



# City Council

## Finance Sub-Committee

36 Court Street  
Springfield, MA 01103  
<http://www.springfieldcityhall.com>

### ~ Agenda ~

Anthony I. Wilson  
413-787-6096

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Monday, May 7, 2018

5:45 PM

City Hall -- Room 200

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#### **I. THIS IS A JOINT FINANCE/MAINTENANCE & DEVELOPMENT MEETING**

#### **II. Call to Order**

5:45 PM Meeting called to order on May 7, 2018 at City Hall -- Room 200, 36 Court Street, Springfield, MA.

#### **III. Orders**

##### **1. Order (ID # 4552)**

March Revenue Vs. Expenditure Report

##### **ATTACHMENTS:**

- March Revenue Vs. Expenditure Report (PDF)

##### **2. Order (ID # 4554)**

Parks Department Donation - SPD Ride to Remember Charity Event & SCCCA \$50,000

##### **ATTACHMENTS:**

- PBRM - SPD Ride to Remember & SCCCA Donation\_Set Up Form (PDF)
- PBRM - SPD Ride to Remember & SCCCA Donation\_Check Copy (PDF)

##### **3. Order (ID # 4567)**

Valley BikeShare Grant - No Match Required - \$27,691.44

##### **ATTACHMENTS:**

- Valley BikeShare Grant (PDF)

##### **4. Order (ID # 4568)**

Better Together Grant- No Match Required \$12,500.00

##### **ATTACHMENTS:**

- Better Together Grant(PDF)

##### **5. Order (ID # 4569)**

Inclusive Internship Initiative- No Match Required \$3,500.00

**ATTACHMENTS:**

- Inclusive Internship Initiative Grant (PDF)

**6. Order (ID # 4510)**

Elder Affairs Donation- \$500.00

**ATTACHMENTS:**

- Commonwealth Care Alliance (PDF)

**7. Order (ID # 4551)**

Fire Department Donations - in Memory of John J. Keough - \$120.00

**ATTACHMENTS:**

- Donations - J. Keough 5-7-18 (PDF)
- Donations - J. Keough 5-7-18 (XLSX)

**8. Order (ID # 4576)**

Order Approving Memorandum of Agreement with the Massachusetts Development Finance Agency

**9. Order (ID # 4572)**

Free Cash to Finance Department (Support of Union Station) - \$145,606

**ATTACHMENTS:**

- CAFO Cert - Free Cash to Finance - Union Station Deficit (PDF)

**10. Order (ID # 4570)**

Order Authorizing Expenditure of FY 2019 Chapter 90 Funds (\$3,682,135.00)

**FINANCIAL IMPACT:**

The Commonwealth of Massachusetts has authorized Chapter 90 funds totalling \$3,682,135.00 for Springfield in FY19.

**ATTACHMENTS:**

- Exhibit A (PDF)

**11. Order (ID # 4571)**

Snow & Ice Deficit Budget Transfer - \$328,768.33

**FINANCIAL IMPACT:**

\$328,768.33

**ATTACHMENTS:**

- CAFO Cert Free Cash to DPW (DOCX)
- Attachment #2 (PDF)
- CAFO Cert Free Cash to DPW (PDF)

**12. Order (ID # 4553)**

Free Cash to Parks Horticulture - Landscaping - \$75,000

**ATTACHMENTS:**

- CAFO Cert - Free Cash to Parks Horticulture (PDF)

**13. Order (ID # 4557)**

Order Waiving RFP Process and Approving Demolition of 17-19 Alden Street for the Six Corners Traffic Improvement Project

**ATTACHMENTS:**

- Exhibit 1 (PDF)



## City Council

**SCHEDULED**

3.1

Meeting: 05/07/18 05:45 PM

Initiator: Pat Burns

Sponsors: Mayor Domenic J. Sarno

DOC ID: 4552

### March Revenue Vs. Expenditure Report (Mayor Sarno)

Statement of Revenues and Other Sources,  
and Expenditures and Other Uses  
Budget and Actual - General Fund

For the period ended  
03/31/18

| Revenues and Other Sources:                                                              | Revised<br>Budget  | Actual             | Variance<br>Over/(Under) | %          |
|------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------------|------------|
| Real Estate & Personal Property Taxes                                                    | \$ 196,735,445     | \$ 146,041,952     | \$ (50,693,493)          | 74%        |
| Real Estate & Personal Property Taxes - Tax Liens                                        | -                  | 1,283,072          | 1,283,072                | 0%         |
| Motor Vehicle Excise                                                                     | 11,000,000         | 8,149,581          | (2,850,419)              | 74%        |
| Penalties, interest and other taxes                                                      | 4,862,959          | 3,453,982          | (1,408,977)              | 71%        |
| Charges for Services                                                                     | 14,041,248         | 8,832,712          | (5,208,536)              | 63%        |
| Intergovernmental                                                                        | 382,339,604        | 286,488,902        | (95,850,702)             | 75%        |
| Licenses and Permits                                                                     | 6,711,653          | 5,760,811          | (950,842)                | 86%        |
| Fines and Forfeits                                                                       | 539,683            | 264,387            | (275,296)                | 49%        |
| Interest earned on Investments                                                           | 1,801,840          | 1,662,069          | (139,771)                | 92%        |
| Miscellaneous                                                                            | 11,806,365         | 5,898,254          | (5,908,111)              | 50%        |
| FY 2017 Net School Spending Shortfall (a.)                                               | 7,991,752          | 7,991,752          | -                        | 100%       |
| Other Financing Sources                                                                  | 1,310,098          | 1,545,098          | 235,000                  | 118%       |
| <b>Total Revenues and Other Sources</b>                                                  | <b>639,140,647</b> | <b>477,372,572</b> | <b>(161,768,074)</b>     | <b>75%</b> |
| <b>Expenditures and Other Uses:</b>                                                      |                    |                    |                          |            |
| General government                                                                       | 22,773,379         | 17,751,100         | 5,022,280                | 78%        |
| Public safety                                                                            |                    |                    |                          |            |
| Police                                                                                   | 44,441,728         | 33,956,809         | 10,484,919               | 76%        |
| Fire                                                                                     | 21,669,910         | 16,049,608         | 5,620,302                | 74%        |
| Centralized Dispatch                                                                     | 2,222,067          | 1,517,352          | 704,715                  | 68%        |
| Other                                                                                    | 3,815,305          | 2,850,827          | 964,479                  | 75%        |
| Health and Welfare                                                                       | 4,445,441          | 2,567,736          | 1,877,705                | 58%        |
| Public works                                                                             | 10,415,577         | 9,511,264          | 904,313                  | 91%        |
| Education                                                                                | 415,056,377        | 292,407,497        | 122,648,879              | 70%        |
| Culture and recreation                                                                   | 12,961,316         | 10,066,571         | 2,894,745                | 78%        |
| Pension and fringe                                                                       | 64,276,422         | 55,522,505         | 8,753,917                | 86%        |
| State and district assessments                                                           | 3,583,511          | 2,718,175          | 865,336                  | 76%        |
| Debt Service                                                                             | 27,984,872         | 25,988,606         | 1,996,266                | 93%        |
| Pay as you go Capital                                                                    | 1,902,584          | 1,068,047          | 834,536                  | 56%        |
| Other Financing Use - Trash Enterprise Supplement                                        | 3,592,159          | 3,592,159          | -                        | 100%       |
| <b>Total Expenditures and Other Uses</b>                                                 | <b>639,140,647</b> | <b>475,568,254</b> | <b>163,572,393</b>       | <b>74%</b> |
| Excess (deficiency) of revenues<br>and other sources over<br>expenditures and other uses | -                  | \$ 1,804,318       | \$ 1,804,318             |            |

(a.) The FY 2017 Net School Spending Requirement shortfall must be appropriated in the School Budget pursuant to Chapter 70. Section 11 of the Education Reform Act of 1993.

Attachment: March Revenue Vs. Expenditure Report (4552 : March Revenue Vs. Expenditure Report)

CITY OF SPRINGFIELD, MASSACHUSETTS  
Budget and Actual - General Fund  
Expenditures and Encumbrances  
For the period ended  
03/31/18

| Expenditures and Other Uses:                      | Original<br>Budget | Transfers<br>In/(Out) | Revised<br>Budget | Expenditure | Encumbrance | Variance<br>Over/(Under) | %    |
|---------------------------------------------------|--------------------|-----------------------|-------------------|-------------|-------------|--------------------------|------|
| General government                                | 21,471,047         | 1,302,333             | 22,773,379        | 15,632,686  | 2,118,413   | 5,022,280                | 78%  |
| Public safety                                     |                    |                       |                   |             |             |                          |      |
| Police                                            | 44,256,463         | 185,265               | 44,441,728        | 33,571,593  | 385,216     | 10,484,919               | 76%  |
| Fire                                              | 21,669,910         | -                     | 21,669,910        | 15,787,760  | 261,848     | 5,620,302                | 74%  |
| Centralized Dispatch                              | 2,222,067          | -                     | 2,222,067         | 1,503,720   | 13,632      | 704,715                  | 68%  |
| Other                                             | 4,025,305          | (210,000)             | 3,815,305         | 2,643,947   | 206,879     | 964,479                  | 75%  |
| Health and Welfare                                | 4,352,941          | 92,500                | 4,445,441         | 2,525,849   | 41,887      | 1,877,705                | 58%  |
| Public works                                      | 10,415,577         | -                     | 10,415,577        | 9,003,347   | 507,917     | 904,313                  | 91%  |
| Education                                         | 406,045,029        | 9,011,347             | 415,056,377       | 270,428,352 | 21,979,145  | 122,648,879              | 70%  |
| Culture and recreation                            | 13,021,316         | (60,000)              | 12,961,316        | 9,350,050   | 716,521     | 2,894,745                | 78%  |
| Pension and fringe                                | 64,276,422         | -                     | 64,276,422        | 55,192,505  | 330,000     | 8,753,917                | 86%  |
| State and district assessments                    | 3,583,511          | -                     | 3,583,511         | 2,672,245   | 45,930      | 865,336                  | 76%  |
| Debt Service                                      | 27,984,872         | -                     | 27,984,872        | 25,988,606  | -           | 1,996,266                | 93%  |
| Pay as you go Capital                             | 1,902,584          | -                     | 1,902,584         | 540,712     | 527,335     | 834,536                  | 56%  |
| Other Financing Use - Trash Enterprise Supplement | 3,592,159          | -                     | 3,592,159         | 3,592,159   | -           | -                        | 100% |
| Total Expenditures and Other Uses                 | 628,819,202        | 10,321,445            | 639,140,647       | 448,433,531 | 27,134,724  | 163,572,393              | 74%  |



## City Council

SCHEDULED

Meeting: 05/07/18 05:45 PM  
Initiator: Heather Potito  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4554

3.2

### **Parks Department Donation - SPD Ride to Remember Charity Event & SCCCA \$50,000 (Mayor Sarno)**

**WHEREAS**, the Parks Department Recreation Division (“Department”) has received a donation in the amount of \$50,000.00 from the Springfield Police Department's (SPD) 2017 Ride to Remember Charity Event and Springfield Council for Cultural Community Affairs (SCCCA); and

**WHEREAS**, the funds provided are intended to be used at Mary Lynch Park and will include the dedication of a permanent memorial space in honor of Officers Alain Beauregard and Michael Schiavina; and

**WHEREAS**, the Department intends to use the donated funds for the purposes as requested by the donor; and

**WHEREAS**, the Department has accepted the donation and requests authorization from the City Council and the Mayor to expend the donation funds listed below for the purposes of such donation; and

**WHEREAS**, the Acting Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the donation funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws Ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the donated funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes described without further appropriation:

**Springfield Police Department's Ride to Remember Charity Event  
and Springfield Council for Cultural Community Affairs:  
50,000.00**

**\$**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

|                                                                      |              |
|----------------------------------------------------------------------|--------------|
| Date of Request                                                      | 4-30-2018    |
| Department Requesting Grant Setup                                    | PBRM         |
| Department Phone # (Please include extension)                        | 413-787-7772 |
| Name and Title of Person to Contact in Case of Questions<br>LANGEVIN | CAROL        |

Was this Grant previously setup for a prior fiscal year?  
If yes, please indicate your previous project number: NO

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?  
(Y/N) If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
Federal Pass-Through DOE– School  
Federal Direct– School  
Federal – City  
State DOE– School  
State Other – School  
State – City  
XXXX Private/Other

Grant Name: SCCCA/Ride to Remember  
Total Grant Amount Awarded: \$ 50,000

Is this a Reimbursable Grant?

(Y/N) NO

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

|                       |                                   |
|-----------------------|-----------------------------------|
| Entity Name           | Ride to Remember /SCCCA           |
| Contact Person        | Patrick Sullivan and John Delaney |
| Street Address        | 200 Trafton Road                  |
| City, State, Zip Code | Springfield, MA 01108             |
| Telephone             | 413-787-7770                      |
| Fax                   |                                   |
| E-Mail                |                                   |

Actual Award Date 9/26/2017

Board Approval Date

Start Date 9/26/2017

Expiration Date

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Comments re: Description/Purpose of Grant:

Berauregard and Schiavina Memorial Park

Comments re: Conditions/Restrictions of Grant

New park construction with will include: bronze plaques, flag pole, benches, landscape, flowers and bulbs.

