



City Council

Regular Meeting

~ Draft ~

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

Tasheena Davis
4137876589

Monday, November 18, 2019

6:30 PM

Springfield City Hall -- Council Chambers

Possible Public Speak-Out Time 6:00 PM

Call to Order

6:30 PM Meeting called to order on November 18, 2019 at Springfield City Hall -- Council Chambers, 36 Court Street, Springfield, MA.

Attendee Name	Title	Status	Arrived
Tracye Whitfield	Councilwoman	Late	
Adam Gomez	Ward 1 Councilor	Present	
Timothy Ryan		Present	
Michael A. Fenton	Ward 2 Councilor	Present	
Melvin A. Edwards	Ward 3 Councilor	Present	
E. Henry Twiggs	Ward 4 Councilor	Absent	
Kenneth E. Shea	Ward 6 Councilor	Present	
Orlando Ramos	Vice President - Ward 8 Councilor	Present	
Jesse Lederman		Present	
Marcus J Williams	vice-president	Present	
Timothy C. Allen	Ward 7 Councilor	Present	
Kateri B. Walsh	At-Large Councilor	Present	
Justin Hurst	President	Present	

Moment of Silence - Pledge of Allegiance

Reports of Committee

Informational

1. Order (ID # 5424)

October Revenue Vs. Expenditure Report

COMMENTS - Current Meeting:

Patrick Burns, City Comptroller gave the report to the Council.

Councilor Allen asked about pension payments impacting City expenditures.

Mr. Burns explained that at this time of year, pension payments do impact City expenditures.

ATTACHMENTS:

- October Revenue Vs. Expenditure Report (PDF)

RESULT: RECEIVE REPORT**General Business****2. Order (ID # 5412)**

Confirmation of Appointment-Katherine Garvey to Mobile Home Rent Control Board

COMMENTS - Current Meeting:

Councilor Gomez made a motion to send the item to committee, seconded by Councilor Edwards. All being in favor, the item was sent to the Economic Development subcommittee.

ATTACHMENTS:

- Kathleen Garvey-Mobile Home Rent Control Board-Oct. 2019 (PDF)

RESULT: REFERRED TO COMMITTEE Next: 12/2/2019 6:30 PM**3. Order (ID # 5413)**

Confirmation of Appointment of Peter Lappin-Mobile Home Rent Control Board

COMMENTS - Current Meeting:

Councilor Gomez made a motion to send the item to committee, seconded by Councilor Edwards. All being in favor, the item was sent to the Economic Development subcommittee.

ATTACHMENTS:

- Peter Lappin-Mobile Home Rent Control Board-Oct. 2019 (PDF)

RESULT: REFERRED TO COMMITTEE Next: 12/2/2019 6:30 PM**Petitions****4. Petition (ID # 5417)**

MCI- Norfolk Street

COMMENTS - Current Meeting:

Chris Cignoli, DPW Director spoke about the petition. He explained MCI is a branch of Verizon. He stated the plan was rerouted to MassMutual and away from Alden Street, as it was recently re-paved.

ATTACHMENTS:

- Petition - Verizon Buiness - Norfolk St (PDF)
- NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (PDF)
- MCI REPORT -Norfolk St.(DOC)

RESULT: PASSED BY VOICE VOTE**5. Petition (ID # 5420)**

COMCAST- Wilcox Street

COMMENTS - Current Meeting:

Chris Cignoli, DPW Director spoke about the petition. He stated this location is Wilcox St. and Main St.

Councilor Fenton asked if Main Street will be impacted.

Mr. Cignoli explained it would not.

ATTACHMENTS:

- COMCAST REPORT - Wilcox. 10-30-19 (PDF)
- Petition Wilcox St. (PDF)
- Plan- Wilcox St. (PDF)

RESULT: PASSED BY VOICE VOTE

6. Petition (ID # 5425)

COMCAST- 360 Main Street

COMMENTS - Current Meeting:

Chris Cignoli, DPW Director spoke about the petition. He explained there is an existing vault being changed to a new vault where Main Street splits at Locust Street.

ATTACHMENTS:

- 360 Main St-Springfield MA (PDF)
- 360 Main St-Springfield MA-Letter (PDF)
- 360 Main St-Springfield MA (PDF)

RESULT: PASSED BY VOICE VOTE

Special Acts

7. Special Act (ID # 5427)

Order Approving a Special Act Under Article 97 to Convert Park Land at DeBerry Park for a New DeBerry/Homer Street Elementary School and to Replace it with Additional Park Land

COMMENTS - Current Meeting:

Peter Garvey, Capital Asset Construction Director, spoke about the Special Act. He explained it is to convert dedicated park land for a non-park use. He explained the preferred location is the current DeBerry School site on Wilbraham Avenue to build a new school combining DeBerry and Homer Street School students. He stated the park would be moved to King Street.

Councilor Lederman stated he has spoken with people in the community and the only difference will be there is no soft ball field on King Street but he is sure one will be incorporated somehow. He explained he has heard from the community members that host the annual Harambee celebration and he has heard the MCDI building will be torn down. There is a letter from the Old Hill Neighborhood Council also.

Mr. Garvey stated that by December 11th the City will have all the funding.

Councilor Allen asked about the cost of the project.

Mr. Garvey stated that it would be over \$100 million.

Councilor Allen asked if that amount included the demolition of the MCDI building.

Mr. Garvey stated they are way over the cap for the amount of the whole project, but the cap is set low, around \$16 million.

Councilor Allen asked if there was a timeframe for the project.

Mr. Garvey explained they currently have around a two year timeframe.

Councilor Ramos asked how long it would be before the school is open.

Mr. Garvey stated that Article 97 needs to be passed by the local delegation. He explained it would be an 18 month design phase and a 2 year construction phase. They expect it to be open around 2023.

ATTACHMENTS:

- INCORRECT-Attachment A - Special Act, Exhibit #1 - Plan of DeBerry Park, Exhibit #1A - Plan showing proposed new DeBerry/Homer Street School on site, Exhibit #2 - Replacement Park Plan (DOCX)
- Informational memo for Article 97 Special Act Order - Presentation to City Council Subcommittee on 11.12.19 (PDF)
- ktb updated Special Act for DeBerry Park Article 97 11-12-19 pg sent to melissa cryan to review (DOCX)

RESULT: ADOPTED [12 TO 0]

AYES: Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst

ABSENT: E. Henry Twiggs

Grants

8. Order (ID # 5419)

FY20 State Aid to Public Library- No Match Required \$315,781.

COMMENTS - Current Meeting:

Lee Fogarty, Director of Springfield Libraries discussed the grant. She explained the grant would be to hire personnel as full time and part time staff.

ATTACHMENTS:

- 20191113091137484 (PDF)

RESULT: PASSED BY VOICE VOTE

9. Order (ID # 5410)

Problem Gambling Community Health Worker Pilot Program Grant-\$160,000- No Match

COMMENTS - Current Meeting:

Commissioner Helen Caulton discussed the grant. She explained the grant was awarded from DPH to the City to address gambling issues. The grant was to hire 2 community health workers for outreach efforts.

ATTACHMENTS:

- Problem Gambling Community Health Worker Grant (PDF)

RESULT: PASSED BY VOICE VOTE

10. Order (ID # 5415)

Byrne JAG Grant - No Match - \$132,119

COMMENTS - Current Meeting:

Lindsay Hackett, Deputy Chief Administrative and Finance Officer, spoke about the grant. She explained it is for the Springfield Police Department.

Councilor Gomez asked if this was a grant the SPD has received before.

Ms. Hackett explained that it was.

Councilor Gomez asked if the amount of the grant increased or decreased.

Ms. Hackett stated that the amount increased by about \$100,000 and it would be used for technology.

Councilor Gomez stated that there was an ordinance passed earlier in the year by the Council that made people afraid the SPD would lose grant money opportunities.

Councilor Ramos asked what JAG is.

Ms. Hackett stated it is an annual grant that would be used to enhance technology.

ATTACHMENTS:

- JAG Grant (PDF)

RESULT: PASSED BY VOICE VOTE

11. Order (ID # 5418)

Camp STAR Trail Grant - Match Required - \$100,000.00

COMMENTS - Current Meeting:

Pete Krupczak from the Parks Department spoke about the grant. He explained that the money is from the Massachusetts Department of Conservation & Recreation for an accessible trail at Camp Star Angelina. The money would be used to hire a landscape designer to begin construction plans and to do permitting to get the trail completed.

ATTACHMENTS:

- Parks - Camp Star Trail Grant (PDF)
- MassTrails Grant Award Letter.Camp STAR Angelina Accesible Trail (PDF)
- Parks - CAFO Cert - DCR Grant - Camp STAR Angelina Accessible Trail (DOCX)

RESULT: PASSED BY VOICE VOTE**12. Order (ID # 5378)**

DPW Recycling Dividends Program (RDP) Grant - No Match - \$71,500

COMMENTS - Current Meeting:

Chris Cignoli, DPW Director, stated this is the third year the City has received the grant from DEP and it is the same amount each year.

ATTACHMENTS:

- Recycling Dividends Program Grant (PDF)

RESULT: PASSED BY VOICE VOTE**13. Order (ID # 5428)**

HMIS Capacity Building Project Grant Increase - \$3,164.00

COMMENTS - Current Meeting:

There was no presentation or discussion on this grant increase. It was passed by voice vote of the Council.

ATTACHMENTS:

- 20191113135542217 (PDF)

RESULT: PASSED BY VOICE VOTE**Orders****14. Order (ID # 5369)**

Order Authorizing Mayor to Execute Quitclaim Deed for Sale of NS Cardinal Street, Lot 261 (02350-0014) & NS Cardinal Street, Lot 260 (02350-0015) to Russ Tetreault Realty, LLC

HISTORY:

10/21/19	City Council	REFERRED TO COMMITTEE
Next: 11/18/19		
11/14/19	City Council	

Residents are complaining at the above site issues regarding it being used as a "junk yard". New owners are in and residents have seen an improvement of the property. It will be a realtor company and looking to make part of the property a parking lot for the business.

Councilman Edwards will have them speak on this issue on Monday evening 11.18.19 and possible get a vote from the council.

COMMENTS - Current Meeting:

Julissa Davilla-Ramos from the Office of Housing discussed the sale of NS Cardinal Street. She explained the property is in Indian Orchard and it will be used for parking.

RESULT:	ADOPTED [11 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Lederman, Williams, Allen, Walsh, Hurst
ABSTAIN:	Orlando Ramos
ABSENT:	E. Henry Twiggs

15. Order (ID # 5422)

Order Authoring Mayor to Execute Quitclaim Deed for Sale of NS Cedar St. (02525-0032) to Edwin Garcia

COMMENTS - Current Meeting:

Julissa Davilla-Ramos from the Office of Housing discussed the sale of NS Cedar Street. She explained the lot is in the Six Corners neighborhood and would be used as a side yard and for off-street parking.

RESULT:	ADOPTED [12 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twiggs

16. Order (ID # 5426)

Order Authorizing Mayor to Execute Quitclaim Deed for Sale of SS Clark St. (02830-0024) to Sonia Vazquez aka Sonia N. Senrra

COMMENTS - Current Meeting:

Julissa Davilla-Ramos from the Office of Housing discussed the sale of SS Clark Street. She explained it is in the Six Corners neighborhood and will be used to consolidate the driveway.

RESULT:	ADOPTED [12 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twiggs

17. Order (ID # 5423)

Order Authorizing Mayor to Execute Quitclaim Deed for Sale of WS Orleans St. (09362-0019) to Ismael Rivera

COMMENTS - Current Meeting:

Julissa Davilla-Ramos from the Office of Housing discussed the sale of WS Orleans Street. She explained it is in the Old Hill Neighborhood and would be consolidated with the current lot to be used for parking and as a side yard.

RESULT:	ADOPTED [12 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twigg

Ordinances

(18.) **ORD-2019-15 Adoption of Senior Citizen Property Tax Work Off Program Ordinance Article V, Chapter 355, Taxation, Section 355-15**

Whereas, upon the acceptance of Mass. General Laws ch. 59, section 5K by the City Council and the Mayor, the Senior Citizen Property Tax Work Off Program shall be implemented by Ordinance, as follows:

"ORD. NO _____

AN ORDINANCE TO AMEND the Code of the City of Springfield, Chapter 355 thereof, entitled Taxation.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD AS FOLLOWS:

The Code of the City of Springfield is hereby amended by adding thereto a new chapter, to be **Chapter 355, Article V, Senior Citizen Property Tax Work-Off Program**, to read as follows:

§ 355-17 Authority.

§ 355-18 Program Goals.

§ 355-19 Eligibility requirements.

§ 355-20 Employment opportunities.

§ 355-21 Selection process.

§ 355-22 Credit guidelines.

§ 355-23 Applications.

§ 355-24 Applicant limitations.

§ 355-25 Documentation and Recordkeeping.

§ 355-26 Severability.

§ 355-17 Authority.

This chapter is hereby established upon acceptance by the city council of Mass. General Laws chapter 59, § 5K, entitled "Property tax liability reduced in exchange for volunteer services; persons over age 60". The program shall be effective beginning in Fiscal Year 2021.

§ 355-18 Program Goals.

- A. To assist senior citizen homeowners of the city with the payment of residential property tax bills.
- B. To increase the involvement of senior citizens in the municipal government and the school system of the city.

- C. To acknowledge and affirm the skills and abilities of Springfield senior citizens and the community's continuing need for their services.

§ 355-19 Eligibility requirements.

- A. An applicant must meet or exceed the following requirements to be eligible to participate in the program:
- (1.) Must have attained the minimum age of 60 years by July 1 for the fiscal year in which the credit is intended to apply.
 - (2.) Must own and reside in a home in the city or be the current spouse of such homeowner residing in the same household for which real estate taxes are paid to the city by the applicant and on which a credit is requested. Ownership means the assessed owner of the property on which the tax to be credited is assessed, or have acquired ownership before the work is performed and the credit applied. If the property is subject to a trust, the senior must have legal title (be one of the trustees), on the applicable January 1 assessment date.

§ 355-20 Volunteer opportunities.

- A. There must be a request for volunteer assistance under the program by municipal or school department offices based upon the needs of the municipal or school department offices.
- B. The volunteer opportunities may include, but are not limited to, municipal offices, schools and special City projects.

§ 355-21 Selection process.

- A. An applicant must meet eligibility requirements set forth in subsection 355-17
- B. The applicant must have the appropriate skills necessary for the position.
- C. The department head and the applicant must agree and assent to the assignment of the applicant to a particular department.
- D. The Director of Elder Affairs or their designee will coordinate and execute this program and shall develop an application for the senior tax work-off program.
- E. The Director of Elder Affairs or their designee will enter all qualified applicants into a lottery and randomly select the applicants.

§ 355-22 Credit guidelines.

- A. Under Chapter 59, sec. 5K, the hourly rate for service credit cannot exceed the state's minimum wage, therefore the rate shall be set to the state's minimum wage in effect at the time.
- B. The maximum tax credit to an individual shall be \$1,000.00 per fiscal year (July 1 to June 30). The maximum credit per household shall be \$1,000.00 per fiscal year.
- C. The maximum number of hours to be credited will be determined by dividing the maximum credit amount of \$1000, by the state minimum wage per hour in effect at the time.
- D. The credits will be charges against the overlay account. No checks will be issued to participants.

