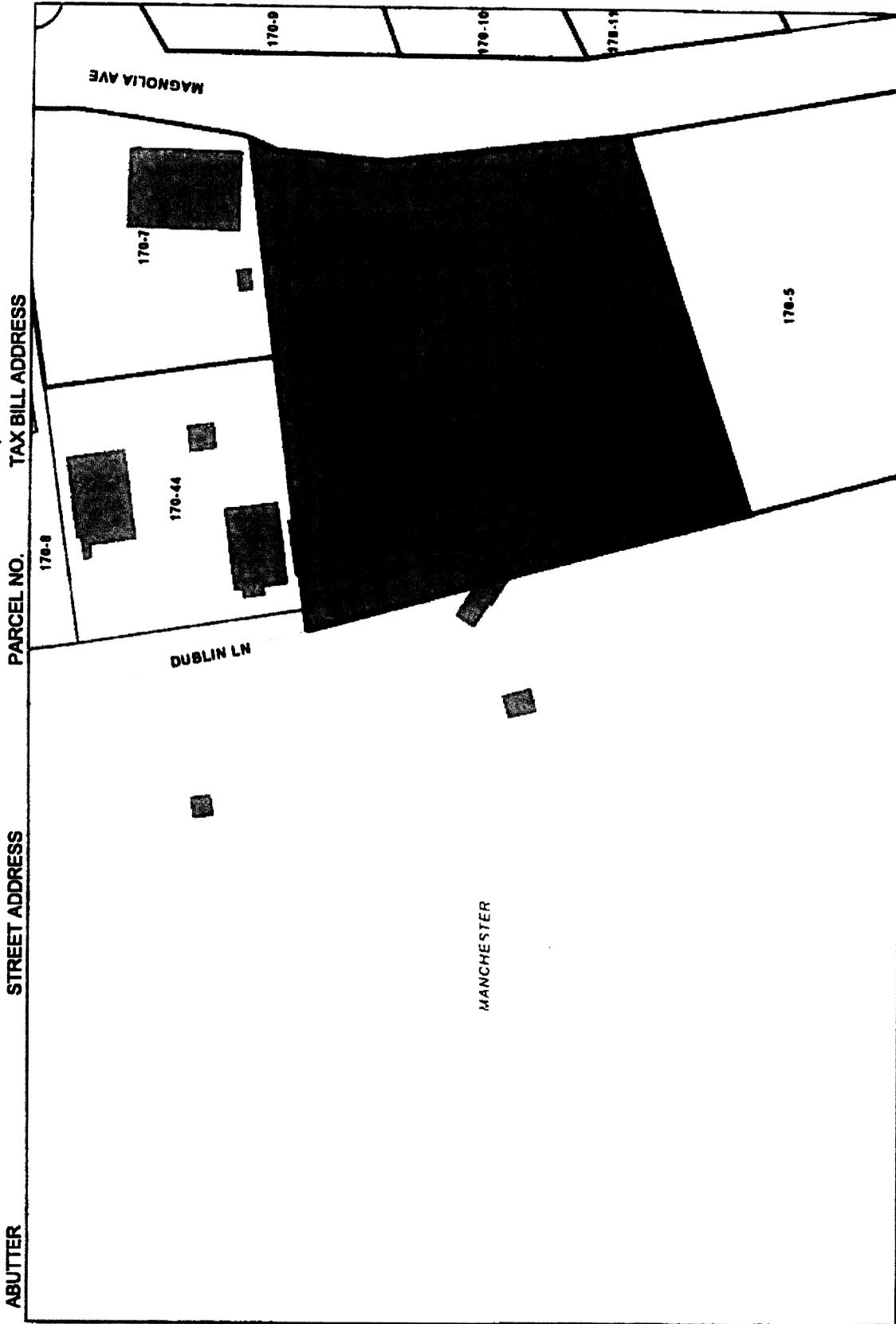
# City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 170-6

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Gloucester Board of Assessors

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Department of Public Works  
28 Poplar Street  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
DEPARTMENT OF PUBLIC WORKS  
MEMORANDUM

CITY CLERK  
GLOUCESTER, MA  
2018 AUG -9 PM 3:07

Date: 9 August 2018

To: Councilor Valarie Gilman, Chair, Planning and Development Committee  
Councilor Jen Holmgren, Vice Chair  
Councilor Paul Lundberg, Member

From: Michael B. Hale, Director of Public Works *MBH*

Re: Application (PP2018-007): National Grid to install approximately 20 feet of 2-4" conduit on Magnolia Avenue

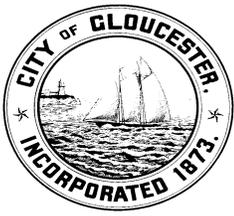
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Councilors:

The Department of Public Works has reviewed the above mentioned application by National Grid to install 20 feet of 2-4" conduit southwest off existing pole (Pole #186) on Magnolia Avenue towards #10.

In an attempt to maintain the quality of City roadways and the sensitivity of the area, the Department of Public Works requests the following be required of the applicant:

1. Notification to the Department of Public Works 72 hours in advance of the proposed work. A construction schedule and resurfacing plan will be prepared by the applicant for review and acceptance by the Department of Public Works prior to construction.
2. Proposed excavation may only occur during accepted road opening and construction season, 15 March – 15 November. No winter construction shall be permitted.
3. In the absence of a detailed construction plan, the Department of Public Works requests: all proposed conduits and appurtenances shall be placed so as to cause minimum conflict with existing underground utility services.
4. The existing sidewalks are cast in place concrete and the City of Gloucester will only accept full panel pours.
5. All excavated trenches shall be patched flush with the surrounding asphalt using hot mix asphalt binder at the end of each work day, to minimize pedestrian hazards. Asphalt shall be applied in two lifts of 2-inches, totaling 4- inches.
6. All final paving shall be full width paving of affected area.



**CITY OF GLOUCESTER 2018  
CITY COUNCIL ORDER**

**ORDER: CC#2018-32**  
**COUNCILLORS: Steve LeBlanc**

**DATE RECEIVED BY COUNCIL: 08/14/2018**  
**REFERRED TO: O&A**  
**FOR COUNCIL VOTE:**

**ORDERED** that the Gloucester Code of Ordinances Chapter 25 “Vehicles For Hire” be amended as follows:

**AMEND Article II “Taxicabs And Private Livery Vehicles,” Division 1 – Generally Sec. 25-24-25-34.-Reserved** by **ADDING** a new Sec. 25-24.-Police Inspections. “Any vehicle under this article shall be subject to inspection by the police department at any time for the purpose of determining if the condition of the vehicle is a hazard to public safety during the term of said license.  
**Sec. 25-25-26-34.-Reserved.**

**AMEND Article II “Taxicabs And Private Livery Vehicles, Division 2 – Permit, Sec. 25-36. “Petition”** by **ADDING** a new subsection “(b) Ineligibility For License” as follows: “No person shall be the owner who is not the age of 21 years of age or over or who has had an under the influence of drugs or alcohol conviction or dispositions under MGL c. 90 within the past five years or the equivalent of any jurisdiction.”

**AMEND Article II “Taxicab and Private Livery Vehicles” Division 3 “Taxicab Driver’s License” Sec. 25-56 “Application-Generally”** by **ADDING** the following subsection after the first sentence:

(b) All applicants must be pre-screened by their taxicab company prior to submitting an application for a license to the Licensing Commission. Pre-screening shall include without limitation, review of the applicant’s driving record complete with a letter verifying that the applicant is suitable for a license certification as to whether the applicant has been previously authorized by any city or state to operate a taxicab or livery vehicle, and certification that the taxicab company has insurance and shall cover the applicant if the applicant is granted a license. Failure to adhere to this section may result in the denial of a license.

**AMEND Article II “Taxicab and Private Livery Vehicles” Division 3 “Taxicab Driver’s License” Sec. 25-58 “Qualifications of applicant”** by **ADDING** the following to subsection (b) and **ADDING** a new subsection (d) and (e):

(b) No license shall be issued to the applicant who has been denied and that they may, within three business days **of the date of receipt** of such notice, request in writing a hearing before the licensing commission or otherwise the denial shall become final.

- (d) When a licensed taxicab driver changes his/her home address or place of employment, he/she shall within five (5) working days of such change shall notify the Licensing Commission of such change.
- (e) An applicant who has a criminal record or has within the last five (5) years, any of the following may be considered unsuitable to hold a license:
1. Conviction of a felony;
  2. Violation of parole or probation;
  3. Conviction of illegal gambling and/or lottery;
  4. Conviction of six offense and/or is currently a registered sex offender;
  5. Conviction of assault and battery on or disobeying the directives of a police officer;
  6. Conviction of narcotics and/or alcohol related offenses;
  7. Conviction of firearms violation;
  8. Conviction of five (5) or more moving violations of motor vehicle laws where the public safety and property was put at risk or injury.

**AMEND Article II “Taxicab and Private Livery Vehicles” Division 3 “Taxicab Driver’s License”**  
Sec. 25-59 “Fee” by **ADDING**, after the first sentence, “An administrative fee of \$10.00 shall be paid for the transfer of a taxicab driver’s license.

**FURTHER ORDERED** that this matter be referred to the Ordinances & Administration Standing Committee for review and recommendation to City Council.

Steve LeBlanc  
Ward 3 Councillor

**GLOUCESTER CITY COUNCIL MEETING**

Tuesday, July 24, 2018 – 7:00 p.m.

Kyrouz Auditorium – City Hall

**-MINUTES-**

**Present:** Chair, Councilor Paul Lundberg; Vice Chair, Councilor Steven LeBlanc, Jr.; Councilor Melissa Cox; Councilor Valerie Gilman; Councilor Kenneth Hecht; Councilor Jennifer Holmgren; Councilor Scott Memhard; Councilor Sean Nolan; Councilor James O’Hara

**Absent:** None.

**Also Present:** Mayor Sefatia Theken; Joanne Senos; Jim Destino; Chip Payson; John Dunn; Gregg Cademartori; Bill Sanborn; Jill Cahill; Police Chief John McCarthy; Harbormaster T.J. Ciarametaro; Fire Chief Eric Smith; Grace Poirier

The meeting was called to order at 7:01 p.m. The Council President announced that this meeting is recorded by video and audio in accordance with state Open Meeting Law.

**Flag Salute & Moment of Silence.** Council President Lundberg dedicated the Moment of Silence in honor of Barbara Wilson, a community icon, a representative of the ideals of civility and grace. Councilor Nolan recounted he’d known Mrs. Wilson his entire life saying she was a woman who was involved in helping and giving to anyone that had a dream and vision of where they wanted to be; how they could better themselves. He recalled his last moments spent with her several months ago where they shared their concern for the care of the Magnolia Pier. He noted Mrs. Wilson was peaceful and on point which was how he wished to remember her.

**Oral Communications:**

**Joseph Palazzola**, 57 Western Avenue

Subject: Concern for the “dangerous” intersections at the corners of Railroad and Maplewood Avenues and Prospect Street and asked there be appropriate signage posted, “Yield” or “Stop” signs.

**Amanda Kesterson**, 5 Western Avenue

Subject: New City Council Civility Resolution (Draft Civility Resolution submitted) for Council vote and signature with an added sentence from one passed two years ago saying, “This includes any violence, discrimination, or harassment on the basis of gender, race, religion, sexual orientation, and political affiliation.”

**Louise Palazola**, 57 Western Avenue

Subject: Concern for street lights on Stacy Boulevard in the area of the Fisherman’s Statue in disrepair, noting the high cost of fixing them and suggesting a different type of streetlights be installed if it was more economical.

**Presentations/Commendations:** None.

**Confirmation of New Appointments:**

Economic Development & Industrial Corp. Tom Balf, Carl Gustin, Taylor Hedges TTE 07/01/21, 19 & 20

COMMITTEE RECOMMENDATION: On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Tom Balf to the Economic Development & Industrial Corp. (EDIC), TTE 07/01/21.

**DISCUSSION:**

**Councilor LeBlanc**, offered his support for Mr. Balf’s appointment, conveying that Mr. Balf has been intertwined with the city for many years and that he will help move the city forward.

**MOTION:** On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the City Council voted 9 in favor, 0 opposed, to appoint Tom Balf to the Economic Development & Industrial Corp. (EDIC), TTE 07/01/21.

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Carl Gustin to the Economic Development & Industrial Corp. (EDIC), TTE 07/01/19.

**DISCUSSION:**

**Councilor LeBlanc** thanked Mr. Gustin for his commitment to volunteer for the EDIC and briefly highlighted his professional history in economic development.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the City Council voted 9 in favor, 0 opposed, to appoint Carl Gustin to the Economic Development & Industrial Corp. (EDIC), TTE 07/01/19.**

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Taylor Hedges to the Economic Development & Industrial Corp. (EDIC), TTE 07/01/20.

**DISCUSSION:**

**Councilor LeBlanc** explained that Mr. Hedges is a local business owner who likes to give back to the community, and as a member of the EDIC, it one more way for him to do so.

**Councilor Nolan** added his thanks to the past EDIC members whom he pointed out did great work for the city, saying they will be missed. He endorsed Messrs. Balf, Gustin and Hedges appointments to the EDIC and thanked them for stepping forward to the city's benefit.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the City Council voted 9 in favor, 0 opposed, to appoint Taylor Hedges to the Economic Development & Industrial Corp. (EDIC), TTE 07/01/20.**

Gloucester Trust Fund Commission

Karen Neva Bell

TTE 02/14/21

COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Karen Neva Bell to the Gloucester Trust Fund Commission, TTE 02/14/21.

**DISCUSSION:**

**Councilor LeBlanc** noted that Ms. Bell is a seasoned grant writer and will be a good addition to the Trust Fund Commission.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Nolan, the City Council voted 9 in favor, 0 opposed, to appoint Karen Neva Bell to the Gloucester Trust Fund Commission, TTE 02/14/21.**

**Council President Lundberg** offered his thanks to all the appointees for their willingness to serve the city.

**Consent Agenda:**

• **MAYOR'S REPORT**

1. Reappointment: Economic Development & Industrial Corp. (EDIC) TTE 07/01/21 Bill Bramhall (Refer O&A)
2. Special Budgetary Transfer Request 2019-SBT-1 from Police Department (Refer B&F)
3. Memorandum from Police Chief re: permission to pay FY18 invoice in the amount of \$45 from FY19 funds (Refer B&F)
4. Memorandum from Police Chief re: permission to pay FY18 invoice in the amount of \$35.05 from FY19 funds (Refer B&F)
5. Memorandum from DPW Director re: permission to pay FY18 invoice in the amount of \$1,038.25 with FY19 funds (Refer B&F)
6. Memorandum from CFO re: requesting Loan Authorization in the amount of \$1.15 million for repairs to Newell Stadium (Refer B&F)
7. Memorandum from Economic Development Director re: acceptance of Essex National Heritage Commission grant in the amount of \$2,500 for the Stage Fort Park Welcoming Center (Refer B&F)

• **COMMUNICATIONS/INVITATIONS**

1. Communication regarding SCP2015-001 Decision for 250 Concord Street to allow applicant to withdraw without prejudice (FCV 08/14/18)

• **APPLICATIONS/PETITIONS**

1. SCP2018-002: Prospect Street #93, Map 13, Lot 43, GZO Sec. 1.8 “Use Table Permits” and Sec. 2.3.1(7) “Conversion to or new multi-family or apartment dwelling, four to six dwelling units” (Refer P&D)
  - **COUNCILORS ORDERS**
  - **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**
1. City Council Meeting: 07/10/2018 (Approve/File)
2. Standing Committee Meetings: B&F 07/19/18 (no meeting), O&A 07/16/18, P&D Special 07/11/18, P&D 07/18/18 (Approve/File)

**Items to be added/deleted from the Consent Agenda:**

**By unanimous vote of the Council the Consent Agenda was accepted as presented.**

**Committee Reports:**

**Budget & Finance: July 19 - No Meeting**

**Ordinances & Administration: July 16**

**There are no matters under this heading for Council action.**

**Planning & Development: July 18**

**There are no matters under this heading for Council action.**

**Scheduled Public Hearings:**

1. **PH2018-032: Loan Order 2018-007: Loan Authorization to pay costs of improvements to the Gloucester Harbormaster facilities and establish a visiting boater center in the amount of \$1,600,000**

**This public hearing is opened at 7:15 p.m.**

**Those speaking in favor:**

**Harbormaster T.J. Ciarametaro** recounted that a year ago a Harbormaster Feasibility Study was conducted, funded through a grant from the Seaport Economic Council to look at a variety of properties in the city for the best location for the Harbormaster’s Office facilities, some commercially available and some city-owned properties. The study concluded that the current location at Harbor Loop was the best and most appropriate site. He highlighted that the current facility has a new shoreside pump out facility, a new Harbormaster’s marina, and a rehabilitated park. In order to move into the next phase the city will apply for a \$1 million Seaport Economic Council (SEC) Grant in the fall to be utilized to create shoreside facilities on par with other North Shore comparable cities and towns Harbormaster/boating facilities. He touched on the city’s improved services for transient boaters’ waterside saying that transient moorings have been become very popular. He explained that most of the complaints he receives are due to the lack of shoreside facilities. These improvements will enhance the city’s shoreside facilities which he suggested will enhance the city’s tourism sector with the goal of bringing more people to the city by water rather than by land.

**Jill Cahill**, Community Development Director, pointed out the feasibility study also included a public input phase along with a public hearing in front of the Waterways Board. She noted that they are starting to implement some of the plans that came out of the feasibility study. She advised that this project highlights strategies brought forward in the 2014 Harbor Plan including public access to the water in ways that don’t interfere with industrial uses; creating a more appealing environment for investment to insure a more vibrant use of the water’s edge of the harbor; promoting change that would benefit the downtown and other areas of the city; providing infrastructure and navigation improvements that strengthens the viability of the port. She pointed out that the Harbormaster’s building is a public safety building and that this investment will increase the department’s capacity to respond to an increasing number of safety calls, special events, etc. The building also needs to be brought up to Code and ADA accessibility. She cited statistics that there are about 20,000 boats on the city’s waterways annually. She mentioned the free four-hour tie-up dinghy dock space at the Harbormaster’s marina and dock space that supports the Sail YMCA and Sail Gloucester programs. She highlighted the recreational boating industry generates about \$115 billion a year saying that these improvements would enhance the city’s ability to obtain its fair share of the recreational boating money equating to about 650 transient boaters (a \$43,000 increase in FY17). Those boaters spend about \$300 per night at local businesses which comes to about \$390,000 per season -- for every dollar spent

68 cents stays locally. The SEC Grant will be applied for, she advised, and expressed confidence that the city will receive the grant funds. There is a required city match to the grant, she noted, saying that this was why the loan order is before the Council. Design costs of the project goes towards that match, she pointed out.

**John Dunn**, CFO, reiterated that the city typically obtains loans for the entire amount of a project, pointing out that the city won't move forward with full expenditures without receiving grant funds. He advised that the city anticipates great support from the SEC in the form of a \$1 million grant. He explained that there are also additional funds available to the city set aside in a Stabilization Fund which was a \$150,000 payment from the state for the relocation of the bridge tender station at the Blyman Bridge. Part of the city's match, he reported, would come from those set aside funds.

**Tony Gross**, 18 Nashua Avenue, Chair of the Waterways Board, advised this project was long in coming. This started with the Gloucester Launch as a gateway into the city. The Administration has asked them to increase their ability to increase accommodation for transient boaters who have disposable income to spend in the city. The docks are now complete at the Harbormaster's facility, he reported. He pointed out that most importantly there is no displacement of commercial fisheries with this project. This, he suggested, will be a first class facility once the shoreside work is completed, pointing out that the recreational boating sector will now work hand in hand with the commercial fisheries. He noted that the Waterways Board paid for the initial conceptual drawings for the project, and that this Administration has moved the project near to completion.

**Elizabeth Carrey**, Executive Director of Discover Gloucester DMO (Destination Marketing Organization), noted she recently worked with the Harbormaster to create a boater's welcome package (placed on file) given to every visiting transient boater. Noting that her office is in the Harbormaster's building, she advised that many transient boaters want information on the city to learn about it and locate nearby amenities. She conveyed that transient boaters can make a big impact economically to the city and expressed her support for the project.

**Tobin Dominic**, Cape Ann Marina, noted that there is a need for a landside asset to go along with the city's waterfront facilities with landside and waterside working together. She expressed support for the project.

**Patti Page**, 3 Tidal Cove Way, (written statement submitted) expressed support for the loan authorization funding asking there be a stipulation that there be a public conversation as a part of the design phase to develop this public asset. She highlighted that the city should work to use the waterfront for other uses, not just for transient boaters, expressing caution as to how the facility will be developed and concern for the decline of public access to the city's water sheet. She highlighted her concern for a planned boat repair "garage" noting possible toxic materials that could seep from the facility possibly endangering the environment and the public. She encouraged a dual purpose facility to broaden public use serving residents and visiting boaters alike.