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) CHECK FOR PROGRAM HAS BEEN RECEIVED

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)

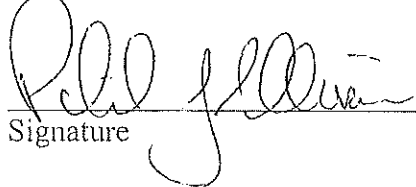
Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code:

Object Codes: 584000

Budget Roll-Up Codes:

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

  
Signature

5/1/18  
Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.

|                                                                                                                                                     |  |                        |                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------|---------------------------------------------|
| <b>SPRINGFIELD COUNCIL FOR CULTURAL<br/>AND COMMUNITY AFFAIRS INC.</b><br>C/O CAROL LANGEVIN PARKS DEPT<br>200 TRAFTON RD.<br>SPRINGFIELD, MA 01108 |  | 06/04                  | 1323                                        |
|                                                                                                                                                     |  | 5/1/2018               | 51-7218/2211<br>B0461                       |
| Pay to the<br>Order of <u>City of Springfield</u>                                                                                                   |  | \$ 50,000 -            |                                             |
| <u>Fifty thousand and 00/100</u> Dollars                                                                                                            |  |                        | Photo<br>Safe<br>Deposit<br>Details on back |
| <b>Peoples United<br/>Bank</b><br>peoples.com                                                                                                       |  | <u>Pat J. Sullivan</u> |                                             |
| For <u>Memorial Field.</u>                                                                                                                          |  | 1323                   |                                             |



## City Council

**SCHEDULED**

3.3

Meeting: 05/07/18 05:45 PM  
Initiator: Christopher Fraser  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4567

### **Valley BikeShare Grant - No Match Required - \$27,691.44 (Mayor Sarno)**

**WHEREAS**, the Office of Planning & Economic Development ("Department") has been awarded a "Valley BikeShare Grant" of \$27,691.44 From the Massachusetts Department of Transportation which will be managed through the City of Northampton; and

**WHEREAS**, the purpose of the grant is to begin the implementation of the Valley BikeShare program in the City of Springfield; and

**WHEREAS**, the Department intends to use the grant funds for the preliminary installation of fourteen (14) bike stations throughout the city; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation:

**Valley BikeShare Grant - No Match Required - \$27,691.44**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

|                                                                                       |                                                    |
|---------------------------------------------------------------------------------------|----------------------------------------------------|
| Date of Request                                                                       | 4/25/2018                                          |
| Department Requesting Grant Setup                                                     | OPED                                               |
| Department Phone # (Please include extension)                                         | 6527                                               |
| Name and Title of Person to Contact in Case of Questions                              | Scott Hanson                                       |
| Was this Grant previously setup for a prior fiscal year?                              |                                                    |
| If yes, please indicate your previous project number: no                              |                                                    |
| If this is a new Grant, have you filled out the “Approval to apply for a grant” Form? |                                                    |
| (Y/N)                                                                                 | If yes, please attach a copy of the Approved Form. |

Grant Type:

State – Highway  
 Federal Pass-Through DOE– School  
 Federal Direct– School  
 Federal – City  
 State DOE– School  
 State Other – School  
 State – City  
 Private/Other

X

Grant Name: ValleyBike Share

Total Grant Amount Awarded: \$ 27,691.44

Attachment: Valley BikeShare Grant (4567 : Valley BikeShare Grant - No Match Required - \$27,691.44)

Is this a Reimbursable Grant? (Y/N) Y

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

|                       |                           |
|-----------------------|---------------------------|
| Entity Name           | City of Northampton, MA   |
| Contact Person        | Wayne Feiden              |
| Street Address        | 210 Main Street           |
| City, State, Zip Code | Northampton, MA 01060     |
| Telephone             | 413-587-1265              |
| Fax                   |                           |
| E-Mail                | wfeiden@northamptonma.gov |

Actual Award Date

Board Approval Date

Start Date

Expiration Date

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Is there any Leverage? HUD FUNDING ONLY

Source

Amount

Comments re: Description/Purpose of Grant

Local coordination and implementation of bicycle share pilot program

Comments re: Conditions/Restrictions of Grant

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly)

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)

Attachment: Valley BikeShare Grant (4567 : Valley BikeShare Grant - No Match Required - \$27,691.44)

Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code:

Object Codes: 530105

Budget Roll-Up Codes:

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

  
Signature

4-25-18  
Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.

### Memorandum of Understanding for *ValleyBike Share*

This Memorandum of Understanding (this "Memorandum") is agreed to by and among the Cities of Springfield, Holyoke and Northampton, the Towns of Amherst and South Hadley, the Pioneer Valley Planning Commission, and the University of Massachusetts, Amherst, each a "party" and, collectively, the "parties." This agreement creates a collaboration for purposes of establishing, managing and operating *ValleyBike Share* for the Pioneer Valley, as described more particularly herein.

WHEREAS, bike sharing extends the public transit system, reduces auto trips, provides short-range commuting alternatives and provides opportunities for exercise;

WHEREAS, as part of broader goals to create more sustainable communities and promote healthy non-motorized transportation alternatives, the parties wish to implement and operate *ValleyBike Share* (the "*ValleyBike*");

WHEREAS, the parties have recognized the funding and sponsorship opportunities and the service and efficiency benefits from a collectively managed system reduce costs to all parties;

WHEREAS, the parties initially signed a Memorandum of Understanding on a regional bike share program between December 2015 and February 2016 (the "Prior MOU"); and

WHEREAS, it is the intent of the parties that this Memorandum of Understanding replace and supersede the Prior MOU.

NOW, THEREFORE, the parties agree to:

- Work together to seek grant, sponsorship, or other funding to expand *ValleyBike Share*;
- Implement *ValleyBike Share* in accordance with the contract signed October 2017 between the City of Northampton ("Northampton") and Bewegen Technologies, Inc. or any successor vendor ("Bewegen" or "Vendor"), attached hereto by reference, including:
  - o Implementing the 2018 bike share rollout in their own community or institution and obtaining the necessary local approvals for such rollout;
  - o Taking title to bike share equipment in their communities, as spelled out in that contract;
  - o Requesting approvals necessary to allow Northampton to exercise its option to extend the three year contract period with Bewegen to a five year contract period;
- Accepting Northampton's role as lead community by virtue of its contract with Bewegen and its receipt of a MassDOT CMAQ Bike Share grant ("CMAQ").

NOW, THEREFORE, the parties agree to work together to implement *ValleyBike* as follows:

#### 1. Purpose of Agreement

The purpose of this Memorandum is to organize the implementation and operation of *ValleyBike*.

#### 2. *ValleyBike* Description and Purpose

Bewegen, on behalf of *ValleyBike*, will deploy bike share bicycles at stations along rail and transit lines, and other areas of dense population or employment, and other key destinations in Amherst, South Hadley, Springfield, Northampton, and Holyoke. *ValleyBike* will reduce single-occupancy vehicle travel to transit stops by offering bicycles as a first- and last-mile transportation alternative, reduce vehicle miles traveled and greenhouse gas emissions, improve local air quality, and expand the viability of bicycling as a stand-alone mode of travel.

The *ValleyBike* will provide bicycles for use by program members (e.g. memberships may be daily, weekly, and annually) from unattended stations, incentivizing short-term use (e.g. up to 45 minutes). The bicycles will be tamper and vandalism resistant and will employ radio-frequency identification smartcards and wireless and internet technologies to coordinate and track bicycle reservations, pick-up, drop-off, and subscriber information. This advanced technology system will track user demand and provide a mechanism to maintain a balanced distribution of bikes within each host community, and the desirable number of bikes and spare parking within each station.

### 3. Steering Committee

- a. The parties agree to work together through a Steering Committee that will make *ValleyBike* policy decisions, coordinate the activities of the parties, and otherwise ensure the implementation and operation of *ValleyBike*.
- b. The Steering Committee will consist of one designated representative and one alternate member from each of the following parties: the Cities of Springfield, Holyoke and Northampton, the Towns of Amherst and South Hadley, Pioneer Valley Planning Commission, and University of Massachusetts Amherst. Each signatory shall have one voting member, which shall be the designated representative, or in the absence of the designated representative, the alternate member. The alternate member can be delegated to act on behalf of the designated representative if needed (e.g. the Mayor or his/her representative). Each party with a designated representative will have the right to change its designated representative upon five (5) days written notice to the parties. A unanimous vote of the Steering Committee is required to allow any new Parties to join the Committee.
- c. Each party will establish its own internal decision making processes for managing its components of the bike share *ValleyBike*. Regional decisions that are not the responsibility of Bewegen or the Lead Community and Administrator will be made collaboratively by all parties.
- d. The Steering Committee shall hold such meetings as it deems necessary, which may be called at any reasonable time by any designated representative. Meetings may be in person, by teleconference or a combination. Any party may attend a meeting, but decisions shall be made by designated representatives or their alternates in accordance with the above.
- e. Notwithstanding the above, the Steering Committee shall make only non-binding recommendations to Northampton in its role as lead community with the MassDOT CMAQ contract, the contract with Bewegen, and the fiduciary and legal responsibilities under those contracts.

The Steering Committee will reach decisions by a 2/3rds vote consensus, with each party being entitled to one vote. An absent designated representative may vote by giving a written proxy to another designated representative. The Steering Committee shall use good faith efforts to reach consensus in resolving all matters.

### 4. Responsibilities of Parties

- a. Role of Lead Party and Program Administrator

Northampton is designated to serve as Lead Party and Program Administrator for *ValleyBike* overseeing the CMAQ grant contract, the Bewegen vendor contract, and other contracts and vendors hired using CMAQ funds.

- b. Role of Municipalities, University of Massachusetts Amherst and Other Signatories

*ValleyBike Share Memorandum of Understanding (December 2017)*-Page 2 of 7

(1) Each party agrees to commit to participating in *ValleyBike* as herein provided.

(2) Each party is responsible for the local coordination and implementation of bicycle share pilot elements within its respective jurisdiction including:

- Choosing and/or advising the vendors on kiosk and bike share station sites. The Vendor needs approval from the municipality in which a bicycle share station is located ("host municipality") prior to locating any station or kiosk. Most stations will be located on public ways or other public land. If a community selects to locate a station on private land they shall be responsible for all necessary easements and shall not use CMAQ funding for improvements.
- Assisting to obtain any necessary permissions, permits, leases, licenses or other preferred implementing mechanisms for bicycle share locations. Such approvals are based on each community's local requirements.
- Engaging local stakeholders, promoting, and marketing the bicycle share pilot.
- Assisting Bewegen and the Program Manager in identifying and soliciting local sponsors to financially support the system and in engaging the community to promote *ValleyBike* membership.
- Maintaining records to document activities and performance in support of *ValleyBike*.
- Arrange for and coordinate installation of bike share station pads and imbedded conduit when new pads are needed. (Any party may avoid these costs by using existing sidewalks, concrete, and asphalt within 10' of an adequate bike station power supply that would not require the Vendor to trench under asphalt, concrete or any hard surface.) If a party elects to install stations within public rights-of-way or on public land or easements and incurs costs therefor, that party will be eligible for payment for those costs up to the maximum shown in the table below.

|              | # stations | % of System | CMAQ funding |
|--------------|------------|-------------|--------------|
| Amherst      | 5          | 10.00%      | \$9,889.80   |
| Umass        | 5          | 10.00%      | \$9,889.80   |
| Holyoke      | 9          | 18.00%      | \$17,801.64  |
| Northampton  | 14         | 28.00%      | \$27,691.44  |
| South Hadley | 3          | 6.00%       | \$5,933.88   |
| Springfield  | 14         | 28.00%      | \$27,691.44  |
| Total        | 50         | 100.00%     | \$98,898.00  |

- If arranging or coordinating installation of bike share station pads, comply with all procurement and prevailing wage requirements.

#### c. Role of Pioneer Valley Planning Commission (PVPC)

PVPC will serve the following roles:

- (1) PVPC will provide advice and recommendations and serve on the Steering Committee.
- (2) PVPC will recommend new funding opportunities for the program.
- (3) PVPC may serve as a consulting vendor for the program, subject to the availability of funds and need.
- (4) PVPC will provide vendor data to MassDOT in compliance with CMAQ reporting requirements.

#### d. Role of Vendors

Bewegen, Bewegen's sub-contractors, and other vendors hired under the CMAQ funding will develop and implement *ValleyBike*, including hardware, software, operation, maintenance, marketing, sponsorship, advertising, and any other implementation steps.

## 5. Financial Management

- a. Bewegen is the primary vendor for the CMAQ funded capital improvements phase of the project and for the operation of the contract. Some of this work will be performed by their subcontractors.
- b. Northampton will manage all funds from the CMAQ contract and select any other Vendors to assist it in the bike share implementation to the extent that CMAQ funds exist. It shall maintain financial records as required for municipalities and under the terms of its CMAQ contract.