- E. Upon completion of the number of hours necessary to reach the maximum credit allowed under this section, or fraction thereof, a credit in accordance with M.G.L. c. 59, sec. 5K, will be applied to the participant's corresponding fiscal year residential property tax bill. Earned credits must be applied to the actual tax bills for the fiscal year.
- F. Applicants are on notice that while the tax credit earned is not considered "income" for Massachusetts state taxes, it is currently considered taxable income for Federal tax purposes, and the city is not obligated to issue IRS Form 1099s for amounts less than \$600.00.

§ 355-23 Applications.

- A. The Director of the Department of Elder Affairs ("Director"), with assistance from the Regional Serving the Health Information Needs of Elders ("SHINE") director employed by the Department, shall monitor, supervise and administer the program.
- B. Applications for such program, including, but not limited to, the forms of application, required supporting documentation, and limitations on time period for that application process for each fiscal year, shall be prepared by the Department Head or their designee, in coordination with the City of Springfield Human Resources Director, in a form suitable to meet the goals of this ordinance.

§ 355-24 Applicant limitations.

- A. Acceptance is based on the ability of the applicant to perform tasks required in available positions.
- B. Placements are drawn by random lottery. Requests for certain positions by applicants will be considered; however, applicants must be willing to accept a position when offered based on the offer made by the Director or their designee.
- C. Applicants have the right to refuse placements, but each lottery winner will be offered an interview.
- D. Applicants must certify that their income does not exceed the limits set by the Massachusetts Circuit Breaker Tax Credit.
- E. To start, the program will be limited to no more than twenty (20) participants. Positions will be offered on the basis of qualification, availability, location and ability to perform the required tasks. The program will be evaluated before continued implementation in FY 2022.
- F. Applicants are not eligible to participate in two (2) consecutive fiscal years.
- G. To be credited in a given fiscal year, volunteer services must be completed between the months of July 1 and September 30 in such fiscal year.

§ 355-25 Documentation and Recordkeeping.

- A. The Department of Elder Affairs shall maintain written records for each participating taxpayer, including but not limited to the number of hours of service, the applicable state minimum wage amount in effect, and the total amount of the real property tax credit. Such records shall be provided to the Board of Assessors in order that the actual tax bill reflect the reduced amount. A copy of such record shall also be provided to the taxpayer prior to the issuance of the actual tax bill.

§ 355-26 Severability.

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining section, subsection, sentence, clause or part of this ordinance.

RESULT:	SECOND & THIRD STEPS [12 TO 0]
MOVER:	Orlando Ramos, Vice President - Ward 8 Councilor
SECONDER:	Adam Gomez, Ward 1 Councilor
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twiggs

COMMENTS - Current Meeting:

Councilor Ramos spoke in favor of the ordinance as a sponsor. He asked TJ Plante, Chief Administrative and Finance Officer, if all financial issues have been resolved.

Mr. Plante stated they have. He stated he has spoken with Department Heads and they have looked at the income limits and they are working on a strategy for July 1.

Councilor Lederman commended Councilor Ramos on his efforts on such a great program and he would like to be added as a co-sponsor.

Councilor Walsh stated it is great that this program has made it off the ground. She hopes each year the number of people allowed to participate could be increased. She asked if it is capped at 20 people for the pilot year.

Councilor Ramos stated the program will begin with 20 people. He explained he anticipates hundreds of applications, but the program should grow over time.

Councilor Walsh asked if selection would be made by lottery.

Councilor Ramos stated that selection would be by lottery.

Councilor Gomez stated he has worked to do innovative things since he became a councilor and this was a great partnership with Councilor Ramos.

Councilor Ramos thanked all his colleagues.

Zoning Ordinances

19. Zoning Ordinance (ID # 5394)

Proposed Amendment to Article 4, Use-Table 4-4, Section 20.2, 20.3 and 20.4 (Adult Use)

PETITIONER: Springfield City Council

ADDRESS: City Wide

CHANGE REQUESTED: Amendment to Article 4, Use-Table 4-4

HISTORY:**11/06/19****Planning Board****APPROVED****COMMENTS - Current Meeting:**

Councilor Fenton recused himself from the matter and abstained from any votes.

Councilor Gomez stated there has been numerous meetings held about this topic. The community had concerns about changing the zoning of a specific property, so Planning had the idea that the zoning should be changed city wide based on the size of parcels rather than changing the zoning of one parcel.

Councilor Lederman asked if the buffer between cultivation facilities and residentially zoned parcels would remain the same.

Councilor Gomez assured him the zone change would have no impact on current buffers.

Councilor Lederman asked if owners would still need to request a special permit and Councilor Gomez responded that they would need to.

Councilor Shea asked for more clarification around the square footage.

Councilor Gomez stated the change would allow more properties to be available for cultivation and manufacturing.

Attorney Pikula of the Law Department explained these types of businesses were formerly only allowed in Industrial zoned areas but the square footage and buffer requirements remain the same.

Councilor Shea asked if the expansion was large enough to cause a large influx of these businesses.

Attorney Pikula explained there was a map created by Philip Dromey showing the expansion.

Councilor Williams stated he was adamant about cultivation and that Springfield is behind the ball in encouraging cultivation. He explained it will create a revenue stream and our retailers would be able to get product from here.

Councilor Ramos thanked Councilor Williams for encouraging cultivation and Councilor Gomez for innovative thinking. He stated revenue is important but citizens had concerns about odors. He stated they knocked on doors in Easthampton and some said they could smell it while others said they could not. He explained they went to Monson and those neighbors said they could not smell it.

Councilor Whitfield stated she is in support of bringing cultivation into the City. She stated that she was told cultivation would be part of the next round.

Attorney Pikula stated businesses would need a Host Community Agreement regardless and that cultivation was not excluded from the first round of applicants. He explained that the responses the City received were probably a response to restrictive zoning.

Councilor Whitfield stated the Council would need to ask the Mayor to give cultivation its own round.

Attorney Pikula stated the Mayor would need to be asked.

Councilor Whitfield asked when the process would be opened again and Attorney Pikula stated that the fourth special permit has not been given out yet from the first round.

Attorney Pikula stated that Attorney Davis is needed to assist with the next round and the Council president has stated this was ok.

Councilor Gomez stated he will hold another committee meeting for questions.

Councilor Hurst stated he did not say Attorney Davis could work on marijuana. He explained she would need to request this from the Council.

Councilor Shea asked if there is a limit on the number of cultivation facilities like with retail facilities.

Councilor Gomez stated there is no limit.

The Council received the zone change and voted to send it to the Economic Development committee.

ATTACHMENTS:

- Zone_Change_3210_Petition (PDF)
- 3210_Amend_Adult_Use_2019 (PDF)
- 3210_City_Wide_Amend_Adult_Use_Marijuana_2019_PB_Report (PDF)

RESULT: RECEIVED 1ST STEP

Next: 12/9/2019 6:30 PM

20. Zoning Ordinance (ID # 5395)

Proposed Amendment to Article 4, Use-Table 4-4, Section 10.3 (Medical Office/Treatment)

PETITIONER:

Springfield City Council

ADDRESS:

City Wide

CHANGE REQUESTED:**Amendment to Article 4, Use-Table 4-4****HISTORY:****11/06/19** **Planning Board** **APPROVED****COMMENTS - Current Meeting:**

Councilor Fenton recused himself from the matter and abstained from any votes.

Councilor Gomez made a motion to send the item to committee, seconded by Councilor Whitfield. The matter was referred to the Economic Development Committee.

ATTACHMENTS:

- Zone_Change_3211_Petition (PDF)
- 3211_Amend_Medical_Office_Treatment_2019 (PDF)
- 3211_City_Wide_Amend_Medical_Clinics_2019_PB_Report (PDF)

RESULT: MEETING CANCELED**Next: 12/9/2019 6:30 PM****Unfinished Business****21. Order (ID # 5396)**

Local Acceptance of G.L.C. 33 Section 59 Benefits for Military Leave

HISTORY:**10/21/19** **City Council** **REFERRED TO COMMITTEE**
Next: 11/18/19**11/14/19** **City Council**

TJ spoke on behalf of the city advising that this would cost the city lots of money and would like to do more research in reference to this and get back to the committee. Juan Barrera who has been affected by this would like to see something changed to help out future firefighters that are veterans in the military. More research will be done and will remain in committee.

COMMENTS - Current Meeting:

Councilor Walsh asked that the item remain in committee. She wants to continue to discuss the financial impacts before passage.

RESULT: REPORT**Next: 12/2/2019 6:30 PM****(22.) (ID # 5366) Ban on Facial Recognition Surveillance Technology**

THE REVISED ORDINANCES OF THE CITY OF SPRINGFIELD, 1986, AS AMENDED IS HEREBY FURTHER AMENDED BY ADDING CHAPTER 173 THERETO: FACIAL RECOGNITION SURVEILLANCE TECHNOLOGY

Be it ordained by the City Council the Code of Ordinances of the City of Springfield is hereby amended by adding Chapter 173 thereto to read as follows:

CHAPTER 173 FACIAL RECOGNITION SURVEILLANCE TECHNOLOGY

Section 1. Definitions.

Facial surveillance shall mean an automated or semi-automated process that assists in identifying or verifying an individual, based on the physical characteristics of an individual's face.

Facial surveillance system shall mean any computer software or application that performs face surveillance.

Springfield shall mean any department, agency, bureau, and/or subordinate division of the City of Springfield.

Springfield official shall mean any person or entity acting on behalf of the City of Springfield, including any officer, employee, agent, contractor, subcontractor, or vendor.

Section 2. Ban on Government Use of Facial Recognition Surveillance.

(A) It shall be unlawful for Springfield or any Springfield official to obtain, retain, access, or use:

- (1) Any face surveillance system; or
- (2) Any information obtained from a facial surveillance system.

Section 3. Enforcement.

(A) *Suppression*: No data collected or derived from any use of face surveillance in violation of this ordinance and no evidence derived therefrom may be received in evidence in any proceeding in or before any department, officer, agency, regulatory body, legislative committee, or other authority subject to the jurisdiction of the City of Springfield.

(B) *Violations*: Any violation of this Ordinance shall be subject to enforcement by a court of competent jurisdiction and/or a fine of Three Hundred (\$300.00) Dollars per violation.

(C) The City will address alleged violations of this ordinance in accordance with its usual practices, applicable law and contractual obligations.

(D) Nothing in this section shall be construed to limit any individual's rights under State or Federal law.

Approved as to form*:

Associate City Solicitor

RESULT: RECEIVED REPORT

COMMENTS - Current Meeting:
Councilor Ramos asked that the item remain in Committee.

ATTACHMENTS:

- FINAL Draft 1-Ban on Facial Recognition-10.01.19 (DOCX)

23. Order (ID # 5362)

X Intersection

HISTORY:

10/07/19 **City Council** **REFERRED TO COMMITTEE**
 Next: 10/21/19

10/21/19 **City Council** **RECEIVE REPORT**

COMMENTS - Current Meeting:

Councilor Ryan asked that the item remain in committee.

Councilor Walsh explained the Forest Park Civic Association has numerous concerns. Paul Martin made a great presentation and showed he does not approve of the plan. She stated the Council needs to take action before there is no recourse.

Councilor Edwards stated he agrees with Councilor Walsh and will send the letter from Mr. Paul Martin to the Council.

Councilor Ryan stated he will speak with the DPW Director, Chris Cignoli.

Councilor Williams stated he would be glad to hold a Maintenance & Development Committee meeting with formal notice.

RESULT: REPORT

Next: 12/2/2019 6:30 PM

(24.) (ID # 5315) Springfield Police Commissioner & Civilian Review Board

AMENDING CHAPTER 67, OF THE REVISED ORDINANCES OF THE CITY OF SPRINGFIELD, AS AMENDED, HEREBY FURTHER AMENDED BY DELETING ARTICLE XVII AND REPLACING IT WITH THE FOLLOWING TO ADD THERETO: THE ESTABLISHMENT OF THE POSITION OF POLICE COMMISSIONER AS WELL AS A CIVILIAN REVIEW BOARD FOR THE SPRINGFIELD POLICE DEPARTMENT

Chapter 67. OFFICERS AND EMPLOYEES**Article XVII. Police Commissioner and Civilian Review Board for Springfield Police****Sections:**

§ 67-84. Position of Police Commissioner established; appointment.**§ 67-85. Qualifications for Police Commissioner.****§ 67-86. Term of office of Police Commissioner; vacancies; removal.****§ 67-87. Authority of Police Commissioner.****§ 67-88. Acting Police Commissioner.****§ 67-89. Establishment of Civilian Review Board.****§ 67-90. Selection of Board Members.****§ 67-91. Qualifications for Board.****§ 67-92. Training for Board Members.****§ 67-93. Submission of Complaint to Board.****§ 67-94. Responsibility of Board Member for Review.****§ 67-95. Submission of Complaint.****§ 67-96. Standards of Adjudication.****§ 67-97. Conduct of Hearings.****§ 67-98. Determination of the Merit of Complaint.****§ 67-99. Penalty Assessment.****§ 67-100. Removal from the Board.****§ 67-101. Public Outreach and Communication.****§ 67-102. Miscellaneous.****§ 67-103. Conflict with other laws; Severability.****§ 67-104. Effective Date.****§ 67-84. Position of Police Commissioner established; appointment.**

The position of Police Commissioner is hereby established. The Mayor shall appoint a single Police Commissioner for the City of Springfield.

§ 67-85. Qualifications for Police Commissioner.

At the time of appointment, such Police Commissioner shall have had at least seven years' experience as a captain, or equivalent rank, in a federal, state or local police force or law enforcement agency, or in any combination thereof. Such Police Commissioner shall not engage in any other business and shall be sworn to the faithful performance of the office before entering upon the same. At the time of appointment, the Police Commissioner shall possess a master's degree in a field related to his or her duties from an accredited institution of higher learning or an equivalent degree.

§ 67-86. Term of office of Police Commissioner; vacancies; removal.

The Police Commissioner shall be appointed for a term of not less than three years, and the term of said Commissioner shall not be coterminous with the Mayor. The Police Commissioner shall hold office until a successor is appointed and qualified, and any vacancy occurring shall be filled by the Mayor. Said Police Commissioner may be removed from office by the Mayor for cause.

§ 67-87. Authority of Police Commissioner.

The Police Commissioner shall have the authority to appoint, establish and organize the Police Department of the City. The Police Commissioner shall have control of the government, administration, disposition and discipline of the Police Department, and of the police force of the Department and shall make all rules and regulations as are proper for the efficiency of the Department and its force. Except as otherwise provided herein, all the powers and duties of the Police Commission of the City of Springfield now or previously conferred or imposed by law or otherwise reflected in City ordinances are hereafter conferred and imposed upon said Police Commissioner, including but not limited to those otherwise vested in the Mayor and City Council by Chapter 244 of the Acts of 1909.

§ 67-88. Acting Police Commissioner.

In case of absence, disability or vacancy of office by the Police Commissioner, then the next highest-ranking officer in the Department shall serve as Acting Police Commissioner. If there are two such.

§ 67-89. Civilian Review Board Establishment.