**Communications: None.**

**Councilor Questions:**

**Councilor Cox** mentioned \$150,000 previously received by the city from the state for the relocation of the Blynman Bridge tender's house saying she believed those monies were to be used for a public restroom, and asked if the Administration is now thinking about using that money for the public restroom needs at the Harbormaster's facility. **Mr. Dunn** advised that when the state funds were received they would be directed towards public restroom facilities that are part of this project's scope. The funds were received in FY17 and closed out to Free Cash which was then technically available in one of the Stabilization Funds -- funds that can be used for the city's portion of the SEC grant match. When the city learns that they've received the grant, he explained at that time the Administration would come forward with a Supplemental Appropriation for approval to release the funds from the Stabilization Fund for the grant match. **Councilor Cox** asked if the city's SEC grant application wasn't successful would the city continue to look at using those funds. **Mr. Dunn** confirmed they would hold aside those funds for use for another project. **Councilor Cox** noted the proposed boat maintenance capability to be incorporated into the proposed project was discussed at the B&F's review and mentioned her understanding that it will be very limited, not for transient boats. **Harbormaster Ciarametaro** advised that the Harbormaster's six boats would receive their day-to-day routine maintenance on site, that it wasn't for larger repairs such as fiberglassing, as an example, which are done off site at area boat yards. He highlighted a recent breakdown of the Gloucester launch on a Saturday morning that only with a cooperative effort with the Cape Ann Marina on a busy boating day were they able to get the launch running on an emergent basis. This facility is strictly an in-house facility for the Harbormaster's office only, he assured. **Councilor Cox** asked if the department would hire a mechanic. **Harbormaster Ciarametaro** advised it would have to be reviewed on a cost analysis basis and then such a determination could be made.

**This public hearing is closed at 7:38 p.m.**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Hecht, seconded by Councilor Memhard, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council authorize the following loan order:

Ordered: That the City of Gloucester appropriates One Million Six Hundred Thousand Dollars (\$1,600,000) to pay costs of improvements to the Gloucester Harbormaster facilities and establish a visiting boater center, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Further Ordered: 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.

**DISCUSSION:**

**Councilor Cox** reported that B&F spent a great deal of time vetting this loan authorization, and the Committee had no unanswered questions and that the Committee will seek an update from the Harbormaster in the late fall for the Council's advice. She expressed she looked forward to seeing the plans for the upgraded facility.

**Councilor LeBlanc** noting he is the Council's liaison to the Waterways Board, pointed out this project has been talked about for five years. The Harbormaster's Office has come a long way in the last several years, he conveyed. He noted there are upwards of 14 boat launch areas in the city but very limited space for people to tie up their boats in order to access the city's downtown visit local eateries, browse shops or restock their vessels. He advised he had spoken with vessel owners and was told Gloucester was overlooked because the city didn't have any facilities to accommodate transient boaters. This upgrade to the Harbormaster's facilities, he highlighted, will get Gloucester back on the map as a destination port. Having visitors come by boat will help with vehicular traffic in the summer, he added. He added that critiques received from the city's on-line transient boating app, DOCKWA consistently say the city is missing a shoreside facility. He expressed his support for the loan order saying it was a win/win situation for the city.

**Councilor Cox** highlighted that Kay Ellis would be very proud of the Welcome packet.

**Councilor Gilman**, saying she is a boater, noted that there is a new heightened respect for the Harbormaster's Office and that the Councilors will continue a dialog with the community on the needs for community water access. She expressed her support and her thanks to the Harbormaster and Mr. Gross.

**Council President Lundberg** and **Councilor O'Hara** both expressed their support for the loan authorization.

**MOTION:** On a motion by Councilor Cox seconded by Councilor Memhard, the City Council voted by **ROLL CALL 9** in favor, **0** opposed, to authorize the following loan order:

**Ordered:** That the City of Gloucester appropriates One Million Six Hundred Thousand Dollars (\$1,600,000) to pay costs of improvements to the Gloucester Harbormaster facilities and establish a visiting boater center, including costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Further Ordered: 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.**

2. **PH2018-059: SCP2017-012 Schoolhouse Road #2, #3 and #4, Map 262, Lots 14 & 37, and Gloucester Crossing Road #7, Map 37, Lots 4 & 5, for a Special Permit under the Mixed Use Overlay District pursuant to GZO Sections 5.29 (including Major Project GZO Sec. 5.7), 5.29.10 and 5.11.8**

**Council President Lundberg** expressed the Council's appreciation to the Applicant and the city staff. He noted that these types of Special Council Permits are complicated especially when they include a residential component and touch on many aspects of life in the city. He pointed out that the Applicant was responsive and became a "great" member of the community, mentioning Peter Gourdeau of Windover Construction and Attorney Deborah Eliason, both representing the Fuller Mixed Use Ventures, LLC. He noted that Mayor Theken's city staff is "terrific" all of whom did whatever the Council asked, highlighting the dedication and hard work of Chip Payson, General Counsel and Gregg Cademartori, Planning Director, to see this project to fruition. He also expressed his thanks to Councilor Valerie Gilman, Chair of the Planning & Development Committee, and Committee member, Councilor Jen Holmgren whose work was in service to the Council in thoroughly vetting the Special Council Permit application. He added his approbation for the work of the Planning Board whom he recounted held eight public hearings, saying that the Board's recommendations are the basis for the Planning Director's recommendations to the Council.

**This public hearing is opened at 7:48 p.m.**

**NOTE: The order in which the following public hearing was conducted was in accordance with GZO Appendix A-Rule 25 "Rules of Procedure", Section 4 "Public Hearing."**

The Legal Notice of Public Hearing was read by **Council President Lundberg** who expressed his determination that the Public Hearing is properly held noting that appropriate materials have been submitted by the Applicant, some of which were displayed in Kyrouz Auditorium.

**Those speaking in favor:**

**Note:** *The following presentation by the Applicant is on file with the City Council as are all referenced plans and a full application unless otherwise indicated.*

**Attorney Deborah Eliason**, 63 Middle Street, representing Fuller Mixed Use Ventures, LLC (FMUV), reviewed a flow chart of the development group headed by Windover Construction, the development manager of the project. Legal representation is through Eliason Law Office; Civil Engineering is by Meridian Associates; Transportation is handled by MDM Transportation Consultants; Landscape Architect for the project is Hawk Design; Fort Point Associates is the FMUV environmental consultant. The YMCA of the North Shore is represented by Jack Meany, Project Leader and CEO Emeritus. The architect for the YMCA is Siemasko & Fairbridge. Sam Park, Managing Member of Sam Park & Co. is the retail FMUV partner, best known in the city for the Gloucester Crossing project. The architect for the retail portion of the project is Smook Architecture; and Andrew Dolben, Executive Vice President, Dolben Company, Inc., is the developer of the residential portion of the proposed project; their architect is HDS Architecture.

A chronology and evolution of the Fuller Project was briefly reviewed from the time the city issued an RFP in September 2015 to the City Council's review of this Special Council Permit this evening.

The Fuller property was shown totaling 10.6 acres comprising the FMUV project was touched on briefly. It was highlighted that the residential portion of the project will now include 15% affordable housing units.

**Peter Gourdeau**, Windover Construction on behalf of FMUV expressed thanks and appreciation to city staff, the P&D Committee, the Conservation Commission, the Planning Board and the City Administration for their expertise and time. He then reviewed the Applicant's initial due diligence starting in late 2017 covering such matters as Survey & Title; Wetlands; Traffic; Parking; Assessment of Building Demolition Costs; Investigation of Unsuitable Soils; Hazardous Materials Assessment; Cost Estimates for Site Development; Wastewater Disposal; and Other Entitlement (trip projections from proposed project triggered MEPA (Mass. Environmental Protection

Agency) thresholds; EENF (Expanded Environmental Notification Form) submitted July 2018. Wastewater Disposal was noted that a portion of the gravity system between the site and the treatment plant was deemed inadequate to meet the real time flows that are required and that the FMUV is working with the city to solve that issue.

**Benefits to the City** -- \$4.1 million purchase price for the Fuller property with a \$60 to \$70 million investment in the community; \$600,000 annual property and excise tax revenue expected; one-time permit fees of \$0.5 million; creation of 165 new jobs projected many coming from the YMCA and retail; local spending by 200 to 300 new residents; a state-of-the-art new YMCA; the old Fuller school's removal thereby eliminating a long-term city liability for abatement and demolition; the residential portion of the project addresses some of the goals of the city's Housing Production Plan (HPP) which calls for more than 475 new multi-family units over the next 10 years with affordable housing is addressed by bringing in 15% new affordable housing which doesn't currently exist in the city of this scale. This project was indicated to have an impact on Gloucester Crossing with **Mr. Gourdeau** highlighting the newly contracted Aspen Dental and Home Goods Stores being built currently. This is a "critical location" for the city with a major project that will be highly visible and is an adaptive reuse of surplus city property at a central location, he indicated.

**Overview of the Permit Application:** **Ms. Eliason** reviewed an overview of the Permit Application: The Special Council Permit requires a block model under GZO 5.7.2 of residential building which the FMUV has substituted three dimensional renderings with a "fly through" and shows all of the buildings in context. The scale of the architectural plans under the Zoning Ordinance is required to be 1/8" = one foot under GZO 1.5.3(c) ii; the retail and the YMCA plans are at 1/16" = 1 foot; and the multi-family is 3/32" = 1 foot. Under the Mixed Use Overlay District (MUOD) GZO Sec. 5.29.10 for lighting, better illumination will not be shielded and shine onto the adjacent streets. Under GZO 4.1.4(a)(6) -- this will provide better illumination at the entrances and greater pedestrian and vehicular safety. Under GZO 4.1.4(a)(7), parking will be within one foot of the sidewalks to promote walkability and ease of access to pedestrian walkways. It was noted that the FMUV had originally applied for an Alternative Method of Affordability under GZO 5.11.8 (b) (2). The requested for Alternative Method of Affordability under inclusionary housing was withdrawn and the Applicant agreed to have 15% affordable housing units at 80% AMI.

**Birdseye View of Existing Conditions:** **Mr. Gourdeau** reviewed that: the city-owned site is 10.6 acres, with the Fuller School covering about 187,000 square feet which closed in 2008. The Gloucester Crossing is to the east of the parcel Blackburn Rotary to the north. Several area landmarks were pointed out: The Trask, Dodge and Green Streets residential neighborhoods and the Blackburn Industrial Park. There is a water main that goes through the middle of the site, and there is an existing pump station and a 16" water line that serves water towers in the Blackburn Industrial Park. The Council was shown a 3D Massing Model (three perspectives of 3D renderings with Application) and reviewed the location of the three residential buildings comprised of 200 units on four floors in each building with a centrally located clubhouse; two retail buildings not to exceed 26,000 square feet; and a two-story, 65,000 square foot YMCA. An animation was created by the Applicant to give the sense of place and scale of architecture on the site, and was shown to the Council in the manner of a site "fly through" (on file).

**Residential Architecture:** **Hans D. Strauch**, AIA LEED AP, HDS Architecture, Cambridge, MA, reviewed for the Council that this is a mixed use project with a three building cluster of residential buildings; a clubhouse in the center to create a "village-type" atmosphere. The buildings have architectural elements that relate to the city -- fully opened balconies that extend out from the building with fenestration including balustrades. Units will consist of two-bedrooms, one-bedroom and some studio apartments. Every building has multiple entrances, an elevator and all buildings are four levels. Clapboard and shingles will be utilized on the exterior and at the base of the building some stone cladding. Each building will have a cupola. All three buildings have similar architectural features such as bay windows and sloped roofs. Balustrades mimicking a "widow's walk" on the roofs will act as a "shield" for the HVAC systems of each building. A plan of the clubhouse was shown containing a leasing office, a welcome center, a model unit, a great room, a kitchenette, an entertainment room, a media room and fitness center open to the project's residential community as well as a dog wash station.

**Residential Market Profile:** **Mr. Gourdeau** reviewed a typical profile of anticipated renters which he indicated for these types of units generally appeals to younger professionals 25-35 years old; to older "empty nesters," couples and individuals age 50+. If this was a typical project set in a residential neighborhood with nearby schools and parks it may attract families with school-aged children, about seven, he suggested. He added that given that this project's proximity to a state highway, not have adjacent parks, and other similar amenities, data shows that it is anticipated there will be about seven children residing in these units.

**Retail/Commercial Architecture:** **Mr. Gourdeau** noted Smook Architecture designed the retail/commercial architecture plans. There are two retail/commercial buildings - the smaller building about 3,600 square feet, and the large building approximately 22,000 square feet. He reviewed that the retail architecture will mimic the materials

and aesthetics of Gloucester Crossing to create a village scale and complement the other elements of the mixed use project. The design will incorporate gables, clapboard and shake siding exteriorly. He showed a rendering of the smaller of the two retail buildings highlighting that the high elements are approximately 29 feet with a ceiling height of approximately 14 feet, adding that the number of entrances and other elements will be amended when the tenant mix is determined. The building is anticipated to house five or six service tenants. The floor plan for the large retail building was shown with its dimension. The elevation of the small retail building was shown to be comprised of the same materials and proportions as the large retail building along with a floor plan.

Cape Ann YMCA Architectural Design, **Thaddeus S. Siemasko**, AIA, SV Design, reviewed the new YMCA commands a prominent place on the project site and is designed to be a first class facility. Parking areas for staff and YMCA members were noted on the plan. A basic diagram of the building showed the activities proposed such as the lobby, a play yard; a gymnasium; locker rooms for men, women and families, an interior pool for the first floor. There is a separate entrance for the pre-school and daycare facility also on the first floor. A detailed diagram was then shown of the 1<sup>st</sup> Floor Plan. The second floor plan was shown noting that there is an elevator in the building. The second story will feature a large fitness floor with multiple studios and a flexible floor plan for future growth. This new YMCA is about double the space of the Middle Street facility it was noted. The aesthetics of the building were noted, featuring large windows, a shingle façade with support and trim elements to indicate the look of piers with their pilings noted as a nod to other nautical-like references, such as the sail like overhang for the outdoor pool. Various drawings of aspects of the proposed building were shown to the Council

Civil Engineering: **April Ferraro**, PE, Senior Project Engineer, Meridian Associates, briefly reviewed existing site conditions noting that the Fuller school, parking areas and associated field areas were all part of their hydrologic study and conveyed the following narrative:

Existing topography was described as running from the north from the access drive at Gloucester Crossing Road in a southerly direction towards School House Road. All the stormwater from the site is either directed towards School House Road from direct overland flow or from existing structures on site. The structures within School House Road culminate at an infiltration basin across the street which was constructed as part of Gloucester Crossing started in 2007.

Utilities: There is an existing water line running through the site and the pump station. There's an existing gas line in School House Road. There are many electrical poles on the site; the main one being pointed out. There's an existing sewer from the school directed into an existing sewer pump station (pointed out) and a force main was connected to it underneath the athletic field and directed into an existing sewer manhole in Trask Street.

There are two wetlands on the site -- to the north and west. Each of those wetlands projects buffer zones onto the project site which brought the project into the purview of the Conservation Commission.

The Civil Overview Plan 1 of 2 and Plan 2 of 2 was shown for the finalized layout. It was noted that these plans took into account comments and suggestions from the city's Peer Reviewer to improve the overall layout -- there was a change to the drop off to the YMCA with a distinct queuing area and a bypass lane. Additional sidewalks and pedestrian seating areas were added throughout the site for connectivity. There is a switchback ramp behind the YMCA with a staircase running through the middle of it connecting to an existing crosswalk on Gloucester Crossing Road to provide a direct pedestrian access from the project site to Gloucester Crossing. The parking area was reconfigured to be outside of the wetland areas so there isn't any proposed filling of wetlands as part of the project.

Stormwater and grading: The proposed layout generally maintains the existing flow from the high point at the access drive at Gloucester Crossing Road in a southerly direction towards School House Road. They've included a new Best Management Practice for treatment and mitigation of stormwater before it leaves the site culminating in the existing infiltration basin. The project fully complies with the Stormwater Standards and has been reviewed by the city's peer reviewer and been approved by them.

The project went before the Conservation Commission for work in the buffer zones. They requested they have a 2:1 mitigation ratio plan for the new work. They are removing invasive species replanting with native species. The project has an Order of Conditions from the Conservation Commission.

The project will utilize utilities in a similar manner as they exist on site. The gas line ties into the existing gas main and connects at School House Road. Electric will come from an existing utility pole. The sewer on site is collected through a series of gravity sewer lines and storm manhole structures on site culminating at the bottom of the site to a proposed pump station which will have a force main that directs the flow to an existing sewer manhole on Trask Street. The main water line runs through the center of the property which will remain as well as the pump house, and will loop it through the site.

Transportation Presentation: **Daniel J. Mills**, PE, PTOE, Principal, MDM Transportation Consultants, Inc. reviewed the comprehensive traffic assessment which was in turn reviewed by the city's peer reviewer during the Planning Board process. He cited the setting of the project site. All vehicles traveling to and from the project site

gain access via School House Road and Gloucester Crossing Road onto Route 128. Existing traffic volume data was reviewed and projections were made for the different project uses. A parking study was conducted which identified access improvements along School House Road. He noted that the site is going through a state review as the Applicant needs a highway access permit from the state -- the site abuts a state highway and the improvements extend into the layout "slightly." The site has multiple access points which he pointed out saying that there's existing capacity on Route 128, and mixed use on the adjacent site with commuter traffic on Route 128. While this project is anticipated to generate traffic, there is no substantial impact in the study area, he concluded.

Trip Generation Summary - Parameters of the study were outlined for the Council. Primary core impact periods were: weekday morning peak hour; weekday evening peak hour and Saturday midday peak hour -- hours when the roadways are most heavily travelled and when the most trips would be generated by the three elements on the project site. Industry standard trip generation was relied upon as to generation rates for each site use and made projections. It was noted these weren't "isolated" uses but are uses along a heavily travelled corridor anticipated that people will stop on their way to or from work. The three uses on the site were termed by Mr. Mills as synergistic.

Three diagrams of the schematics depicting traffic flow were shown to the Council that flows to and along all the intersections -- Blackburn Circle with the site with School House Road; Gloucester Crossing Road; Gloucester Crossing itself, and Eastern Avenue. It was indicated there are about +/- 30 trips to Eastern Avenue to +/- 100 trips from the south on Route 128 during the AM peak weekday hours. A similar study was conducted identifying where vehicles are expected to come to or from dependent upon time of day, existing travel patterns, populations; work environment, etc. Weekday peak evening hours showed a slight increase in volume, it was noted, +/-140 trips to and from Route 128 from the south to +/- 50 trips on either leg to Eastern Avenue. The same study was conducted for Saturday peak hours which showed +/- 100 trips to and from Route 128 south and about +/- 20 to 30 trips on each of the legs down to Eastern Avenue. **Mr. Mills** conveyed that while there is additional traffic generated on these intersections there is "sufficient" capacity at each of the intersections with the multiple access points and with people already travelling these roadways, stopping, and going back onto Route 128. He added they don't see any significant roadway impact in the study area.

Site Parking: There is a minimum requirement as to parking capacity under the Gloucester Zoning Ordinance. There are +/- 352 parking spaces for the YMCA proposed with the requirement being 350 spaces. Weekday use analysis showed that between 11:00 a.m. and 12 noon falls within the mid-range at 302 spaces which is within the zoning requirements. On Saturdays, when use is projected at a higher rate there is anticipated heavier use for the YMCA and the retail component -- 302 parking spaces versus 331 parking spaces, but again comes in under the total spaces available of 351. This creates an appropriate impervious area; **Mr. Mills** indicated. The residential component for parking was touched on with a Zoning Ordinance requirement of 300 parking spaces and there are 326 parking spaces provided. The projection is for 292 parking spaces in use during the overnight hours. A Concept Plan was shown with a design of a left turn lane to facilitate site access and a bypass lane to allow vehicles to continue on to Gloucester Crossing.

Public Transportation: A Cape Ann Transportation Authority (CATA) bus stop will be incorporated and two potential CATA bus routes for the site were noted which CATA is taking under consideration. There will be amenities to encourage the use of public transportation including an on-site employee transportation coordinator; bicycle facilities; preferential parking for carpools and van pools; preferential parking for low-emission vehicles, etc.

Emergency Apparatus Access: A Ladder Truck AutoTURN Analysis was highlighted showing that the site is compliant and accessible to emergency vehicles.