## 6. Implementation Policies

- a. The parties agree to be bound to the Selection Committee and Northampton's selection of Bewegen as a result of the shared procurement process for the purposes of equipment purchase and program operation for *ValleyBike*, and to, using their own resources, act in good faith to follow through on the station siting permitting and approval process and the assignment of vendor commitments to Bewegen. Each party shall be required to waive or fund the cost of their own permits and approvals. Notwithstanding the foregoing, it is hereby acknowledged that any community party hereto has no control over and cannot guaranty that permits, licenses, and/or other approvals required by law, rules, regulations and bylaws from municipal boards or offices within their statutory or regulatory authority will be granted or fees waived, and shall not be required to interfere with the independent statutory or regulatory authority of such boards or offices.
- b. The parties agree that if any party fails to sign this Memorandum, provide the station locations and permissions and assignment of sponsorship commitments in a timely manner, or fails to exercise good faith efforts to obtain the necessary authorizations for bicycle kiosks or to identify alternate locations in a timely manner, the Lead Party and Program Administrator will not allocate bicycles or bicycle share stations. The Steering Committee may then reallocate station and bicycle sharing to another host community to be determined by vote of the Steering Committee, with such distribution being done, to the extent possible, to other remaining partners based on each party's percentage of planned bike share stations out of the overall ValleyBike System.
- c. The parties agree that if a specific bicycle location/station does not generate use, the Steering Committee, after consultation with the host community and vendor, can reallocate the equipment to a higher demand area within that host community.
- d. The parties understand that ownership of bicycles and stations will be by the host community or institution. This ownership comes with two on-going obligations:
  - a. The responsibility to MassDOT to comply with the CMAQ grant condition which requires that at all bike share equipment in each community is operated as a bike share for five years.
  - b. The responsibility to the Lead Community and to Bewegen to comply with the award to Bewegen of the contract to operate the bike share, subject to Bewegen's responsibilities to maintain and replace bicycles under said contract:
    - i. That the community use Bewegen to operate the bike share for a minimum of three years;

- ii. A “claw-back” provision that all bike share equipment provided to each community by Bewegen is returned to Bewegen if the communities cancel the contract in three years instead of five years.
- iii. Any damages or claims from the Lead Community for costs incurred or damages to be paid by the Lead Community or by a part as a result of a party leaving ValleyBike Share before the fulfillment of the obligations outlined in this Memorandum, but in no event shall any of the parties be responsible for indirect, consequential and or special damages and/or lost profits beyond that specified in this Memorandum and the contracts to which is refers.

#### **7. Withdrawal from Agreement and/or Commitment to Participation**

- a. A party will be deemed to have withdrawn from this Memorandum if it fails to grant necessary permissions and approvals for bicycle share stations and/or voluntarily withdraws prior to January 31, 2018. Rejoining ValleyBike Share would require the same process as any other new community joining the ValleyBike Share system and this Memorandum.
- b. The parties acknowledge that in signing this Memorandum and accepting bicycles and bicycle share stations and commitments, they are obligated under the CMAQ contract to operate those bicycles and stations for a period of three years from the May 2018 ValleyBike Share rollout and if they cease to so operate they shall be solely responsible for their share of any MassDOT or Federal Highway claw-back or value recapture and are vulnerable to penalties, damages, torts, or claims from the Lead Community as a result of leaving ValleyBike Share before the three year obligation outlined in this section. Liabilities under the contract with Bewegen shall not apply if a party ceases to operate the ValleyBike Share system due to the Vendor's failure to perform or comply with any material term of its contract with Northampton with respect to that party and such failure is not cured within a reasonable period of time after written notice thereof is provided to the Vendor. The three year liability under the MassDOT contract, however, shall remain even if the Vendor fails to perform.

#### **8. ValleyBike Understanding**

It is the signatories' expectations that all efforts will be made to achieve the following objectives to keep ValleyBike costs manageable:

- The parties will support Bewegen in its efforts to seek corporate sponsorships, advertising and grant funds to defray operating costs to the extent feasible. There is no obligation to allow Bewegen to use any Party's logos or marks;
- The parties will provide technical, staff, and leadership support to Bewegen in its effort to promote the system, safeguard equipment, and operate a successful bike share program.
- Any obligations of the municipal parties shall be subject to appropriation of funds and compliance with any and all applicable laws, rules and regulations. The parties represent that they have such funding to comply with their Fiscal Year 2018 obligations. Such limited obligation, however, does not in any way relieve Parties of their obligations to MassDOT, Federal Highway, or the Lead Community as a result of leaving ValleyBike Share before the five year obligation as outlined above.

#### **9. Amendment of Agreement**

This Memorandum of Understanding may be amended at any time by a unanimous affirmative vote of those present at a meeting of the Steering Committee, provided that 28 days' notice have been provided prior to any Steering Committee vote, and upon approval by the authorized municipal or institutional signatory.

#### **10. Authorization/Effective Date**

*ValleyBike Share Memorandum of Understanding (December 2017)-Page 5 of 7*

This agreement has been authorized by approval of the City Council and Mayor in the case of cities, and the Board of Selectmen in the case of towns, in each participating municipality, in accordance with the Massachusetts General Laws Chapter 40, Section 4A, and by vote of the Pioneer Valley Planning Commission, and the University of Massachusetts. This agreement will become effective when it is signed by two or more participating parties.

#### **11. Termination**

This agreement if not superseded by a subsequent agreement in writing, shall terminate on July 2, 2023.

This agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute the same instrument.

---

Signed:

\_\_\_\_\_  
Mayor, City of Northampton\_\_\_\_\_  
Date\_\_\_\_\_  
Mayor, City of Holyoke\_\_\_\_\_  
Date\_\_\_\_\_  
Mayor, City of Springfield

3/23/18

\_\_\_\_\_  
Date\_\_\_\_\_  
Town Manager, Town of Amherst\_\_\_\_\_  
Date\_\_\_\_\_  
Town Administrator, Town of South Hadley\_\_\_\_\_  
Date\_\_\_\_\_  
Executive Director, Pioneer Valley Planning Commission\_\_\_\_\_  
Date\_\_\_\_\_  
Chancellor, University of Massachusetts\_\_\_\_\_  
Date

Attachment: Valley BikeShare Grant (4567 : Valley BikeShare Grant - No Match Required - \$27,691.44)



## City Council

**SCHEDULED**

Meeting: 05/07/18 05:45 PM  
Initiator: Melanie Acobe  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4568

3.4

### **Better Together Grant- No Match Required \$12,500.00 (Mayor Sarno)**

**WHEREAS,** the Springfield Health and Human Services Department ("Department") has been awarded a "Better Together Grant" of \$12,500.00 from Baystate Health; and

**WHEREAS,** the purpose of the grant is to support the departments Men of Color Health Awareness (MOCHA) Program which helps to investigate chronic disease prevention strategies in older, low-income African American men; and

**WHEREAS,** the Department intends to use the grant funds for this purpose; and

**WHEREAS,** the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS,** the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED,** acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation.

**Better Together Grant- No Match Required \$12,500.00**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

Date of Request 4/5/2018

Department Requesting Grant Setup SHHS

Department Phone # (Please include extension) 6710

Name and Title of Person to Contact in Case of Questions Lorene / Fiscal Manager

Was this Grant previously setup for a prior fiscal year? NO

If yes, please indicate your previous project number:

If this is a new Grant, have you filled out the "Approval to apply for a grant" Form?  
(Y/N) If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway  
Federal Pass-Through DOE– School  
Federal Direct– School  
Federal – City  
State DOE– School  
State Other – School  
State – City  
Private/Other

Xx

Grant Name: Better Together Grant

Total Grant Amount Awarded: \$ 12,500.00

Attachment: Better Together Grant (4568 : Better Together Grant- No Match Required \$12,500.00)

Is this a Reimbursable Grant? (Y/N) Yes

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

|                       |                                            |
|-----------------------|--------------------------------------------|
| Entity Name           | Baystate Health                            |
| Contact Person        | ANNAMARIE GOLDEN                           |
| Street Address        | 280 CHESTNUT STREET, 6 <sup>TH</sup> FLOOR |
| City, State, Zip Code | SPRINGFIELD, MA 01199                      |
| Telephone             | 413-794-1016                               |
| Fax                   |                                            |
| E-Mail                |                                            |

Actual Award Date 11/30/2016

Board Approval Date

Start Date

Expiration Date

Renewal Action Date (optional)

If there are any Matching Funds:

Type  
Percent  
Amount

Is there any Leverage? HUD FUNDING ONLY

Source  
Amount

Comments re: Description/Purpose of Grant

Promote and protect health, wellbeing and livelihood of men of color. Engage men of color in pre release at Ludlow jail through 4 session MOCHA curriculum

Comments re: Conditions/Restrictions of Grant

See budget

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) NO: Check included / semi annually

If payment is to be sent by Grantor as a Wire,

Please enter any wire reference/identification # that may be used (if known)

Attachment: Better Together Grant (4568 : Better Together Grant- No Match Required \$12,500.00)

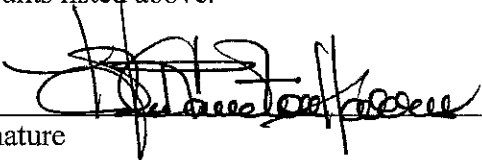
Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code:

Object Codes: 530105

Budget Roll-Up Codes: YES

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

Signature 

Date 4/6/2018

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.

# Baystate Health

OFFICE OF GOVERNMENT & COMMUNITY RELATIONS  
280 Chestnut Street, 6th floor • Springfield, MA 01199  
413-794-1016 • [socialimpact@baystatehealth.org](mailto:socialimpact@baystatehealth.org)

March 23, 2018

Mr. Soloe Dennis  
City of Springfield  
Department of Health & Human Services  
c/o MOCHA Program  
1145 Main Street, Suite 208  
Springfield, MA 01103

Dear Soloe:

In accordance with Baystate Medical Center's Better Together Grant program enclosed please find your payment for MOCHA's semi-annual payment in the amount of \$6,250.00 (Check No. 10998932).

These funds will be used by MOCHA as specified in your proposal and the Better Together Grant Agreement. None of these funds will be used for any political campaigns or in any way to influence legislation. MOCHA will keep and maintain adequate program and expenditure records that can be readily shared with BMC upon request.

A grant payment has been issued in the amount of \$6,250.00. In return, we request semi-annual program progress reports and financial updates as related to the grant funding. Please submit all reports electronically to the Office of Government and Community Relations at [SocialImpact@baystatehealth.org](mailto:SocialImpact@baystatehealth.org) by the deadlines listed below.

## **Reporting & Payment Schedule**

| Deliverable(s)                                                  | Deadline                  | Status                                                                                                                             |
|-----------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| • Semi-Annual Report – Year 1                                   | Friday, March 2, 2018     | <b>RECEIVED</b>                                                                                                                    |
| • Better Together Grant Program Semi-Annual Installment Payment | Friday, March 23, 2018    | <b>PAID<br/>CHECK ENCLOSED</b>                                                                                                     |
| • Final program outcomes and cost reports                       | Friday, September 7, 2018 | <i>Baystate's Office of Government &amp; Community Relations will send an email reminder one month prior to deadline due date.</i> |
| • Better Together Grant Program Final Installment Payment       | Friday, September 7, 2018 | <i>Baystate's Office of Government &amp; Community Relations will send an email reminder one month prior to deadline due date.</i> |

Please feel free to contact me at 413.794.7622 or [annamarie.golden@baystatehealth.org](mailto:annamarie.golden@baystatehealth.org) if you have questions regarding this letter or the grant.

Sincerely,



Annamarie K. H. Golden  
Manager, Government and Community Relations  
Office of Government and Community Relations  
Baystate Health

Enclosure: Check No. 10998932

Attachment: Better Together Grant (4568 : Better Together Grant- No Match Required \$12,500.00)

# Baystate Health

November 30, 2016

Antonio Delesline  
Men of Color Health Awareness (MOCHA)  
c/o City of Springfield  
Department of Health & Human Services  
1145 Main Street, Suite 208  
Springfield, MA 01103

RE: Baystate Health Better Together Grant Agreement

Dear Mr. Delesline:

This agreement (the "Agreement") is entered into and effective the first day of October 1, 2016 (the "Effective Date") by and between BAYSTATE HEALTH, a non-profit corporation duly organized and existing under the laws of the Commonwealth of Massachusetts (hereinafter "Baystate") and Men of Color Health Awareness (hereinafter "MOCHA"), a community-based program under the fiscal umbrellas of the City of Springfield's Department of Health and Human Services.

Baystate approved a one-year Better Together grant in the amount of \$12,500 to MOCHA to support the *Ludlow County Jail Pilot Project*. The funds must be used specifically for the designated purpose(s) and reflected in the attached budget (hereinafter called the "approved budget") within the one year grant period ending December 30, 2017. You must submit a written request to us in advance if you wish to change the purpose and/or budget of the grant or if the funds are not expended within the one-year grant period.

This agreement and its attachments outline the terms and conditions of accepting Baystate's Better Together grant. Please read all the terms and conditions carefully. This letter must be countersigned by an authorized individual within 5 business days of the date of this agreement. Payment of the grant funds will be made upon receipt by Baystate of the countersigned copy of this letter, as well as an invoice in the amount of \$6,250. To facilitate receipt of the payment check, please indicate on the countersigned copy the name of the person in your organization to who the check should be mailed to.

Upon signing this agreement, your organization states that you agree to notify us if there is any change in your public charity status. In addition, Baystate will request a report on the expenditure of our grant semi-annually; one mid-year and an end of year report. When available, please furnish us with a copy of any audited statement of the finances of the project.