The Civilian Review Board ("Board") for the City of Springfield Police Department is hereby established and shall operate as set forth in this Ordinance.

§ 67-90. Selection of Board Members.

- A. The Mayor shall appoint the members of the Board. The Board shall consist of 9 members who are residents of the City. Members shall participate in all training and preparatory meetings and act without conflict of interest on the part of any member thereof.
- B. The Board will be chaired by an attorney with experience in trials or administrative procedures. The chairperson will lead quarterly full Board meetings and work with the Board and the Police Commissioner to determine the full Board meeting schedules and agendas and administration of the Board.
- C. The term of appointment of members shall be three years; however, the initial appointments shall include 1 member who shall serve an initial one-year appointment, and two members who shall serve two years in order to stagger the terms for future appointments. Members shall serve until replaced.

§ 67-91. Qualifications for Board.

- A. The members of the Board do not need to have had investigatory experience. They must be persons of integrity with diverse backgrounds. Potential Board members should recognize the significant commitment of time that Board membership requires and be willing to commit sufficient time to the effort. In addition to bi-weekly Board

meetings, Board members will be occasionally asked to participate in community outreach and education activities.

- B. The members of the Board must agree to keep information on specific complaints or investigations confidential as is the present practice with in the Springfield Police Department (“SPD”) Internal investigation Unit (“IIU”). This is a fundamental responsibility and failure to keep private information confidential will be grounds for removal from the Board.
 - a. Internal investigations should be closed to the subject officer and the public while they are pending. Nonetheless, the Police Commissioner should be fully informed of the progress of internal investigations and should regularly communicate the status of an investigation to the press and the general public to the full extent permitted by law while pending review or hearing before the Board.
 - b. In order for the disciplinary process to work effectively and efficiently in conjunction with the Boar, Witnesses and witness officers interviewed in an internal affairs investigation should be informed that the investigation is confidential in nature, and that they must not discuss the content of the investigation or interview with others. Witness officers should be required to sign a form agreeing to maintain confidentiality during the investigation. In addition, accused officers should be required to sign a confidentiality agreement to ensure they do not discuss the case with witness officers, ask witnesses about their statements to IIU, or contact any other individuals involved in the investigation.

§ 67-92. Training for Board Members.

- A. The Personnel, Police, and Law Departments shall develop a training program for all new Board members. This training shall include:
 - 1. The current procedures for filing and investigating a complaint.
 - 2. The elements of a thorough investigation including a review of a number of actual case files from closed investigations.
 - 3. The Policies of the SPD regarding respectful treatment of civilians.
 - 4. The Policies of the SPD regarding appropriate use of force.
 - 5. The Role of civilian oversight boards in other jurisdictions.
 - 6. Legal Requirements for protection and confidentiality of private governmental documents.
 - 7. Hearing procedures and requirements under the provisions of Civil Service Laws and collective bargaining agreements for the conduct of administrative disciplinary hearings.
- B. As part of this training a set of reference materials should be provided to each Board member. These materials should include copies of all relevant Massachusetts statutes, all SPD policies and procedures regarding officer misconduct and use of force, and a copy of this ordinance. This training

should be repeated annually or when new members are appointed to the Board.

§ 67-93. Submission of Complaints to the Board for Review.

- A. At the completion of the IIU investigation and prior to an initial review by the Board, the IIU, in conjunction with attorneys from the Labor Relations Department, shall prepare a cover memo on each complaint detailing the applicable charges based on the allegations and the investigation.
- B. The applicable charges and the investigative file should then be provided to the accused officer's command chain for review. The officer's chain of command should then make a preliminary determination and provide a written analysis in support of that determination. The investigative file, cover memo, and chain of command preliminary determination and analysis should then be provided to the Board for the initial review.

§ 67-94. Responsibility of Board Members.

It shall be the responsibility of the Board to:

- A. Accept and review civilian complaints filed with the SPD or any other city or state agency regarding the activities of the SPD. The Police Commissioner may take appropriate actions to maintain the security of police documents, reports or files examined by the Board.
- B. Review the sufficiency of internal investigations completed by the SPD, and to make recommendations to the Police Commissioner for further investigation or action.
- C. To preliminarily review complaints investigated by IIU and make a preliminary determination as to whether, based on the preliminary review to make a recommendation such that:
 - 1. A charge letter be issued, and the Police Commissioner dispose of the complaint without the need for a hearing at this time.
 - 2. A charge letter be issued, and a hearing be held for consideration of the charges.
 - 3. The Police Commissioner dispose of the matter in the good exercise of his discretion.
- D. To act as hearing officers, designated by the Police Commissioner as the appointing authority pursuant to the Civil Service Law (Chapter 31 of the General Laws), in complaints under jurisdiction of the Board pursuant to this ordinance, taking into account the need for the training and qualifications required for a hearing officer and that a hearing officer who cannot consider a case in a fair and impartial manner because of personal prejudice or bias, shall not consider a particular case and shall so inform the Board. Examples of personal bias include, but are not limited to:

1. Familial relationship or friendship with parties to the complaint;
 2. Being a party to the complaint;
 3. Witnessing material events relevant to the complaint;
 4. Having a financial interest in the outcome of the case;
 5. Holding a bias for or against a party that is sufficient to impair the examiner's impartiality.
- E. Each member shall consider the complaint in a fair and impartial manner, ensure that facts are fully elicited, adjudicate all issues and avoid undue delay and shall be conducted in accordance with the applicable provisions of state and federal law, including but not limited to laws pertaining to Civil Service, or the Open Meeting Law, and provisions of a collective bargaining agreement applicable to the employment of a member of the Police Department.

§ 67-95. Subpoena Authority.

The Board is authorized in the case of any unresolved complaint submitted to them for the purpose of acting as a hearing officer, which would be aided thereby, to subpoena witnesses, compel their attendance, administer oaths, take the testimony of any person under oath and in connection therewith to require the production of any evidence relating to any matter in question before the Board for hearing. Any witness is expressly granted the right to be advised and represented by counsel present during any hearing.

§ 67-96. Standards for adjudication.

- A. The Open Meeting Law shall apply to the activities of the Board.
- B. The investigative file sent to the Board shall include specific charges listing the policy violations for consideration at hearing. As to the minimum standards for adjudicating disciplinary cases, the following shall apply:
1. The burden of proof is on the department.
 2. The standard of proof is a preponderance of the evidence.
 3. The standards of evidence are those of administrative law, not criminal law.
 4. No presumptions of truth are made regarding facts in dispute.
 5. No presumptions are made regarding witness credibility: all persons are equally credible unless an objective, fact-based evaluation of the witness's capacities, testimonial coherence, and other relevant and demonstrable factors justify otherwise.
 6. Conclusions are logically deduced from the evidence.
- C. The services of the Labor Relations departments shall be available to provide legal services to the Police Commissioner before the Board and the services of the Law Department shall be available to provide legal services to the Board.

§ 67-97. Conduct of Hearing.

- A. The Board is required to adopt rules of procedure for the conduct of its hearings. The rules must ensure the due process rights of all persons involved in the hearings. Each person who appears before the Board and avails himself of constitutional guarantees shall not be punished in any way therefor.
- B. The board should sit in panels of at least three designated members, one of whom is a retired law enforcement officer, when reviewing the investigative file to consider whether to recommend disciplinary charges in the preliminary determination, or when sitting as hearing officers on applicable charges.
- C. The three-member panel should make a recommendation to the Commissioner regarding a determination for each applicable charge utilizing the same case dispositions as defined in this Ordinance. A formal charge letter should be provided to the accused officer after the Commissioner makes a final determination as to what charges will be included in the letter. If, after the charge letter has been issued to the accused officer, the officer does not dispute the charges, there is no reason to proceed with the full hearing. If the officer does not dispute the charges, the Board should make a recommendation regarding discipline, and then the case should go directly to the Commissioner to make a final decision regarding discipline.

§ 67-98. Determination of the merits of complaints.

- A. The Board shall make written findings of fact and a determination of the merits of the complaint considered in their capacity as Hearing Officers based on the relevant legal standards.
- B. If the Board determines that one or more allegations in the complaint are sustained, a recommendation for any discipline warranted, after providing the employee with an opportunity to speak personally or through a representative and after consideration of the employee's work history and guided by the Director of Human Relations as to appropriate discipline and penalties in similar circumstances in accord with the requirements of Civil Service and Labor Laws.
- C. After Hearing, the Board's determination along with the findings and recommendation for discipline, if any, shall be filed in a report to the Police Commissioner within 7 days of the end of the Hearing.
- D. In the merits determination, the Board in its hearing recommendation, and Police Commissioner, it the determination of the charges, shall make one of the following decisions about each allegation in the complaint, consistent with definitions in department policy and training:
 - 1. sustained or founded;
 - 2. not sustained or not resolved or unresolved;
 - 3. exonerated; or
 - 4. unfounded.

- E. The Police Commissioner, pursuant to Civil Service law, shall give to such employee a written notice of the decision, which shall state fully and specifically the reasons therefore, including the reason for any deviation from the recommendation of the Board, which shall be subject to the present means of review by civil service appeal or arbitration as provided by the applicable collective bargaining agreement.
- F. After a complaint is closed the complainant shall be promptly notified of the findings and may provide copies of any portions of the internal affairs file which are a public record. Any actual order of disciplinary action addressed to an officer is not a public record and shall not be disclosed. For the complainant, correspondence shall be sent by certified mail to help ensure they receive notice of the outcome.
- G. The Board may send satisfaction surveys, similar to those used by the other Police Departments, to both complainant and officers when each complaint is closed.
- H. The Police Commissioner or the Board shall be authorized to attempt by voluntary non-binding mediation to resolve any complaint if deemed appropriate and the complainant and the subject officer agree to participate in such mediation. Mediation shall be conducted by a neutral facilitator, in lieu of investigation and adjudication, to permit resolution of minor complaints that are usually not easily resolved through investigation.

§ 67-99. Penalty Assessment

In order to ensure that discipline is fair, consistent, and predictable, the Labor Relations Department shall develop guideline in the form of a penalty matrix that lists penalties or ranges of discipline for various types of misconduct. The matrix should not be applied inflexibly, and the discipline should be based on the totality of the circumstances, including aggravating and mitigating factors.

§ 67-100. Removal from the Board.

The Mayor may remove a member from the Board, before his or her term expires.

§ 67-101. Public Outreach and Communication.

- A. To help increase the open access to the complaint process the department will need to educate the public about the complaint reporting process, including information about when and how to file a complaint. Presentations to community groups, schools, community organizations and religious groups about the complaint reporting process may be necessary as part of a broader effort to help people increase trust and confidence in the complaint investigation process. This communication process should involve both members of the IIU and members of the Board. Joint presentations will help reflect the openness of the department. Such presentations should be made in

the neighborhoods of Springfield and should be done in conjunction with existing community organizations whenever possible.

- B. In addition, to general education and outreach, the Board shall, with the Assistance of the Law Department, communicate with complainants about the status of investigations, and (where appropriate) the public. With the assistance of the Police Department, the Board shall keep track of all Citizen Complaints, hearings, and findings, and identify each with an incident number, date of incident, location of incident, the nature of the misconduct, the name of the complainant and name of officer or officers alleged to have committed the misconduct and publicly disseminate notice of the review of any such incidents on a quarterly basis, but shall not disseminate the names of any participants or disciplinary action imposed in any incident without the consent of such party.
- C. The data gathered with regard to the Board's activities, as well as any reports or recommendations voted by the Board with regard to the interaction of police officers and members of the community, shall be reviewed by the Police Commissioner when considering disciplinary actions, promotions, assignments, training or adoption or amendments of the policies and procedures of the Springfield Police Department.

§ 67-102. Miscellaneous.

- A. The Mayor shall designate a Civilian Oversight Coordinator (COC) who would be responsible for the day-to-day administration of the Board, such as scheduling board meetings, posting notices of meetings and hearings, and following up on board requests. The COC would serve as the liaison between the board and other officials, including the Mayor, the Law Department, and representatives from SPD. The Coordinator also would participate in the initial Board review.
- B. A three-member panel of board members, as well as the Civilian Oversight Coordinator should meet every two weeks to review new cases. Each of these panels should have at least one member with prior law enforcement experience.
- C. On a yearly basis, all members of the Board should meet to review SPD policy and procedures that may contribute to police misconduct and recommendations for improvement. The Board should be empowered to recommend changes in policy or training to reduce officer misconduct.
- D. The city of Springfield, with the Board, shall develop a clear mission statement for the Board and procedures to follow, and SPD should provide in-depth training for the Board on these protocols.

§ 67-103. Conflict with other laws; severability.

Nothing in this ordinance shall be interpreted to contravene the General Laws of this Commonwealth or the Charter of the City of Springfield. Any provision of this article that conflicts with applicable law or the City Charter shall be interpreted in such a manner and to such an extent as to be effective and valid under applicable law. If any provision of this article is prohibited by or invalid under applicable law or the City Charter, such provision shall be ineffective only to the extent of such prohibition or invalidity, thereby leaving the remainder of this article effective.

§ 67-104. Effective Date.

This ordinance shall take effect _____ of 2019.

Approved as to form

Associate City Solicitor

RESULT:	RECEIVED REPORT
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COMMENTS - Current Meeting:

There was no request regarding the item, so it remained in committee.

(25.) (ID # 5237) Private Developments-DPW Approval Required

AN ORDINANCE AMENDING CHAPTER 338 OF THE REVISED ORDINANCES OF THE CITY OF SPRINGFIELD, 1986, AS AMENDED, BY ADDING SECTIONS 338-23 and 338-24 THEREOF

ORD. NO. ____

Be it ordained by the Council of the City of Springfield, as follows:

Article I of Chapter 338, CONSTRUCTION & MAINTENANCE, of the Code of the City of Springfield, is hereby amended by adding sections 338-23 and 338-24 to read as follows:

§338-23 Purpose.

As it is now a requirement of the Department of Public Works (DPW) to service, maintain, plow, etc. private ways within the City of Springfield, the following subsections shall apply to any proposed development along any roadway, or extended off of any roadway identified as a "Private Way" in the City of Springfield.

§338-24 Proposed Developments-DPW Approval Required

A.The term development is intended to mean any type of construction (commercial, residential, etc.) inclusive of a multi-lot subdivision or the development of a single lot for any purpose.

B.If the proposed development is to occur along a roadway on an undeveloped paper street or along a roadway that is unpaved, a dirt road or path where either no other developments exist or where other development has previously occurred, it is the developer's responsibility to design and construct a roadway that meets the standards of a public way (pavement, curbing, drainage, etc.) to the standards developed by the DPW - Engineering Division. The requirement of the design

and construction will begin at the nearest roadway accepted as a public way and would end at a location determined by DPW - Engineering Division, usually at the farthest limit of the property(s) being developed. It is the developer's responsibility to coordinate with any and all utility companies and include any and all required utility extensions that will be required to serve the development, or as required by the individual utility company. All work performed will be at the developers expense. The roadway must also provide adequate design and layout in order for City services vehicles, (fire trucks, trash trucks, dump trucks, snow plows, etc.) to be able to turn around without backing up (i.e cul-de-sac) unless land is not available, then the design of the turn-around must be approved by the DPW. Following construction the DPW will perform necessary inspections to ensure that the roadway is built to proper standards. Once the road is accepted by the DPW, the City will perform the necessary steps to have the roadway, or segment if applicable, approved as a "public way". If the road is not build to the necessary standard, certificate of occupancies may be declined, and / or DPW services will not be provided.