Landscape Design: **Thomas Miner**, Principal, Hawk Design, Inc., highlighted creating a design of four season interest utilizing native and non-native non-invasive plantings supplementing with ornamental grasses and flowers. Mentioning the Zoning Ordinance requirements, he reviewed screening of utilities in two service areas with six foot high solid fences planned, mitigated with trees and shrubs. Where landscaping of this type is unable to be installed to screen certain utilities, it is planned to use evergreen trees and shrubs. Another focal point was to amend the residential community areas. The amenities of the clubhouse area were pointed out. Pedestrian circulation is considered important, and to promote it there is a ramp system and walk system that connects the various uses of the site, all ADA accessible. Each walkway has a small pocket park seating area with benches, trash receptacles, and bike rack.

Site lighting is comprised of three types -- box type fixtures on 20 foot poles for entrance illumination and parking areas (similar to Gloucester Crossing); along the retail building access and leading to the YMCA will be tear drop fixtures on 20 foot poles; and in the residential areas acorn style fixtures on 12 foot poles -- all are LED illumination with top shields to eliminate night sky disruption with many fixtures required to have back shields to

prevent light intrusion across a property line and into bedroom windows. There are no back shields on entry lighting for safety reasons.

**Overview of Planning Board Recommendation:** **Mr. Gourdeau** briefly reviewed that on June 27, 2018 the Planning Board voted unanimously to support the FMUV project and submitted to the Council a, "Recommendations for Fuller Mixed Use Overlay District Special Permit for the Proposed 200-unit MultiFamily Complex, 26000sf Retail Center, and Cape Ann YMCA." The Planning & Development Committee also unanimously supported the project and adopted those Conditions in a "slightly" modified form.

**Mr. Gourdeau** concluded the remarks for the Applicant by saying that he was prepared to enumerate to the Council why the project meets the required standards under the Zoning Ordinance relevant sections for a Special Council Permit and Major Project and why the project meets the design standards of the Mixed Use Overlay District referencing the fact that these Zoning Ordinance sections were enumerated within the documentation of the Planning Board and Planning & Development Committee's records. **Council President Lundberg** advised that unless there were objections, that when the Council moves into the conditions placed upon the Special Council Permit that are included in the P&D Committee's recommendation, all of these items will be addressed.

#### **Public Comment in Favor:**

**Mayor Sefatia Theken** expressed her support for the FMUV Special Permit application, thanking the Council for their support and guidance throughout the project's permitting process and urged their support for it. She highlighted that this was a team effort crediting the Council for their work; Jim Destino, CAO; the Assessors; Purchasing; Public Safety, Community Development; the Director of Public Works; the CFO and the city's Legal team. She voiced her thanks to the Applicant team: Lee Delliker and Peter Gourdeau, Windover Construction; Jack Meany, CEO Emeritus, North Shore YMCA; Sam Park, Sam Park & Co.; and Andrew Dolben, Dolben Company. She highlighted that the project will bring added tax revenue, new jobs and more housing, especially affordable housing to the city's housing rosters; a new YMCA -- a great addition to the city.

**Ainsley Smith**, 14 Pine Street, expressed her support for the project, especially for the affordable housing element to keep young working professionals and families in the city.

**Sunny Robinson**, 20 Harvard Street (written statement placed on file) mentioned gains from a resident standpoint -- new and needed city revenue, a modernized YMCA at a good location; new residential units with 30 affordable housing units for those of moderate income built on site distributed amongst three buildings. As part of this project is tied to the future redevelopment for affordable housing at the old YMCA site units of which will be available in the 30% to 60% AMI range rather than the 80% AMI at the FMUV site, she indicated this will expand the number of affordable units in the city and maintain diversity of income in the city. She suggested that if the designated affordable units at the FMUV site had been made at the 50% to 60% AMI it could have made a stronger project. She encouraged addressing the need for assisted living facility in the city that had been proposed for the Gloucester Crossing project.

The requirement that various city departments under the Zoning Ordinance weigh in on the Special Council Permit was noted, and that all reports were submitted in writing to the Council and on file, **Council President Lundberg** recounted.

#### **Those speaking in opposition:**

**Joseph Palazola**, 57 Western Avenue, voicing his objection to the project, he suggested that the traffic study was inaccurate, that this project will increase traffic much greater than indicated. He suggested that rather than undertake the entire project; the city should sell a piece of the Fuller property to the YMCA only and retained the rest of the property to use for other city facilities. He conveyed this project will place too much pressure on city resources.

**Louise Palazola**, 57 Western Avenue, added her objection for the project due to traffic volume. She expressed concern about the road permit application to the state. She expressed further concern that the size of the residential units were too small for families and only suitable for single people, and couples, and asked what the rents would be for those residential rental units. She expressed concern for the maintenance of the residential buildings. She mentioned the sewer lines going down Trask Street, and concern for receipt of the grant to assist the city's payment of it. She asked if the YMCA would be expanded in another 20 years. She urged the Council to think about the density of the project.

**Karen Boyd**, 38 Trask Street, expressed concern for a big project adjacent to her neighborhood and changes the project would make not only to the neighborhood but to the city suggesting that those changes would not be positive. She questioned why the Fuller building couldn't remain a school facility in light of the city looking to build

another new school. She pointed out that her neighbors are concerned about the pedestrian walkway ending at Dodge Street, and the project's proposed sewer and water lines possibly affecting Trask Street. She asked that the city require the construction be geared to recycle materials and that there is great oversight by city departments. She mentioned on-going maintenance of the site as a concern to keep it safe and clean.

**Beth Brau**, 9 Dodge Street, asked that the Council think about the abutting neighborhood, expressing her concern for the project's residential density. She spoke about the possibility of a drive-through facility on the project site, and the sound additional traffic may generate at night, noting her concerns about lighting were addressed.

**Joshua Boyd**, 38 Trask Street voiced his objection based on seven children only projected to live in the residential buildings. He pointed out that wetlands have an ecosystem; that lighting will be abutting their street and expressing concern that it will shine into the neighborhood. He voiced concern over the loss of the Fuller School playing fields, and that the jobs generated will not be career type of jobs. He also expressed concern that this type of project was going to be the "gateway to the city" saying such a project didn't belong in Gloucester, although highlighting the unsafe condition of the Fuller School as it exists now.

**Mike O'Neill**, 17 Traverse Street, conveyed his opinion that there weren't enough affordable housing units in the project and too many planned residential units overall. He expressed concern for the traffic study, indicating that it didn't include the impact to Grant Circle from the project site. He mentioned that the developers that built Gloucester Crossing haven't adequately addressed the community's ability to reach it by foot or by bicycle. People who walk to the YMCA now at Middle Street won't be able to access the new YMCA if they don't have a car.

**Communications:** **Lisa Day-Copeland**, by email dated July 20, 2018; **Tracy Mark**, 309 Essex Avenue, by email dated July 20, 2018; **Amanda Nash**, via email forwarded by Council President Lundberg.

#### **Councilor Questions:**

**Councilor Cox** questioned the Planning Board's "Condition #12A. "Material deliveries, contractor equipment, and material removal should be routed off of Route 128." **Gregg Cademartori**, Planning Director advised that it is a general condition, pointing out that all staging has to be routed off of Route 128, a carry-over condition from Gloucester Crossing. He mentioned a construction management plan that is associated with the permitting that will be the guideline. **Councilor Cox** expressed concern for enforcement of conditions after permitting especially those conditions that seem vague. Condition #14 pertaining to traffic was noted by **Councilor Cox**, highlighted that the Applicant has to submit annual traffic monitoring reports for two consecutive years, counts for weekday a.m., p.m. and Saturdays mid-day peak periods with specified locations, pointing out that the condition didn't indicate what time of year was to be monitored; that the reports have to be submitted by November 15 each year. **Mr.**

**Cademartori** reviewed that the Planning Board had a peer reviewer the city hired, CDM Smith. That condition references that while the Applicant submitted a traffic study that met the standards, there is a small discrepancy of the programming of the YMCA and trip generation estimates. This is a "belt and suspenders" condition to have a review process to see what traffic flow looks like in the built environment so that if there were a negative impact from YMCA traffic, the city will be able to ask for adjustment of the YMCA's programming to change that traffic flow. **Councilor Cox** noted if there was cause and effect the city owes it to the Applicant to be specific as the timeframe to be looked at as mitigation is to fix something that's not working, i.e. summer traffic. **Dan Murphy**, Project Manager for CDM Smith, the city's Peer Review Consultant, described traffic analyses, reporting that traffic engineers rely on statistics done by the Institute of Transportation Engineers in which certain uses by square foot or per employee are available. He pointed out that the Applicant provided statistics from each of the project components from limited projects, and advised that CDM Smith suggested the Applicant find a match, to confirm the projections they used, but the Applicant wasn't able to do that. He conveyed that the Applicant's numbers are reasonable. It was suggested there be a traffic monitoring study so that the projected traffic is what was expected and is not unusual, he noted. As to time of year, industry standard dictates the times, he added. **Councilor Cox** expressed concern that this condition seemed vague, why the industry standards weren't enumerated in the condition. After a brief discussion with the Councilor, **Mr. Murphy** suggested that the Council could add to Condition 14, "Traffic monitoring report to be done consistent with MassDOT Transportation Impact Assessment (TIA) Guideline," which he pointed out is very specific in the way it outlines the requirements.

**Councilor Cox** noted a public comment about a drive-through facility saying she hadn't heard anything like that was planned for this project. **Mr. Gourdeau** advised the MUOD ordinance includes the opportunity for a drive through facility. He reported project parking is not designed to accommodate a drive through but the possibility exists for a tenant in the future. Addressing concerns for noise from the project, he pointed out that the Applicant has to comply with any noise ordinances. **Councilor Cox** asked if a drive-through facility, should it be added, would trigger a Council review or if it is by right. **Mr. Cademartori** advised it is a separate matter that would come before the Council as a Special Permit and is not by right. This may be a modification that requires a site plan review by the Planning Board as well, he added.

**Councilor Gilman** noted in the Building Inspector, Bill Sanborn's memo that there is a water main under the clubhouse patio area. She asked had this been discussed with the Applicant or should they ensure there is an agreement with the Applicant. **Mr. Sanborn** advised his recommendation would be there should be an agreement so that if the patio needed to be removed or any hardscape to repair the water main, it was clear who was responsible to pay to put it back. He suggested that the Applicant should be responsible for the cost of replacing it. **Councilor Gilman** expressed her belief that this was laid out in the recommended Conditions.

**Councilor Hecht** asked how many children are anticipated to be in the YMCA's daycare center. **Mr. Gourdeau** noted about 100 children. **Councilor Hecht** asked in regard to Trask Street neighborhood and the sewer project, if the 30% preliminary design is available enumerating what streets will be affected, and if not when it might be available for review. **Bob Parsons**, Project Manager, CDM Smith, reported that CDM Smith has started the application process for the MassWorks grant and identified primarily through work of the Applicant where the sewer "upsizing" would be necessary. They're still working out where this needs to take place, he noted. A 25% design plans will be submitted with the grant application which will include utility upgrades, improvement to pedestrian and bicycle access and could include a lot of repaving. He advised that CDM Smith did receive a full property line survey from the dead end of Trask Street to Maplewood Avenue, pointing out that they are in the process of finalizing the survey and obtaining fuller information. He mentioned that there is a concept sketch which he could provide the Councilor although in rough draft form. **Councilor Hecht** requested this sketch be provided to the Council. He asked that the Council receive updated plans in its iterations through the City Clerk for the Council. **Mr. Gourdeau** added that they originally did a study of the gravity sewer system and what would need to be replaced and concluded that there is no work required on Trask Street but on Warner, Millett and Shepherd Streets, consistent with what CDM Smith is finding at this juncture.

**Councilor Cox** asked if there would be any electric vehicle charging stations on the project site. **Mr. Gourdeau** confirmed there would be at the YMCA and provisions on the site for others are being made.

**Councilor Gilman** expressed her understanding that there would be solar panels installed on the roof of the new YMCA and possibly on the retail buildings. **Mr. Gourdeau** noted the design of the YMCA doesn't have solar panels incorporated at this time but suggested it will likely occur after build out. He advised that the retail buildings' flat roofs are good for solar paneling; preparing the structures to receive solar paneling isn't that costly, but the availability of the roof is subject to the need to of the tenants. It is not precluded, he added.

**Councilor Hecht** asked about the landscaping installation to separate the site from the abutting residential neighborhood (along School House Road). **Mr. Miner** advised they don't know yet what the spacing is on the trees per se but shade trees they plan to install will grow to 40 to 60 feet tall. **Councilor Hecht** asked if there were recent discussions on plantings on School House Road. **Mr. Gourdeau** noted that in conversation today with Councilor O'Hara who had conversations with Trask Street residents, they raised a concern about protecting the two dwellings on the end of Trask closest to the project. He reported that the Applicant is pleased to provide some arborvitae on the opposite side of School House Road to provide screening, providing four trees on one side, four trees on the other. They had additional conversation for a plaque to be installed on the project site to commemorate Milton Fuller and Charles Thomas and will add some directional signs for bicyclists as they come across School House Road to best find their way to the YMCA.

**This public hearing is closed at 10:08 p.m.**

COMMITTEE RECOMMENDATION: On a motion by Councilor Lundberg, seconded by Councilor Holmgren, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the Fuller Mixed-Use Development, LLC, Special Council Permit 2017-012 School House Road #2, #3 and #4, Map 262, Lots 14 & 37 and Gloucester Crossing Road #7, Map 43, Lots 4 & 5 for a Special Permit under the Mixed Use Overlay District pursuant to GZO Sec. 5.29 (including Major Project under GZO Sec. 5.7) and Sec.'s 5.29.10 and 5.11.8 subject to the following conditions:

In view of the particular characteristics of the Site, and of the proposed Project in relation to the Site, the Planning and Development Committee finds that siting requirements for each use have been satisfied. All references hereinafter to the "Applicant" shall be construed to also refer to successor owners of the Site and, where applicable, to all tenants and occupants of the Site. The development of the Project, at a minimum, shall be subject to the following recommended conditions, which shall be binding upon the Applicant:

*General*

1. The Project shall be constructed in accordance with the following Record Plans, which are on file with the Planning Board and City Clerk's Office:
  - Site development plans entitled: "Fuller Mixed Use Venture, Gloucester Massachusetts, Permit Site Development Plan", dated March 29, 2018, by Meridian Associates, Inc. as revised May 30, 2018, by Meridian Associates, Inc., and,
  - Landscape plans entitled: "Fuller Mixed Use Venture, Gloucester, Massachusetts, Permit Site Development Plan", dated July 11, 2018 by Hawk Design, Inc.
  - Sewer pump station and force main design drawings entitled "Sewer Pump Station Location Plan" and "Sewer Pump Station Details" dated January 19, 2018 as revised June 11, 2018.
2. If the Applicant wishes to modify the approved Record Plans, it shall submit proposed modifications in accordance with this paragraph. Where such modification is deemed to be substantial in the opinion of the Building Inspector, after consultation with, including but not limited to, the Planning Director, Director of Public Works, Conservation Agent, and/or City Engineer, such modifications shall be approved according to the special permit approval process. Review of such modifications shall require recommendation by the Planning Board and public hearing(s) by the City Council. In the event the Building Inspector or other applicable staff determines that proposed modifications are not substantial or inconsistent with the approved plans and decision, such modifications may be approved by the Building Inspector without further review.
3. The Applicant has proposed, and the Planning and Development Committee hereby recommends, that any action by the City Council include specification of elements of the Project and responsibilities that will remain private. The City shall not have any legal responsibility for the operation, maintenance, repair or replacement of the same to the extent such features are located on the Site:
  - All roadways and parking areas within the Project
  - Stormwater management facilities, including detention basins
  - Trash removal
  - Street lighting within the Project
  - Building repair and maintenance
  - Water and sewer services within the Project. Notwithstanding, the City's water booster station and its associated water main, valves, hydrants and other elements which shall remain the responsibility of the City.
4. The internal driveways within the Project shall remain private in perpetuity and shall not be proposed by the Applicant for acceptance by the City.
5. In the event of any emergency, the Applicant shall allow the City of Gloucester DPW access to the sewer and water lines on the Site for repair purposes.
6. The Conservation Commission's Order of Conditions pursuant to 310 CMR 10.00, or any superseding order of the Department of Environmental Protection (DEP), if applicable, and an Order of Conditions issued under the Gloucester Wetland Ordinance regarding this property, shall be made a part of the special permit. If there is any inconsistency between the Record Plans, and the plans as may be approved by the Conservation Commission or the DEP, the Applicant shall submit an amended plan to City Council, and the Planning Board for review, and to the Conservation Commission and to DEP (if applicable) for approval in order that all approvals are consistent with one another.
7. Following construction of each element (retail, YMCA, residential) of the Project, the Applicant shall provide an "as-built" site plan to the City Council, the Planning Board, the Department of Public Works, and the Building Department prior to the issuance of the final certificate of occupancy for buildings in the Project in accordance with applicable regulations. Partial Certificates of Occupancy may be issued upon completion of

individual Project buildings provided that the applicant submits an interim as-built prepared and stamped by a registered professional engineer for the building in question containing, at a minimum, the following information: foundation perimeter, sidewalks, and other hardscaping, and all underground and aboveground utilities related to the building which demonstrate the adequacy of utilities to serve the use and compliance with the Record Plans. The Applicant shall provide a separate as-built plan depicting the water mains and services and sewer mains and facilities to the Department of Public Works demonstrating compliance with the Record Plans and installation specifications. These plans shall also be submitted in electronic format.

*Conditions Pertaining to the Construction Phase of the Project*

8. A preconstruction conference with City departments shall be held prior to the commencement of construction of the Project. For the purposes of this report, "commencement of construction" shall occur when either the clearing and grubbing (removal of stumps and topsoil) or abatement and demolition of the existing buildings has been initiated. The contractor shall request such conference at least thirty days prior to commencing construction by contacting the Building Inspector, Planning Director and Director of Public Works in writing. At the conference, the Applicant, and municipal officials shall agree upon a schedule of inspections. The Applicant shall provide the City with emergency contact numbers as well as the name and telephone number of a designated owner's representative for all Project related communication.
9. During construction of the Project, the Applicant shall conform to all local, state and federal laws regarding noise and vibration. The Applicant shall at all times use all reasonable means to minimize inconvenience to residents in the general area. Exterior construction of the Project shall not commence on any weekday before 7:00 a.m. and shall not continue beyond 6:00 p.m. except for certain operations such as concrete finishing and emergency repairs. Exterior construction shall not commence on Saturday before 8:00 a.m. and shall not continue beyond 5:00 p.m. with the same exceptions. The Building Inspector may allow longer hours of construction in special circumstances, provided that such activity normally is requested in writing by the Applicant, except for emergency circumstances where oral communication shall be followed by written confirmation. There shall be no exterior construction on any Sunday or federal legal holiday. Hours of operation shall be enforced by the Gloucester Police Department.
10. Construction monitoring shall occur as required under the Conservation Commission's Order of Conditions.
11. The City Council's agents may enter onto and view and inspect the Site during regular business hours to ensure compliance, subject to applicable safety requirements as established by the Applicant or its contractor, including signing in at the construction field office trailer.
12. Prior to the commencement of construction of the Project, the Applicant shall submit to the Director of Public Works, Building Department and the Planning Director a Construction Management Plan for the Project, which includes the following elements and requirements:
  - A. Material deliveries, contractor equipment, and material removal shall be routed off of Route 128.
  - B. Construction access/egress gates shall be located at the intersections near the uses.
  - C. Staging of equipment and material shall be located within the Project. Good faith efforts shall be made to schedule material deliveries to avoid peak traffic hours.
  - D. Blasting and excavation must be conducted according to all city and state regulations including 527 CMR. 13.00 and the Gloucester Code of Ordinances Section 13 Noise. No rock crushing operations may be conducted prior to 7:30AM or after 4PM Monday through Friday. Rock crushing and drilling for blasting operations shall not be permitted on Saturdays, Sundays or Federal Holidays.
  - E. Sedimentation and erosion controls, as shown on the Record Plans, must be maintained and inspected by an independent erosion control monitor on a weekly basis, or as directed by the Conservation Agent, Building Inspector or Department of Public Works.

F. Dust from construction activities must be controlled. The Applicant and its contractors shall effectuate the following practices to minimize levels of dust:

- Wetting soils that are excavated from unsaturated zones
- Wetting equipment during excavation/loading activities
- Minimizing dust generation from areas that have been excavated through the wetting of soils, or by other means of stabilizing dust particles.
- Stockpiles left more than 30 days shall be stabilized
- Restricting vehicle speeds and travel routes on the Site
- Covering truck beds transporting soils off-site/on-site to prevent dust generation.
- Sweeping paved areas if a nuisance is created by blowing soil, dust, or debris.