## GENERAL GRANT TERMS, CONDITIONS AND UNDERSTANDINGS

In addition to the specific terms and conditions in the grant award letter dated September 12, 2016, to which these General Grant Terms, Conditions and Understandings are attached, Baystate is awarding this grant to you as the Grantee contingent upon the following:

1. **Use of Grant Funds.** Better Together grant funds, and income earned thereon, may be expended only for charitable purposes. This grant is made only for the purposes stated in the second paragraph of this letter. It is understood that these grant funds, including

the income earned thereon, will be used for such purposes in accordance with the approved budget. It is also understood that no substantial variances, including the timing of expenditures, will be made from the approved budget without Baystate's prior approval in writing. If the grant is intended to support a specific project or to provide general support for a specific period, any portion of the grant unexpended at the completion of the project or the end of the period shall be returned immediately to Baystate.

2. **Required Notification.** You are required to provide Baystate with immediate written notification of: (1) any changes in your organization's tax-exempt status; (2) your inability to expend the grant for the purposes described in the grant award letter; or (3) any expenditure from this grant made for any purpose other than those for which the grant was intended.
3. **No Assignment or Delegation.** You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this grant without prior written approval from Baystate.
4. **No Lobbying.** Baystate grant funds may not be used to carry on propaganda, or otherwise to attempt to influence any legislation, within the meaning of section 4945 of the Internal Revenue Code of 1986 and the Treasury Regulations thereunder.
5. **Required Reports.** You are required to keep a record of all receipts and expenditures relating to this grant, certified by an appropriate officer of your organization, and deliver to the attention of Baystate's Office of Public Health and Community Relations. You are required to provide Baystate with a detailed narrative summarizing what was accomplished by the grant promptly following the end of the period during which you are to use all grant funds. Baystate will also require semi-annual reports (mid-year and end-of-year). Each report should contain an expenditure spreadsheet and narrative of what was accomplished by the grant, including a description of progress made toward achieving the goals of the grant. The expenditure spreadsheet should reflect all expenditures of grant funds, and any income earned thereon, according to the categories of the approved budget, as of the end of the period covered by the report. In addition, each report must include any materials such as copies of publications produced with grant funds. Report templates will be provided to you approximately 30 days before each report due date by the Office of Public Health and Community Relations. You are required to keep the financial records with respect to this grant, along with copies of any reports submitted to Baystate, for at least four years following the year in which all grant funds are fully expended.

| Year      | Semi-Annual                                                            | End-of-Year                                                                                        |
|-----------|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 2016-2017 | Report due Friday, May 19, 2017 for reporting period 10/1/16 – 4/30/17 | Final report due Friday, October 20, 2017 for entire grant reporting period 10/01/2016 – 9/30/2017 |

6. **Evaluation and Monitoring.** Baystate may monitor and conduct an evaluation of operations under this grant, in partnership with its contracted evaluator, Partners for a Healthier Community (hereinafter "PHC"), which may include a visit from the Office of Public Health and Community Relations team, members of the BMC Community Benefits Advisory Council, and/or other personnel to observe your organization's program, discuss the program with your organization's personnel, and review financial and other records and materials connected with the activities financed by this grant.

Baystate may request that MOCHA secure an audit of granted funds as part of its regular annual audit, or Baystate may conduct an independent audit of granted funds using other outside audit professionals.

7. **Publicity.** Baystate may include basic information about this grant in its internal communications and public records and may also refer to this grant in a press release. If there are special considerations concerning the public announcement of this grant or if you would like to coordinate a public announcement of your grant with Baystate announcement, we encourage you to contact Baystate's Office of Public Affairs. This agreement also gives Baystate your permission to include, without further notice, information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in Baystate's periodic public reports, newsletters, social media, and news releases. You will allow Baystate to review and approve the text of any proposed publicity concerning this grant prior to its release.
8. **Right to Modify or Revoke.** Baystate reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in Baystate's sole discretion, such action is necessary: (1) because you have not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant or any other charitable activities of Baystate; or (3) to comply with the requirements of any law or regulation applicable to you, of Baystate or this grant.
9. **Tax Status.** By countersigning this letter, MOCHA confirms that it or its fiscal agent is a nonprofit organization currently recognized by the Internal Revenue Service as a public charity described in sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code of 1986 as amended (the "Code"): Your tax-exempt status under sections 501(c)(3) and 509(a) of the Code has not changed since the issuance of the IRS determination letter which you provided to Baystate, and there is no issue presently pending before any office of the Internal Revenue Service that could result in any proposed changes to your tax-exempt status under Sections 501(c)(3) and 509(a) of the Code.

If this letter agreement correctly sets forth your understanding of the terms of this grant, please indicate your agreement to such terms by having the enclosed copy of this letter countersigned by an appropriate officer of your organization and returned, along with an invoice, to Baystate's Office of Public Health and Community Relations.

Congratulations on this recognition of your important efforts. We look forward to working with you during the coming year.

Sincerely,

Frank Robinson, Ph.D.  
Vice President, Public Health and Community Relations  
Baystate Health

The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

**ACCEPTED AND AGREED TO:**

|                                                 |                                                                |
|-------------------------------------------------|----------------------------------------------------------------|
| <u>Mocha</u>                                    | Organization Name                                              |
| <u>ANTONIO VELEZLINE</u>                        | Executive Director (typed/printed)                             |
| <u>[Signature]</u>                              | Executive Director (signature)/Date                            |
| <u>City of Spfld Department of Health/Human</u> | Fiscal Agent Name (If different than Grantee)                  |
| <u>Walter R. Cauton Harris</u>                  | Fiscal Agent Executive Director (typed/printed)                |
| <u>[Signature]</u>                              | Fiscal Agent Executive Director (signature)/Date <u>2/8/17</u> |

**ATTACHED HERETO AND INCORPORATED HEREIN THIS AGREEMENT:**

Exhibit A Work plan  
Exhibit B Evaluation Plan  
Exhibit C Approved Budget

Attachment: Better Together Grant (4568 : Better Together Grant- No Match Required \$12,500.00)

## Exhibit A

**Overarching Goal(s) for Program:** *Promote and protect the health, wellbeing, and livelihood of Men of Color in Springfield, MA*

**Goal 1:**

*Engage men of color in pre-release at Ludlow jail through a 4-session MOCHA curriculum to connect these men to the MOCHA program within 3 months of being released.*

**Objective 1.1:**

*Connect 100% of pre-release men of color at Ludlow jail to the MOCHA program once they are released.*

| Activities                                                            | Person Responsible | Timeline      |
|-----------------------------------------------------------------------|--------------------|---------------|
| 1 Train facilitators on shortened (4-session) MOCHA curriculum        | 1 MRC              | 1 Nov         |
| 2 Revise pre-post-follow-up assessment and data collection tools      | 2 Evaluator        | 2 Dec         |
| 3 Conduct cohort of Ludlow sessions                                   | 3 Facilitators     | 3 Jan and May |
| 4 Market, promote, and publicize full MOCHA program (community-based) | 4 Outreach Cord.   | 4 Feb and Jun |

**Goal 2:**

*Reduce recidivism (over a 6 months period) of men of color with histories of incarceration by increasing their positive social support networks and linking them to housing, employment, and other social services.*

**Objective 2.1:**

*Reduce 6-month recidivism to 0% of men of color with histories of incarceration who complete the MOCHA program.*

| Activities                                                | Person Responsible           | Timeline       |
|-----------------------------------------------------------|------------------------------|----------------|
| 1 Recruit participants for and conduct full MOCHA program | 1 Outreach Cord/Facilitators | 1 Mar and July |
| 2 Data entry of information from assessment tools         | 2 Admin Assist               | 2 Apr and Aug  |
| 3 Conduct evaluation                                      | 3 Evaluator / Execu Dir.     | 3 May and Sep  |
| 4 Troubleshoot problems for next cycle                    | 4 Exec. Dir./All             | 4 Jun and Oct  |

## Exhibit B

## Evaluation Plan

## Evaluation Question:

*Does engagement of men of color in pre-release at Ludlow jail through a 4-session MOCHA curriculum increase the likelihood of these men connecting to the MOCHA program within 3 months of being released?*

## Objective this question is related to:

*Connect 100% of pre-release men of color at Ludlow jail to the MOCHA program once they are released.*

## Indicator, including benchmark of success

- 1 % of participants in the 4-session MOCHA curriculum at Ludlow jail who sign-up to participate in the full MOCHA program within 3 months of their release. A retention rate of 50% will be considered a success

## Data Collection Tool

The MOCHA program intake form includes the following 4 questions that will be used to measure the indicator of success: 1) Were you incarcerated at Ludlow jail within the past 3 months? 2) Did you participate in the 4-session MOCHA curriculum? 3) How did you hear about the MOCHA program? 4) What is your main reason for signing up for the full MOCHA program?

## When data collection will happen

Data collection will begin in January and be ongoing throughout the grant period.

## Person responsible

Outreach and Recruitment Coordinator; MOCHA Director - Antonio Delesline will be responsible for the overall evaluation.

## Evaluation Question:

*Does participation in MOCHA reduce recidivism (over a 6 months period) of men of color with histories of incarceration by increasing their positive social support networks and linking them to housing, employment, and other social services?*

## Objective this question is related to:

*Reduce 6-month recidivism to 0% of men of color with histories of incarceration who complete the MOCHA program.*

## Indicator, including benchmark of success

- 1 % of MOCHA program participants (completed) with histories of incarceration who "re-offend" within 6-months. A recidivism rate of less than 25% will be considered a success.

## Data Collection Tool

Participants complete a follow-up questionnaire every 3-months after program completion. The questionnaire includes a question that asks men if they have new criminal charges. For lost at follow-up participants, we will search the publicly available online database for Massachusetts Department of Corrections to determine if the participant is in custody.

## When data collection will happen

Data collection will begin in April (after the first cohort of Ludlow jail pre-release inmates for participated in the 4-session curriculum will have had an opportunity to complete the full MOCHA program.

## Person responsible

Outreach and Recruitment Coordinator

## Use of data to inform implementation:

We will keep track of progress toward benchmarks quarterly to ensure we are on track to accomplish the stated objectives. We will assess: 1) the degree to which we have complete contact information and completed data collection forms for all participants; and 2) brainstorm new or additional strategies to maintain accurate and updated information as well as strategies of linking pre-release men to MOCHA and best supporting them once released.

## Exhibit B

Evaluation Plan Description

The two primary outcomes of the MOCHA-Reentry Program are: 1) percent of men of color participants in the 4-session MOCHA curriculum at Ludlow jail who complete the full MOCHA program within 3 months of their release, and 2) percent of men of color with histories of incarceration completing the full MOCHA program who “re-offend” within 6-months (recidivism). The five primary process outcomes of the program include: 1) Percent of men of color participating in the 4-session MOCHA curriculum at Ludlow jail with whom we are able to make contact after their release, 2) Conversion rate of sign-ups of men of color with histories of incarceration (including those who participated in Ludlow sessions) to attendance of first session of full MOCHA program, 3) average attendance rate of men across all MOCHA program sessions, 4) documentation of attendance barriers both for those who decline to sign-up to participate during recruitment and those who miss a session but return to a subsequent session, and 5) participant observation of facilitator fidelity to curriculum and degree of engagement of participants during each session. To measure these outcomes and process indicators we will use a participant tracking form, observation notes, and data extracted from the recruitment and contact logs and intake form. The MOCHA Director, Antonio Delesline, with support from UMass-Amherst faculty member, Louis Graham, will be responsible for evaluation.

Though evaluation will occur throughout the program, the final evaluation report will be produced by the end of September 2017. Data collected throughout the program will be assessed at 4 key points to inform course corrections in program implementation. We will assess process indicators 1 and 2 outlined above at the end of the 1<sup>st</sup> quarter to determine how we may need to redouble outreach and recruitment efforts or devise new outreach and recruitment strategies in order to increase our ability to contact men of color who participated in the Ludlow program and to convert “sign-ups” into participants in the full MOCHA program. Next we will assess process indicators 3 and 4 outlined above mid-way through the grant period to brainstorm and implement solutions to any attendance barriers that arise. Finally, we will assess process indicator 5 outlined above at the end of the 3<sup>rd</sup> quarter to troubleshoot any facilitation or engagement challenges that present during the sessions.