C.If the proposed development is to occur along a roadway that is not built to public way standards, such as road which has used a material such as millings, it is the developer's responsibility to design and construct a roadway that meets the standards of a public way (pavement, curbing, drainage, etc.) to the standards developed by the DPW - Engineering Division. The requirement of the design and construction will begin at the nearest roadway accepted as a public way and would end at a location determined by the department of public works, usually at the farthest limit of the property(s) being developed. It is the developer's responsibility to coordinate with any and all utility companies and include any and all required utility extensions. All work performed will be at the developers expense. The roadway must also provide adequate design and layout in order for City services vehicles, (fire trucks, trash trucks, dump trucks, snow plows, etc.) to be able to turn around without backing up (i.e. cul-de-sac) unless land is not available, then the design of the turn-around must be approved by the DPW. Following construction the DPW will perform necessary inspections to ensure that the roadway is built to proper standards. Once the road is accepted by the DPW, the City will perform the necessary step to have the roadway, or segment, approved as a "public way". If the road is not build to the necessary standard, certificate of occupancies may be declined, and / or DPW services will not be provided.

D. A Performance Agreement, secured by proper bond, deposit of money, Letter of Credit or approved equal in the amount to be determined by the DPW (City unit costs with prevailing wage costs will be used and a 25% contingency will be added for the protection of DPW and the SWSC) shall be fully executed prior to start of any construction and/or the issuance of a Building Permit.

Approved as to form

Associate City Solicitor

Private Developments-DPW Approval Required

RESULT:	REFERRED TO COMMITTEE	Next: 12/2/2019 6:30 PM
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COMMENTS - Current Meeting:

Councilor Ramos asked that the item remain in Committee as he is waiting for a legal opinion.

Executive Session

26. Order (ID # 5430)

Executive Session

EXECUTIVE SESSION to discuss strategy with respect to litigation where the Law Department has declared that such a discussion may have a detrimental effect on the litigating position of the public body, not to reconvene in open session.

COMMENTS - Current Meeting:

Councilor Edwards made motion to go into executive session stating the Council will not be going back into open session and Councilor Whitfield seconded the motion. Roll call vote was taken and all councilors voted in favor of going into executive session.

RESULT:	RECEIVE REPORT
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City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Pat Burns
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5424

1

October Revenue Vs. Expenditure Report (Mayor Sarno)

RESULT: RECEIVE REPORT

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

For the period ended
10/31/19

Revenues and Other Sources:	Revised Budget	Actual	Variance Over/(Under)	%
Real Estate & Personal Property Taxes	\$ 211,449,075	\$ 93,264,093	\$ (118,184,982)	44%
Real Estate & Personal Property Taxes - Tax Liens	-	822,545	822,545	0%
Motor Vehicle Excise	12,281,263	1,763,151	(10,518,112)	14%
Penalties, interest and other taxes	19,533,375	1,312,342	(18,221,033)	7%
Charges for Services	13,866,582	4,141,390	(9,725,192)	30%
Intergovernmental	424,350,222	141,149,544	(283,200,678)	33%
Licenses and Permits	6,293,773	1,785,180	(4,508,593)	28%
Fines and Forfeits	536,733	147,256	(389,477)	27%
Interest earned on Investments	2,406,523	729,566	(1,676,957)	30%
Miscellaneous	6,064,000	2,872,552	(3,191,448)	47%
FY 2019 Net School Spending Shortfall (a.)	6,081,535	6,081,535	-	100%
Stabilization Reserves	24,961	24,961	-	100%
Other Financing Sources	2,500,000	232,125	(2,267,875)	9%
Total Revenues and Other Sources	705,388,042	254,326,241	(451,061,802)	36%
Expenditures and Other Uses:				
General government	23,786,256	11,279,240	12,507,016	47%
Public safety				
Police	50,929,856	15,053,718	35,876,138	30%
Fire	24,142,820	8,003,380	16,139,440	33%
Centralized Dispatch	2,051,953	447,085	1,604,868	22%
Other	4,443,957	1,784,470	2,659,486	40%
Health and Welfare	4,076,470	1,324,806	2,751,664	32%
Public works	11,001,053	6,444,501	4,556,553	59%
Education	458,548,754	164,053,565	294,495,189	36%
Culture and recreation	14,352,621	6,649,679	7,702,942	46%
Pension and fringe	72,316,935	53,433,267	18,883,668	74%
State and district assessments	3,660,361	1,255,502	2,404,860	34%
Debt Service	27,843,303	14,682,263	13,161,039	53%
Pay as you go Capital	3,396,084	608,043	2,788,040	18%
Other Financing Use - Trash Enterprise Supplement	4,837,619	4,837,619	-	100%
Total Expenditures and Other Uses	705,388,042	289,857,140	415,530,903	41%
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	\$ (35,530,899)	\$ (35,530,899)	

(a.) The FY 2019 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: October Revenue Vs. Expenditure Report (5424 : October Revenue Vs. Expenditure Report)

CITY OF SPRINGFIELD, MASSACHUSETTS

Budget and Actual - General Fund

Expenditures and Encumbrances

For the period ended

10/31/19

Expenditures and Other Uses:	Original Budget	Transfers In/(Out)	Revised Budget	Expenditure	Encumbrance	Variance Over/(Under)	%
General government	23,786,256	-	23,786,256	8,048,911	3,230,329	12,507,016	47%
Public safety							
Police	50,929,856	-	50,929,856	14,382,513	671,205	35,876,138	30%
Fire	24,142,820	-	24,142,820	7,580,005	423,376	16,139,440	33%
Centralized Dispatch	2,051,953	-	2,051,953	438,694	8,391	1,604,868	22%
Other	4,443,957	-	4,443,957	1,343,638	440,832	2,659,486	40%
Health and Welfare	4,076,470	-	4,076,470	1,224,827	99,979	2,751,664	32%
Public works	11,001,053	-	11,001,053	5,759,332	685,169	4,556,553	59%
Education	444,890,000	13,658,754	458,548,754	122,813,849	41,239,717	294,495,189	36%
Culture and recreation	14,352,621	-	14,352,621	4,976,340	1,673,339	7,702,942	46%
Pension and fringe	72,291,974	24,961	72,316,935	52,771,679	661,588	18,883,668	74%
State and district assessments	3,660,361	-	3,660,361	1,199,502	56,000	2,404,860	34%
Debt Service	27,843,303	-	27,843,303	14,682,263	-	13,161,039	53%
Pay as you go Capital	3,396,084	-	3,396,084	49,999	558,044	2,788,040	18%
Other Financing Use - Trash Enterprise Supplement	4,837,619	-	4,837,619	4,837,619	-	-	100%
Total Expenditures and Other Uses	691,704,327	13,683,715	705,388,042	240,109,170	49,747,969	415,530,903	41%



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Tasheena Davis
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5412

2

Confirmation of Appointment-Katherine Garvey to Mobile Home Rent Control Board (Mayor Sarno)

Now therefore be it ordered that the Springfield City Council confirms the appointment of Katherine Garvey to the Mobile Home Rent Control Board.

RESULT:

REFERRED TO COMMITTEE

Next: 12/2/2019 6:30 PM



City Council

TABLED

Meeting: 11/18/19 06:30 PM
Initiator: Tasheena Davis
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5413

3

Confirmation of Appointment of Peter Lappin-Mobile Home Rent Control Board (Mayor Sarno)

Now therefore be it ordered that the Springfield City Council confirms the appointment of Peter Lappin to the Mobile Home Rent Control Board.

RESULT:

REFERRED TO COMMITTEE

Next: 12/2/2019 6:30 PM



THE CITY OF SPRINGFIELD, MASSACHUSETTS

MAYOR DOMENIC J. SARNO

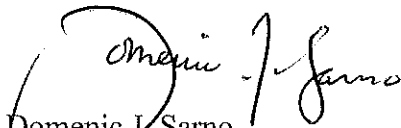
HOME OF THE BASKETBALL HALL OF FAME

October 11, 2019

Attorney Tasheena Davis, City Clerk
City of Springfield
36 Court Street
Springfield, MA 01103

I appoint Peter Lappin of 1173 Dickinson Street, Springfield, Massachusetts, as a member of the Mobile Home Rent Control Board, for an unexpired term until October 11, 2024 and certify that, in my opinion, Mr. Lappin is a person qualified to hold this position based on his commitment to the city and experience to perform the duties of said office, and I make the appointment solely in the interest of the City.

Respectfully,


Domenic J. Sarno
Mayor



City Council
36 Court Street
Springfield, MA 01103

Meeting: 11/18/19 06:30 PM
Department: Department of Public Works
Category: General
Prepared By: Hector Velez
Initiator: Hector Velez
Sponsors:
DOC ID: 5417

ADOPTED

PETITION (ID # 5417)

MCI- Norfolk Street

ORDER FOR LOCATION OF UNDERGROUND CONDUIT

WHEREAS, The Board of Public Works to which was referred the petition of MCI / Verizon to install five thousand (5,000') feet of 3-1" PVC conduit with fiber optic cable on the right of way on Norfolk Street, Wilbraham Road and Alden Street.

WHEREAS, said petition MCI was referred to the Board of Public Works on October 4, 2019 and

WHEREAS, On October 4, 2019 a Notice of a Public Hearing on MCI petition, to be held on October 23, 2019, was sent by mail, to all property owners abutting an affected road, various Departments, Utility Companies, etc before the day of the hearing and posted on two public bulletin board a copy of which is attached a hearing of the Board of Public Works was held as scheduled on site with the petitioner and interested parties.

WHEREAS, on October 23, 2019 the Board of Public Works reported thereon that, after careful consideration of petition from MCI to install five thousand (5,000') feet of 3-1" PVC conduit with fiber optic cable on the right of way on Norfolk Street, Wilbraham Road and Alden Street, beginning at the existing Verizon manhole #305, located on Wilbraham Road near the north corner of Insurance Road running easterly direction on Wilbraham Road with 3-1" PVC conduit approximately two thousand one hundred (2,100') feet to turn southerly direction to Norfolk Street and continue with 3-1" PVC conduit approximately two thousand eight hundred fifty two (2,852') feet to Alden Street to make connection to pole #BT33, all as substantially shown on a plan attached with project name:

MCI-Mass Mutual Underground Design

Consisting of one (20) sheet, which plan is incorporated herein by reference and is on file in the office of the Engineering Division of the Department of Public Works, Springfield, Massachusetts.

WHEREAS, petition MCI came before the City Council for a Public Hearing on this date,

NOW THEREFORE, BE IT ORDERED:

1. That due care for public safety is exercised during construction including but not limited to the use of a police officer(s) for traffic control if necessary.

2. That said construction would not unnecessarily interfere with the movement of vehicular or pedestrian traffic in the area.
3. That care be taken during said construction not to damage any underground services.
4. That the construction site be returned to the same condition as found or better.
5. Said company shall indemnify and save harmless against all damages, costs and expenses whatsoever to which the City may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the City.
6. In addition said company shall, before a public way is disturbed for the laying of its wire or conduit, execute its bond in the penal sum of Ten Thousand Dollars (\$10,000) conditioned for faithful performance of its duties under this permit.
7. Said company shall comply with the requirements of existing Ordinances and orders and comply with any changes in Ordinances and orders as may hereafter be adopted by the Mayor and Council governing the construction and maintenance of buried cable, conduits and wires.
8. That any sidewalks that are damaged or removed will be replaced in kind and in accordance with the City of Springfield's Standard Specifications.
9. That ramps for the handicapped will be provided if and where required by law and in conformance with the Rules and Regulations of the Massachusetts Architectural Barrier Board.
10. That any curbing that is disturbed during construction will be reset to the established street grade using proper construction procedures.
11. That all proposed silo, manhole and hexhole covers will conform to and be compatible with established street, treebelt or sidewalk grades with suitable non-skid covers when in the sidewalk area.
12. That the Springfield Water and Sewer Commission be notified before construction begins. All installations of adjacent utilities must be a minimum of 4 feet from the existing water and/or sewer main, edge to edge of pipe.
13. That asphalt trench restoration be done in accordance with the City of Springfield DPW requirements.

- 14.** That all conditions set forth in the respective order are complied with.

COMMENTS - Current Meeting:

Chris Cignoli, DPW Director spoke about the petition. He explained MCI is a branch of Verizon. He stated the plan was rerouted to MassMutual and away from Alden Street, as it was recently re-paved.

RESULT: PASSED BY VOICE VOTE



11/7/2019

Honorable Mayor and City Council
City of Springfield
City Hall
Court Street
Springfield, MA 01103

Attn: Tasheena Davis, City Clerk

To whom it may concern,

MCI Metro Access Transmission Services Inc. (dba Verizon Business), hereby requests that it be grant a location for and permission to run and maintain approximately 5,000' of 3 – 1.25" HDPE conduit with fiber optic cable along Alden Street, Middlesex Street, Norfolk Street and Wilbraham Road (From existing Verizon Telecom Pole #31 on Alden Street to Verizon Telecom MH #305 on Wilbraham Road) Together with such connections as it may now or subsequently find necessary.

Said plant installation is to be installed in accordance with the enclosed plan.

Thank you for your attention to this matter.

Sincerely,

Tremain K Fernandes

Attachment: Petition - Verizon Business - Norfolk St (5417 : MCI- Norfolk Street)



Norfolk Street

Construction Details

- Install three 1.25" HDPE conduits from Verizon Pole #31 on Alden St westerly to Middlesex Street, northerly on Middlesex Street to Norfolk Street, northerly on Norfolk Street to Wilbraham Road and easterly on Wilbraham Road to Verizon MH #305.
- Install 4 30" x 48" quazite flush mount handholes as indicated on construction drawing.
- All trench areas to be restored to City of Springfield specifications.
- All work to be completed with the traffic details per City of Springfield police department.



MCImetro
ACCESS TRANSMISSION SERVICES OF CORP.
2400 GLENVILLE DRIVE
RICHARDSON, TX 75082

FIBER OPTIC CABLE ROUTE

AFE PROJECT #: 080189-001

(MASS MUTUAL UNDERGROUND DESIGN)
(SPRINGFIELD, MA)

OCTOBER 3, 2019

4.b

verizon

services

PROJECT: 080189-C

TRENCH DESIGN

SPRINGFIELD, MA

CLARIFICATION NO.