G. Construction fencing of the individual elements during the construction phase of the project shall be erected and maintained for the duration of the project.

13. The Applicant must be required to promptly repair any damage, which Applicant causes to sidewalks, street pavement, signs or other fixtures or features within the public right of way, after obtaining permission from the City.

*Conditions Pertaining to Traffic*

14. Due to the lack of available trip generation data associated with the proposed multi-use YMCA, the Applicant shall submit annual traffic monitoring reports including Average Daily Traffic (ADT) and Turning Movement counts for the (i) weekday AM/PM and (ii) Saturday midday peak periods at the following locations: Schoolhouse Road/Sargent Street/Site Drive; Gloucester Crossing Road at Site Drive. Such reports shall be submitted on November 15<sup>th</sup> of the two consecutive years following full occupancy/operation of the proposed YMCA. If such reports indicate an increase above projected traffic, the report shall include updated capacity analysis and recommendations for potential mitigation.

15. The Applicant shall work with CATA to have the Site added to CATA's bus routes and coordinate accommodations for one or more permanent bus stop(s) on-site, subject to approval by CATA.

16. The final site plans shall meet all requirements of Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (MAAB), 521 CMR. In addition, the Applicant shall support but not contribute financially to the work by the City to enhance pedestrian links to the existing residential neighborhood to the south of the Site.

17. The Applicant has proposed certain modifications to Schoolhouse Road in the vicinity of the Schoolhouse Road/Sargent Street/Site Drive location southwest of the site. The City will, to the extent reasonable, cooperate with the Applicant with regard to logistics around work in the public way.

*Conditions Pertaining to Water and Sewer*

18. No Building Permit application for construction of any of the proposed buildings shall be approved until off-site sewer design improvements are permitted and contract awarded for construction. The Project shall be connected to the City of Gloucester sanitary sewer lines and a copy of the permit shall be provided to the City Council. The Applicant shall pay all applicable sewer connection fees related to installation and inspection of on-site sewer infrastructure to the City of Gloucester. The schedule of fees shall be that in effect on the date hereof.

19. The Project shall be connected to the City of Gloucester for domestic water and fire flow. Final fire flows in compliance with state and local regulations shall be certified by the Fire Department.

*Conditions Pertaining to Stormwater Management*

20. The Stormwater Management Report Submitted with the applications includes a long-term maintenance plan. The Applicant shall submit to the Planning Director an annual report on or before November 15<sup>th</sup> of each year detailing the performance and maintenance activities associated with the stormwater management systems facilities. Due to the discussed potential need for maintenance of Basin #2 during the permitting process, no building permit shall be issued until such assessment, maintenance and reporting of maintenance activities is submitted for review.
21. Prior to the issuance of a building permit the Applicant shall be required to perform subsurface explorations in Basin #2 to determine the level of seasonally high groundwater and to verify soil conditions to ensure the Basin will achieve designed infiltration rates. Such evaluations shall be documented and submitted to the Planning Director for review.

*Conditions Requiring Certain Community Benefits*

22. Prior to opening, the Applicant shall actively recruit in Gloucester for all open staff positions, including making such efforts as advertising jobs in the local Gloucester newspapers and having a job fair in Gloucester for qualified Gloucester residents. To the extent practicable, local recruitment of qualified applicants, but not including job fairs, shall be an ongoing obligation of the Applicant.

*Conditions Pertaining to Conservation and the Natural Environment*

23. The Project shall be constructed in compliance with Order of Conditions issued by the Gloucester Conservation Commission.
24. Subject to seasonal limitations, substantially all landscaping for each building shall be installed prior to the issuance of any the building's occupancy permit. All plant materials shall be maintained and replaced, if damaged or killed due to snow storage or removal, or lack of maintenance within a reasonable timeframe and subject to seasonal limitations.

*Affordable Housing Conditions*

25. The Project is subject to, and shall comply with, Section 5.11 (Inclusionary Housing Requirements) of the Zoning Ordinance of the City of Gloucester (the City Zoning Ordinance) and other applicable requirements, including but not limited to, the requirements of the Massachusetts Department of Housing and Community Development (DHCD) such that the Project Affordable Units are eligible for listing, and are listed, as Affordable Units in the City's Subsidized Housing Inventory (SHI). The Applicant shall also follow the Local Action Units requirements and process established under the DHCD's "Guidelines, G.L. c. 40B Comprehensive Permit Projects, Subsidized Housing Inventory, as most recently updated December 2014, as amended (the "Affordable Housing Guidelines").
26. The Applicant shall assume all costs, and shall work with the City's Community Development Department, to prepare and submit a Local Action Units Application as well as all other supporting documentation to the DHCD's Local Initiative Program prior to the issuance of any certificate of occupancy for any unit within the Project, and shall work with reasonable diligence to ensure all Affordable Units are marketed and listed on the SHI. As provided under Section 5.11.4(c), the requirements of the Inclusionary Housing Ordinance shall, as a condition to the grant of this special permit, be satisfied prior to the issuance of 50% of the occupancy permits for market-rate units requiring the creation of an Affordable Unit in a multi-family development. All agreements with the City of Gloucester as contemplated herein, including restrictive instruments and other documents necessary to ensure compliance with this Inclusionary Housing Ordinance, including Section 5.11.9(a) of the Gloucester City Ordinance, shall be subject to prior written review and approval by the City General Counsel, and shall be executed prior to the issuance of a Building Permit.
27. Fifteen percent (15%) of the total number of Project Units, shall be developed on the Property and be made available to Eligible Households whose annual income may not exceed 80% of Area Median

Income, adjusted for household size, as determined by the United States Department of Housing and Urban Development (“Affordable Units”) which shall permanently remain affordable and the Project Affordable units shall remain as rental units in perpetuity or for the longest period allowed by law, so as to be binding on and enforceable against any person claiming an interest in the Property, so that the Affordable Units shall continue to serve the public purposes of Section 5.11 of the City Zoning Ordinance.

28. The Applicant shall execute a Regulatory Agreement, acceptable in form and substance to City’s General Counsel, that shall also be approved as to form by the DHCD under the LIP Program for Local Action Units, and the Applicant shall submit annual reports to the DHCD in accordance with the Regulatory Agreement. A subordination by or assent to the Regulatory Agreement and the affordable and rental restrictions shall be provided by all monetary lienholders of record for the Property.
29. To the extent allowed by applicable state, local and federal laws, with respect to up to 70% of the Affordable Units or the maximum allowed by the DHCD, the Applicant shall provide the following local preference categories, including eligible households: (i) who are current residents of the City of Gloucester; and, (ii) who are currently employed in Gloucester, in the initial lease up to the extent DHCD determines there is a demonstrated need for a local preference, and provided that such local preference is consistent with the Department of Housing and Community Development’s Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines, as amended, and all applicable state and federal requirements. This preference shall be implemented by the Applicant and the Applicant shall maintain records of its marketing efforts, which records shall be open to review by the City for compliance with the local preference set forth herein. The local preference shall be implemented pursuant to procedures approved by the DHCD. The costs associated with the marketing of units in the Project, including the advertising and processing for the Affordable Units shall be borne by the Applicant. The Applicant shall submit to the Community Development Department a report on marketing activity at the Project during the initial lease-up of the Project regarding the status of compliance with the local preference requirement pursuant to the plan approved by the DHCD as set forth below.
30. The Applicant shall develop a marketing plan for the Affordable Units for review and approval of the DHCD, said plan to conform to any and all affirmative action requirements or other requirements as imposed by federal or state regulation and shall conform with the local preference requirement set forth above. The costs associated with the development and implementation of the marketing plan, including advertising and processing for the Affordable Units, shall be borne by the Applicant. As required under Section 5.11.5 of the City Zoning Ordinance (Requirements for Eligible Households), the affordable units must be rented or sold to eligible households, whose total income does not exceed 80% of the Area Median Income, using HUD Selection Guidelines and DHCD Affirmative and Fair Housing Marketing Guidelines, including but not limited to marketing and advertising, as administered and monitored by the Gloucester Housing Authority. Such guidelines shall be in compliance with all other applicable city, state and federal housing assistance programs. As to Maximum Rent as defined in Section 5.11.2, the rents for the affordable units, including utilities, shall not exceed 30% of the annual income of eligible households.
31. The Applicant and Project shall comply with the Development Standards described under Section 5.11.7 of the City Zoning Ordinance.
32. As a condition of the issuance of this Decision, and prior to the issuance of a building permit for any of the residential units, the City shall work with the Applicant to set time schedules for the construction of both affordable and market-rate units.
33. If at any time it appears that the Applicant is in violation of any affordable housing restriction held by the City hereunder, by and through the City Council, at any time when said restriction is in effect as described above, following a hearing of which the Applicant has been given prior notice, then the City, by and through the City Council or its designee, may pursue such enforcement rights as it may have under the affordable housing restriction and/or applicable law. Notwithstanding the foregoing, to the extent there is a conflict between the City’s inclusionary zoning requirements and the requirements of the DHCD under the Local Action Unit Program, the requirements of the DHCD’s Local Action Unit Program shall control.

**Councilor Lundberg** recounted that the goal of affordable housing in the Zoning Ordinance and in general is that the affordable units aren't segregated in one place within the three residential buildings but spread throughout them. There was a discussion with the Applicant at P&D on the timing of the buildings, but to ensure that the 15% affordable units will evolve in the buildings. Through a negotiation with the Applicant, General Counsel and the Planning Director, language was developed to amend Condition 26 to accomplish this. He assured this means 15% of the affordable units will appear in each of residential buildings as they are being built. He then moved to amend the main motion to delete in its entirety Condition #26 and add new Condition #26 as follows:

**“26. The Applicant shall assume all costs, and shall work with the City’s Community Development Department, to prepare and submit a Local Action Units Application as well as all other supporting documentation to the DHCD’s Local Initiative Program prior to the issuance of any certificate of occupancy for any unit within the residential portion of the Project, and shall work with reasonable diligence to ensure all Affordable Units are marketed and listed on the SHI. Prior to the issuance of a certificate of occupancy for any unit within the residential portion of the Project, the Applicant shall provide a schedule setting forth the allocation of affordable units which shall be allocated proportionally among the three residential buildings. The allocation in all but the final building shall be at least 15% per building. In the final building, the Applicant shall provide the appropriate number of units so that not less than 15% of the total units in the Project shall be Affordable Units. The schedule setting forth the allocation of affordable units (“Schedule”) shall be submitted to the City’s Community Development Department for approval, which approval shall not be unreasonably withheld, conditioned or delayed. The Schedule shall be deemed approved unless the City’s Community Development Department delivers a written notice to the Applicant on or before twenty (20) days after the Applicant’s submission of the Schedule expressly stating its objection(s) to the Schedule. As stated above, where the 15% of affordable units per building in the first two buildings results in a fraction, the number shall be rounded up with appropriate adjustment to occur within the final building. As provided under Section 5.11.4(c) and as a condition to the grant of this special permit, the Applicant shall complete construction of the affordable units in each individual building in accordance with the Schedule prior to the issuance of an occupancy permit for said building. All agreements with the City of Gloucester as contemplated herein, including restrictive instruments incorporating the Schedule and other documents necessary to ensure compliance with this Inclusionary Housing Ordinance, including Section 5.11.9(a) of the Gloucester City Ordinance, shall be subject to prior written review and approval by the City General Counsel, which approval shall not be unreasonably withheld, conditioned or delayed, and shall be executed and recorded prior to the issuance of a Building Permit for the residential portion of the Project.”**

The motion was seconded by **Councilor Gilman**.

**DISCUSSION ON THE MOTION TO AMEND: None.**

**MOTION: On a motion by Councilor Lundberg, seconded by Councilor Gilman, the City Council voted 9 in favor, 0 opposed, to AMEND the main motion by DELETING in its entirety Condition #26 and ADDING a new Condition #26 as follows:**

**“26. The Applicant shall assume all costs, and shall work with the City’s Community Development Department, to prepare and submit a Local Action Units Application as well as all other supporting documentation to the DHCD’s Local Initiative Program prior to the issuance of any certificate of occupancy for any unit within the residential portion of the Project, and shall work with reasonable diligence to ensure all Affordable Units are marketed and listed on the SHI. Prior to the issuance of a certificate of occupancy for any unit within the residential portion of the Project, the Applicant shall provide a schedule setting forth the allocation of affordable units which shall be allocated proportionally among the three residential buildings. The allocation in all but the final building shall be at least 15% per building. In the final building, the Applicant shall provide the appropriate number of units so that not less than 15% of the total units in the Project shall be Affordable Units. The schedule setting forth the allocation of affordable units (“Schedule”) shall be submitted to the City’s Community Development Department for approval, which approval shall not be unreasonably withheld, conditioned or delayed. The Schedule shall be deemed approved unless the City’s Community Development Department delivers a**

written notice to the Applicant on or before twenty (20) days after the Applicant's submission of the Schedule expressly stating its objection(s) to the Schedule. As stated above, where the 15% of affordable units per building in the first two buildings results in a fraction, the number shall be rounded up with appropriate adjustment to occur within the final building. As provided under Section 5.11.4(c) and as a condition to the grant of this special permit, the Applicant shall complete construction of the affordable units in each individual building in accordance with the Schedule prior to the issuance of an occupancy permit for said building. All agreements with the City of Gloucester as contemplated herein, including restrictive instruments incorporating the Schedule and other documents necessary to ensure compliance with this Inclusionary Housing Ordinance, including Section 5.11.9(a) of the Gloucester City Ordinance, shall be subject to prior written review and approval by the City General Counsel, which approval shall not be unreasonably withheld, conditioned or delayed, and shall be executed and recorded prior to the issuance of a Building Permit for the residential portion of the Project."

#### **MOTION PASSES.**

**Councilor Cox** moved to amend Condition #14 of the main motion by adding the sentence, "Traffic monitoring report to be done consistent with MassDOT Transportation Impact Assessment (TIA) Guideline," seconded by **Councilor Memhard**.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Memhard, the City Council voted 9 in favor, 0 opposed, to AMEND the main motion by amending Condition #14 by adding the sentence: "The Traffic monitoring report is to be done consistent with MassDOT Transportation Impact Assessment (TIA) Guideline."**

#### **MOTION PASSES.**

#### **DISCUSSION ON THE AMENDED MAIN MOTION:**

**Councilor Gilman** noted that the Council was prepared to discuss and vote a Special Council Permit on the MUOD pursuant to GZO Sec. 5.29 including Major Project Sec.'s 5.7, 5.29.10 and 5.11.8. All six conditions of GZO 1.8.3 as standards to be applied have been met. She advised that all Special Permit conditions have been properly vetted first by the Planning Board after 11 rigorous meetings from September 21, 2017 to June 27, 2018 under the direction of Planning Director, Gregg Cademartori and Planning Board Chair, Rick Noonan, the packet the Board turned over to the Council dated June 29, 2018 was thorough. On November 17, 2017 there was a presentation to the Planning & Development Committee; at that point there were suggestions made comprised at that time of Councilors Cox, Gilman and Lundberg. At that time, she recounted, Councilor Cox discussed at length the importance of items such as the drop-off center at the YMCA, which she cited as yet another way the Applicant listened to the recommendations of the Council working collaboratively. On January 29, 2018 the new P&D Committee, comprised of Councilors Gilman, Holmgren and Lundberg, referred to the city's Administration the matter of the Applicant's Housing Hardship Claim to renegotiate that part of the Application. Noting that this was a "significant turning point," she expressed her thanks to the leadership of Jim Destino, CAO and the Mayor's Office. On April 18, 2018 the Applicant withdrew their Housing Hardship Claim. On June 25, 2018 there was a site visit; and on July 11, 2018 after the Planning Board recommendation was received by the Council, P&D held a special meeting to vet the Special Council Permit conditions collaboratively with the Applicant. Four conditions for fine tuning were identified: #2, #7, #17 and #22 and affordable housing, #26. The conditions were finalized at the P&D meeting of July 18, 2018 excepting Condition 26 which was just finalized by the Council. She advised the Council that this Special Council Permit and conditions have been fully vetted and are now ready for a full discussion on this project after two and a half years. She added her thanks to Joanne M. Senos, City Clerk and Dana Jorgensson, Clerk of Committees for their assistance through this permitting process.

**Councilor Holmgren** noted she'd followed the project since 2015 saying she was pleased to be a part of the Council to vote on this decision. She expressed her confidence in the process and in the conditions as put forward now. She also expressed her gratitude for work that has been done and that all involved are and will continue to act in good faith. She advised she'd support the project.

**Councilor Hecht** thanked the work of the Planning Board for many months of hard labor on the details, and the work by the Administration for their negotiations, the Council, the Planning Department, and Community Development. He offered his support for the project.

**Councilor LeBlanc** expressed his support for the project saying that there are, “more pros than cons,” to the development. He mentioned some of the costs associated with remediation of the Fuller site: soil contaminants \$1.5 million; hazardous materials \$1.1 million; demolition \$1.4 million which he pointed out would be expensive to the city as well as the costs to the city of caring for a neglected property. He highlighted it was past the time to turn the Fuller School back into a school. Noting that he lives at the end of Gloucester Avenue, he expressed his understanding for the concerns of the Trask Street residents mentioning foot traffic which he indicated is not bothersome. As to concerns for traffic congestion, he pointed out that he was in Salem today, and it took a half hour to drive to Beverly, and gave other examples of traffic congestion on the North Shore. He added that more children entering the city’s school system is a good thing noting that they’ve seen a loss of students in recent years. He encouraged the Council to “get it done.”

**Councilor Cox** expressed support for the project, thanking the Planning Board for the groundwork they laid for the Council’s conditions, having held so many meetings about this application to the Administration and to the P&D Committee. She mentioned the sewer work on Warner, Millett and Sargent Streets saying that she lives on Warner Street and that while she was initially concerned about the sewer component, she expressed she was pleased to see a condition related to it. Should the city receive the MassWorks grant, she suggested she there will be more meetings with the neighborhood about walkability and infrastructure work. She noted that the sewer infrastructure is about 90 years old, and that this private/public partnership is advantageous to the city so it won’t bear the entire burden of the costs. Dodge, Trask and Millett Streets will get a proper sidewalk to allow them some mitigation without opening the roads which is an important aspect, she highlighted.

**Councilor Gilman** added her affirmation of support for the project noting that the added city tax revenue is about \$600,000 a year; the permit fees will be about \$500,000; a new state-of-the-art YMCA. There are 30 affordable units which she called a “tribute” to Mr. Destino and his team as well as the open-mindedness of the Applicant to whom she expressed her thanks. She advised this is a good project for the city. She encouraged the abutters to continue to work with their City Councilor on matters of concern.

**Councilor O’Hara** pointed out this has been a long process with several years of construction still ahead. He expressed his confidence that the Administration and the FMUV, LLC will provide a quality project, and lent his support for the project.

**Councilor LeBlanc** noted that a resident about recycling and encouraged the Applicant to recycle as much as they can and asking that they purchase locally and do as much as they can in good faith.

**Councilor Memhard** noted this has been a complicated project, a big project for Gloucester. He cited the expressed concerns about the project saying that everyone is a little “scared” for the scale of the project and the impact on the community that they all care about. He assured that the Council is respectful of that that, and that they are being careful with regards to traffic generation from the project, as well as ensuring there is a quality of construction and environment that is tied to the community. The concern of the new and different is valid, he pointed out, but this (project) is for the best.

**Council President Lundberg** conveyed his support for the project. He observed that as a former Chair of the Planning Board some years ago, he understood how “incredible” the work the Planning Board did as well as the work of the Planning Director to bring the Council to this point. He observed that the housing piece as well as the affordable housing units being created by the project is very important to the city; fitting into the city’s Housing Production Plan and will be a great benefit.