## Exhibit C

|  <b>Baystate Health</b> |                        | <b>BUDGET</b>                               |  |
|----------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------|--|
|                                                                                                          |                        | Program Name: Men of Color Health Awareness |  |
|                                                                                                          |                        | Fiscal Year: 2020                           |  |
| Contributions, Gifts, Grants, & Earned Revenue                                                           |                        |                                             |  |
| Local Government                                                                                         | \$ -                   | \$ -                                        |  |
| State Government                                                                                         | \$ 5,000               | \$ -                                        |  |
| Federal Government                                                                                       | \$ 499,911             | \$ -                                        |  |
| Individuals                                                                                              | \$ -                   | \$ -                                        |  |
| *Foundation -                                                                                            | \$ -                   | \$ -                                        |  |
| *Foundation -                                                                                            | \$ -                   | \$ -                                        |  |
| *Foundation -                                                                                            | \$ -                   | \$ -                                        |  |
| *Foundation -                                                                                            | \$ -                   | \$ -                                        |  |
| *Corporation-                                                                                            | \$ -                   | \$ -                                        |  |
| *Corporation-                                                                                            | \$ -                   | \$ -                                        |  |
| *Corporation-                                                                                            | \$ -                   | \$ -                                        |  |
| *Federation-                                                                                             | \$ -                   | \$ -                                        |  |
| *Other -                                                                                                 | \$ -                   | \$ -                                        |  |
| Membership Income                                                                                        | \$ -                   | \$ -                                        |  |
| Program Service Fees                                                                                     | \$ -                   | \$ -                                        |  |
| Products                                                                                                 | \$ -                   | \$ -                                        |  |
| Fundraising Events (net)                                                                                 | \$ -                   | \$ -                                        |  |
| Investment Income                                                                                        | \$ -                   | \$ -                                        |  |
| In-Kind Support                                                                                          | \$ -                   | \$ -                                        |  |
| *Other -                                                                                                 | \$ -                   | \$ -                                        |  |
| <b>TOTAL REVENUES</b>                                                                                    | <b>\$ 504,911</b>      | <b>\$ -</b>                                 |  |
| *Please specify for contributions over \$1,000.                                                          |                        |                                             |  |
| Expenses                                                                                                 | Total Project Expenses | Baystate Funding                            |  |
| Salary and Benefits                                                                                      | \$ 8,000               | \$ 8,000                                    |  |
| Contract Services (consulting, professional)                                                             | \$ 2,000               | \$ 2,000                                    |  |
| Occupancy (rent, utilities, maintenance)                                                                 | \$ -                   | \$ -                                        |  |
| Training & Professional Development                                                                      | \$ -                   | \$ -                                        |  |
| Insurance                                                                                                | \$ -                   | \$ -                                        |  |
| Travel                                                                                                   | \$ -                   | \$ -                                        |  |
| Equipment                                                                                                | \$ -                   | \$ -                                        |  |
| Supplies                                                                                                 | \$ -                   | \$ -                                        |  |
| Printing, Copying & Postage                                                                              | \$ -                   | \$ -                                        |  |
| Evaluation                                                                                               | \$ 2,500               | \$ -                                        |  |
| Marketing                                                                                                | \$ 1,500               | \$ -                                        |  |
| Conferences, meetings, etc.                                                                              | \$ -                   | \$ -                                        |  |
| Administration                                                                                           | \$ -                   | \$ -                                        |  |
| *Other -Participant Stipends                                                                             | \$ 2,500               | \$ 2,500                                    |  |
| *Other - Steering Committee Stipends                                                                     | \$ 1,750               | \$ -                                        |  |
| <b>TOTAL EXPENSES</b>                                                                                    | <b>\$ 18,250</b>       | <b>\$ 12,500</b>                            |  |

Attachment: Better Together Grant (4568 : Better Together Grant- No Match Required \$12,500.00)



## City Council

**SCHEDULED**

Meeting: 05/07/18 05:45 PM  
Initiator: Melanie Acobe  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4569

3.5

### **Inclusive Internship Initiative- No Match Required \$3,500.00 (Mayor Sarno)**

**WHEREAS**, the Springfield City Library Department ("Department") has been awarded an "Inclusive Internship Initiative Grant" of \$3,500.00 from the Public Library Association (PLA); and

**WHEREAS**, the purpose of the grant is identify, recruit, and onboard an appropriate intern representative of the demographic diversity of the library's community; and

**WHEREAS**, the Department intends to use the grant funds for this purpose; and

**WHEREAS**, the Department has accepted the grant and requests authorization from the City Council and the Mayor to expend the grant funds listed below for the purposes of such grants; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the grant funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of the grant funds listed below for the purposes of such grant, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the grant without further appropriation.

**Inclusive Internship Initiative- No Match Required \$3,500.00**



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

Date of Request 4/26/18

Department Requesting Grant Setup Library

Department Phone # (Please include extension)  
x290 263-6828

Name and Title of Person to Contact in Case of Questions C Leaders, Bus Mgr

Was this Grant previously setup for a prior fiscal year? NO

If yes, please indicate your previous project number:

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?  
(Y/N) If yes, please attach a copy of the Approved Form.

Grant Type:

State – Highway

Federal Pass-Through DOE– School

Federal Direct– School

Federal – City

State DOE– School

State Other – School

State – City

X Private/Other Public Library Association

Grant Name: Inclusive Internship Initiative

Total Grant Amount Awarded: \$3,500

Is this a Reimbursable Grant? (Y/N) N

A Reimbursable Grant is defined as one that requires that you pay for expenses first and then you apply to the grantor for a reimbursement of the exact amount actually expended.

If it is a Reimbursable Grant, please enter Grantor contact information or the CID # if Grantor is already in the customer file:

Entity Name  
Contact Person  
Street Address  
City, State, Zip Code  
Telephone  
Fax  
E-Mail

Actual Award Date 4/26/18  
Board Approval Date  
Start Date 5/15/18  
Expiration Date 12-31-18  
Renewal Action Date (optional)  
If there are any Matching Funds:

Type  
Percent  
Amount

Comments re: Description/Purpose of Grant

Comments re: Conditions/Restrictions of Grant

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # :

What is the required drawdown frequency?  
(Ex: Monthly, Quarterly)

If payment is to be sent by Grantor as a Wire,  
Please enter any wire reference/identification # that may be used (if known)

Attachment: Inclusive Internship Initiative Grant (4569 : Inclusive Internship Initiative- No Match Required \$3,500.00)

Please list all object codes needed for the grant.  
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code:

Object Codes: 530105; 551700; 571100

Budget Roll-Up Codes: YES

I hereby attest that under the penalties of Chapter 656, I will adhere to all regulations in this grant agreement. I am responsible for timely and accurate reimbursements in the amounts listed above.

\_\_\_\_Molly Fogarty\_\_\_\_  
Signature

\_\_\_\_4/26/18\_\_\_\_  
Date

Please attach the following documents:

- ☐ Signed Approval to Apply for a Grant Form
- ☐ Grant Award Letter
- ☐ City Council/Mayor Approval
- ☐ Any other relevant documentation

This Form and all relevant attachments will be scanned and attached in the Grant Maintenance module in MUNIS and can be viewed or printed at your convenience.

# INCLUSIVE INTERNSHIP INITIATIVE !

Congratulations! Springfield City Library has been selected to participate in the Inclusive Internship Initiative (III) this summer. The Public Library Association (PLA), a division of the American Library Association, is supporting III and the Library's participation with funding from the Institute of Museum and Library Services.

To confirm your participation, please read the Memorandum of Understanding below, sign to confirm your understanding and acceptance, and upload it to the Apply site under the "Getting Started" tab by **Tuesday, May 15, 2018**.

## Memorandum of Understanding

This Memorandum of Understanding ("Agreement") is by and between the American Library Association, through its division, the Public Library Association ("PLA") and the legal entity identified in the signature block below ("Library") and shall be effective on the date the Agreement is signed and returned to PLA as noted above.

### Library Obligations.

As a participating library, Library is responsible for:

- Identifying, recruiting, and onboarding an appropriate intern representative of the demographic diversity of the library's community. Interns may be incoming high school juniors, seniors, or college freshmen who are eligible for employment under the laws of the Library's state of residence;
- Assigning a staff person to serve as a mentor and main point of contact;
- Participate in monthly virtual learning and networking opportunities
- With the intern, developing a connected learning project and establish a work schedule necessary to complete the project;
- Offering at least 5 hours a week of one-on-one mentoring and coaching to the intern;
- Attending a June 14-16 kick-off event in Washington, D.C. and a September 28-30 wrap-up event in Chicago;
- Providing a safe working environment, including the necessary equipment, furniture and supplies needed to successfully complete the internship project;
- Providing a thorough overview of policy and procedures and ensure the intern is in regular compliance with Library policy.

# INCLUSIVE INTERNSHIP INITIATIVE !

## Kick Off Obligations.

- As part of this internship, interns and mentors are required to attend a kick-off event in Washington, D.C. Interns and mentors are expected to arrive in Washington, D.C. sometime on June 14. The kick-off event starts at 8:30am on June 15, and runs until 3:00pm on June 16.
- To ensure travel and hotel deadlines are met, PLA must know the names of the participating mentor and intern by May 20, 2018.
- PLA will make its travel office available to coordinate mentor and intern travel to D.C. PLA will make hotel reservations for all students and mentors, based on program participant rosters. Mentors will be assigned their own rooms; interns will be assigned a roommate.
- Interns and mentors are responsible for arranging ground transportation to and from airports.
- Event activities will take place at the Library of Congress, Georgetown University Library, and Holiday Inn Capitol. Participants are expected to walk up to one mile at a time. Local ground transportation will be provided for longer distances and evening events.
- PLA has provided the Library with a permission slip for the intern or as needed the intern's parent or guardian to sign. Please upload a copy of signed permission slips to the Apply site by June 8, 2018.

## Payment Terms.

- PLA shall pay the Library \$3,500 at the rate of \$10 an hour up to 35 hours per week for the intern's time for a total period of 10 weeks. These funds can only be used to cover hourly wages of the intern. Funds cannot support mentor time, overhead, or supplies. PLA will reimburse the Library for pre-approved travel (including ground transport to and from the airport) and meal expenses for the mentor and the intern to the kick-off and wrap up meetings. PLA shall not be responsible for any other or further expenses or costs incurred by the Library. Library is responsible for all employment related expenses including benefits, taxes, insurance and other employment related costs.
- PLA will make a single payment of \$3,500 per intern to the Library upon submission of this form. The Library is responsible for internally transferring these funds to payroll and issuing paychecks to the interns. Interns should track their time weekly. Paychecks should be issued in accordance with the Library's existing payroll policy.

## Employer Relationship.

Attachment: Inclusive Internship Initiative Grant (4569 : Inclusive Internship Initiative- No Match Required \$3,500.00)

# INCLUSIVE INTERNSHIP INITIATIVE !

Library is an independent contractor and not an employee, agent, joint venturer, or partner of PLA, and nothing in this Agreement shall be construed as creating any other relationship between PLA and Library, or between any employee or agent of Library and PLA. Accordingly, neither Library nor any of its employees (including the intern) will participate in or be entitled to any benefits under PLA's benefit programs or plans now existing or hereafter created, including, without limitation, PLA's pension plan, savings plan, and medical, life and accidental death insurance plans. Library's employees (including the intern) shall at all times remain employees of Library, which shall be solely responsible for all aspects of their employment, including, without limitation, compensation, benefits, payment or withholding of taxes, social security, Medicare, unemployment or other insurance, and workers' compensation. Library agrees to comply with all laws, rules, regulations and ordinances applicable to it as an employer, including, without limitation, the withholding and contribution provisions of any law affecting the income or payroll of its employees, as well as any state unemployment or workers' compensation acts.

Library agrees to indemnify and hold harmless the PLA, its affiliates and their officers, directors, employees, successors and assigns (all hereinafter referred to in this Paragraph as the "PLA") from and against any losses, damages, claims, demands, suits, liabilities and expenses (including reasonable attorney's fees and court costs) that arise out of or result from: (a) injuries or death to persons or damage to property, including theft, in any way arising out of or occasioned by, caused or alleged to have been caused by or on account of the negligence or willful misconduct of the Library or its employees (including the intern); (b) assertions under workers' compensation or similar acts made by the intern, or injuries to such persons for which PLA would be responsible under workers' compensation or similar acts if the persons were employed by PLA; (c) assertions by interns under any federal, state or local law, ordinance, regulation, rule or order relating to an employment practices or wage claim; (d) claims by interns, governmental authorities or others of any actual or asserted failure of Library to comply with any law, ordinance, regulation, rule or order of any government body. Library agrees to defend PLA, at PLA's request, against any such claim, demand or suit. Any attorney retained to defend any such claim, demand or suit shall be mutually acceptable to PLA and Library. PLA agrees to notify Library in writing within a reasonable time of any written claims or demands against PLA for which Library is responsible under this Paragraph.

## Miscellaneous Terms.

Attachment: Inclusive Internship Initiative Grant (4569 : Inclusive Internship Initiative- No Match Required \$3,500.00)

# INCLUSIVE INTERNSHIP INITIATIVE !

Third Party Beneficiaries. The parties acknowledge that there are no third party beneficiaries to this Agreement and no third party shall be entitled to assert a claim against either of them based upon this Agreement.

Notices.

For ALA:  
American Library Association  
50 E. Huron St.  
Chicago, IL 60611  
Attention: Mary Hirsh  
Email: plinterns@ala.org

For Library:

Compliance with Laws. Each party shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement. For avoidance of doubt, Library shall comply with applicable nondiscrimination laws, including but not limited to those in the Assurances and Certifications of the IMLS grant, throughout the grant award and the application and selection process.

Contract Interpretation. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed by both parties. This Agreement represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective.

Governing Law. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Illinois and venue shall be in Cook County, Illinois.

This Agreement has been signed as of the date indicated below

Name: *Jean M. Canosa Albano*

Library: Springfield City Library

Library Address: 220 State Street, Springfield, MA 01103

# INCLUSIVE INTERNSHIP INITIATIVE !

Signature:



Date: April 26, 2018

Attachment: Inclusive Internship Initiative Grant (4569 : Inclusive Internship Initiative- No Match Required \$3,500.00)

# INCLUSIVE INTERNSHIP INITIATIVE!

The Public Library Association  
a division of the American Library Association  
40 E Huron  
Chicago, IL 60611

By signing this letter, the Springfield City Library  
(library name)  
accepts the invitation to host one intern this summer as a member of the  
Inclusive Internship Initiative.