QU

TY

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

REVISIONS

DESCRIPTION

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SCALE

HORIZONTAL: --

VERTICAL: --

MP TO MP

SHEET G2 OF G10

Packet Pg. 40

FILE NAME:

Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

TABLE OF CONTENTS

<u>SHEET NUMBER</u>	<u>TITLE</u>
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G-2	TABLE OF CONTENTS
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G-4	LOCATION MAP
G-5	CONTACT SHEET
G-6	GENERAL NOTES / CLARIFICATION NOTES
G-7	SYMBOL KEY
G-8	GENERAL AERIAL CONSTRUCTION DETAILS
G-9	AERIAL IN-LINE SLACK STORAGE DETAILS
G-10	UNDERGROUND CONSTRUCTION DETAILS
1-9	SITE PLAN 1-9
10	TRAFFIC CONTROL DETAIL



 **verizon** services

PROJECT: 080189-C
TRENCH DESIGN
SPRINGFIELD, MA

CLARIFICATION NO.	QUANTITY	UNIT
-------------------	----------	------

10-4-19 (5417 : MCI- Norfolk Street)

MCImetro ACCESS TRANSMISSION SERVICES CORP.	OUTSIDE PLANT CONSTRUCTION
TITLE: PLAN SHEET INDEX	
Springfield MA - Mass Mutual Re-Design -	

DATE: 10/3/19
ENGINEER: ZM
DRAWN BY: DW

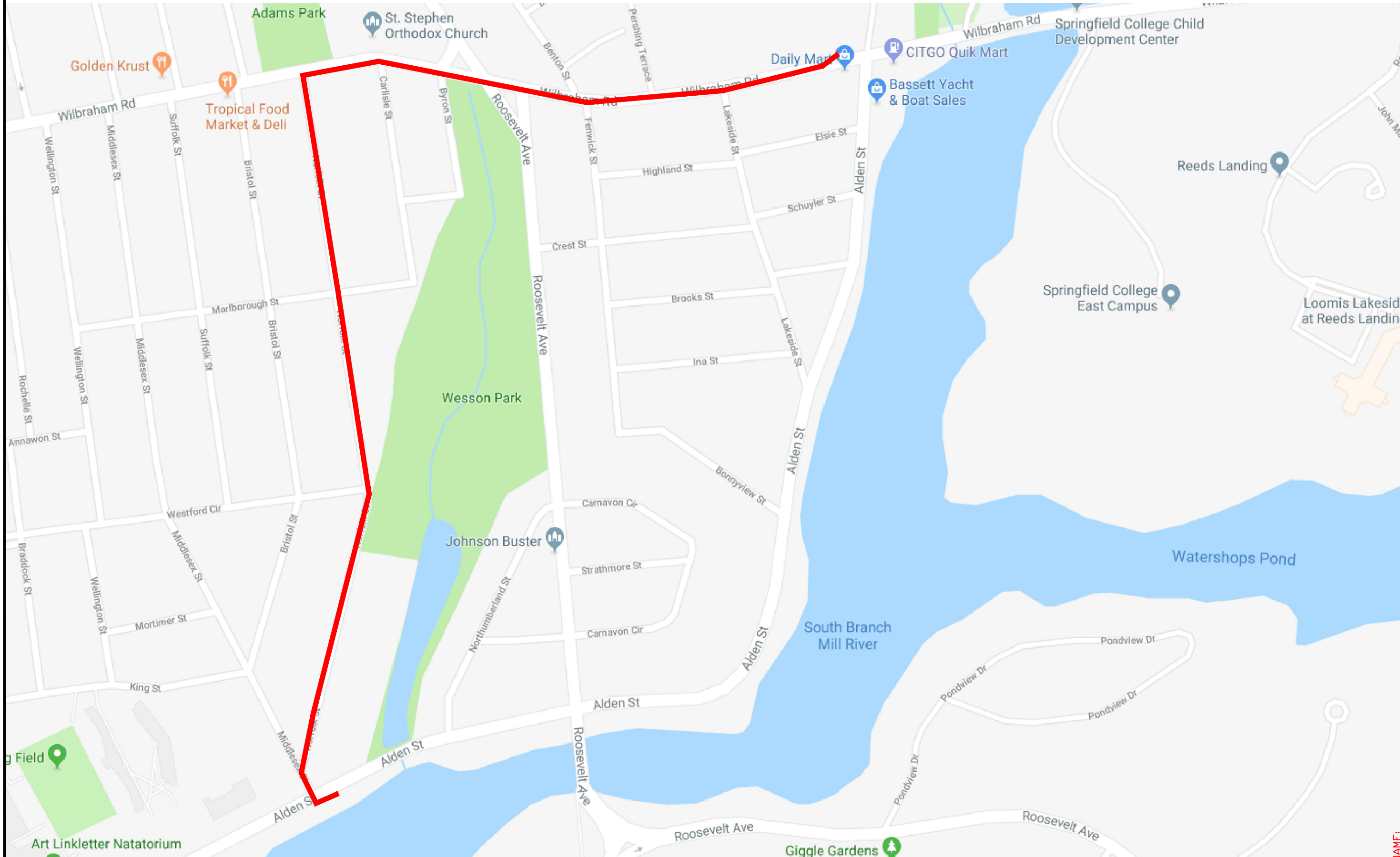
REVISIONS	
DATE	DESCRIPTION

Attachment: NEW 19

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SCALE
HORIZONTAL: --
VERTICAL: --
MP TO MP
SHEET G3 OF G10
Packet Pg. 41

Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

[illegible]

GENERAL NOTES

GENERAL NOTES

1.

MCI COMPRISES THE FOLLOWING OPERATING ENTITIES :
- BROOKS FIBER PROPERTIES, INC.
- MCI METRO ACCESS TRANSMISSION SERVICES, LLC
- MCI WORLDCOM NETWORK SERVICES, INC.
(COMPRISES MCI TELECOMMUNICATIONS CORP. (MCI LD) - MCI WORLDCOM NETWORK SERVICES OF VIRGINIA, INC. AND WORLDCOM NETWORK SERVICES, INC. (WORLDCOM LD) MCI METRO ACCESS TRANSMISSION SERVICES OF VIRGINIA, INC.
- SOUTHERNET, INC.
* THE WORLDCOM FACILITIES WITHIN THIS CONSTRUCTION PACKAGE ARE HELD BY THE OPERATING ENTITY(IES) INDICATED IN BOLD TYPE.
2.

ALL WORK TO BE PERFORMED IN STRICT ACCORDANCE WITH THE APPLICABLE CODES OR REQUIREMENTS OF ANY REGULATING GOVERNMENTAL AGENCY, WORLDCOM TELECOMMUNICATIONS CORPORATIONS, AND THE RIGHT-OF-WAY GRANTOR.
3.

LOCATIONS OF SOME OF THE PHYSICAL FEATURES WERE OBTAINED FROM DATED RAILROAD EVALUATION MAPS OR OTHER DRAWINGS AND MAY NOT BE AS SHOWN OR DEPICTED ON THESE DRAWINGS.
4.

UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE RECORDS AND FIELD OBSERVATIONS BUT ARE NOT NECESSARILY EXACT. THEREFORE, UTILITY LOCATIONS WILL BE VERIFIED AT LEAST 100 FEET IN ADVANCE OF TRENCHING OR PLOWING, SO THAT CHANGES IN CABLE PLACEMENT CAN BE MADE IN THE EVENT OF CONFLICT.
5.

ALL KNOWN BURIED OBSTRUCTIONS ARE SHOWN ON THE CONSTRUCTION DRAWINGS. ANY AND ALL OTHERS ENCOUNTERED ARE ALSO THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE, PROTECT AND REPAIR IF DAMAGED.
6.

ANY AND ALL IMPROVEMENTS, SUCH AS ASPHALT OR CONCRETE PAVEMENT, CURBS, GUTTERS, WALKS, DRAINAGE DITCHES, EMBANKMENTS, SHRUBS, TREES, GRASS SOD, ETC., IF DAMAGED, SHALL BE RESTORED TO ORIGINAL CONDITION.
7.

EQUIPMENT TYPES SPECIFIED HEREIN (IE: "BACKHOE", SWAMP PLOW" ETC.) ARE SUGGESTIONS ONLY AND ARE NOT INTENDED AS REQUIREMENTS. CONTRACTOR WILL BE NOTIFIED AS TO EXPECTATIONS.
8.

SHORING OF BORE PITS AND TRENCHES IN ACCORDANCE WITH OSHA REGULATIONS IS MANDATORY.
9.

BURIED CABLE MARKERS WILL BE PLACED AT ALL UNDERGROUND UTILITY LOCATIONS AND ALL OTHER LOCATIONS IN ACCORDANCE WITH THE CONSTRUCTION DRAWINGS AND THE OUTSIDE PLANT HANDBOOK.
10.

ALL 4" ID CONDUIT WILL BE SCHEDULE 40 (EG: PVC OR GSP/BSP), OR AS SPECIFIED.
11.

UNDERGROUND CONDUIT WILL BE PLACED AT 48" MINIMUM COVER UNLESS OTHERWISE SPECIFIED ON THE CONSTRUCTION DRAWINGS.

CLARIFICATION NOTES

1.	STATION
2.	LOCATION
3.	CLARIFICATION NO. AND MINIMUM COVER
4.	QUANTITY LINEAR FOOTAGE/SQUARE FOOTAGE, SIZE OF MANHOLE/HANDHOLE SIZE OF PULL/SPLICE BOX, DIMENSION OF WALL, HEIGHT/CLASS/TYPE OF POLE
5.	TYPICAL DRAWING NO. AND TYPICAL DETAIL DRAWING NUMBER
6.	PLANT ACCOUNTING CODE
7.	SPECIFIED CONDUIT, HANDHOLE/MANHOLE NO., SPECIFIED PURPOSE AND MATERIAL, BRIDGE NO. AND RAILROAD STATION, MATERIAL, POLE NO.

ADDENDUM NOTES

CLARIFICATION NOTES (CONTINUED)

100	110	JACK AND DRY BORE CONDUIT(S)
200	209	PLACE PLENUM INNERDUCT
	210	PLACE CONDUIT
	212	PLACE HIGH DENSITY POLYETHYLENE (HDPE)
	213	ROCK ADDER
	214	SLURRY BACKFILL ADDER
	215	EXPOSE CONDUIT
	216	EXPOSE CONDUIT AND RELOCATE
	217	EXPOSE CONDUIT AND REPLACE/SUBSTITUTE
	218	EXPOSE AND REMOVE CONDUIT
	219	EXPOSE AND REMOVE CONDUIT (ABANDONED)
	220	CONCRETE ENCASE
	221	REMOVE CONCRETE ENCASEMENT
	222	REMOVE CONCRETE CAP
	240	PLACE HANDHOLE
	244	REMOVE EXISTING HANDHOLE
	245	RELOCATE HANHOLE
		REPLACE/SUBSTITUTE HANDHOLE
	247	EXCAVATE SPLICE PIT
	250	PLACE MANHOLE
	252	REMOVE EXISTING MANHOLE
	255	RELOCATE PRECAST MANHOLE
	256	REPLACE/SUBSTITUTE PRECAST MANHOLE
	260	CONSTRUCT WALL
	270	REMOVE AND RESTORE ASPHALT
	280	REMOVE AND RESTORE CONCRETE
	281	REMOVE AND RESTORE SIDEWALK
	282	REMOVE AND RESTORE CURBING
300	310	ATTACH CONDUIT TO WALL OR STRUCTURE
	315	DETACH CONDUIT FROM WALL OR STRUCTURE
	320	CORE BORE
	330	ATTACH PULL/SPLICE BOX TO WALL OR STRUCTURE
400	401	ROD & ROPE
	409	INSTALLED SLACK COIL (UNDERGROUND)
	410	PULL CABLE
	411	PULL CABLETHROUGH DUCT (INNERDUCT)
	415	REMOVE CABLE FROM CONDUIT
	420	REPOSITION ACTIVE CABLE SLACK
	499	UNDERGROUND SPLICE
500	509	INSTALLED SLACK COIL (AERIAL)
	510	DIRECT BURY CABLE
	515	EXPOSE DIRECT BURIED CABLE
	516	EXPOSE DIRECT BURIED CABLE AND RELOCATE
	517	REMOVE AND DISPOSE OF CABLE
	520	PLACE AERIAL CABLE
	525	RELOCATE AERIAL CABLE
	526	DELASH AERIAL CABLE
	527	OVERLASH AERIAL CABLE
	528	REMOVE AERIAL CABLE
	530	PLACE POLE/PUSH BRACE
	535	REMOVE POLE/PUSH BRACE
	536	PLACE BOND
	537	PLACE ANCHOR & GUY
	538	PLACE U-GUARD
	599	AERIAL SPLICE
600	610	JETTING CONDUIT
	620	EMBEDMENT PLOW
	630	DIRECTIONAL BORE
700	710	PLACE BURIED CABLE MARKERS AND SIGNS/MWCOM
		WATER CROSSING SIGNS
	711	PLACE ISOLATOR/PROTECTION SYSTEM AT EXISTING
		HANDHOLES/MANHOLE
	712	REMOVE BURIED CABLE MARKER POST/HARDWARE
	714	REMOVE CONCRETE BURIED CABLE MARKER POST

4.b

verizon services

PROJECT: 080189-C

TRENCH DESIGN

SPRINGFIELD, MA

CLARIFICATION NO.

QU

TY

MCI metro ACCESS TRANSMISSION SERVICES CORP.

OUTSIDE PLANT CONSTRUCTION

GENERAL NOTES

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

REVISIONS

DATE

DESCRIPTION

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SCALE

HORIZONTAL: --

VERTICAL: --

MP

TO MP

SHEET G6 OF G10

Packet Pg. 44

Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

CALL BEFORE YOU DIG
811 OR 888-DIG-SAFE

SYMBOL KEY

	EXISTING	PROPOSED
BURIED CABLE		
AERIAL CABLE		
SUBMARINE CABLE		
FOGWIRE CABLE		
DIRECT BURIED HDPE		
PVC OR SPLIT PVC CONDUIT		
BSP/GSP OR SPLIT BSP/GSP CONDUIT		
EXISTING ELECTRIC LINE		
EXISTING TELEPHONE LINE		
EXISTING GAS MAIN		
STORM DRAIN LINE		
SANITARY SEWER LINE		
WATER LINE		
CABLE TELEVISION		
STEEL CASING		
REMOVE AND RESTORE ASPHALT OR CONCRETE (WIDTH AS INDICATED)		
CORE BORE		
JACK AND BORE		
DIRECTIONAL BORE		
FUTURE CABLE		
REMOVE CABLE		
TO BE REMOVED OR ABANDONED (SHOWN FOR HDPE)		
AERIAL UTILITY (ELECTRIC)		
UNDERGROUND UTILITY (TELEPHONE)		
MAIN TRACKS		
AUXILLARY TRACKS		
CENTERLINE		
RIGHT-OF-WAY		
EDGE OF PAVEMENT		
SIDEWALK		
DITCH LINE		
TAX DISTRICT		
CITY, COUNTY OR STATE BOUNDARY LINE		
PROPERTY LINE		
FENCE LINE		
GUARDRAIL		
TOP OF SLOPE		
TOE OF SLOPE		

STEEL MARKER AND SIGN-(A)
ALUMINUM "HUB"-STYLE MARKER-(B)
FLAT MARKER-(C)
TUBULAR MARKER-(D)
TUBULAR MARKER, & ISOLATOR PROTECTOR-(E)

MILE POST MARKER
NOTE:
DASHED = NOT FOUND IN FIELD

PERMIT TRACKING FORM IDENTIFIER

ROCK PROBE (DEPTH AS INDICATED)

UTILITY COVER DEPTH

HANDHOLE, MANHOLE OR PULLBOX

POLE

ANCHOR ONLY

GUY ONLY

OVERHEAD GUY (ARROW IN DIRECTION OF PULL)

ANCHOR AND GUY

SIDEWALK ANCHOR AND GUY

FOREIGN ANCHOR AND GUY

PUSH BRACE (EXISTING POLE)