**MOTION: On a motion by Councilor Gilman, seconded by Councilor Holmgren, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to approve the Fuller Mixed-Use Development, LLC, Special Council Permit 2017-012 School House Road #2, #3 and #4, Map 262, Lots 14 & 37 and Gloucester Crossing Road #7, Map 43, Lots 4 & 5 for a Special Permit under the Mixed Use Overlay District pursuant to GZO Sec. 5.29 (including Major Project under GZO Sec. 5.7) and Sec.’s 5.29.10 and 5.11.8 subject to the following conditions:**

**In view of the particular characteristics of the Site, and of the proposed Project in relation to the Site, the Planning and Development Committee finds that siting requirements for each use have been satisfied. All references hereinafter to the “Applicant” shall be construed to also refer to successor owners of the Site and, where applicable, to all tenants and occupants of the Site. The development of the Project, at a minimum, shall be subject to the following recommended conditions, which shall be binding upon the Applicant:**

*General*

1. **The Project shall be constructed in accordance with the following Record Plans, which are on file with the Planning Board and City Clerk's Office:**
  - **Site development plans entitled: "Fuller Mixed Use Venture, Gloucester Massachusetts, Permit Site Development Plan", dated March 29, 2018, by Meridian Associates, Inc. as revised May 30, 2018, by Meridian Associates, Inc., and,**
  - **Landscape plans entitled: "Fuller Mixed Use Venture, Gloucester, Massachusetts, Permit Site Development Plan", dated July 11, 2018 by Hawk Design, Inc.**
  - **Sewer pump station and force main design drawings entitled "Sewer Pump Station Location Plan" and "Sewer Pump Station Details" dated January 19, 2018 as revised June 11, 2018.**
2. **If the Applicant wishes to modify the approved Record Plans, it shall submit proposed modifications in accordance with this paragraph. Where such modification is deemed to be substantial in the opinion of the Building Inspector, after consultation with, including but not limited to, the Planning Director, Director of Public Works, Conservation Agent, and/or City Engineer, such modifications shall be approved according to the special permit approval process. Review of such modifications shall require recommendation by the Planning Board and public hearing(s) by the City Council. In the event the Building Inspector or other applicable staff determines that proposed modifications are not substantial or inconsistent with the approved plans and decision, such modifications may be approved by the Building Inspector without further review.**
3. **The Applicant has proposed, and the Planning and Development Committee hereby recommends, that any action by the City Council include specification of elements of the Project and responsibilities that will remain private. The City shall not have any legal responsibility for the operation, maintenance, repair or replacement of the same to the extent such features are located on the Site:**
  - **All roadways and parking areas within the Project**
  - **Stormwater management facilities, including detention basins**
  - **Trash removal**
  - **Street lighting within the Project**
  - **Building repair and maintenance**
  - **Water and sewer services within the Project. Notwithstanding, the City's water booster station and its associated water main, valves, hydrants and other elements which shall remain the responsibility of the City.**
4. **The internal driveways within the Project shall remain private in perpetuity and shall not be proposed by the Applicant for acceptance by the City.**
5. **In the event of any emergency, the Applicant shall allow the City of Gloucester DPW access to the sewer and water lines on the Site for repair purposes.**
6. **The Conservation Commission's Order of Conditions pursuant to 310 CMR 10.00, or any superseding order of the Department of Environmental Protection (DEP), if applicable, and an Order of Conditions issued under the Gloucester Wetland Ordinance regarding this property, shall be made a part of the special permit. If there is any inconsistency between the Record Plans, and the plans as may be approved by the Conservation Commission or the DEP, the Applicant shall submit an amended plan to City Council, and the Planning Board for review, and to the Conservation Commission and to DEP (if applicable) for approval in order that all approvals are consistent with one another.**
7. **Following construction of each element (retail, YMCA, residential) of the Project, the Applicant shall provide an "as-built" site plan to the City Council, the Planning Board, the Department of Public Works, and the Building Department prior to the issuance of the final certificate of occupancy for buildings in the Project in accordance with applicable regulations. Partial Certificates of Occupancy**

may be issued upon completion of individual Project buildings provided that the applicant submits an interim as-built prepared and stamped by a registered professional engineer for the building in question containing, at a minimum, the following information: foundation perimeter, sidewalks, and other hardscaping, and all underground and aboveground utilities related to the building which demonstrate the adequacy of utilities to serve the use and compliance with the Record Plans. The Applicant shall provide a separate as-built plan depicting the water mains and services and sewer mains and facilities to the Department of Public Works demonstrating compliance with the Record Plans and installation specifications. These plans shall also be submitted in electronic format.

*Conditions Pertaining to the Construction Phase of the Project*

8. A preconstruction conference with City departments shall be held prior to the commencement of construction of the Project. For the purposes of this report, "commencement of construction" shall occur when either the clearing and grubbing (removal of stumps and topsoil) or abatement and demolition of the existing buildings has been initiated. The contractor shall request such conference at least thirty days prior to commencing construction by contacting the Building Inspector, Planning Director and Director of Public Works in writing. At the conference, the Applicant, and municipal officials shall agree upon a schedule of inspections. The Applicant shall provide the City with emergency contact numbers as well as the name and telephone number of a designated owner's representative for all Project related communication.
9. During construction of the Project, the Applicant shall conform to all local, state and federal laws regarding noise and vibration. The Applicant shall at all times use all reasonable means to minimize inconvenience to residents in the general area. Exterior construction of the Project shall not commence on any weekday before 7:00 a.m. and shall not continue beyond 6:00 p.m. except for certain operations such as concrete finishing and emergency repairs. Exterior construction shall not commence on Saturday before 8:00 a.m. and shall not continue beyond 5:00 p.m. with the same exceptions. The Building Inspector may allow longer hours of construction in special circumstances, provided that such activity normally is requested in writing by the Applicant, except for emergency circumstances where oral communication shall be followed by written confirmation. There shall be no exterior construction on any Sunday or federal legal holiday. Hours of operation shall be enforced by the Gloucester Police Department.
10. Construction monitoring shall occur as required under the Conservation Commission's Order of Conditions.
11. The City Council's agents may enter onto and view and inspect the Site during regular business hours to ensure compliance, subject to applicable safety requirements as established by the Applicant or its contractor, including signing in at the construction field office trailer.
12. Prior to the commencement of construction of the Project, the Applicant shall submit to the Director of Public Works, Building Department and the Planning Director a Construction Management Plan for the Project, which includes the following elements and requirements:
  - A. Material deliveries, contractor equipment, and material removal shall be routed off of Route 128.
  - B. Construction access/egress gates shall be located at the intersections near the uses.
  - C. Staging of equipment and material shall be located within the Project. Good faith efforts shall be made to schedule material deliveries to avoid peak traffic hours.
  - D. Blasting and excavation must be conducted according to all city and state regulations including 527 CMR. 13.00 and the Gloucester Code of Ordinances Section 13 Noise. No rock crushing operations may be conducted prior to 7:30AM or after 4PM Monday through Friday. Rock crushing and drilling for blasting operations shall not be permitted on Saturdays, Sundays or Federal Holidays.

- E. Sedimentation and erosion controls, as shown on the Record Plans, must be maintained and inspected by an independent erosion control monitor on a weekly basis, or as directed by the Conservation Agent, Building Inspector or Department of Public Works.
- F. Dust from construction activities must be controlled. The Applicant and its contractors shall effectuate the following practices to minimize levels dust:
- Wetting soils that are excavated from unsaturated zones
  - Wetting equipment during excavation/loading activities
  - Minimizing dust generation from areas that have been excavated through the wetting of soils, or by other means of stabilizing dust particles.
  - Stockpiles left more than 30 days shall be stabilized
  - Restricting vehicle speeds and travel routes on the Site
  - Covering truck beds transporting soils off-site/on-site to prevent dust generation.
  - Sweeping paved areas if a nuisance is created by blowing soil, dust, or debris.
- G. Construction fencing of the individual elements during the construction phase of the project shall be erected and maintained for the duration of the project.
13. The Applicant must be required to promptly repair any damage, which Applicant causes to sidewalks, street pavement, signs or other fixtures or features within the public right of way, after obtaining permission from the City.

*Conditions Pertaining to Traffic*

14. Due to the lack of available trip generation data associated with the proposed multi-use YMCA, the Applicant shall submit annual traffic monitoring reports including Average Daily Traffic (ADT) and Turning Movement counts for the (i) weekday AM/PM and (ii) Saturday midday peak periods at the following locations: Schoolhouse Road/Sargent Street/Site Drive; Gloucester Crossing Road at Site Drive. Such reports shall be submitted on November 15<sup>th</sup> of the two consecutive years following full occupancy/operation of the proposed YMCA. If such reports indicate an increase above projected traffic, the report shall include updated capacity analysis and recommendations for potential mitigation. The Traffic monitoring report is to be done consistent with MassDOT Transportation Impact Assessment (TIA) Guideline.
15. The Applicant shall work with CATA to have the Site added to CATA's bus routes and coordinate accommodations for one or more permanent bus stop(s) on-site, subject to approval by CATA.
16. The final site plans shall meet all requirements of Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (MAAB), 521 CMR, In addition, the Applicant shall support but not contribute financially to the work by the City to enhance pedestrian links to the existing residential neighborhood to the south of the Site.
17. The Applicant has proposed certain modifications to Schoolhouse Road in the vicinity of the Schoolhouse Road/Sargent Street/Site Drive location southwest of the site. The City will, to the extent reasonable, cooperate with the Applicant with regard to logistics around work in the public way.

*Conditions Pertaining to Water and Sewer*

18. No Building Permit application for construction of any of the proposed buildings shall be approved until off-site sewer design improvements are permitted and contract awarded for construction. The Project shall be connected to the City of Gloucester sanitary sewer lines and a copy of the permit shall be provided to the City Council. The Applicant shall pay all applicable sewer connection fees related to installation and inspection of on-site sewer infrastructure to the City of Gloucester. The schedule of fees shall be that in effect on the date hereof.

19. The Project shall be connected to the City of Gloucester for domestic water and fire flow. Final fire flows in compliance with state and local regulations shall be certified by the Fire Department.

*Conditions Pertaining to Stormwater Management*

20. The Stormwater Management Report Submitted with the applications includes a long-term maintenance plan. The Applicant shall submit to the Planning Director an annual report on or before November 15<sup>th</sup> of each year detailing the performance and maintenance activities associated with the stormwater management systems facilities. Due to the discussed potential need for maintenance of Basin #2 during the permitting process, no building permit shall be issued until such assessment, maintenance and reporting of maintenance activities is submitted for review.
21. Prior to the issuance of a building permit the Applicant shall be required to perform subsurface explorations in Basin #2 to determine the level of seasonally high groundwater and to verify soil conditions to ensure the Basin will achieve designed infiltration rates. Such evaluations shall be documented and submitted to the Planning Director for review.

*Conditions Requiring Certain Community Benefits*

22. Prior to opening, the Applicant shall actively recruit in Gloucester for all open staff positions, including making such efforts as advertising jobs in the local Gloucester newspapers and having a job fair in Gloucester for qualified Gloucester residents. To the extent practicable, local recruitment of qualified applicants, but not including job fairs, shall be an ongoing obligation of the Applicant.

*Conditions Pertaining to Conservation and the Natural Environment*

23. The Project shall be constructed in compliance with Order of Conditions issued by the Gloucester Conservation Commission.
24. Subject to seasonal limitations, substantially all landscaping for each building shall be installed prior to the issuance of any the building's occupancy permit. All plant materials shall be maintained and replaced, if damaged or killed due to snow storage or removal, or lack of maintenance within a reasonable timeframe and subject to seasonal limitations.

*Affordable Housing Conditions*

25. The Project is subject to, and shall comply with, Section 5.11 (Inclusionary Housing Requirements) of the Zoning Ordinance of the City of Gloucester (the City Zoning Ordinance) and other applicable requirements, including but not limited to, the requirements of the Massachusetts Department of Housing and Community Development (DHCD) such that the Project Affordable Units are eligible for listing, and are listed, as Affordable Units in the City's Subsidized Housing Inventory (SHI). The Applicant shall also follow the Local Action Units requirements and process established under the DHCD's "Guidelines, G.L. c. 40B Comprehensive Permit Projects, Subsidized Housing Inventory, as most recently updated December 2014, as amended (the "Affordable Housing Guidelines").
26. The Applicant shall assume all costs, and shall work with the City's Community Development Department, to prepare and submit a Local Action Units Application as well as all other supporting documentation to the DHCD's Local Initiative Program prior to the issuance of any certificate of occupancy for any unit within the residential portion of the Project, and shall work with reasonable diligence to ensure all Affordable Units are marketed and listed on the SHI. Prior to the issuance of a certificate of occupancy for any unit within the residential portion of the Project, the Applicant shall provide a schedule setting forth the allocation of affordable units which shall be allocated proportionally among the three residential buildings. The allocation in all but the final building shall be at least 15% per building. In the final building, the Applicant shall provide the appropriate number of units so that not less than 15% of the total units in the Project shall be Affordable Units. The schedule setting forth

the allocation of affordable units (“Schedule”) shall be submitted to the City’s Community Development Department for approval, which approval shall not be unreasonably withheld, conditioned or delayed. The Schedule shall be deemed approved unless the City’s Community Development Department delivers a written notice to the Applicant on or before twenty (20) days after the Applicant’s submission of the Schedule expressly stating its objection(s) to the Schedule. As stated above, where the 15% of affordable units per building in the first two buildings results in a fraction, the number shall be rounded up with appropriate adjustment to occur within the final building. As provided under Section 5.11.4(c) and as a condition to the grant of this *special permit*, the Applicant shall complete construction of the affordable units in each individual building in accordance with the Schedule prior to the issuance of an occupancy permit for said building. All agreements with the City of Gloucester as contemplated herein, including restrictive instruments incorporating the Schedule and other documents necessary to ensure compliance with this Inclusionary Housing Ordinance, including Section 5.11.9(a) of the Gloucester City Ordinance, shall be subject to prior written review and approval by the City General Counsel, which approval shall not be unreasonably withheld, conditioned or delayed, and shall be executed and recorded prior to the issuance of a Building Permit for the residential portion of the Project.

27. Fifteen percent (15%) of the total number of Project Units, shall be developed on the Property and be made available to Eligible Households whose annual income may not exceed 80% of Area Median Income, adjusted for household size, as determined by the United States Department of Housing and Urban Development (“Affordable Units) which shall permanently remain affordable and the Project Affordable units shall remain as rental units in perpetuity or for the longest period allowed by law, so as to be binding on and enforceable against any person claiming an interest in the Property, so that the Affordable Units shall continue to serve the public purposes of Section 5.11 of the City Zoning Ordinance.
28. The Applicant shall execute a Regulatory Agreement, acceptable in form and substance to City’s General Counsel, that shall also be approved as to form by the DHCD under the LIP Program for Local Action Units, and the Applicant shall submit annual reports to the DHCD in accordance with the Regulatory Agreement. A subordination by or assent to the Regulatory Agreement and the affordable and rental restrictions shall be provided by all monetary lienholders of record for the Property.
29. To the extent allowed by applicable state, local and federal laws, with respect to up to 70% of the Affordable Units or the maximum allowed by the DHCD, the Applicant shall provide the following local preference categories, including eligible households: (i) who are current residents of the City of Gloucester; and, (ii) who are currently employed in Gloucester, in the initial lease up to the extent DHCD determines there is a demonstrated need for a local preference, and provided that such local preference is consistent with the Department of Housing and Community Development’s Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines, as amended, and all applicable state and federal requirements. This preference shall be implemented by the Applicant and the Applicant shall maintain records of its marketing efforts, which records shall be open to review by the City for compliance with the local preference set forth herein. The local preference shall be implemented pursuant to procedures approved by the DHCD. The costs associated with the marketing of units in the Project, including the advertising and processing for the Affordable Units shall be borne by the Applicant. The Applicant shall submit to the Community Development Department a report on marketing activity at the Project during the initial lease-up of the Project regarding the status of compliance with the local preference requirement pursuant to the plan approved by the DHCD as set forth below.
30. The Applicant shall develop a marketing plan for the Affordable Units for review and approval of the DHCD, said plan to conform to any and all affirmative action requirements or other requirements as imposed by federal or state regulation and shall conform with the local preference requirement set forth above. The costs associated with the development and implementation of the marketing plan, including advertising and processing for the Affordable Units, shall be borne by the Applicant. As required under Section 5.11.5 of the City Zoning Ordinance (Requirements for Eligible Households), the affordable units must be rented or sold to eligible households, whose total income does not exceed 80% of the Area Median Income, using HUD Selection Guidelines and DHCD Affirmative and Fair Housing Marketing

Guidelines, including but not limited to marketing and advertising, as administered and monitored by the Gloucester Housing Authority. Such guidelines shall be in compliance with all other applicable city, state and federal housing assistance programs. As to Maximum Rent as defined in Section 5.11.2, the rents for the affordable units, including utilities, shall not exceed 30% of the annual income of eligible households.

31. The Applicant and Project shall comply with the Development Standards described under Section 5.11.7 of the City Zoning Ordinance.
32. As a condition of the issuance of this Decision, and prior to the issuance of a building permit for any of the residential units, the City shall work with the Applicant to set time schedules for the construction of both affordable and market-rate units.
33. If at any time it appears that the Applicant is in violation of any affordable housing restriction held by the City hereunder, by and through the City Council, at any time when said restriction is in effect as described above, following a hearing of which the Applicant has been given prior notice, then the City, by and through the City Council or its designee, may pursue such enforcement rights as it may have under the affordable housing restriction and/or applicable law. Notwithstanding the foregoing, to the extent there is a conflict between the City's inclusionary zoning requirements and the requirements of the DHCD under the Local Action Unit Program, the requirements of the DHCD's Local Action Unit Program shall control.

The Council recessed at 10:56 p.m. and reconvened at 11:03 p.m.

3. PH2018-031: Draft Marijuana Establishments ordinance to replace existing GZO Sec. 5.27 "Medical Marijuana Treatment Centers and Medical Marijuana Cultivation Facilities" with a new Sec. 6.27 "Marijuana Establishments Ordinance"; Amend Sec. 2.3 "Use Tables"; Amend Sec. 2.3.2 "Community Services Uses"; and DELETE Sec. 5.31 "Temporary Moratorium on Recreational Marijuana (TBC 07/24/2018)

This public hearing is opened at 11:04 p.m.

Council President Lundberg announced this public hearing was continued to August 14, 2018.

This public hearing is continued at 11:05 p.m. to August 14, 2018.

**For Council Vote:**

1. Warrant for the 2018 State Primary Election on September 4, 2018

**MOTION:** On a motion by Councilor LeBlanc, seconded by Councilor Cox, the City Council voted 9 in favor, 0 opposed, to approve the warrant for the State Primary Election to be held September 4, 2018.

**Unfinished Business:** None.

**Individual Councilor's Discussion including Reports by Appointed Councilors to Committees:**

Update on the Council on Aging by City Council Representative, Councilor Valerie Gilman continued to August 14, 2018.

**Councilors' Requests to the Mayor:** None.

A motion was made, seconded and voted unanimously to adjourn the meeting at 11:06 p.m.

Respectfully submitted,

*Dana C. Jorgensson*  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- **Under Oral Communications:** “Gloucester Civility Resolution” submitted by Amanda Kesterson, 5 Western Avenue
- **Under PH2018-42: Loan Order 2018-007 for Harbormaster’s Shoreside Facility:** Harbormaster’s Welcome Kit for Visiting Boaters from Elizabeth Carrey, Executive Director of Discover Gloucester DMO; Written statement by Patti Page, 3 Tidal Cove Way
- **Under PH2017-059: SCP2017-012: FMUV LLC Major Project:** Written statement by M. Sunny Robinson, 20 Harvard Street

DRAFT

**BUDGET & FINANCE MEETING MINUTES**

**8/9/2018**

**(UNDER SEPARATE COVER)**

ORDINANCES & ADMINISTRATION MEETING MINUTES

8/6/2018

(UNDER SEPARATE COVER)

**Planning & Development Committee**  
Wednesday, August 8, 2018 – 5:30 p.m.  
**Venue changed to the Sawyer Free Library Friend Room**  
-Minutes-

**Present: Chair, Councilor Valerie Gilman; Vice Chair, Councilor Jen Holmgren; Councilor Paul Lundberg**  
**Absent: None.**

**Also Present: Jim Destino; Gregg Cademartori; Jill Cahill; Chip Payson; Rick Noonan**

**The meeting was called to order at 5:30 p.m.**

**1. SCP2018-002: Prospect Street #93, Map 13, Lot 43, GZO Sec. 1.8 “Use Table Permits” and Sec. 2.3.1(7) “Conversion to or new multi-family or apartment dwelling, four to six dwelling units”**

**Attorney Catherine Schlichte, Schlichte & Johnstone P.C., 14 Pleasant Street, representing the Applicant, Action, Inc., confirmed abutters were noticed of this public meeting and reviewed for the Committee as follows:**

- **Action, Inc., owner of the property at 93 Prospect Street wishes to add a fifth dwelling unit to an existing four dwelling unit building, the largest unit noted as approximately 700 square feet and the smallest at 480 square feet.**
- **The Applicant has received dimensional relief from the Zoning Board of Appeals (on file) and no objections were raised from abutters about this project.**
- **By adding a 10 foot to 12 foot dormer on the third floor, easterly street (Chestnut Street) side of the building on the third floor, it will create the necessary head room to convert the third floor storage area into a studio apartment of about 480 square feet.**
- **The addition of a fifth low-income unit in the building will help the city meet its housing needs for low income, affordable housing, placing the building to its best and highest use in the downtown.**
- **The footprint of the building will be unchanged.**
- **There is no place to put parking on the site as the building directly abuts Prospect Street and at the rear of the property is a large retaining wall. None of the tenants have any cars, and it is not anticipated the fifth unit tenant will have a car either. The location is very near all forms of public transportation.**

**Ms. Schlichte highlighted the photographs of the building submitted with the Special Council Permit application. She then reviewed the six criteria under GZO Sec. 1.8.3 as follows:**

- 1. Social, economic or community need served by the proposal: Gloucester is in need of additional low income housing, and this unit will assist in serving that need. While this isn't a low income deeded property, one of the missions of Action, Inc. is to provide safe and secure affordable housing. There are no rental certificates for this unit but Action tries to place their current clients into these small residential units.**
- 2. Traffic flow and safety: This fifth unit isn't expected to affect traffic flow in the neighborhood adversely. None of the current tenants have cars and the future tenant of this new unit isn't expected to have a car. The property is very close to the downtown and public transportation.**
- 3. Adequacy of utilities and other public services: The current utilities and services available to the building will accommodate the additional studio apartment.**
- 4. Neighborhood character and social structure: The neighborhood character and social structure will be maintained. This is a densely populated downtown neighborhood with many multi-family homes in the immediate vicinity of property. Noted were an 11-unit building, and several four- and five-family buildings in the immediate vicinity. The dormer will be on the street side and will not have an adverse impact on adjacent buildings.**
- 5. Qualities of the natural environment: The building is situated in an urban downtown landscape. It was noted this project will be part of a total building renovation. Highlighted was the installation of new windows and water heaters bringing the building up to energy efficiency standards along with other improvements. The building was purchased by Action about four years ago.**
- 6. Potential fiscal impact: The fiscal impact will be negligible but will add another affordable unit to the city's downtown.**

**Ms. Schlichte advised that the architect was called for stamped plans and will be submitted to the City Clerk early next week, prior to the public hearing.**

**MOTION:** On a motion by Councilor Holmgren, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant a Special Council Permit (SCP2018-002) to Action, Inc., for a property at Prospect Street #93, Map 13, Lot 43, zoned R-5 to add a fifth dwelling unit in an existing four dwelling unit building under GZO Sec. 1.8, 1.8.3 and 2.3.1(7) pursuant to an unsigned plan set submitted to the City Clerk July 12, 2018 with the application, rendered by Seitz Architects, Arlington, MA (A1.3, EX1.1, EX1.2, and EX1.3) contingent upon receipt of a signed, stamped plan set by the Architect from Seitz Architects.