This letter is only intended to signal participation. A fully executed MOU  
and W9 will follow to formalize participation. These documents are  
necessary for PLA to issue the stipend payment of \$3,500. PLA will make  
these documents available upon receipt of a signed copy of this  
document.

[Signature]  
Authorizing Library Signature

Assistant Director  
Title

4/8/18  
Date

[Signature]  
Mary Hirsh, PLA deputy  
director

April 5, 2018  
Date





## City Council

**SCHEDULED**

Meeting: 05/07/18 05:45 PM  
Initiator: Melanie Acobe  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4510

3.6

### **Elder Affairs Donation- \$500.00 (Mayor Sarno)**

**WHEREAS**, the Department of Elder Affairs has been awarded a donation totaling \$500.00 from Commonwealth Care Alliance (CCA); and

**WHEREAS**, the funds provided by the donor were designated to purchase food and supplies for a special event held at the new Raymond A Jordan Center at Blunt Park; and

**WHEREAS**, the Department has accepted the donation and requests authorization from the City Council and the Mayor to expend the donation fund listed in the attachment titled "Commonwealth Care Alliance"; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the donation funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws Ch. 44, sec 53A, that the City Council approves the expenditure by the Department of the donation funds listed below for the purposes of such donations, subject to the approval of the Mayor, and the donation funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the donations without further appropriation:

**Elder Affairs Donation- \$500.00**



April 3, 2018

To: Department of Elder Affairs

From: Commonwealth Care Alliance

RE: Donation for event

Dear, Department of Elder Affairs.

Please accept our \$500.00 donation which is to be used for food and/or supplies for your event. We appreciate you giving us the opportunity to provide you with this donation and wish you well with your event.

Best regards,

A handwritten signature in black ink that reads 'Matt Budrow'.

Matt Budrow

Community Events Coordinator

Attachment: Commonwealth Care Alliance (4510 : Elder Affairs Donation - \$500.00)

**Commonwealth Care Alliance**

30 Winter Street, 11th Floor  
Boston, MA 02108

**Eastern Bank**  
265 Franklin Street  
Boston, MA 02110

21435

53-179/113

3/29/2018

PAY  
TO THE  
ORDER OF

Springfield Department of Elder Affairs

Five Hundred Dollars and 00 Cents

\$ 500.00

DOLLARS

MEMO

Springfield Department of Elder Affairs

ATTN: Alicia Germain

1600 E. Columbus Ave

Springfield MA 01103

MAR-18: CHARITABLE CONTRIBUTION



VOID AFTER 60 DAYS  
*[Signature]*  
AUTHORIZED SIGNATURE

MP

021435 011301798 60 0124218

**Commonwealth Care Alliance**

21435

| Vendor ID          | Name                               | Payment Number    | Check Date  | Document Number |                 |
|--------------------|------------------------------------|-------------------|-------------|-----------------|-----------------|
| SPRDEP01           | Springfield Department of Elder Af | 00000000000037160 | 3/29/2018   | 21435           |                 |
| Our Voucher Number | Date                               | Amount            | Amount Paid | Discount        | Net Amount Paid |
| CHECKREQ 27MAR18   | 3/27/2018                          | \$500.00          | \$500.00    | \$0.00          | \$500.00        |

\$500.00

\$500.00

\$0.00

\$500.00

Attachment: Commonwealth Care Alliance (4510 : Elder Affairs Donation - \$500.00)



## City Council

**SCHEDULED**

Meeting: 05/07/18 05:45 PM  
Initiator: Christopher Fraser  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4551

3.7

### **Fire Department Donations - in Memory of John J. Keough - \$120.00 (Mayor Sarno)**

#### **AN ORDER AUTHORIZING THE EXPENDITURE OF DONATIONS FROM VARIOUS INDIVIDUALS BY THE FIRE DEPARTMENT**

**WHEREAS**, the Springfield Fire Department has been awarded donations from various individuals in memory of John J. Keough, which total \$120.00; and

**WHEREAS**, the Department intends to use the donation funds for purposes as requested by the donors; and

**WHEREAS**, the Department has accepted the donations and requests authorization from the City Council and the Mayor to expend the donation funds listed below for the purposes of such donation; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the donation funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws Ch. 44, sec 53A, that the City Council approves the expenditure by the Department of the donation funds listed below for the purposes of such donation, subject to the approval of the Mayor, and the donation funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the donation without further appropriation:

**Fire Department Donations - \$120.00**

**CITY OF SPRINGFIELD**

In the City Council,

**AN ORDER AUTHORIZING THE EXPENDITURE OF  
DONATIONS FROM NOREEN D. BEGLEY BY THE FIRE  
DEPARTMENT**

**WHEREAS**, the Fire Department has been awarded a donation totaling \$50.00 and,

**WHEREAS**, The funds provided shall be deposited to be used for the purpose as requested by the individual;

**WHEREAS**, the Department intends to use the donation funds for the purposes as requested by the donor;

**WHEREAS**, the Department has accepted the donation and requests authorization from the City Council and the Mayor to expend the donation funds listed below for the purposes of such donation and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the gift funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec 53A, that the City Council approves the expenditure by the Department of the gift funds listed below for the purposes of such gift, subject to the approval of the Mayor, and the gift funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the gift without further appropriation:

|                                  |                |
|----------------------------------|----------------|
| <b>Fire Department Donations</b> |                |
| <b>Noreen D Begley</b>           | <b>\$50.00</b> |

CITY OF SPRINGFIELD  
In the City Council, \_\_\_\_\_, 2018

**AN ORDER AUTHORIZING FOR THE EXPENDITURE OF  
A DONATION FROM TIM & JUDIE HOURIHAN BY THE FIRE  
DEPT.**

**WHEREAS**, the Fire Department has been awarded a donation of \$20.00 from Tim & Judie Hourihan 29 Palmyra St. Spfld Ma 01118

**WHEREAS**, The funds provided shall be deposited to the Admin donation account as requested by the donor therefore \$20.00 will be applied to the Admin account.

**WHEREAS**, the Department intends to use the donation funds for purposes as requested by the donor; and

**WHEREAS**, the Department has accepted the donation and requests authorization from the City Council and the Mayor to expend the donation funds listed below for the purposes of such donation; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the donation funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec 53A, that the City Council approves the expenditure by the Department of the donation funds listed below for the purposes of such donation, subject to the approval of the Mayor, and the donation funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the donation without further appropriation:

Fire Department Donation \$ 20.00  
Tim & Judie Hourihan 29 Palmyra St. Spfld Ma 01118

PM#72333

Attachment: Donations - J. Keough 5-7-18 (4551 : Fire Department Donations - \$120.00)

CITY OF SPRINGFIELD  
In the City Council, \_\_\_\_\_, 2018

**AN ORDER AUTHORIZING FOR THE EXPENDITURE OF  
A DONATION FROM LAURE HARTMAN & THEODORE LEIGH.**

**WHEREAS**, the Fire Department has been awarded a donation of \$ 50.00 from Laurie Hartman & Theodore Leigh, 123 Standley St. Beverly, MA 01915

**WHEREAS**, The funds provided shall be deposited to the Admin donation account as requested by the donor therefore \$50.00 will be applied to the Admin account.

**WHEREAS**, the Department intends to use the donation funds for purposes as requested by the donor; and

**WHEREAS**, the Department has accepted the donation and requests authorization from the City Council and the Mayor to expend the donation funds listed below for the purposes of such donation; and

**WHEREAS**, the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, has certified that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the City Council Order authorizing the expenditure of the donation funds listed herein, subject to the approval of the Mayor, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec 53A, that the City Council approves the expenditure by the Department of the donation funds listed below for the purposes of such donation, subject to the approval of the Mayor, and the donation funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for the purposes of the donation without further appropriation:

Fire Department Donation \$ 50.00  
Laurie Hartman & Theodore Leigh, 123 Standley St. Beverly, MA 01915

PM#72333

Attachment: Donations - J. Keough 5-7-18 (4551 : Fire Department Donations - \$120.00)



Obituaries

PREV

**JOHN J. KEOUGH**

1950 - 2018 ▾ Obituary ▸ Condolences ▸ Gallery

**SERVICES**

**FUNERAL MASS**  
Friday, Feb. 9, 2018  
11:00 AM  
Sacred Heart Church

**RESOURCES**

- More Obituaries for John Keough
- Looking for an obituary for a different person with this name?
- 🔍 Find a Different J. Keough  
See More >



John J. (Jack/Righty) Keough Jr. passed away unexpectedly while vacationing in St. Petersburg, Florida. Jack was born in Springfield, MA July 4th 1950 to John J. Keough Sr. and Marian Canavan. Jack was a Hungry Hill guy playing Van Horn Baseball, OLB CYO Basketball, organizing neighborhood block parties. He spent his summers at Freeman Park and playing softball in the Skip McCarthy League at Van Horn. Jack graduated from Cathedral High School and Fairfield University. He started the Jack Keough Insurance Agency in 1979 where he worked until his passing. Jack was very involved in the life of his community. He served as President of the Hungry Hill Neighborhood Council, served on the Board of the Hungry Hill Development Corporation, was a founding Member of the Galaxy Council at Westover Air Reserve Base, served as a Fire Commissioner for the City of Springfield, Ward Two Democratic Committee and won a special election to serve as State Representative for the 9th Hampden District. He served for years on the SIDS Golf and Road Race Committees, belonged to Elmcrest and Ludlow Country Clubs, the Springfield Elks, CLCMA and many Professional Insurance Organizations. Righty also worked with the Dustmen, organizing many of their early Civic Center Concerts. Jack loved sports, played with the Springfield Rugby Club and was an avid golfer. He was a huge fan of the Red Sox, Patriots, Celtics, Thoroughbred Racing, Summer Trips to Saratoga and Super Bowl Trips to Las Vegas. Jack also enjoyed many good times at his Atwater Beach Club.

Righty leaves his mother, Marian Hartman, three sisters, Mary Ellen Metzger, Eileen Sampson and Anne Metayer along with their families. He also leaves many nieces and nephews, cousins Frank and Patrick Keough and Mike Hyland. Jack also leaves his step-mother Patricia Keough. He was pre-deceased by his dad.

The Funeral Mass is at Sacred Heart Church Friday, February 9, 2018 at 11:00 AM. Memorial contributions may be made to Springfield Fire Department 605 Worthington St. Springfield, MA 01105. Burial will be private.

Published in The Republican on Feb. 7, 2018

[Read Less](#)

🔊 LISTEN TO OBITUARY

**REMEMBER**

Share memories or express condolences below.

**PRINTED GUEST BOOK**

Hold on to the Best Thoughts

Professionally printed keepsake that you cherish for years to come

&gt; Preview Your Book

**Funeral Etiquette**

Expert advice on what to do and say when someone dies

Attachment: Donations - J. Keough 5-7-18 (4551 : Fire Department Donations - \$120.00)

## DONATIONS IN MEMORY OF JOHN J. KEOUGH

| Donator                         | Amount           |
|---------------------------------|------------------|
| Laurie Hartman & Theodore Leigh | \$ 50.00         |
| Tim & Judie Hourihan            | \$ 20.00         |
| Noreen Begley                   | \$ 50.00         |
|                                 |                  |
| <b>Total</b>                    | <b>\$ 120.00</b> |



## City Council

SCHEDULED

3.8

Meeting: 05/07/18 05:45 PM  
Initiator: Anthony I. Wilson  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4576

### **Order Approving Memorandum of Agreement with the Massachusetts Development Finance Agency (Mayor Sarno)**

**WHEREAS**, the Springfield Redevelopment Authority (“SRA”) is the owner and operator of Springfield Union Station, where it is engaged in the fit out of office tenant space within the upper floors of the station’s Terminal Building; and

**WHEREAS**, the SRA is the beneficiary of \$7.5 million dollars to be received from Blue Tarp Redevelopment LLC (“MGM”) over a period of 15 years for use in furtherance of the Union Station project, as set forth in the provisions of the Host Community Agreement between the City and MGM (“HCA”); and

**WHEREAS**, the SRA desires to complete tenant fit-out at the Terminal Building as soon as possible, and on May 1<sup>st</sup>, 2018, its Governing Board approved a \$2.7 million dollar Loan Agreement with the Massachusetts Development Finance Agency (“MFDA”), the public development lending agency of the Commonwealth, wherein the SRA will be able to borrow against the MGM funds it is due to receive under the HCA, in order to complete office tenant fit out forthwith; and

**WHEREAS**, in order to secure the collateral being offered by the SRA, MFDA is requiring that the City of Springfield execute a Memorandum of Agreement, wherein the City, expressly subject to future approval of appropriations from the City Council, agrees to enforce the provisions of the HCA in the event of a default by MGM, and to support the SRA with operations at Union Station; and

**NOW THEREFORE, BE IT ORDERED**, that the City Council of the City of Springfield with the approval of the Mayor hereby approves and authorizes the execution of a Memorandum of Agreement with the Massachusetts Development Finance Agency, in substantially the same form as the attached Agreement.



## City Council

**SCHEDULED**

Meeting: 05/07/18 05:45 PM  
Initiator: Timothy Brown  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4572 A

3.9

### **Free Cash to Finance Department (Support of Union Station) - \$145,606 (Mayor Sarno)**

**WHEREAS**, to meet the expenses of the City of Springfield for the fiscal year commencing July 1, 2017 and ending June 30, 2018 (FY'18), pursuant to Mass. Gen. Laws Ch. 44, Section 33B, Ch. 59, Section 23 and Chapter 468 of the Acts of 2008, the Chief Administrative and Financial Officer and his Honor the Mayor have requested authorization from the City Council to transfer the sum of \$145,606 From FY17 Unappropriated Free Cash to the Finance Department's - Professional Services account to provide funding to the Springfield Redevelopment Authority ("SRA") for the continued operation of the Union Station Intermodal Transportation Center, which is running an operating deficit and cannot continue operations without such funding, and

**WHEREAS**, the SRA has recently completed the historic restoration of the Union Station Intermodal Transportation Center in Springfield and the construction of a 377-space on-site parking garage facility, located on Frank B. Murray Street (herein "the Property"); and

**WHEREAS**, the City has a significant public interest in the successful operation of the Property, to increase public access to multiple forms of transportation, and to promote economic development within the surrounding business community in Springfield and the greater Western Massachusetts region; and

**WHEREAS**, the SRA has a need for the City to provide supportive funds for the operation of the Property in excess of that originally approved in the City's Fiscal Year 2018 Adopted Budget appropriation; and

**WHEREAS**, after reviewing this order, the Chief Administrative and Financial Officer has certified to the Mayor and City Council, that in his professional opinion, after an evaluation of all pertinent financial information reasonably available, the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the transfer, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, that the City Council approves the transfer of the sum of \$145,606 From FY17 Unappropriated Free Cash to the Finance Department's Professional Services Account in order to provide funding for the SRA to continue to operations at the Springfield Union Station Intermodal Operations Center.

**From:**

Order (ID # 4572)

Meeting of May 7, 2018

**FY17 Certified Free Cash - Other Financing Uses**

|             |              |
|-------------|--------------|
| 0100-703000 | \$145,606.00 |
|-------------|--------------|

**To:****Finance Department - Professional Services**

|              |              |
|--------------|--------------|
| 01133-530105 | \$145,606.00 |
|--------------|--------------|

City of Springfield  
36 Court Street  
Springfield, MA 01103



Division of Administration  
and Finance

**To:** Springfield City Council  
**From:** Timothy J. Plante, Chief Administrative & Financial Officer  
**Date:** May 2, 2018  
**Re:** Order for Council Meeting – 05/07/2018  
**Cc:** Mayor Sarno

---

**Purpose:** The purpose of this memo is to provide an explanation of the order sponsored by the Mayor for the May 7, 2018 City Council meeting, which requests a transfer of \$145,606 from the City's FY17 Certified Free Cash into a Finance Department Professional Services account earmarked for the support of operations at Union Station.

**Background:** In a continued effort to enhance economic growth and development in the City of Springfield, the City has assisted in funding the operating deficit at Union Station throughout FY18. The original appropriation for this purpose, approved in the FY18 budget, was based on projections made before the facility had opened. Revenues generated by the station to date have been lower than initially projected. These revenues are not enough to support the station's operation. Currently, the station is projected to run a \$145,606 deficit for FY18, and requires additional supplemental funds to continue operating.

**CAFO Certification:** This memorandum will confirm that in my professional opinion, as the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in this City Council Order, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

This certification is made in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.



# City Council

SCHEDULED

Meeting: 05/07/18 05:45 PM  
Initiator: Melanie Acobe  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4570

3.10

## Order Authorizing Expenditure of FY 2019 Chapter 90 Funds (\$3,682,135.00) (Mayor Sarno)

WHEREAS, the Commonwealth of Massachusetts has appropriated an amount of Chapter 90 local transportation aid funding for Fiscal Year 2019 in the amount of \$3,682,135.00, incorporated into the City of Springfield 10-year Chapter 90 Contract (City Contract #20170622, see attached letter from Governor Baker and Lieutenant Governor Polito (Exhibit A), and

WHEREAS, this appropriation provides for the payment of funds to the City of Springfield in order to continue efforts to maintain and upgrade the roadway systems of the City; and

WHEREAS, the Commonwealth of Massachusetts will reimburse the City of Springfield for costs associated with these roadway improvements through disbursements made pursuant to Mass Gen. Laws Ch. 90, sec. 34(2)(a); and

WHEREAS, after reviewing this order, the Chief Administrative and Financial Officer certifies to the Mayor and City Council that in his professional opinion, after an evaluation of all pertinent financial information reasonable available, the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the expenditure of these grant funds, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2 (f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008;

**NOW THEREFORE BE IT ORDERED**, acting pursuant to Mass. Gen. Laws ch. 44, sec. 53A, that the City Council approves the expenditure by the Department of Public Works of the Chapter 90 grant funds for the purposes listed below, subject to the approval of the Mayor, and the grant funds received shall be deposited with the City Treasurer and held as a separate account and may be expended for these purposes without further appropriation:

### FY19 Chapter 90 Funds -

|                                             |                       |
|---------------------------------------------|-----------------------|
| 1. Arterial and Residential Reconstruction: | \$2,700,000.00        |
| 2. Design:                                  | \$ 532,135.00         |
| 3. Roadway Maintenance:                     | \$ 150,000.00         |
| 4. Traffic Signal Improvements:             | \$ 100,000.00         |
| 5. In-house Staff Salaries:                 | <u>\$ 200,000.00</u>  |
| <b>Total:</b>                               | <b>\$3,682,135.00</b> |

### FINANCIAL IMPACT:

The Commonwealth of Massachusetts has authorized Chapter 90 funds totalling \$3,682,135.00 for Springfield in FY19.



## REQUEST FOR GRANT SETUP

This form and the required attachments are required by the Office of the City Comptrollers before a Grant Fund and related accounts will be created in MUNIS. Please do not use this form for requesting a non-grant related account to be created – use the Request for New Account form instead. Please return this form and the required attachments to the Office of the City Comptrollers.

All fields are mandatory.

|                                                          |              |
|----------------------------------------------------------|--------------|
| Date of Request                                          | 4/30/2018    |
| Department Requesting Grant Setup                        | Public Works |
| Department Phone # (Please include extension)            | 750-2728     |
| Name and Title of Person to Contact in Case of Questions | Peg Merrill  |
| Contract Administrator                                   |              |
| Was this Grant previously setup for a prior fiscal year  | No           |
| If yes, please indicate your previous project number:    |              |

If this is a new Grant, have you filled out the “Approval to apply for a grant” Form?  
 (Y/N) Y Refer to City Contract # 20170622      If yes, please attach a copy of the  
 Approved Form.

Grant Type:

X      State – Highway  
          Federal Pass-Through DOE– School  
          Federal Direct– School  
          Federal – City  
          State DOE– School  
          State Other – School  
          State – City  
          Private/Other

Grant Name: 2019 Chapter 90



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO

**massDOT**  
Massachusetts Department of Transportation

February 26, 2018

City of Springfield  
Mayor  
36 Court Street  
Springfield, MA 01033

The Honorable Mayor,

We are pleased to inform you that Chapter 90 local transportation aid funding for Fiscal year 2019 will total \$200 million statewide, pending final legislative approval.

This letter certifies that, pending final passage of the bond authorization, your community's Chapter 90 apportionment for Fiscal year 2019 is \$3682135. This apportionment will automatically be incorporated into your existing 10-year Chapter 90 contract, which will be available on the MassDOT website [www.massdot.state.ma.us/chapter90](http://www.massdot.state.ma.us/chapter90).

The Chapter 90 program is an integral part of the maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

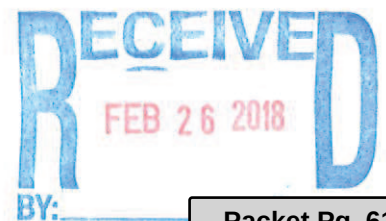
Thank you for all that you do to make the Commonwealth of Massachusetts a great place to live, work and raise a family.

Sincerely,

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Ten Park Plaza, Suite 4160, Boston, MA 02116  
Tel: 857-368-4636, TTY: 857-368-0655  
[www.mass.gov/massdot](http://www.mass.gov/massdot)



## 2018 DPW Arterial and Residential Street Paving List

|                           | FROM:          | TO:            | Street Length (LF) | Street Area (S.Y.) | Pvmt' Condition Index |
|---------------------------|----------------|----------------|--------------------|--------------------|-----------------------|
| <b>ARTERIAL STREETS</b>   |                |                |                    |                    |                       |
| <b>BOSTON ROAD</b>        | Methuen Street | Merril Street  | 4,000              | 31,500             | 45                    |
| <b>EASTERN AVENUE</b>     | State Street   | Hickory Street | 4,541              | 15,866             | 54                    |
| <b>KING STREET</b>        | Eastern Ave.   | Walnut St.     | 2,376              | 7,637              | 51                    |
| <b>SOUTH BRANCH PKWY.</b> | Parker Street  | Woodcrest Road | 5,300              | 13,000             | 50                    |
| <b>TALBOTT ROAD **</b>    | Plumtree Road  | North Road     | 1,375              | 4,500              | 54                    |
| <b>SUBTOTAL</b>           |                |                | <b>17,592</b>      | <b>72,503</b>      |                       |

| <b>RESIDENTIAL STREETS</b> |                 |                   |                    |                    |                       |
|----------------------------|-----------------|-------------------|--------------------|--------------------|-----------------------|
|                            | FROM:           | TO:               | Street Length (LF) | Street Area (S.Y.) | Pvmt' Condition Index |
| <b>COLEMAN STREET</b>      | Boston Road     | Embury Street     | 912                | 2,837              | 51                    |
| <b>CRANE STREET</b>        | Franklin Street | Halsey Street     | 211                | 657                | 51                    |
| <b>DENNIS STREET **</b>    | Plumtree Road   | Regal Street      | 675                | 2,100              | 43                    |
| <b>DENTON CIRCLE</b>       | Liberty Street  | Woodmont Street   | 528                | 1,603              | 51                    |
| <b>GIRARD AVENUE</b>       | Bay Street      | McKnight Street   | 950                | 3,330              | 57                    |
| <b>GROTON STREET **</b>    | Parker Street   | Senator Street    | 1,531              | 4,555              | 44                    |
| <b>MAYFAIR AVENUE</b>      | Chapin Terrace  | Carew Street      | 1,168              | 3,893              | 50                    |
| <b>PLUMTREE CIRCLE **</b>  | Plumtree road   | S'ly 600'         | 600                | 2,241              | 42                    |
| <b>PRINCETON STREET</b>    | Bay Street      | Cornell Street    | 1,900              | 8,444              | 49                    |
| <b>QUINCY STREET</b>       | Oak Street      | Colton Street     | 3,050              | 8,845              | 52                    |
| <b>REDLANDS STREET</b>     | Page Blvd.      | Lang Street       | 2,957              | 9,166              | 55                    |
| <b>SKYRIDGE DRIVE</b>      | Parker Street   | N'ly & E'ly 1220' | 1,238              | 3,572              | 53                    |
| <b>SKYRIDGE LANE</b>       | Skyridge Drive  | E'ly 300'         | 341                | 1,596              | 52                    |
| <b>TRACY STREET</b>        | Liberty Street  | Franklin Street   | 456                | 1,520              | 42                    |
| <b>VAN NESS STREET **</b>  | Milford Street  | Hamburg Street    | 686                | 2,096              | 51                    |
| <b>VINCENT STREET **</b>   | Parker Street   | Senator Street    | 1,600              | 4,503              | 45                    |
| <b>WACHUSETTE STREET</b>   | Allen Street    | S'ly 1988'        | 1,988              | 6,663              | 51                    |
| <b>SUBTOTAL</b>            |                 |                   | <b>20,791</b>      | <b>67,621</b>      |                       |

**OVERALL TOTAL      38,383      140,124**

**miles      7.27**

Attachment: Exhibit A (4570 : Order Authorizing Expenditure of FY 2019 Chapter 90 Funds (\$3,682,135.00))



## City Council

**SCHEDULED**

Meeting: 05/07/18 05:45 PM  
Initiator: Melanie Acobe  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4571

3.11

### **Snow & Ice Deficit Budget Transfer - \$328,768.33 (Mayor Sarno)**

**WHEREAS**, to meet the expenses of the City of Springfield for the fiscal year commencing July 1, 2017 and ending June 30, 2018 (FY18), pursuant to Mass. Gen. Laws ch. 44, Section 33B, Ch. 59, Section 23 and Chapter 468 of the Acts of 2008, the Chief Administrative and Financial Officer and his Honor the Mayor have requested authorization from the City Council to appropriate the sum of \$328,768.33 from FY17 Free Cash to the Department of Public Works (DPW) Snow and Ice Division's Hired Equipment line item in order to fund for FY18 winter storm cleanup costs, and;

**WHEREAS**, after reviewing this order, the Chief Administrative and Financial Officer has certified to the Mayor and City Council, that in his professional opinion, after an evaluation of all pertinent financial information reasonably available, the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the transfer, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008;

**NOW THEREFORE BE IT ORDERED**, that the City Council approves the appropriation of \$328,768.33 from FY17 Free Cash to the Department of Public Works (DPW) Snow and Ice Division's Hired Equipment line item in order to fund for FY18 winter storm cleanup costs.