**2. Planning Board Formal Review and Recommendations regarding Zoning for Recreational Marijuana Establishments (Cont'd from 07/18/18)**

Councilor Gilman thanked Rick Noonan, Chair, for his leadership with the Planning Board's work on the recreational marijuana Zoning Ordinance proposal, and then moved to a review of the Planning Board's July 5, 2018 recommendations.

"Marijuana Establishments"

Sec. 5.31 Marijuana Establishments:

Councilor Lundberg advised that the language should read in the last sentence; "...; *should it be less than .5, the number shall be rounded down.*"

Section 5.31.1 - Purpose: No comments by the Committee.

Sec. 5.31.2 - Applicability; Effective Date:

Gregg Cademartori, Planning Director, noted this is "boiler plate" and is setting up what the city is seeking to regulate to mirror the language and types of uses the state is licensing.

Sec. 5.31.3 - Definitions: No comments by the Committee.

Sec. 5.31.4 - Use Allowance and Special Permit Procedures:

Mr. Cademartori noted the categories of uses, that through the effort of the Planning Board, they've consolidated the medical uses within the same Ordinance. This isn't just about establishments newly permitted by the state but also treatment centers. They're looking at cultivation centers as "either or" in that it doesn't matter which use in the industry the cultivation center is supplying. It is culled to five categories of uses. Along with Sec. 5.31 are the changes to the use tables in GZO Sec. 2.3. This is an approach as recommended by the Planning Board of as-of-right siting for all the uses except for retailing and is cross referenced in this section for the listing of uses and which districts the uses are permitted.

He highlighted that the second paragraph shows the Planning Board as the Special Permit Granting Authority and as the approvers of site plans for those uses allowed as-of-right. Every one of the uses will require site plan approval by the Board. There are some additional dimensional standards for the uses for the district these establishments would be allowed in -- EB (Extensive Business), GI (General Industrial), and BP (Business Park). Those additional requirements are setbacks from preexisting public or private schools K-12 (Kindergarten through Grade 12), 500 feet, recommended as the one receptor mentioned in state regulations. A lesser standard can be adopted locally by state regulation, but it has remained at 500 feet although initially proposed at 250 feet, he reported. Councilor Holmgren expressed agreement with 500 foot setback distance.

Councilor Gilman highlighted that if the city is only going to have three recreational marijuana retail Special Permits, she would recommend because the Board is responsible for the site plan review for those applications, that the Council should be the Special Permit Granting Authority for the recreational marijuana retail establishments, noting preliminary discussions on this matter at previous P&D meetings. She advised she had a comfort level with what the City of Salem has recommended -- with an addition to the dimensional standards of Section 3 of the Zoning Ordinance, asking the Committee to consider adding "A marijuana establishment which is proposing a location within 500 feet of any church, library, institute of higher education, licensed daycare, nursery school, preschool, must provide written notice of its intention to these entities prior to or in conjunction with any request for a Letter of Support or Non-opposition and/or the application for a Special Permit." (Salem Ordinance, Sec. 6 General Provisions, #5). She mentioned this is a good outreach effort before Applicants come forward -- it adds good will on the part of the Applicant, and doesn't create an added undue administrative burden to them. Councilor

**Lundberg** asked how this factually could come about if they say that the retail marijuana establishments can't be within 500 feet of these places; there wouldn't be an occasion for them to be located. **Councilor Gilman** highlighted that the CCC says nothing on these extra locations, quoting again the language from Salem's ordinance. **Councilor Lundberg** pointed out the section of the proposed Gloucester Zoning Ordinance language, "...shall not be located within 500 feet of a pre-existing public or private school providing education in kindergarten or any grades 1 through 12." If they can't site one of these establishments within 500 feet it will never come about that an applicant will be able to obtain a Letter of Support as it won't ever be less than 500 feet.

**Councilor Holmgren** asked if any receptors, such as houses of worship, are in the proposed districts. **Mr. Cademartori** clarified that the Salem ordinance has setbacks for all the other uses the Councilor identified. The current Gloucester draft only has a setback from schools. There could be instances that there could be a proposal where one of those other uses may be within 500 feet of a church or daycare center. Jurisdictionally there will be no setback requirement from them but the Councilor is suggesting those types of receptors be noticed prior to an applicant "taking a step." **Councilor Lundberg** pointed out that it is more than notice -- it's seeking a Letter of Non-opposition which he said was a "big leap," in his view. He asked what is it about these other entities that rise to the same level as schools; why are they concerned about houses of worship, for instance. **Councilor Gilman** conceded that may not be a big issue regarding houses of worship. She conveyed that there was discussion by the Task Force about trying to keep the retail establishments in places that were less visible to children under the age of 21. In looking at matters like licensed daycare centers, pre-schools, playgrounds, even the library, it seemed to be areas where there'd be a fair amount of children. She conveyed she was considering concerns expressed to her by parents in the community. **Councilor Lundberg** explained he was concerned by the notice and the Letters of Non-opposition -- rather, say they won't be within 500 feet and leave it at that. If there is opposition expressed by the public the Council will hear about it. He expressed he understood the Councilor's concern and suggested listing them all and add them with the last paragraph of 5.31.4. If someone voices that it is unfair at the public hearing, then they'll hear about it. **Councilors Holmgren** and **Gilman** expressed agreement. **Mr. Cademartori** pointed out if they include all those receptors, they will eliminate a lot of the sites that have been noted as good examples of locations -- it will exclude a site that is a shopping center in the city that has a daycare center as a tenant in addition to a liquor store. He advised that they did look at a bubble map of what it looks like when you start to put 500 feet on all of those different types of receptors needing a buffer, and it has a significant impact on the potential locations. The Planning Board recommendation was that the state has identified schools (K-12) to what they will consider as a buffer in licensing. The Planning Board, he conveyed, has agreed with that approach because of the impact to some of the sites from a capacity and access perspective. He proffered that it's a challenging balance of wanting visibility as a positive which was conveyed by the city's Public Safety officials, but with that comes the potential exposure to youth. He highlighted that much of that has been addressed by the districts that have been selected -- 105 lots with some undersized, some on residential streets with other ways to focus on sites with capacity, good access and visibility which are predominantly shopping centers. He reported that none of the 105 sites are within 500 feet of any of the schools in the EB district. **Mr. Cademartori** stated that giving people notice and then asking for some sort of support when they don't really have any standing in the ordinance is one point of concern and that if the Committee is moving in the direction of adding back in what they feel are types of uses that should be protected with a buffer they'd have to relook at what they've done so far. **Councilor Holmgren** noted that they'll take a look at how these establishments will look from the outside, and can regulate how attractive the visuals are to children especially. There is a liquor store in a shopping plaza with a daycare center now which is as much of a concern to parents as a retail recreational marijuana establishment, she noted.

**Councilor Gilman** cited comments made by a Planning Board member, at one of the Board's meetings on this subject, that there is still a conversation during any permitting process and that there would be an opportunity for the public to share their concerns even if they didn't mention all these sensitive receptors (in the Zoning Ordinance). **Councilor Lundberg** pointed out that's the whole point of a Special Council Permit to allow that to happen. He advised he was comfortable with that, highlighting that the Planning Board did vet this issue. If they want to re-vet it they can, he added. **Councilor Gilman** pointed out this was about people who have expressed concern to her and adding something into the ordinance that may seem reasonable in terms of notice. **Councilor Lundberg** cautioned that when there is a move towards an inclusive route something invariably is omitted as Councilors are substituting their judgement for the public. When they have a public hearing, the Council will have taken a stand on schools -- anyone else who has an objection can make that objection at the public hearing. He advised he was against having in the ordinance allowing abutters to have a veto over these things and shouldn't have a role in a veto. It is the Council who is making the decision, he conveyed.

**Councilor Gilman** asked about the city's pre-school; would it cut out any sites. **Mr. Cademartori** pointed out pre-schools/daycare centers are licensed by the state which can change from year to year. The city's pre-school is

licensed through the Mass. Dept. of Education, **Jill Cahill**, Community Development Director conveyed. **Jim Destino**, CAO, asked for clarification if the Committee is asking for Applicants to give notice before a Host Agreement is signed by the city or giving abutters the ability to veto by their objecting to it which he advised didn't make sense. **Chip Payson**, General Counsel, observed the Salem ordinance is set up much like the draft ordinance before the Committee but Salem has gone "above and beyond" that and as a matter of public policy they're going to require that the Special Permit Applicant directly notice because of the importance of this issue so that they have the opportunity to come in. It is a step up from ordinarily watching the newspapers and the Committee and Council agendas. It is just noticing by a direct letter to churches to let them know there will be an establishment. It is not giving them a veto -- it is noticing this extra group. If this is just about notice, that is not a burden on anyone, **Mr. Destino** advised. **Councilor Gilman** agreed that a Letter of Non-opposition was asking too much, but expressed her agreement to the notice by an Applicant to "special abutters" of their intent. **Mr. Payson** then read Sec. 6.10.7.10 of the Salem ordinance. He explained that Salem placed a notice requirement with the onus on the Applicant to notice and provide proof that they did notice, so the "special abutters" are alerted and can come in and make public comment during the permitting process.

After a lengthy discussion, the Committee agreed that notice was appropriate with language to the effect that, "The petitioner shall submit proof that it provided notification in writing to all churches, libraries, institutes of higher education, licensed daycare, nursery schools or pre-schools within 500 feet of its proposed location to provide them an opportunity to comment at a public hearing." **Mr. Payson** advised it is reasonably related to what the Council is trying to do in the ordinance.

**Councilor Holmgren** expressed that the Council should be the Special Permitting Granting Authority which **Councilors Gilman** and **Lundberg** expressed agreement.

**Rick Noonan**, Planning Board Chair, advised the discussion on the Planning Board level on the belts and suspenders of additional noticing was a lengthy discussion. One of their members asked why would they go down this moral or ethical path as to who is or isn't in that group. These are business districts and why do they have to notice Donut Jim's or Pleasant Street Café that I'm putting in a coffee shop in East Gloucester, come and speak for or against my proposal at City Council. He pointed out these are legal businesses with a product which they sell that need parking and access, reporting that the Board didn't want to go to the "slippery slope" of saying who's in this select group. He reminded the Committee they don't have standing. People have the right to appear at a public hearing on the Special Permit to voice their opinion. This was the basis for a more simplified recommendation from the Planning Board.

#### Sec. 5.31.5 - Additional Filing Requirements and Standards:

**Mr. Cademartori** reported that there are several examples where Sec. 2.3 will identify different uses, where and how they're allowed either by right or by Special Permit. This section gets into the submission standards that will be required. He touched on not wanting to create a standard of what an applicant was already going to develop with a state license. Much of this language is taken from the CCC regulations noting prohibitions consistent with the state regulations. The addition by the Planning Board was about sites having adequate parking and access. The EB district is typically more of a city-wide draw or beyond; and may have a greater parking demand and so there is an additional standard for parking. He pointed out that there's a great variety of size of properties in the EB district; how they're accessed and where they're located. He reviewed that there was discussion of what are the sites in that 105 parcels that might have the capacity and can provide this type of parking and meet other standards. There are means of adding standards to eliminate sites that are in residential neighborhoods; smaller lots that are zoned EB but properties that house businesses like hair salons and building contractors, citing the Whittemore Street area. Larger sites are on arterial streets and is defined in the Zoning Ordinance, which he cited such streets that are numbered Routes as Essex, Eastern, Bass Avenues, Thatcher and Gloucester Crossing Roads and Route 128. Some language talks about roads created after the time of the Zoning Ordinance. From a lot size perspective, there is a lot of variety in size of operations that are beginning to be permitted in the state -- there are examples of permitted businesses of 2,000 square feet up to 5,000 square feet, and consider building footprint, required parking and access. He suggested it may make sense to look at a threshold of 20,000 square feet in lot size to accommodate that type of parking demand as well as the size of facility that might open. A combination of those two elements of needing to be on an arterial road and minimum lot size may remove many of the smaller parcels. **Councilor Gilman** advised the parking will be a guide for lots that can accommodate these retail establishments. It was recommended that this section is talking about additional filing requirements and standards.

The Committee agreed this language should be added. **Mr. Payson** suggested regarding the issues raised by the Committee for language additions and changes that he and **Mr. Cademartori** will take the time to draft the

recommendations carefully. The Committee expressed agreement to await the full documentation of the redrafted Zoning Ordinance amendment before considering a possible vote to recommend.

**Mr. Noonan** noted the district approach versus the list of abutters. It is about applicability and casting a broad enough net that gives some sort of separation and opportunity without picking numbers. It is a limiting exercise, he pointed out. He advised he had no problem with it, that the Board's concern was not to regulate these businesses at a higher level than other businesses in the city. These are adult use only stores and kids aren't going to be allowed in to make a purchase, he highlighted.

Sec. 5.31.8 - Special Permit Findings:

**Mr. Cademartori** noted this would change slightly. This is just for the retail establishments only, **Councilor Gilman** pointed out and the Committee expressed its agreement.

Sec. 5.31.9 - Host Community Agreements:

**Councilor Gilman** mentioned the phrase, "effective for longer than 5 years." suggesting it has to be three years as to the term of a Host Agreement. **Mr. Payson** advised he would confirm that if it is the case. **Councilor Holmgren** confirmed that the host agreement is renegotiated every three years. **Mr. Destino** advised there have been a lot of cautionary tales about the Host Agreements and the Administration has to be careful to put things that relate to direct impact on adult use.

Sec. 5.31.10 - Unlawful Acts:

Subsection three would change to City Council from Planning Board as the Special Permit Granting Authority.

Sec. 5.31.11 - Violations and Penalties: No comments

Sec. 5.31.12 - Severability: No comments

Further Discussion by the Committee not on specific sections:

**Councilor Gilman** suggested the draft language could have kept the CCC language on energy efficiencies in cultivation centers mentioning concerns raised by National Grid that these new businesses, particularly cultivation centers could take a "lion share" of cities' and towns' energy capacity. Noting her understanding of the Planning Board's position, she suggested that the city could make sure that cultivation centers should be reminded about this issue and be urged to be responsible about their energy use. She advised she preferred the redline version (on file) which is repeating what the CCC says is important. She pointed out that in California they're taking 3% of the state's electricity. She pointed out she's not saying they want to make it harder but want to ensure the city has enough water and electricity for other businesses in a particular location. It is part of the (state) application that you have to do these things. **Mr. Cademartori** confirmed it is in the licensing application to the state. **Councilor Gilman** expressed she wanted Councilors to consider repeating this energy request in the zoning language. **Councilor Lundberg** agreed that it is good to make it a statement but that they didn't have any way of knowing if these new cultivation centers would take up any more utility capacity than that of Gorton's processing plant or any of the large freezer establishments in the city that run 24/7. He advised he wasn't prepared to substitute his judgement as a requirement on a business. They aren't in a position to start making those kinds of technical assessments because they don't have the tools to do that. **Mr. Payson** noted the CCC regulations are different from what was stricken. The CCC and the state put the onus on the applicant to come up with energy conservation and energy policies and procedures not with particular specificity. What was stricken was that particular specificity which goes a step beyond what the CCC requires, for example, of requiring the offset of 100% of electricity consumption with at least 50% of onsite generation facilities, renewable energy credits or some other method approved by the city. He explained that there is recognition throughout the regulations of the probability of increased energy consumption, to what degree, the regulations are somewhat vague. There are requirements under the regulations, Sec. 500.105 1P for Marijuana Establishments and also for outdoor marijuana cultivators. It is not as specific as what was included in the draft and then stricken. It wasn't a repetition of the CCC regulations, he added. **Mr. Cademartori** pointed out that in the submission standards and filing requirements they have exactly what they are mentioning. It is putting it up front from the Planning Board recommended draft Page 4, Sec. 5.31.5 1. c) by asking the applicants to provide a written description of how they are addressing specific standards and regulations. **Councilor Gilman** asked for a descriptive sentence which takes note of what that entails. **Mr. Payson** offered simple language to the Committee which he suggested could be inserted to which the Committee voiced its

approval. **Mr. Destino** noted he attended the Cannabis Business Association meeting where there was talk about the mistakes made by other states where they licensed too many cultivation centers and demand doesn't keep up with supply. Massachusetts isn't going to make those mistakes, he assured, that the state has learned from those examples and won't allow outpacing supply with demand -- in turn they may not have the same energy issues as Colorado and California by not permitting as many cultivation establishments.

**Mr. Destino** then addressed Board of Health Regulations that has to be adopted. The smoke shops in the city are now selling CBD (Cannabidiol) foodstuff which falls under the Board of Health regulations. They don't know the levels of THC (Tetrahydrocannabinol) a foodstuff may contain until they test them. They still need to deal with these businesses and deal with the edibles which he termed a "gray area." They're thinking about leaving this in the Board of Health regulations as this is constantly evolving situation, he advised.

**Councilor Gilman** there is a need to deal with the paraphernalia that is being displayed in smoke shop windows. **Mr. Destino** advised the state is going to take a look at this. Regulations will have to be put in place, he agreed, and they'll need something on foodstuffs, signs and displays. As long as it is enforceable, it can be in the Board of Health regulations or the Code of Ordinances, **Mr. Payson** advised. He suggested perhaps considering language in this ordinance about marijuana paraphernalia in windows of accessories stores. It was noted that a definition would have to be added. **Mr. Payson** advised they would look into this and he and **Mr. Cademartori** would prepare the list for the Committee.

**Councilor Lundberg** touched on the use table and asked why is there a "yes" for Marijuana Testing Facility in the EB district when the other product manufacturers are "No." **Mr. Cademartori** advised a testing facility could be 500 square feet, like a biomarine type of facility. It is not producing or retailing whereas a cultivator requires the additional space requirements.

The definition of bulk storage was touched upon between **Mr. Cademartori** and **Councilor Gilman** and how the parking is calculated for retail uses. He suggested they add for the use table at the end: "(see section 5.31)."

**Attorney Joel Favazza**, 123 Main Street, noted the difficulty of permitting with Gloucester; that there is no "one stop shopping." Every applicant is already at the Planning Board doing site plan review, they could hear the Special Council Permit simultaneously, he suggested.

**Attorney Deborah Eliason**, 63 Middle Street, asked with regard to the use table it appeared to hear that Medical is only allowed in the BP district and retail in the EB district. She asked what the rationale is. **Mr. Cademartori** noted there was a lot of discussion at the Planning Board about the potential for expanding the opportunities but knowing the potentially limited number of retail establishment locations which was the primary focus, there was also the consolidation of the uses into one ordinance so there may be the ability to expand the allowance into other districts but that it is narrow at this time. This is all fairly new, he pointed out, and for the time being they are segregated in two districts. **Ms. Eliason** expressed concern that the way the ordinance is written it limits the opportunity for people to obtain Medical Marijuana businesses. **Mr. Cademartori** and **Mr. Noonan** noted this was a topic of discussion with the Planning Board and is something the Board would like to revisit particularly on the dispensing side.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 7:02 p.m.**

Respectfully submitted,

*Dana C. Jorgenson*

Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**



# GLOUCESTER CITY COUNCIL 2018 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2018-031  
**SUBJECT:** Draft Marijuana Establishments ordinance to replace existing GZO Sec. 5.27 “Medical Marijuana Treatment Centers and Medical Marijuana Cultivation Facilities” with a new Sec. 5.27 “Marijuana Establishments Ordinance”; Amend Sec. 2.3 “Use Tables”; Amend Sec. 2.3.2 “Community Service Uses”; and DELETE Sec. 5.31 “Temporary Moratorium on Recreational Marijuana Establishments”

**DATE OPENED:** 8/14/2018  
**CONTINUED TO:** 8/28/2018  
**CONTINUED FROM:** 7/24/2018  
**COMMITTEE:** P&D 6/6/2018, 6/13/2018, 8/8/2018  
City Council 6/26/2018, 7/10/2018, 7/24/2018

### NOTICE OF PUBLIC HEARING

In accordance with the provisions of MGL Chapter 40A, Section 5, and the Gloucester Zoning Ordinance, Sec. 1.11 and Section 1.11.4(b), the Gloucester City Council will hold a public hearing on **Tuesday, June 26, 2018 at 7:00 PM in the Kyrouz Auditorium, City Hall**, to consider the following petition to amend the Gloucester Zoning Ordinance as follows:

1) Replace existing Section 5.27 Medical Marijuana Treatment Centers and Medical Marijuana Cultivation Facilities with a new Section 5.27 Marijuana Establishments Ordinance, which will govern the allowance of medical and recreational marijuana establishments in the City.

2) Amend Section 2.3 Use Tables by adding the following new uses and allowance: 2.3.4 (#25) Recreational Marijuana Retailer, allowed by Planning Board Special Permit (PB) in the Extensive Business (EB) district. 2.3.4 (#26) Conversion of a Medical Marijuana Treatment Center to a Recreational Marijuana Retailer, allowed (Y) in the Business Park (BP) district. 2.3.5 (#8) Marijuana Cultivator, allowed (Y) in the BP and General Industrial (GI) districts. 2.3.5 (#9) Marijuana Product Manufacturer, allowed (Y) in the GI and BP districts. 2.3.5 (#10) Marijuana Testing Facility, allowed (Y) in the EB, GI and BP districts. Other than as designated these uses are prohibited (N) in all other zoning districts. Existing use 2.3.4 (#25) shall be renumber (#27) and read as follows (#27) Retail, consumer service or other non-industrial business use, other than those set forth in Section 2.3.4, Uses #1 thru #26. Existing Use 2.3.4 (#26) to be renumber to (#28).

3) Amend Section 2.3.2 Community Service Uses by changing the allowance of 2.3.2 (#15) Medical Marijuana Treatment Center from allowance by City Council Special Permit (CCS) to allowance by Planning Board Special Permit (PB) in the BP district. And by deleting 2.3.2 (#16) Medical Marijuana Cultivation Facility.

4) And by deleting Section 5.31 Temporary Moratorium on Recreational Marijuana Establishments.

A copy of the proposed amendments is available for viewing at the City Clerk's Office, 9 Dale Avenue and the Community Development Office, 3 Pond Road. At the public hearing, all interested persons will have the opportunity to be heard based on the procedures determined by the Council. **All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.**

By Vote of the City Council  
Joanne M. Senos, City Clerk  
GT - 6/11, 6/18/18



# GLOUCESTER CITY COUNCIL 2018 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2018-043  
**SUBJECT:** Loan Order 2018-008: Loan Authorization request to pay costs of various improvements to Newell Stadium, in the amount of \$1,150,000

**DATE OPENED:** 8/14/2018  
**CONTINUED TO:**  
**CONTINUED FROM:**  
**COMMITTEE:** B&F 8/9/2018

NEWELL STADIUM  
**LEGAL NOTICE**  
**NOTICE OF PUBLIC HEARING**

The Gloucester City Council will hold a public hearing on **Tuesday, August 14, 2018** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, relative to the following **Loan Authorization**:

**ORDERED** That the City of Gloucester appropriates One Million One Hundred Fifty Thousand Dollars (\$1,150,000) to pay costs of making various improvements to Newell Stadium, including among other things, track and field facilities, multi-purpose athletic field, spectator seating, irrigation and building improvements and for the payment of all other costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7, or pursuant to any other enabling authority. The Mayor and any other appropriate official of the city are authorized to apply for, accept and expend any grants or gifts that may be available to the City to pay costs of the projects. Any premium received by the City upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**FURTHER ORDERED** 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.

**At the public hearing, all interested persons will have the opportunity to be heard. All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.**

By Vote of the City Council  
Joanne M. Senos, City Clerk

**BUDGET & FINANCE MEETING MINUTES**

**8/9/2018**

**(UNDER SEPARATE COVER)**



# GLOUCESTER CITY COUNCIL 2018 PUBLIC HEARING

**PUBLIC HEARING NUMBER: PH2018-044**

**SUBJECT:** Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-267 "One-way streets – Generally" by ADDING "While school is in session on weekdays, Concord Street from the entrance of West Parish School southwest to Essex Ave (approximately 285 feet) from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m." AND Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-145 "Stopping, Standing and Parking" by ADDING "Live parking (drivers to remain with their vehicles) for the purpose picking up students at West Parish School will be permitted on the north side of Concord Street from the entrance of West Parish School 444 feet in a northerly direction (towards Fire Station) during the same hours as described in Sec. 22-267" AND Amend GCO Ch. 22 "Traffic and Motor Vehicles", Sec. 22-265 "Turning Movements – Generally" by ADDING "No left turn from Concord Street onto the West Parish School property from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m. while school is in session"

**DATE OPENED: 8/14/2018**

**CONTINUED TO:**

**CONTINUED FROM:**

**COMMITTEE: O&A 7/16/2018**

**GCO AMENDMENTS  
LEGAL NOTICE  
NOTICE OF PUBLIC HEARING**

The Gloucester City Council will hold public hearings on **August 14, 2018** at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the following proposed amendments to the Gloucester Code of Ordinances:

→ **Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-267 "One-way streets-Generally"** by ADDING: "While school is in session on weekdays, Concord Street from the entrance of West Parish School southwest to Essex Avenue (approximately 285 feet) from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m."

→ **Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-145 "Stopping, Standing and Parking"** by ADDING: "Live parking (drivers to remain with their vehicles) for the purpose of picking up students at West Parish School will be permitted on the north side of Concord Street from the entrance of West Parish School 444 feet in a northerly direction (towards the Fire Station) during the same hours as described in Sec. 22-267."

→ **Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-265 "Turning Movements-Generally"** by ADDING: "No left turn from Concord Street onto the West Parish School property from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m. while school is in session."

**Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-269 "Stop Intersections"** by ADDING "Traverse Street at its intersection with Haskell Street."

**AMEND GCO Ch. 22 "Traffic and Motor Vehicles" Art. V "Stopping, Standing and Parking" Div. 1 "Generally," Sec. 22-176(a) "Penalties for violation"** by DELETING "45.00" in Code 04 and replacing it with "75.00"

**Amend GCO Ch. 22 "Traffic and Motor Vehicles" Article V "Stopping, Standing and Parking" Division 1 "Generally,"** by ADDING to Sec. 22-176(b) as follows: "If the citation is paid not more than 21 days after the issuance of the fine, the fine shall be \$75; if the citation is paid more than 21 days after the issuance of the fine, but before the parking clerk reports to the registrar as provided under Section 20A½ of Chapter 90 of the Massachusetts General Laws, the fine shall be \$80; if the citation is paid more than 21 days after the issuance of the fine and after the parking clerk has so reported, the fine shall be \$100."

At the public hearing, all interested persons will have the opportunity to be heard.

By Vote of the City Council  
Joanne M. Senos, City Clerk

AD#13712606  
Cape Ann Beacon 8/3/18

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Taylor Hedges to the Economic Development & Industrial Corp. (EDIC), TTE 07/01/20.**

Gloucester Trust Fund Commission

Karen Neva Bell

TTE 02/14/21

**Ms. Bell** conveyed to the Committee that she moved to Gloucester full time 10 years ago; and has been coming to the city for some decades. She reviewed her professional associations saying that she was a public health policy analyst and researcher; a member of the faculty at Emory University; a member of the National Academy of Sciences, and a member of other national organizations. She reported she serves on the board of the Gloucester Meeting House Association as their secretary. In the process, all these things have connected her to different parts of Gloucester, naming several local charities. She asked to serve the city in a different capacity adding that she has quite a bit of experience in grant writing.

**Councilor Nolan** thanked Ms. Bell for her service, conveying he had read through her resume. Ms. Bell was thanked by Councilor O'Hara for her assistance to the local charities she has supported and continues to support.

**Mr. Destino** noted that they looked for a long time for a third person to complete the Gloucester Trust Fund Commission who has done a lot of good work so far. He pointed out that there is about \$2 million of trust funds that has been left to the city for certain things, and some are quite outdated. The Commission is combining a lot of these funds making sure to go to the state in order to do so. They will put the grant opportunities through the Trust to the public on the city's website, he noted. He mentioned the example that some time ago there was a donation of \$10,000 for the city's 400<sup>th</sup> Anniversary that's now grown to \$40,000 which is fast approaching and can be utilized now. It is an important piece of what they do given the philanthropic nature of the community. **Ms. Bell** noted that the process will be important to make it fair and transparent.

**COMMITTEE RECOMMENDATION: On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council appoint Karen Neva Bell to the Gloucester Trust Fund Commission, TTE 02/14/21.**

Harbormaster Office Building Committee

**Mr. Destino** explained that this matter is for the Committee's information only and no vote was necessary.

It was noted that the Mayor's Report put this through as to be reviewed and voted on by the Council with referral to the O&A Committee.

Zoning Board of Appeals

Michele Harrison

TTE 02/14/21 (Cont'd to 8/20/18)

- 2. *Revisit to Amendments to GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-267 "One-way Streets-Generally" & Sec. 22-145 "Stopping, Standing and Parking" re: Concord Street during certain hours on school days that had a sunset date of June 30, 2018*

**Councilor Nolan** reviewed that he spoke with Jonathan Pope, Chair of the School Committee and met with the Public Works Director, naming just two, to come up with solutions to the issue of problems at West Parish School with students at the close of school for student pick-ups safely, keeping students off of Concord Street. The idea is to put something in place for the school year, he pointed out. He recounted he spoke with Mr. Destino about possible emergency measures. He reported that it appears the School District is asking for a no left turn into West Parish School from Essex Avenue. He conveyed the Committee would like to see the School Department formalize a letter to the Council and the parents what they're looking to do and what their goal is. This would also go through the Fire and Police Departments, DPW and the Administration and Council on what the wording is when it goes to the parent because there's going to be enforcement. He pointed out there is no parking on Essex Avenue and Concord Street. The School Department has waived bus fees for West Parish students. He advised the School Department is looking for the no left turn from Concord Street to the West Parish School property. He noted that if absolutely necessary the Council can institute under the City Charter Sec. 2-11(b) "Emergency Measures" if necessary. He suggested an advertisement in the Gloucester Daily Times if they can move this matter forward tonight to get it to public hearing if possible on July 24. He conveyed he wanted any traffic ordinance modifications in place for the start of school if at all possible.

**Councilor LeBlanc** after clarifying the direction of the no left turn advised this is for afternoon student pick-up only 2:30 p.m. to 3:15 p.m. and on early release days from 11:45 to 12:15 p.m. He expressed concern for the live queue under the ordinance with “idling.” With the waiving of bus fees, this may prompt more parents to take advantage. **Mr. Payson** advised the queue would be moving, as when each student is picked up, the live queue moves and so it isn’t idling, adding that this is a “no parking” area but the vehicles are moving. He said there is no issue. **Councilor Nolan** advised he still wanted to see what the School District will send out to parents.

**Councilor Nolan** asked that there be a Request to the Mayor through the School Committee to submit to the Mayor’s Office, General Counsel, Fire Chief, Police Chief and the Ordinances & Administration Committee for their review a draft letter as soon as possible that would go out to parents/legal guardians of West Parish School students of what their intentions are as to the changes to student pick up procedures.

**Melissa Teixeira**, School Committee member, expressing concern for a timeline of events advised that the School Committee won’t meet until August 8. **Joanne Senos**, City Clerk, pointed out that there isn’t enough time for placing an advertisement for next Tuesday’s Council meeting as they are required to notice seven days in advance and it takes two days for an advertisement to be placed in the Gloucester Daily Times. There was a discussion as to the letter that would be sent out to the parents that they can’t park on Concord Street or Essex Avenue as there are legal issues. **Ms. Teixeira** asked if they need the School Committee to vote on something that they speak direct the Superintendent of Schools and School Committee Chair to draft the letter. **Mr. Payson** advised he will review the letter from the School Committee from his legal perspective. He offered that what the School Committee is asking to be done through its letter doesn’t need to be voted on by the Council. **Councilor Nolan** is asking for language to be viewed before it goes out to parents, he pointed out. He reiterated that the letter should be vetted through him first.

There was a discussion on the left-hand turn, with **Councilor LeBlanc** expressing concern about turning around to get into the live queue. There was an extensive discussion between **the Committee, Ms. Teixeira, Mr. Payson** and **Ms. Senos** on the necessary process to obtain the best, safest possible solution in place for the coming school year at West Parish School in the timeliest manner. Additionally, without direct input from the Superintendent of Schools and School Committee who were unable to attend the meeting, the Committee determined it would vote in place the former GCO amendments the Committee fully vetted as did the Traffic Commission and voted forward by the Committee on January 2, 2018 with the addition of amending GCO Sec. 22-265 to prevent any left turn from Concord Street onto the West Parish School property. It was further determined if there was no need for making Concord Street one way street during certain hours on school days under GCO Sec. 267 it could be withdrawn at Council, and that any other adjustments through amendment can be made at the close of a public hearing anticipated for August 14.

**COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O’Hara, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 “Traffic and Motor Vehicles,” Sec. 22-267 “One-way streets-Generally” by ADDING:**

**“While school is in session on weekdays, Concord Street from the entrance of West Parish School southwest to Essex Avenue (approximately 285 feet) from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m.**

**COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O’Hara, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 “Traffic and Motor Vehicles,” Sec. 22-145 “Stopping, Standing and Parking” by ADDING:**

**“Live parking (drivers to remain with their vehicles) for the purpose of picking up students at West Parish School will be permitted on the north side of Concord Street from the entrance of West Parish School 444 feet in a northerly direction (towards the Fire Station) during the same hours as described in Sec. 22-267.”**

**Councilor Nolan** advised that the DPW Director conveyed to him that he will place whatever signage is necessary. With the letter being sent to parents, grandparents, babysitters of the students, the no left turn is less drastic than closing a road, he pointed out.

**COMMITTEE RECOMMENDATION: On a motion by Councilor LeBlanc, seconded by Councilor O’Hara, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 “Traffic and Motor Vehicles,” Sec. 22-265 “Turning Movements-Generally” by**

**ADDING:** “No left turn from Concord Street onto the West Parish School property from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m. while school is in session.

These matters will be advertised for public hearing.

3. *CC2018-025 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Prospect Street, northerly side, from its intersection with Friend Street in a westerly direction (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

4. *CC2018-026 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Prospect Street, westerly side beginning at its intersection with Spring Street (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

5. *CC2018-027 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Pleasant Street, westerly side, beginning at a point 130 feet from its intersection with Warren Street in a northerly direction for a distance of 25 feet (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

6. *CC2018-028 (Memhard): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-269 “Stop intersections” be Amended by ADDING “Traverse Street at its intersection with Haskell Street (Cont’d from 06/18/18)*

**Councilor LeBlanc** noted that the Traffic Commission endorsed Councilor Memhard’s amendment to the Code of Ordinances to place a stop sign at the intersection of Traverse and Haskell Streets conveying that Councilor Memhard had a ward meeting this evening, and so was unable to attend. This is a dangerous intersection, he advised, and that it was Councilor Memhard’s initiative to amend the ordinance for this solution to the situation.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-269 “Stop intersections” by ADDING “Traverse Street at its intersection with Haskell Street.”

This matter will be advertised for public hearing.

7. *CC2018-029 (Holmgren): Request Traffic Commission review the matter of limiting amount of time & locations that commercial box trucks are allowed to park on public streets (Cont’d from 06/18/18 & TBC 08/06/18)*

This matter is continued to August 6, 2018 pending a recommendation of the Traffic Commission.

8. *CC2018-031 (O’Hara): AMEND GCO Ch. 22 “Traffic and Motor Vehicles” Art. V “Stopping, Standing and Parking”, Div. 1 “Generally”, Sec. 22-176(a) “Penalties for violation” by DELETING “45.00” in Code 04 and replacing it with “75.00”; and AMEND Sec. 22-176(b) re: increase of fine if not paid within a certain period of time*

**Councilor O’Hara** reported that this was his initiative for helping to solve some of the issues in the city’s beach “no parking” zones -- to raise parking ticket fines if unpaid that had been in process for some time. The state passed a Home Rule Petition, **Chip Payson**, General Counsel, advised, which allows the city to increase the fines which is before the Committee now.

**Councilor O’Hara** thanked the efforts of General Counsel and the City Clerk on this matter. **Councilor LeBlanc** added that this is a good job and was a long time in coming.



# GLOUCESTER CITY COUNCIL 2018 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2018-045  
**SUBJECT:** Municode Legal Review and Recommendation of GCO revisions, Ch. 1 “General Provisions”; Ch. 2 “Administration”; Ch. 5 “Building and Building Regulations”; Ch. 10 “Waterways Administration”; Ch. 17 “Police”; Ch. 18 “Schools”; Ch. 22 “Traffic and Motor Vehicles”; Ch. 25 “Vehicles for Hire”; Appendix C “Personnel Ordinance”

**DATE OPENED:** 8/14/2018  
**CONTINUED TO:**  
**CONTINUED FROM:**  
**COMMITTEE:** O&A 7/16/2018

**MUNICODE  
LEGAL NOTICE  
NOTICE OF PUBLIC HEARING**

The Gloucester City Council will hold a public hearing on **August 14, 2018** at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the Municode Ordinance Review and Recommendations and based on General Counsel's Memorandum and List 1 dated July 16, 2018 to changes in the Gloucester Code of Ordinances; Chapter 1 “General Provisions”; Chapter 2 “Administration”; Chapter 5 “Building and Building Regulations”; Chapter 10 “Waterways Administration”; Chapter 17 “Police”; Chapter 18 “Schools”; Chapter 22 “Traffic and Motor Vehicles”; Chapter 25 “Vehicles for Hire”; Appendix C “Personnel Ordinance.” (Full text on file in the City Clerk's Office and can be viewed during regular business hours).

**At the public hearing, all interested persons will have the opportunity to be heard.**

By Vote of the City Council  
Joanne M. Senos, City Clerk

AD#13712601  
Cape Ann Beacon 8/3/18

**COMMITTEE RECOMMENDATION:** On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 “Traffic and Motor Vehicles” Article V “Stopping, Standing and Parking” Division 1 “Generally”, Sec. 22-176(b) by ADDING to Sec. 22-176 (b) as follows:

If the citation is paid not more than 21 days after the issuance of the fine, the fine shall be \$75; if the citation is paid more than 21 days after the issuance of the fine, but before the parking clerk reports to the registrar as provided under Section 20A½ of Chapter 90 of the Massachusetts General Laws, the fine shall be \$80; if the citation is paid more than 21 days after the issuance of the fine and after the parking clerk has so reported, the fine shall be \$100.

This matter will be advertised for public hearing.

→ 9. *Memorandum from General Counsel re: MuniCode Ordinance Review & Recommendations for Gloucester’s General Code of Ordinances & Gloucester Zoning Ordinance (Cont’d from 06/18/18)*

Chip Payson, General Counsel, reviewed for the Committee briefly his recommendations through Muni-Code, the city’s consultant that reviewed the Code of Ordinances and the Zoning Ordinance that was contained in his memo dated today’s date and on file. Some were non-substantive and substantive and that he advised at the last meeting they could do the insubstantive changes could be enacted together but that the substantive changes require more in-depth language adjustments. He noted his memo (on file) describing the group of insubstantive changes. He suggested that two or three per O&A meeting could be taken up of the substantive changes. He called attention to Hawkers and Peddlers substantive change, and there may be a need for an Ad Hoc Committee for recommendations and that it is set aside for that action. Councilor LeBlanc recounted briefly of an instance before Horribles Parade that related to Hawkers and Peddlers that was concerning.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council AMEND the Gloucester Code of Ordinances based on General Counsel’s Memorandum dated July 16, 2018 from attachment entitled, “LIST 1.”