**From:**

**FY 17 Certified Free Cash**

0100-00-000-0000-0000-000000-0000000-701000 - **\$328,768.33**

**To:**

**DPW (Snow and Ice Division) - Hired Equipment**

0100-40-400-4230-4999-0090-000000-0000000-531710 - **\$328,768.33**

**FINANCIAL IMPACT:**

\$328,768.33

City of Springfield  
36 Court Street  
Springfield, MA 01103



Division of Administration  
and Finance

To: Springfield City Council  
From: Timothy J. Plante, Chief Administrative & Financial Officer  
Date: May 7, 2018  
Re: Order for Council Meeting – 5/7/2018  
Cc: Mayor Sarno

**Purpose:** The purpose of this memo is to provide an explanation of the order sponsored by the Mayor for the May 7, 2018 Council meeting which transfers \$328,768.33 from FY17 Free Cash to the Department of Public Works (DPW) Snow & Ice Division's Hired Equipment line item to cover for FY18 winter storm cleanup costs.

**Background:** On December 1<sup>st</sup>, 2017, Mayor Sarno, in accordance with the recently amended M.G.L. Chapter 44, Section 31D, approved DPW's request to incur liability and make expenditures in excess of available appropriations for snow and ice removal in FY18 (see Attachment #2). In previous fiscal years, requests to deficit spend for snow and ice removal required City Council approval. On November 7, 2016, however, the Massachusetts Modernization Act amended M.G.L. Chapter 44, Section 31D to require only the Mayor's approval to deficit spend.

Since the City does not receive any direct reimbursement from the Commonwealth of Massachusetts for snow removal, DPW's Snow & Ice Division is currently running a deficit of \$328,768.33 which cannot be absorbed within the department's budget. A total of \$328,768.33 has been identified as available in unappropriated free cash. This transfer will balance the division's budget for the remainder of FY18.

**CAFO Certification:** This memorandum will confirm that in my professional opinion, as the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in this City Council Order, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

This certification is made in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

Attachment: CAFO Cert Free Cash to DPW (4571 : Snow & Ice Deficit Budget Transfer - \$328,768.33)



## City of Springfield, Massachusetts

### Department of Public Works

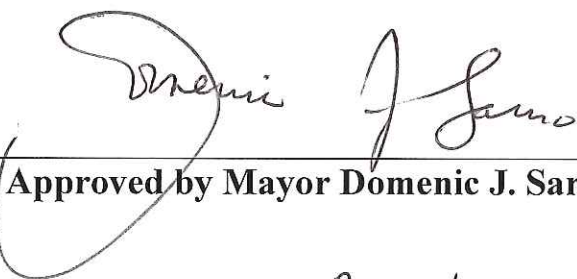
#### FY18 Snow & Ice Deficit Spending Authority

**WHEREAS**, Mass. Gen. Laws ch. 44, sec. 31D allows the city to spend funds for removal of snow and ice in excess of appropriations in any fiscal year upon the approval of the mayor

**WHEREAS**, the City shall exhaust its appropriations for snow and ice removal for fiscal year 2018; and

**WHEREAS**, the DPW Director has requested that the Mayor approve spending funds in excess of appropriations for fiscal year 2018 for the removal of snow and ice in the interest of public safety, and such order is presented to Mayor for consideration;

**NOW THEREFORE BE IT ORDERED**, pursuant to Mass. Gen. Laws ch. 44, sec. 31D, that the Mayor approves the request to incur liability and make expenditures in excess of available appropriations for snow and ice removal in fiscal year 2018. If the deficit is not addressed using existing funds in the current fiscal year then all expenditures made under the authority of this section shall be certified to the board of assessors and included in the next annual tax rate.

  
 Approved by Mayor Domenic J. Sarno

  
 Dec. 1, 2017

Date

Attachment: Attachment #2 (4571 : Snow & Ice Deficit Budget Transfer - \$328,768.33)

City of Springfield  
36 Court Street  
Springfield, MA 01103



Division of Administration  
and Finance

To: Springfield City Council  
From: Timothy J. Plante, Chief Administrative & Financial Officer  
Date: May 7, 2018  
Re: Order for Council Meeting – 5/7/2018  
Cc: Mayor Sarno

**Purpose:** The purpose of this memo is to provide an explanation of the order sponsored by the Mayor for the May 7, 2018 Council meeting which transfers \$328,768.33 from FY17 Free Cash to the Department of Public Works (DPW) Snow & Ice Division's Hired Equipment line item to cover for FY18 winter storm cleanup costs.

**Background:** On December 1<sup>st</sup>, 2017, Mayor Sarno, in accordance with the recently amended M.G.L. Chapter 44, Section 31D, approved DPW's request to incur liability and make expenditures in excess of available appropriations for snow and ice removal in FY18 (see Attachment #2). In previous fiscal years, requests to deficit spend for snow and ice removal required City Council approval. On November 7, 2016, however, the Massachusetts Modernization Act amended M.G.L. Chapter 44, Section 31D to require only the Mayor's approval to deficit spend.

Since the City does not receive any direct reimbursement from the Commonwealth of Massachusetts for snow removal, DPW's Snow & Ice Division is currently running a deficit of \$328,768.33 which cannot be absorbed within the department's budget. A total of \$328,768.33 has been identified as available in unappropriated free cash. This transfer will balance the division's budget for the remainder of FY18.

**CAFO Certification:** This memorandum will confirm that in my professional opinion, as the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in this City Council Order, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

This certification is made in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

Attachment: CAFO Cert Free Cash to DPW (4571 : Snow & Ice Deficit Budget Transfer - \$328,768.33)



## City Council

**SCHEDULED**

3.12

Meeting: 05/07/18 05:45 PM  
Initiator: Heather Potito  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4553

### **Free Cash to Parks Horticulture - Landscaping - \$75,000 (Mayor Sarno)**

**WHEREAS**, to meet the expenses of the City of Springfield for the fiscal year commencing July 1, 2017 and ending June 30, 2018 (FY18), pursuant to Mass. Gen. Laws Ch. 44, Section 33B, Ch. 59, Section 23 and Chapter 468 of the Acts of 2008, the Chief Administrative and Financial Officer and his Honor the Mayor have requested authorization from the City Council to transfer the sum of \$75,000 from FY17 Unappropriated Free Cash to the Parks Department's Horticulture - Landscaping Account for City beautification costs projected in FY18.

**WHEREAS**, after reviewing this order, the Chief Administrative and Financial Officer has certified to the Mayor and City Council, that in his professional opinion, after an evaluation of all pertinent financial information reasonably available, the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in the transfer, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

**NOW THEREFORE BE IT ORDERED**, that the City Council approves the transfer of the sum of \$75,000 from FY17 Unappropriated Free Cash to the Parks Department's Horticulture - Landscaping Account to fund City beautification costs for fiscal year ending June 30, 2018 (FY18).

**From:**

**FY17 Certified Free Cash - Other Financing Uses**

0100-703000                      **\$75,000.00**

**To:**

**Parks Horticulture - Landscaping**

01651900-529300                      **\$75,000.00**

City of Springfield  
36 Court Street  
Springfield, MA 01103

Division of Administration  
and Finance



**To:** Springfield City Council  
**From:** Timothy J. Plante, Chief Administrative & Financial Officer  
**Date:** May 7, 2018  
**Re:** Order for Council Meeting – 05/7/2018  
**Cc:** Mayor Sarno

**Purpose:** The purpose of this memo is to provide an explanation of the order sponsored by the Mayor for the May 7, 2018 City Council meeting, which requests a transfer of \$75,000 from the City's FY17 Certified Free Cash account into the Parks Dept.'s Horticulture – Landscaping account.

**Background:** The funds will be used for landscape improvements and beautification of flower beds, terraces and splash pads throughout the City. These enhancements will include cleaning, trimming, mulching, and overall general maintenance. A transfer of \$75,000 into the Parks Dept.'s Horticulture – Landscaping account is necessary to cover anticipated expenses directly related to landscape improvement and beautification for the remainder of fiscal year 2018.

| Department           | Account#        | Account Description      | Transfer Out     | Transfer In      |
|----------------------|-----------------|--------------------------|------------------|------------------|
| Other Financing Uses | 0100-703000     | FY17 Certified Free Cash | \$ 75,000        |                  |
| Parks - Horticulture | 01651900-529300 | Landscaping              |                  | \$ 75,000        |
| <b>TOTAL</b>         |                 |                          | <b>\$ 75,000</b> | <b>\$ 75,000</b> |

**CAFO Certification:** This memorandum will confirm that in my professional opinion, as the Chief Administrative and Financial Officer, after an evaluation of all pertinent financial information reasonably available, that the City's financial resources and revenues are and will continue to be adequate to support the proposed expenditures and obligations involved in this City Council Order, without a detrimental impact on the continuous provision of the existing level of municipal services, in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

This certification is made in accordance with Section 2(f) of Chapter 656 of the Acts of 1989, as added by Section 1 of Chapter 468 of the Acts of 2008.

Attachment: CAFO Cert - Free Cash to Parks Horticulture (4553 : Free Cash to Parks Horticulture - Landscaping - \$75,000)



## City Council

SCHEDULED

3.13

Meeting: 05/07/18 05:45 PM  
Initiator: Kathy Breck  
Sponsors: Mayor Domenic J. Sarno  
DOC ID: 4557

### Order Waiving RFP Process and Approving Demolition of 17-19 Alden Street for the Six Corners Traffic Improvement Project (Mayor Sarno)

Whereas, on April 9, 2018, the Springfield City Council approved an "Order of Taking" (Order # 4520) to acquire various properties, including "Parcel C-4" at 17-19 Alden Street, for the public purpose of reconstructing the intersection of Ashley Street, Alden Street, Hancock Street, and Walnut Street in Springfield through the installation of a roundabout referred to as the Six Corners Traffic Improvement Project (the "Project"), which taking became effective on April 26, 2018, when the Order was recorded in the Hampden Registry of Deeds; and

Whereas, in order to continue the Project and install the roundabout, the house at 17-19 Alden Street, which is over 100 years old, must be demolished; and

Whereas, in accordance with the City's Residential Anti-Displacement and Relocation Assistance Plan, and the Uniform Relocation Act, the City of Springfield is currently in the process of relocating the occupants of 17-19 Alden Street to satisfactory alternative housing solutions, which will be completed in approximately four months;

Whereas, the house located at 17-19 Alden Street is not included in the State Register of Historic Places and therefore does not fall under the requirements of 950 Code of Mass. Regulations 71.00, Protection of Properties Included in the State Register of Historic Places; and

Whereas, pursuant to City of Springfield Ordinance Chapter 218 -Historic Preservation, as amended ("Ordinance"), also referred to as the "demolition delay ordinance", the City applied to the Springfield Historical Commission ("SHC") for a waiver from the Ordinance requirements so that the house at 17-19 Alden Street could be demolished as part of the Project, and the SHC voted on April 19, 2018 "*to exempt the property from the nine month delay of demolition*" due to "*the property not having any significant history and the property not contributing significantly to the area*" (See SHC Decision, Exhibit #1); and

Whereas, Section 218-1 of the Ordinance, entitled "Intent and Purpose", states: "(t)his chapter is enacted for the *purpose of preserving and protecting significant buildings* within the City of Springfield which constitute or reflect *distinctive features* of the architectural, cultural, economic, political or social history of the City , and to *limit the detrimental effect of demolition on the character of the City....*"; and

Whereas, the Springfield Historical Commission has determined that the house at 17-19 Alden Street is not historically significant, and voted to "exempt the property from the 9-month delay of demolition" (Exhibit #1), and where the Springfield City Council previously voted to approve the taking of this property for the Project, which requires the house to be demolished, the City hereby requests the City Council to:

(i) waive the "request for proposals process" to rehabilitate the house at 17-19 Alden Street under Chapter 218-3(F)(1) of the Ordinance, which would only serve to delay the Project; and

(ii) approve the demolition of the house at 17-19 Alden Street as a critical element of the Project, in order to accomplish the public purpose previously approved by the City Council.

NOW THEREFORE, for the reasons stated above, the City Council hereby (i) waives the "request for proposals" requirement of Chapter 218-3(F)(1) of the Ordinance for 17-19 Alden Street, and (ii) approves the demolition of the house at 17-19 Alden Street as critical element of the Project.



70 TAPLEY STREET  
SPRINGFIELD, MA 01104  
413.787.6020  
www.springfield-ma.gov

**PRESERVATION OF  
HISTORICALLY SIGNIFICANT BUILDINGS**

**NOTICE OF DECISION**

The Springfield Historical Commission has voted to GRANT an  
exemption for the following property:

17-19 Alden Street  
Property

City of Springfield  
Owner  
36 Court Street  
Springfield, MA 01103

The Commission has voted in favor of a motion to exempt the property from the  
nine month delay of demolition.

Voting for: Belton, Duquette, Rowe, S. Walsh  
Voting against: None  
Abstaining: None

**Reason:**

Due to the property not having any significant historic history and the property not  
contributing significantly to the area in architecture, the Commission voted to  
exempt the property from the nine month delay of demolition.

Date: April 26, 2018

Vincent Walsh, Chairman Signature