This matter is advertised for public hearing.

10. *Memorandum from Mayor re: recreational marijuana recommendations: That the Council vote to limit the number of marijuana retail establishments in Gloucester to three (3); and that the Council adopt an ordinance governing marijuana accessories as well as an ordinance authorizing Board of Health to inspect edible marijuana products to be drafted by General Counsel (Cont’d from 06/18/18)*

Mr. Payson reviewed what could be Board of Health regulations or an Ordinance. The Board of Health is still working on it, and is leaning towards a regulation which then would mean the Council wouldn’t have to adopt an ordinance. He reported that Mr. Destino conveyed to him that would be okay, but suggested that this remain on the Committee’s agenda and he’ll report on the Board of Health’s progress. The Board of Health, as long as they can do what they need to do, then the city is fine, he added. Councilor LeBlanc asked what other communities are doing. Mr. Payson advised he’d reach out to Karin Carroll, the city’s Public Health Director, to learn of the Board of Health’s progress and what other area communities are choosing to do -- whether to adopt an ordinance or allow the Board of Health to adopt regulations. The Board of Health is also talking about the funding component to this as well, he noted. Councilor LeBlanc highlighted that is what some the 3% tax on retail marijuana establishments will go towards.

This matter is continued to August 6, 2018.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:17 p.m.

Respectfully submitted,



# GLOUCESTER CITY COUNCIL 2018 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2018-046  
**SUBJECT:** Amend GCO Ch. 22 "Traffic and Motor Vehicles" Sec. 22-269 "Stop intersections" by ADDING "Traverse Street at its intersection with Haskell Street"

**DATE OPENED:** 8/14/2018  
**CONTINUED TO:**  
**CONTINUED FROM:**  
**COMMITTEE:** O&A 6/20/2018, 7/16/2018

GCO AMENDMENTS  
**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING**

The Gloucester City Council will hold public hearings on **August 14, 2018** at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the following proposed amendments to the Gloucester Code of Ordinances:

**Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-267 "One-way streets-Generally"** by ADDING: "While school is in session on weekdays, Concord Street from the entrance of West Parish School southwest to Essex Avenue (approximately 285 feet) from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m."

**Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-145 "Stopping, Standing and Parking"** by ADDING: "Live parking (drivers to remain with their vehicles) for the purpose of picking up students at West Parish School will be permitted on the north side of Concord Street from the entrance of West Parish School 444 feet in a northerly direction (towards the Fire Station) during the same hours as described in Sec. 22-267."

**Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-265 "Turning Movements-Generally"** by ADDING: "No left turn from Concord Street onto the West Parish School property from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m. while school is in session."



**Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-269 "Stop Intersections"** by ADDING "Traverse Street at its intersection with Haskell Street."

**AMEND GCO Ch. 22 "Traffic and Motor Vehicles" Art. V "Stopping, Standing and Parking", Div. 1 "Generally", Sec. 22-176(a) "Penalties for violation"** by DELETING "45.00" in Code 04 and replacing it with "75.00"

**Amend GCO Ch. 22 "Traffic and Motor Vehicles" Article V "Stopping, Standing and Parking" Division 1 "Generally"**, by ADDING to Sec. 22-176(b) as follows: "If the citation is paid not more than 21 days after the issuance of the fine, the fine shall be \$75; if the citation is paid more than 21 days after the issuance of the fine, but before the parking clerk reports to the registrar as provided under Section 20A½ of Chapter 90 of the Massachusetts General Laws, the fine shall be \$80; if the citation is paid more than 21 days after the issuance of the fine and after the parking clerk has so reported, the fine shall be \$100."

At the public hearing, all interested persons will have the opportunity to be heard.

By Vote of the City Council  
Joanne M. Senos, City Clerk

AD#13712606  
Cape Ann Beacon 8/3/18

**ADDING:** “No left turn from Concord Street onto the West Parish School property from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m. while school is in session.

These matters will be advertised for public hearing.

3. *CC2018-025 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Prospect Street, northerly side, from its intersection with Friend Street in a westerly direction (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

4. *CC2018-026 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Prospect Street, westerly side beginning at its intersection with Spring Street (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

5. *CC2018-027 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Pleasant Street, westerly side, beginning at a point 130 feet from its intersection with Warren Street in a northerly direction for a distance of 25 feet (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

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6. *CC2018-028 (Memhard): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-269 “Stop intersections” be Amended by ADDING “Traverse Street at its intersection with Haskell Street (Cont’d from 06/18/18)*

Councilor LeBlanc noted that the Traffic Commission endorsed Councilor Memhard’s amendment to the Code of Ordinances to place a stop sign at the intersection of Traverse and Haskell Streets conveying that Councilor Memhard had a ward meeting this evening, and so was unable to attend. This is a dangerous intersection, he advised, and that it was Councilor Memhard’s initiative to amend the ordinance for this solution to the situation.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-269 “Stop intersections” by ADDING “Traverse Street at its intersection with Haskell Street.”

This matter will be advertised for public hearing.

7. *CC2018-029 (Holmgren): Request Traffic Commission review the matter of limiting amount of time & locations that commercial box trucks are allowed to park on public streets (Cont’d from 06/18/18 & TBC 08/06/18)*

This matter is continued to August 6, 2018 pending a recommendation of the Traffic Commission.

8. *CC2018-031 (O’Hara): AMEND GCO Ch. 22 “Traffic and Motor Vehicles” Art. V “Stopping, Standing and Parking”, Div. 1 “Generally”, Sec. 22-176(a) “Penalties for violation” by DELETING “45.00” in Code 04 and replacing it with “75.00”; and AMEND Sec. 22-176(b) re: increase of fine if not paid within a certain period of time*

Councilor O’Hara reported that this was his initiative for helping to solve some of the issues in the city’s beach “no parking” zones -- to raise parking ticket fines if unpaid that had been in process for some time. The state passed a Home Rule Petition, Chip Payson, General Counsel, advised, which allows the city to increase the fines which is before the Committee now.

Councilor O’Hara thanked the efforts of General Counsel and the City Clerk on this matter. Councilor LeBlanc added that this is a good job and was a long time in coming.

(d) No more than three bags a day shall be provided per work site for a maximum of two consecutive weeks.

(e) At no time shall the use of parking spaces under this section unreasonably interfere with traffic.

These matters to be advertised for public hearing.

→ 3. ***CC2018-028 (Memhard): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-269 “Stop intersections” be Amended by ADDING “Traverse Street at its intersection with Haskell Street (TBC to 07/16/18)***

This matter is continued to July 16, 2018.

4. ***CC2018-029 (Holmgren): Request Traffic Commission review the matter of limiting amount of time & locations that commercial box trucks are allowed to park on public streets (Cont’d to 07/16/18)***

This matter is continued to July 16, 2018.

5. ***Memorandum from General Counsel re: MuniCode Ordinance Review & Recommendations for Gloucester’s General Code of Ordinances & Gloucester Zoning Ordinance***

Mr. Payson recounted the on file comprehensive review of the General Code of Ordinances by MuniCode which is the entity that the city uses to put the Code on line on its website. This is a 25 page memo (on file) with suggested changes to clean up the ordinances. When he printed out the Code of Ordinances that goes with the 25 page memo, there are significant changes to some of the ordinance sections. He advised there are two parts for amending the Code of Ordinances -- those that are fairly easy to deal with, for which he gave several brief examples, and a second group where there are recommendations putting in parameters or the need to make more clear the intent of the ordinance. He proposed that by the next O&A meeting (July 16), he will divide these two areas to those that are the “low hanging fruit” which the Committee can take up first” and then put more time and effort for those Ordinance sections which will take more time. There is no timeline with MuniCode, and is just a matter of moving it through Council, he advised. He conveyed he will provide an update on the second group of changes at the next O&A meeting as well as well as current ordinances associated with the memo’s suggested changes.

This matter is continued to July 16, 2018.

6. ***CC2018-030 (Holmgren/Nolan): Request O&A & B&F examine the potential of raising the Stage Fort Park non-resident access fee and explore the potential of opening a fund/account to designate a portion of the fee to ready Stage Fort Park for the Quadricentennial celebration in 2023***

The Committee discussed with Councilor Holmgren and Nolan their concept for increasing non-resident parking fees for Stage Fort Park as a way to assist in underwriting the city’s ability to make improvements to Stage Fort Park in order to ready it for the city’s Quadricentennial celebration in 2023. Councilor Holmgren pointed out that she and Councilor Nolan approached Mike Hale about raising the non-resident parking fee so there is parity between Stage Fort Park parking and Good Harbor and Wingaersheek Beach parking. Stage Fort Park offers many more amenities, both Councilors pointed out, it is only fair that since the DPW maintains the park and they want to get it groomed and ready for the Quadricentennial that raising the fee. These fees would be placed in a special fund or a Revolving Fund for that purpose, Councilor Holmgren noted.

Councilor LeBlanc relayed his belief this was a good concept but that it was more of a Request to the Mayor.

Councilor Cox, responding in her role as Chair of the B&F Committee who also had this Council Order referred to her Committee advised that she was not necessarily in favor of this in terms of earmarking funds for specific purposes is actually difficult to do. She suggested they could raise the price of non-resident beach parking through the Beaches and Stage Fort Park Regulations, but that is a Request to the Mayor. It isn’t something that starts with the Council; changes are brought forward on the Public Works Director’s recommendation through the Mayor who then gives it to the Council for its consideration and vote. She pointed out that it is up to the Administration to earmark specific funds. The Mayor’s Office can commit to a certain level of funds, but the Council can’t. If they want



# GLOUCESTER CITY COUNCIL 2018 PUBLIC HEARING

**PUBLIC HEARING NUMBER: PH2018-047**

**SUBJECT:** Amend GCO Ch. 22 "Traffic and Motor Vehicles" Art. V "Stopping, Standing and Parking", Div. 1 "Generally" Sec. 22-176(a) "Penalties for violation" by DELETING "45.00" in Code 04 and replacing it with "75.00" AND Amend GCO Ch. 22 "Traffic and Motor Vehicles" Art. V "Stopping, Standing and Parking" Div. 1 "Generally" by ADDING Sec. 22-176(b) as follows: "If the citation is paid not more than 21 days after the issuance of the fine, the fine shall be \$75; if the citation is paid more than 21 days after the issuance of the fine, but before the parking clerk reports to the registrar as provided under Section 20A1/2 of Chapter 90 of the Massachusetts General Laws, the fine shall be \$80; if the citation is paid more than 21 days after the issuance of the fine and after the parking clerk has so reported, the fine shall be \$100"

**DATE OPENED: 8/14/2018**  
**CONTINUED TO:**  
**CONTINUED FROM:**  
**COMMITTEE: O&A 7/16/2018, 8/6/2018**

GCO AMENDMENTS  
**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING**

The Gloucester City Council will hold public hearings on **August 14, 2018** at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the following proposed amendments to the Gloucester Code of Ordinances:

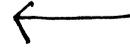
**Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-267 "One-way streets-Generally" by ADDING:**  
"While school is in session on weekdays, Concord Street from the entrance of West Parish School southwest to Essex Avenue (approximately 285 feet) from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m."

**Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-145 "Stopping, Standing and Parking" by ADDING:**  
"Live parking (drivers to remain with their vehicles) for the purpose of picking up students at West Parish School will be permitted on the north side of Concord Street from the entrance of West Parish School 444 feet in a northerly direction (towards the Fire Station) during the same hours as described in Sec. 22-267."

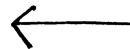
**Amend GCO Ch. 22 "Traffic and Motor Vehicles," Sec. 22-265 "Turning Movements-Generally" by ADDING:** "No left turn from Concord Street onto the West Parish School property from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m. while school is in session."

**Amend GCO Ch. 22 "Traffic and Motor Vehicles" Sec. 22-269 "Stop intersections" by ADDING** "Traverse Street at its intersection with Haskell Street."

**AMEND GCO Ch. 22 "Traffic and Motor Vehicles" Art. V "Stopping, Standing and Parking", Div. 1 "Generally" Sec. 22-176(a) "Penalties for violation" by DELETING "45.00" in Code 04 and replacing it with "75.00"**



**Amend GCO Ch. 22 "Traffic and Motor Vehicles" Article V "Stopping, Standing and Parking" Division 1 "Generally", by ADDING to Sec. 22-176(b) as follows:** "If the citation is paid not more than 21 days after the issuance of the fine, the fine shall be \$75; if the citation is paid more than 21 days after the issuance of the fine, but before the parking clerk reports to the registrar as provided under Section 20A½ of Chapter 90 of the Massachusetts General Laws, the fine shall be \$80; if the citation is paid more than 21 days after the issuance of the fine and after the parking clerk has so reported, the fine shall be \$100."



At the public hearing, all interested persons will have the opportunity to be heard.

By Vote of the City Council  
Joanne M. Senos, City Clerk

AD#13712606  
Cape Ann Beacon 8/3/18

ORDINANCES & ADMINISTRATION MEETING MINUTES

8/6/2018

(UNDER SEPARATE COVER)

**ADDING:** “No left turn from Concord Street onto the West Parish School property from 2:45 p.m. to 3:15 p.m., and on early release days from 11:45 a.m. to 12:15 p.m. while school is in session.

These matters will be advertised for public hearing.

3. *CC2018-025 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Prospect Street, northerly side, from its intersection with Friend Street in a westerly direction (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

4. *CC2018-026 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Prospect Street, westerly side beginning at its intersection with Spring Street (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

5. *CC2018-027 (Hecht): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-270 “Parking prohibited at all times” re: Pleasant Street, westerly side, beginning at a point 130 feet from its intersection with Warren Street in a northerly direction for a distance of 25 feet (Cont’d from 06/04/18)*

This matter will be continued to August 6, 2018.

6. *CC2018-028 (Memhard): Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-269 “Stop intersections” be Amended by ADDING “Traverse Street at its intersection with Haskell Street (Cont’d from 06/18/18)*

**Councilor LeBlanc** noted that the Traffic Commission endorsed Councilor Memhard’s amendment to the Code of Ordinances to place a stop sign at the intersection of Traverse and Haskell Streets conveying that Councilor Memhard had a ward meeting this evening, and so was unable to attend. This is a dangerous intersection, he advised, and that it was Councilor Memhard’s initiative to amend the ordinance for this solution to the situation.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor O’Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 “Traffic and Motor Vehicles” Sec. 22-269 “Stop intersections” by ADDING “Traverse Street at its intersection with Haskell Street.”

This matter will be advertised for public hearing.

7. *CC2018-029 (Holmgren): Request Traffic Commission review the matter of limiting amount of time & locations that commercial box trucks are allowed to park on public streets (Cont’d from 06/18/18 & TBC 08/06/18)*

This matter is continued to August 6, 2018 pending a recommendation of the Traffic Commission.

- 8. *CC2018-031 (O’Hara): AMEND GCO Ch. 22 “Traffic and Motor Vehicles” Art. V “Stopping, Standing and Parking”, Div. 1 “Generally”, Sec. 22-176(a) “Penalties for violation” by DELETING “45.00” in Code 04 and replacing it with “75.00”; and AMEND Sec. 22-176(b) re: increase of fine if not paid within a certain period of time*

**Councilor O’Hara** reported that this was his initiative for helping to solve some of the issues in the city’s beach “no parking” zones -- to raise parking ticket fines if unpaid that had been in process for some time. The state passed a Home Rule Petition, **Chip Payson**, General Counsel, advised, which allows the city to increase the fines which is before the Committee now.

**Councilor O’Hara** thanked the efforts of General Counsel and the City Clerk on this matter. **Councilor LeBlanc** added that this is a good job and was a long time in coming.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Ch. 22 "Traffic and Motor Vehicles" Article V "Stopping, Standing and Parking" Division 1 "Generally", Sec. 22-176(b) by ADDING to Sec. 22-176 (b) as follows:

If the citation is paid not more than 21 days after the issuance of the fine, the fine shall be \$75; if the citation is paid more than 21 days after the issuance of the fine, but before the parking clerk reports to the registrar as provided under Section 20A½ of Chapter 90 of the Massachusetts General Laws, the fine shall be \$80; if the citation is paid more than 21 days after the issuance of the fine and after the parking clerk has so reported, the fine shall be \$100.

This matter will be advertised for public hearing.

9. *Memorandum from General Counsel re: MuniCode Ordinance Review & Recommendations for Gloucester's General Code of Ordinances & Gloucester Zoning Ordinance (Cont'd from 06/18/18)*

Chip Payson, General Counsel, reviewed for the Committee briefly his recommendations through Muni-Code, the city's consultant that reviewed the Code of Ordinances and the Zoning Ordinance that was contained in his memo dated today's date and on file. Some were non-substantive and substantive and that he advised at the last meeting they could do the insubstantive changes could be enacted together but that the substantive changes require more in-depth language adjustments. He noted his memo (on file) describing the group of insubstantive changes. He suggested that two or three per O&A meeting could be taken up of the substantive changes. He called attention to Hawkers and Peddlers substantive change, and there may be a need for an Ad Hoc Committee for recommendations and that it is set aside for that action. Councilor LeBlanc recounted briefly of an instance before Horribles Parade that related to Hawkers and Peddlers that was concerning.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor O'Hara, seconded by Councilor Nolan, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council AMEND the Gloucester Code of Ordinances based on General Counsel's Memorandum dated July 16, 2018 from attachment entitled, "LIST 1."

This matter is advertised for public hearing.

10. *Memorandum from Mayor re: recreational marijuana recommendations: That the Council vote to limit the number of marijuana retail establishments in Gloucester to three (3); and that the Council adopt an ordinance governing marijuana accessories as well as an ordinance authorizing Board of Health to inspect edible marijuana products to be drafted by General Counsel (Cont'd from 06/18/18)*

Mr. Payson reviewed what could be Board of Health regulations or an Ordinance. The Board of Health is still working on it, and is leaning towards a regulation which then would mean the Council wouldn't have to adopt an ordinance. He reported that Mr. Destino conveyed to him that would be okay, but suggested that this remain on the Committee's agenda and he'll report on the Board of Health's progress. The Board of Health, as long as they can do what they need to do, then the city is fine, he added. Councilor LeBlanc asked what other communities are doing. Mr. Payson advised he'd reach out to Karin Carroll, the city's Public Health Director, to learn of the Board of Health's progress and what other area communities are choosing to do -- whether to adopt an ordinance or allow the Board of Health to adopt regulations. The Board of Health is also talking about the funding component to this as well, he noted. Councilor LeBlanc highlighted that is what some the 3% tax on retail marijuana establishments will go towards.

This matter is continued to August 6, 2018.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:17 p.m.

Respectfully submitted,

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July 10, 2018

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CITY CLERK  
GLOUCESTER, MA

**BY FIRST CLASS MAIL**

Gloucester City Council and  
City of Gloucester Zoning Board of Appeals  
City Hall  
9 Dale Avenue  
Gloucester, MA 01930

**RE: 250 Concord Street, Gloucester, MA, Decision No. SCP 2015-001 (August 11, 2015)**

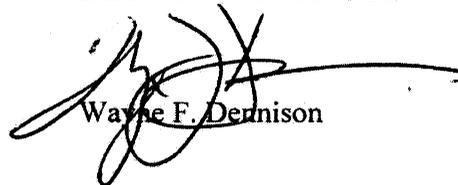
To Whom It May Concern:

This office represents SBA Towers V, Inc. and New Cingular Wireless PCS, LLC (collectively, the "Permit Holders") in connection with the above-referenced special permit. The Permit Holders hereby surrender all rights and interests under that special permit (and to the extent relevant, under the December 18, 2014 variance decision by the Zoning Board of Appeals pursuant to which the special permit application was considered).

Accordingly, the Permit Holders will not be constructing, operating, or maintaining the proposed personal wireless services facility at 250 Concord Street, Gloucester, Massachusetts as authorized by the special permit. However, the Permit Holders reserve the right to seek authorization for a personal wireless services facility at that same (or any other Gloucester) location in accordance with the provisions of the now applicable Zoning By-Law.

Sincerely,

**BROWN RUDNICK LLP**



Wayne F. Dennison

cc: Jeffrey L. Roelofs, Esq. (by e-mail)  
Edward D. Pare, Jr., Esq. (by e-mail)  
Ms. Carrie Fryklund (by e-mail)

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