ACCOUNT CODE CHANGE (BURIED TO AERIAL)

BOND AND GROUND

CULVERT (SIZE AS INDICATED)

BRIDGE

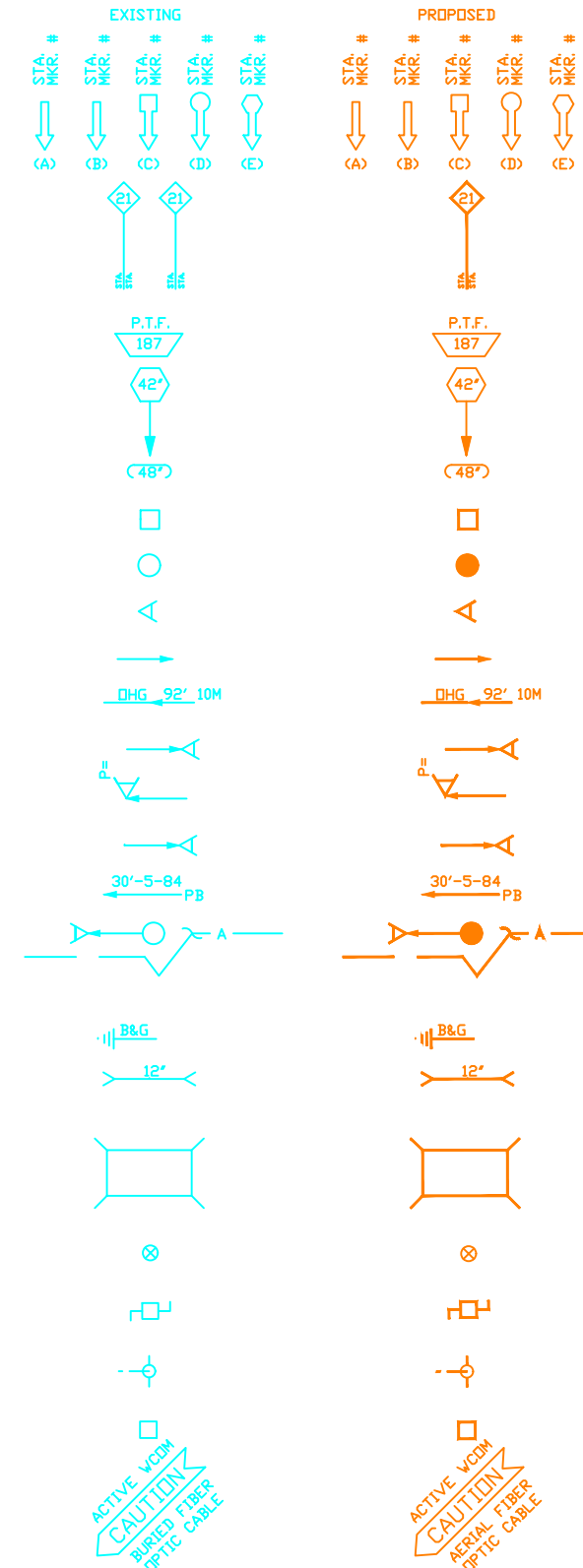
WATER METER

GAS VALVE

FIRE HYDRANT

RAILROAD SIGNAL CONTROL BOX

CAUTION NOTE



PROJECT: 080189-0

TRENCH DESIGN

PRINGFIELD, M4

CLARIFICATION NO. QU

Attachment: **NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI - Norfolk Street)**

ACCESS TRANSMISSION SERVICES
MCMetro
CORP.

SYMBOL	KEY
--------	-----

1711

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

REVISIONS

DATE	DESCRIPTION

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SCALE

HORIZONTAL: --

VERTICAL: --

MP	TO MP
----	-------

SHIFT G7 DF C

Packet Pg. 45

FILE NAME:

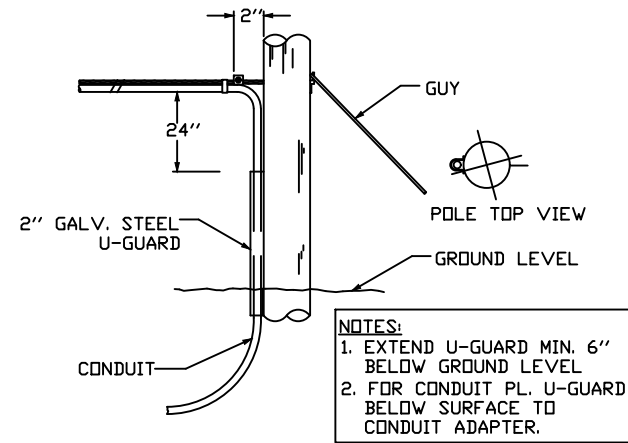
GENERAL AERIAL CONSTRUCTION DETAILS

PROJECT: 080189-C
TRENCH DESIGN
SPRINGFIELD, MA
CLARIFICATION NO. QU TY

McMetro
ACCESS TRANSMISSION SERVICES
CORP.
OUTSIDE PLANT CONSTRUCTION
TITLE: AERIAL
DATE: 10/3/19
ENGINEER: ZM
DRAWN BY: DW
REVISIONS
DATE DESCRIPTION
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SCALE
HORIZONTAL: --
VERTICAL: --
MP TO MP
SHEET G8 OF G10
Packet Pg. 46
Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

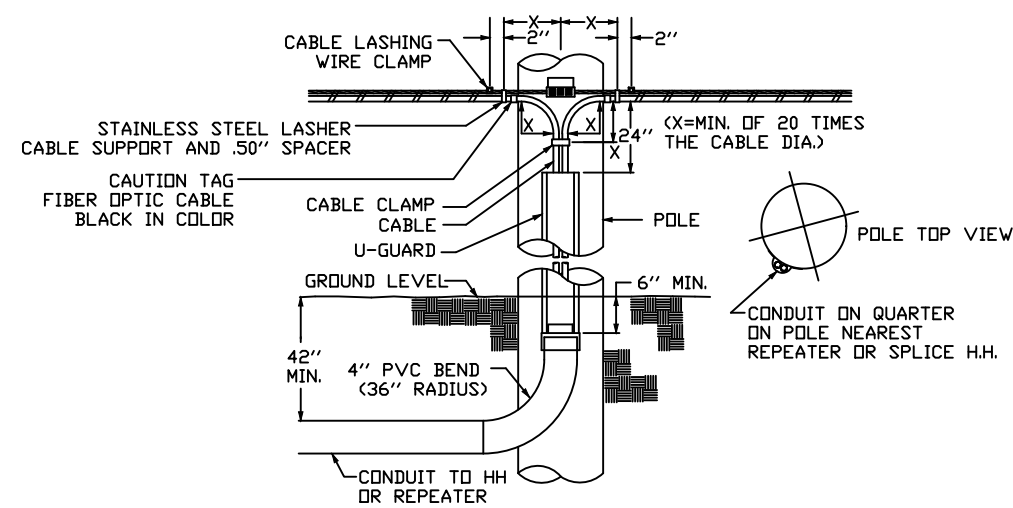
TYPICAL DETAIL "A"

POLE ARRANGEMENT FOR
AERIAL TO BURIED



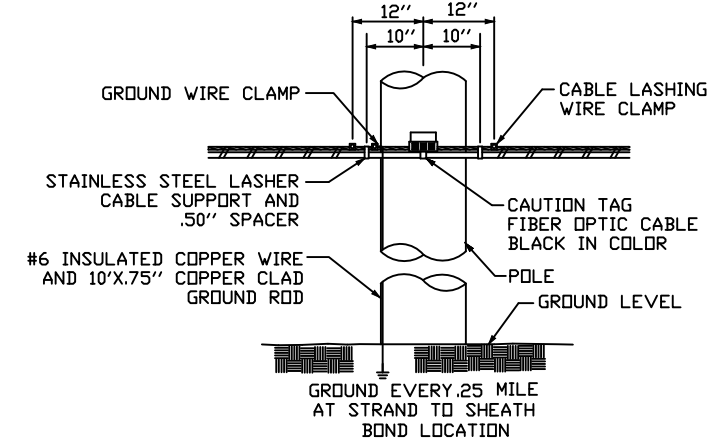
TYPICAL DETAIL "B"

POLE ARRANGEMENT FOR REPEATER
OR HANDHOLE LOCATION



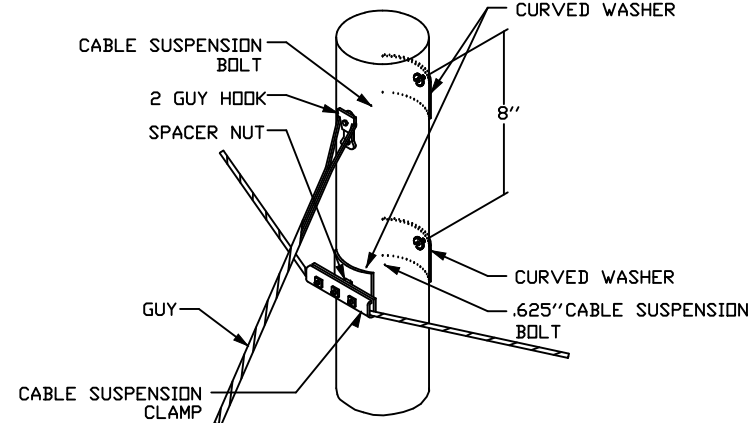
TYPICAL DETAIL "C"

TYPICAL CABLE & HARDWARE
INSTALLATION



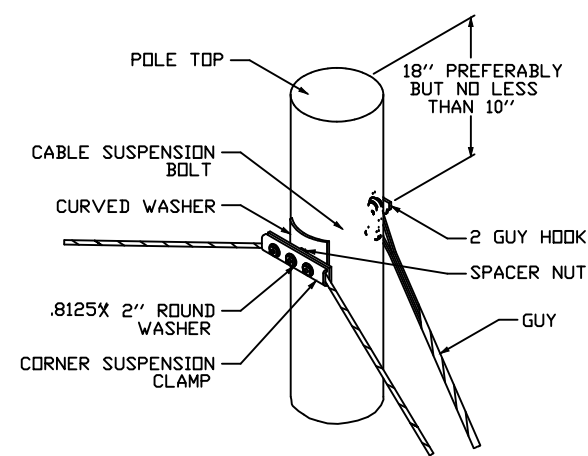
TYPICAL DETAIL "D"

SUSPENSION STRAND - PULL TOWARD
POLE - LESS THAN 5 FEET



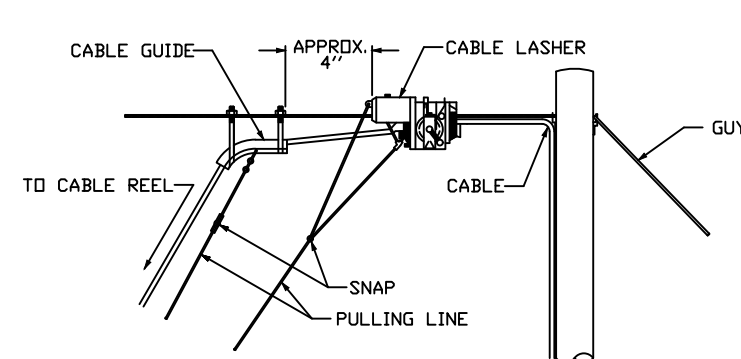
TYPICAL DETAIL "E"

SUSPENSION STRAND - PULL AWAY
FROM POLE - 5 FEET OR MORE



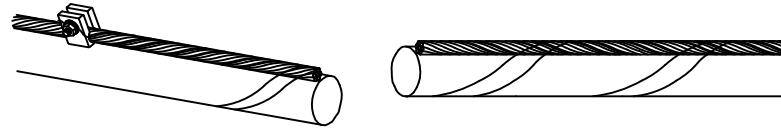
TYPICAL DETAIL "F"

TYPICAL ARRANGEMENT OF
CABLE LASHER AND CABLE GUIDE



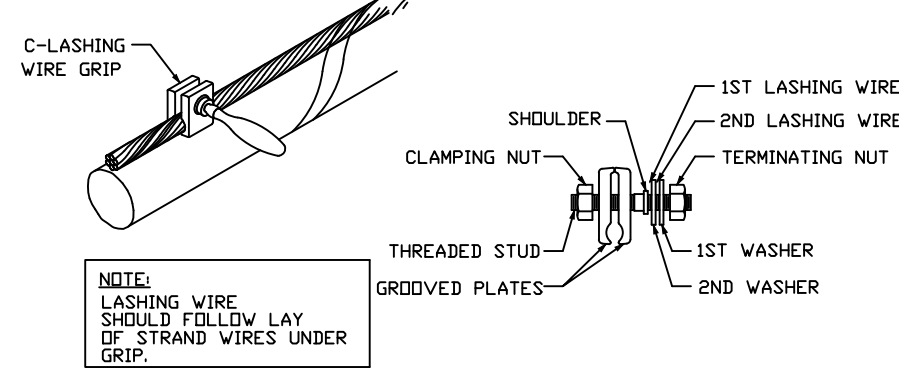
TYPICAL DETAIL "G"

JOINING 045 LASHING WIRE



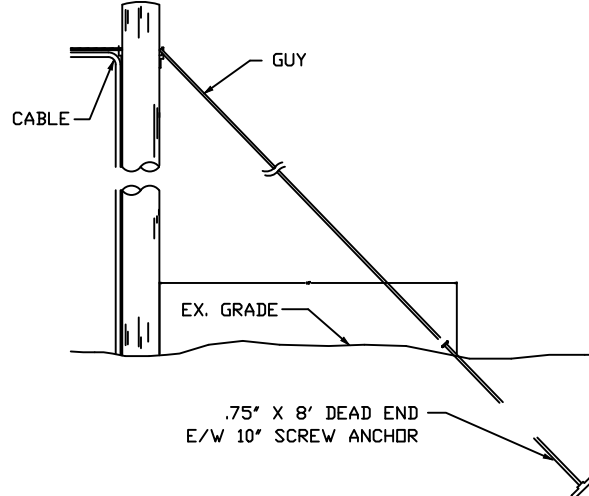
TYPICAL DETAIL "H"

LASHING WIRE GRIP AND CLAMP



TYPICAL DETAIL "I"

ANCHOR & DOWN GUY

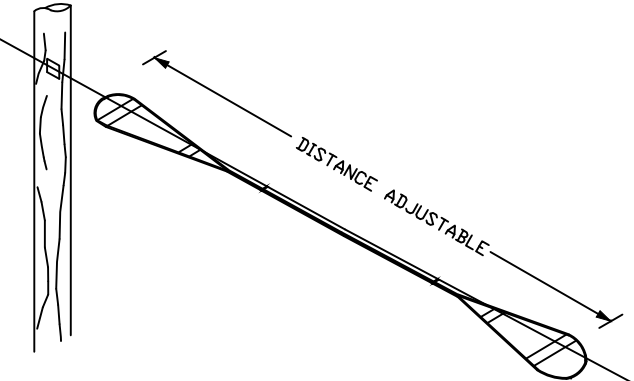


FILE NAME:

AERIAL IN-LINE SLACK STORAGE DETAILS

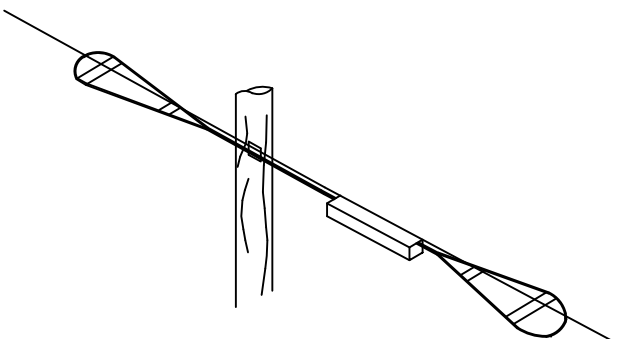
TYPICAL DETAIL "A"

RESERVE CABLE LENGTH
STRAND STORAGE APPLICATION



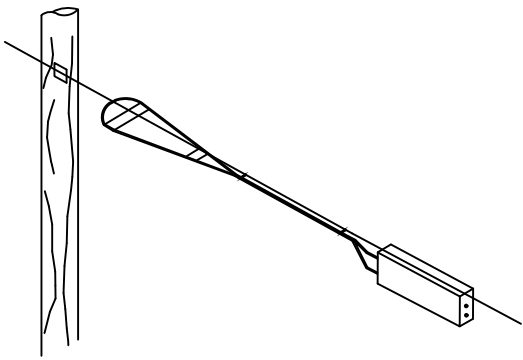
TYPICAL DETAIL "B"

IN-LINE SPLICE APPLICATION



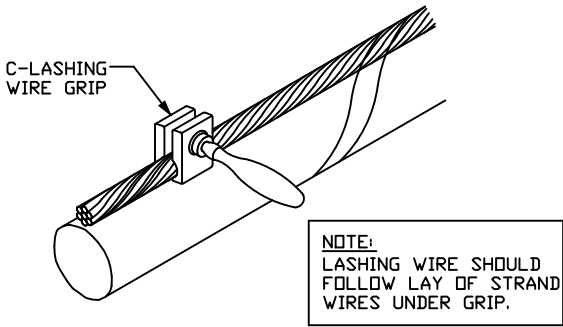
TYPICAL DETAIL "C"

BUTT SPLICE APPLICATION



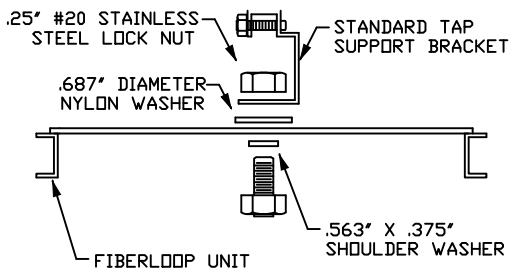
TYPICAL DETAIL "D"

LASHING WIRE GRIP AND CLAMP C-LASHING
WIRE GRIP INSTALLED ON STRAND



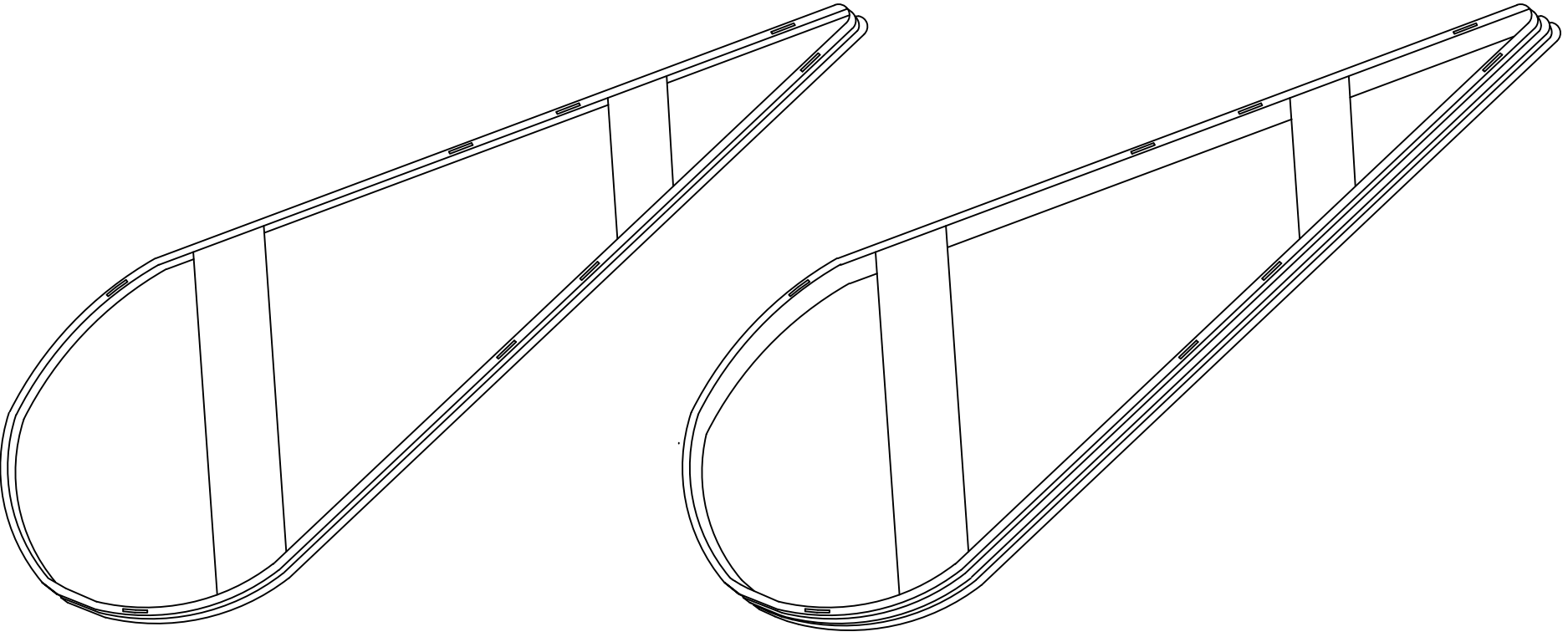
TYPICAL DETAIL "E"

HARDWARE KIT



TYPICAL DETAIL "F"

SINGLE & DOUBLE FIBER LOOPS



PROJECT:	080189-C
TRENCH DESIGN	
SPRINGFIELD, MA	
CLARIFICATION NO.	QU
TY	

MCImetro ACCESS TRANSMISSION SERVICES CORP.	OUTSIDE PLANT CONSTRUCTION	TITLE: AERIAL IN-LINE
---	----------------------------	-----------------------

DATE:	10/3/19
ENGINEER:	ZM
DRAWN BY:	DW

REVISIONS	
DATE	DESCRIPTION

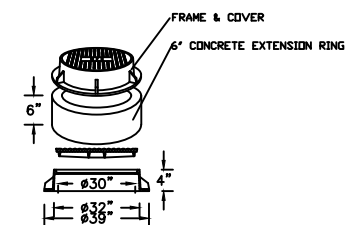
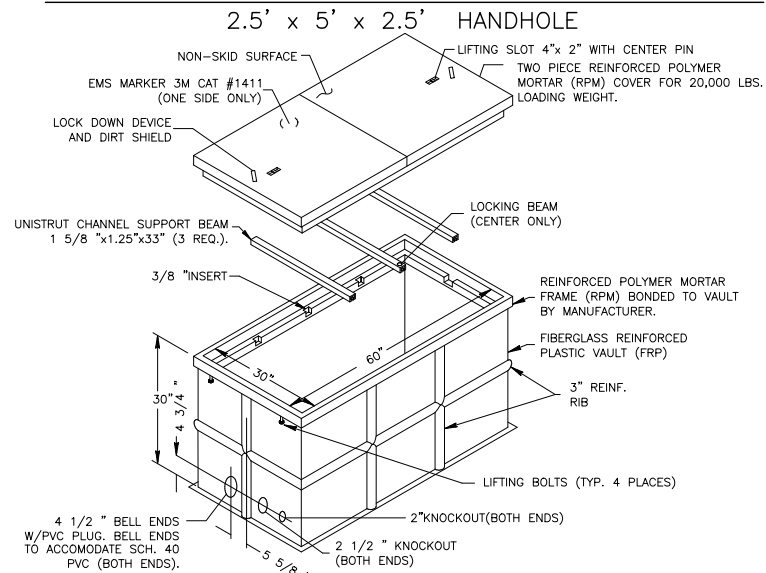
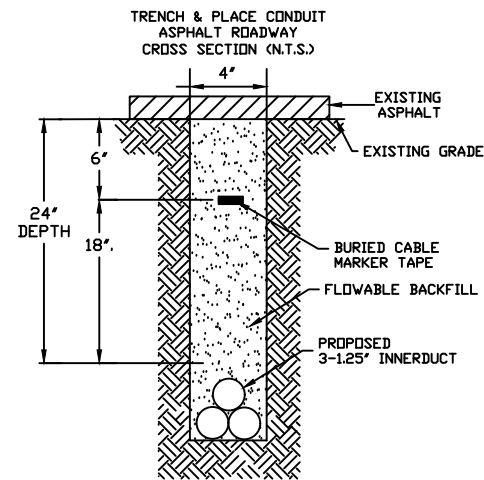
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SCALE
HORIZONTAL: --
VERTICAL: --
MP TO MP
SHEET G9 OF G10
Packet Pg. 47

Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

4.b
verizon services

TYPICAL DETAIL "E"



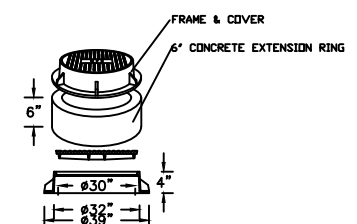
DETAIL "D" FRAME & COVER

NOTE:

1. ALL PAVEMENT STABILIZATION SHALL CONFORM TO THE STANDARD SPECIFICATIONS OF LOCAL AGENCY REGULATIONS
2. ALL UNDETERMINED BASE SHALL BE REMOVED PRIOR TO BACK FILLING.
3. ASPHALT WEARING COURSE TO BE 2" MINIMUM OR MATCH EXISTING.
4. 100 PSI SURFACE MAY VARY BETWEEN A MINIMUM OF 60 PSI TO A MAXIMUM OF 120 PSI AT 28 DAYS.
5. SUBGRADE SHALL BE ONE (1) SACK PORTLAND CEMENT TO ONE (1) CUBIC YARD OF SAND.
6. GRAVEL BASE SHALL BE WELL-GRADED AND MAXIMUM AGGREGATE SIZE SHALL BE 3/4" AND OF 12" IN DEPTH.

Diagram illustrating the components of a typical manhole:

- ACCESS HOLE**: 30" Dia.
- TOP**: The upper section of the manhole.
- KNOCKOUTS**: (8) 4" Dia.
- BOTTOM**: The lower section of the manhole.
- SUMP**: 12" Dia. X 4" DP.
- Dimensions**: 5'-0" (height and width).



DETAIL "D" FRAME & COVER

NOTE:

1. ALL PAVEMENT RESTORATION SHALL CONFORM TO THE STANDARD SPECIFICATIONS
2. LOCAL AGENCY REGULATION
3. ALL UNDETERMINED BASE SHALL BE REMOVED PRIOR TO BACK FILLING.
4. ASPHALT WEARING COURSE TO BE 2" MINIMUM OR MATCH EXISTING.
5. 100 PSI SURFACE MAY VARY BETWEEN A MINIMUM OF 60 PSI TO A MAXIMUM OF 100 PSI AT 28 DAYS.
6. FILLING MIX TO BE ONE (1) SACK PORTLAND CEMENT TO ONE (1) CUBIC YARD OF SAND.
7. FILLING SHALL BE WELL-GRADED AND MAXIMUM AGGREGATE SIZE SHALL BE 3/4" AND OF 12" IN DEPTH.

MANHOLE PLACEMENT MATERIAL

MANHOLE PLACEMENT DEPTHS AND DIMENSIONS

TYPICAL MANHOLE

MANHOLE PLACEMENT MATERIAL

MANHOLE PLACEMENT DEPTHS AND DIMENSIONS

TYPICAL MANHOLE

PROJECT: 080189-0

TRENCH DESIGN

SPRINGFIELD, Mf

CLARIFICATION NO. QU

MCImetro
ACCESS TRANSMISSION SERVICES
CORP.

OUTSIDE PLANT CONSTRUCTION

TITLE: UNDERGROUND CONSTRUCTION

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

REVISIONS

[illegible]

EXCEPT AS MAY BE OTHERWISE PROVIDED IN ANY CONTRACT, THESE DRAWINGS AND SPECIFICATIONS SHALL REMAIN THE PROPERTY OF MCI COMMUNICATIONS SERVICES, INC., BOTH WHEN ISSUED IN STRICT CONFIDENCE AND WHEN REPRODUCED, COPIED, OR USED FOR ANY OTHER PURPOSE WITHOUT SPECIFIC WRITTEN PERMISSION.

SCALE

HORIZONTAL: --

VERTICAL: --

MP	TO	MP
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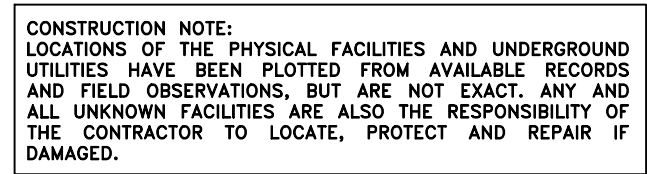
SHEET G10 OF 10

Packet Pg. 48

FILE

Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

FILE NAME:



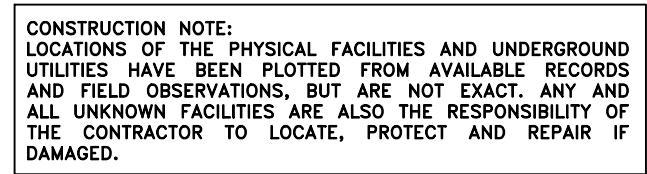
MCImetro ACCESS TRANSMISSION SERVICES CORP.	OUTSIDE PLANT CONSTRUCTION	TITLE: FIBER OPTIC CABLE ROUTE	Springfield MA - Mass Mutual Re-Design
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REVISIONS		Attachment: NEW 19-
DATE	DESCRIPTION	

SCALE

HORIZONTAL: 1"=50

VERTICAL: 1"=50

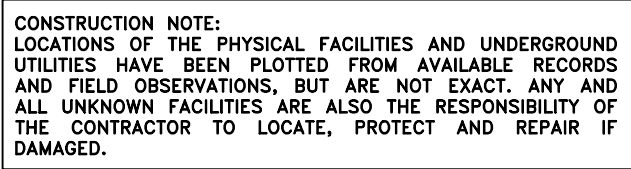


10-4-19 (5417 : MCI- Norfolk Street)

Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

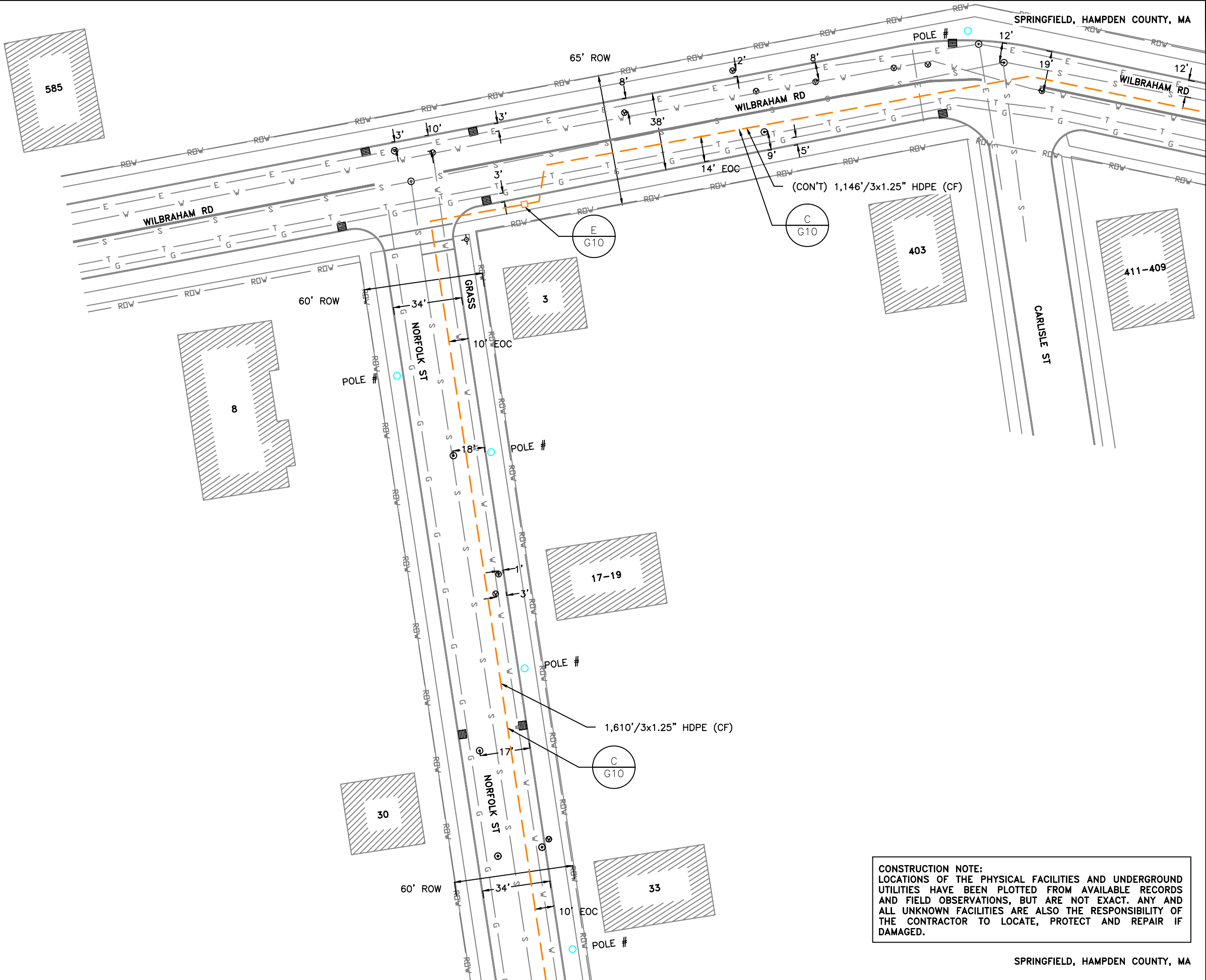
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MP _____ TO MP _____



SPRINGFIELD, HAMPDEN COUNTY, MA

SPRINGFIELD, HAMPDEN COUNTY, MA



CONSTRUCTION NOTE:
LOCATIONS OF THE PHYSICAL FACILITIES AND UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE RECORDS AND FIELD OBSERVATIONS, BUT ARE NOT EXACT. ANY AND ALL UNKNOWN FACILITIES ARE ALSO THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE, PROTECT AND REPAIR IF DAMAGED.

SEE SHEET 5



SEE SHEET 3

PROJECT: 080189-
TRENCH DESIGN
SPRINGFIELD, MA

CLARIFICATION NO. QU TY

Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

ACCESS TRANSMISSION SERVICES
CORP.
OUTSIDE PLANT CONSTRUCTION
TITLE: FIBER OPTIC CABLE ROUTE

DATE: 10/3/19
ENGINEER: ZM
DRAWN BY: DW

REVISIONS	
DATE	DESCRIPTION

EXCEPT AS MAY BE OTHERWISE PROVIDED IN THE CONTRACT, THESE DRAWINGS AND SPECIFICATIONS SHALL REMAIN THE PROPERTY OF MCI COMMUNICATIONS SERVICES, INC. BOTH ISSUED IN STRICT CONFIDENCE AND NOT TO BE REPRODUCED, COPIED, OR USED FOR ANY OTHER PROJECT WITHOUT SPECIFIC WRITTEN PERMISSION.

SCALE
HORIZONTAL: 1"=50'
VERTICAL: 1"=50'

MP TO MP

SHEET 4 OF 10

Packet Pg. 52

SPRINGFIELD, HAMPDEN COUNTY, MA

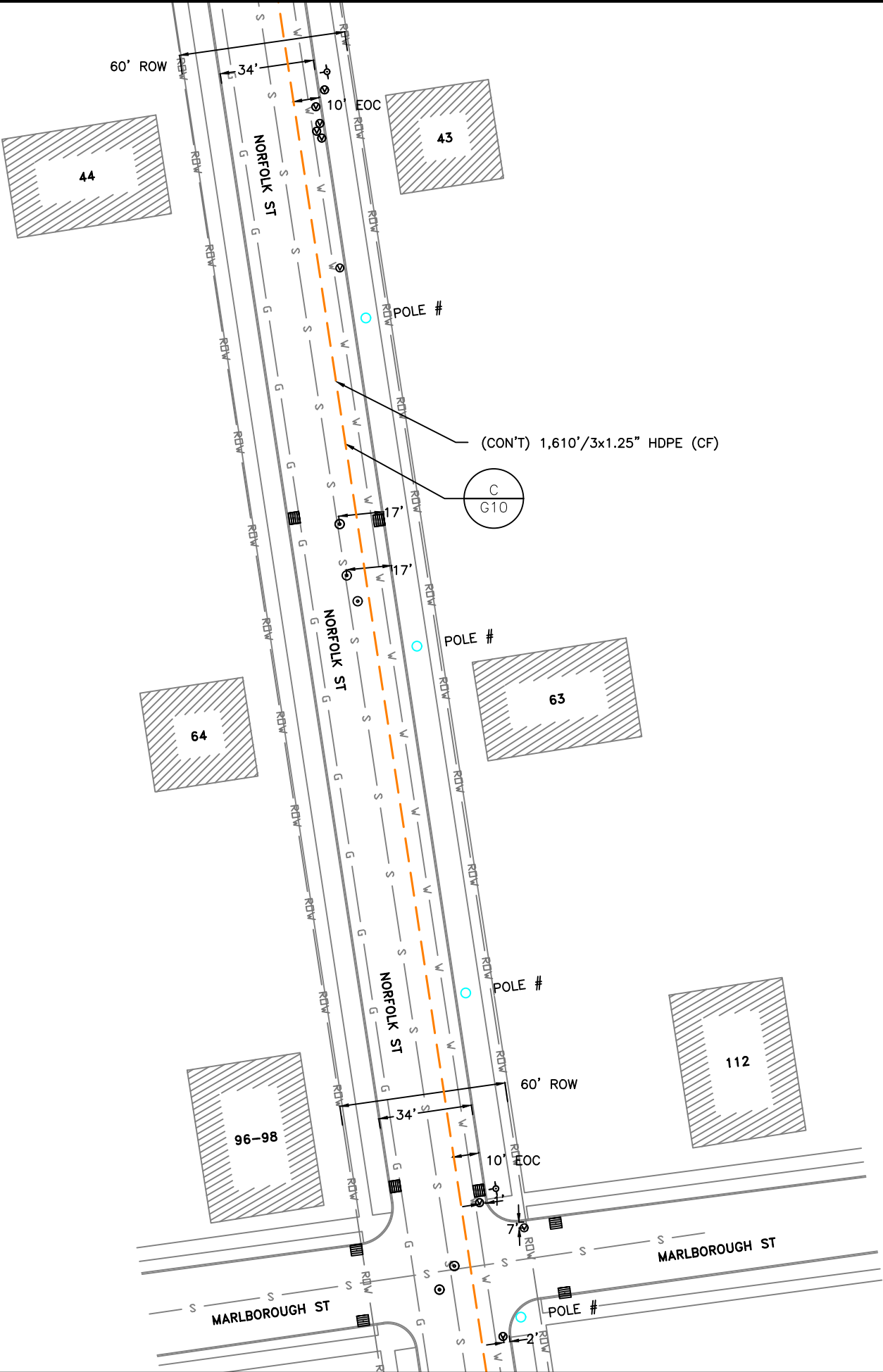
SPRINGFIELD, HAMPDEN COUNTY, MA

CONSTRUCTION NOTE:
LOCATIONS OF THE PHYSICAL FACILITIES AND UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE RECORDS AND FIELD OBSERVATIONS, BUT ARE NOT EXACT. ANY AND ALL UNKNOWN FACILITIES ARE ALSO THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE, PROTECT AND REPAIR IF DAMAGED.

SPRINGFIELD, HAMPDEN COUNTY, MA

SEE SHEET 4

SEE SHEET 6



4.b

PROJECT: 080189-

TRENCH DESIGN

SPRINGFIELD, MA

CLARIFICATION NO. QU TY

MCImetro

ACCESS TRANSMISSION SERVICES

CORP.

OUTSIDE PLANT CONSTRUCTION

TITLE: FIBER OPTIC CABLE ROUTE

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

REVISIONS

DATE	DESCRIPTION

EXCEPT AS MAY BE OTHERWISE PROVIDED IN THE CONTRACT, THESE DRAWINGS AND SPECIFICATIONS SHALL REMAIN THE PROPERTY OF MCI COMMUNICATIONS SERVICES, INC. BOTH ISSUED IN STRICT CONFIDENCE AND NOT TO BE REPRODUCED, COPIED, OR USED FOR ANY OTHER PROJECT WITHOUT SPECIFIC WRITTEN PERMISSION.

SCALE

HORIZONTAL: 1"=50'

VERTICAL: 1"=50'

MP TO MP

FILE NAME: 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-3-19.dwg

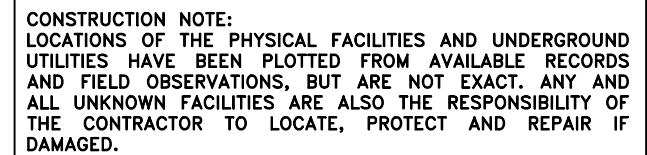
SHEET 5 OF 10

Packet Pg. 53

Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)



SPRINGFIELD, HAMPDEN COUNTY, MA



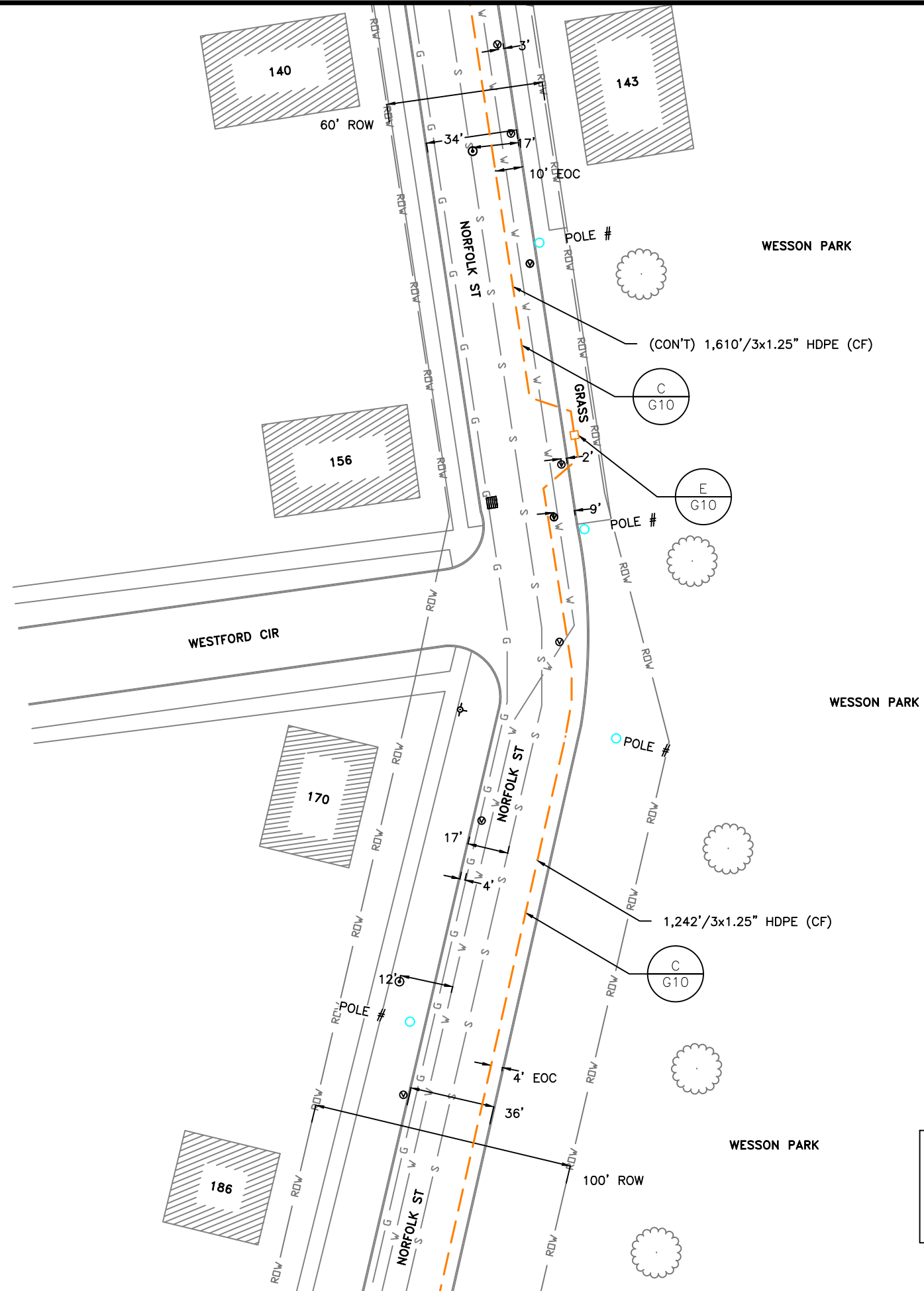
SPRINGFIELD, HAMPDEN COUNTY, MA

EXCEPT AS MAY BE OTHERWISE PROVIDED IN ANY CONTRACT, THESE DRAWINGS AND SPECIFICATIONS SHALL REMAIN THE PROPERTY OF MCI TELECOMMUNICATIONS SERVICES, INC., BOTH BEFORE AND AFTER ISSUANCE. THESE ARE ISSUED IN STRICT CONFIDENCE AND SHOULD NOT BE REPRODUCED, COPIED, OR USED FOR ANY OTHER PURPOSE WITHOUT SPECIFIC WRITTEN PERMISSION FROM MCI.

MP _____ TO MP _____

Packet Pg. 54

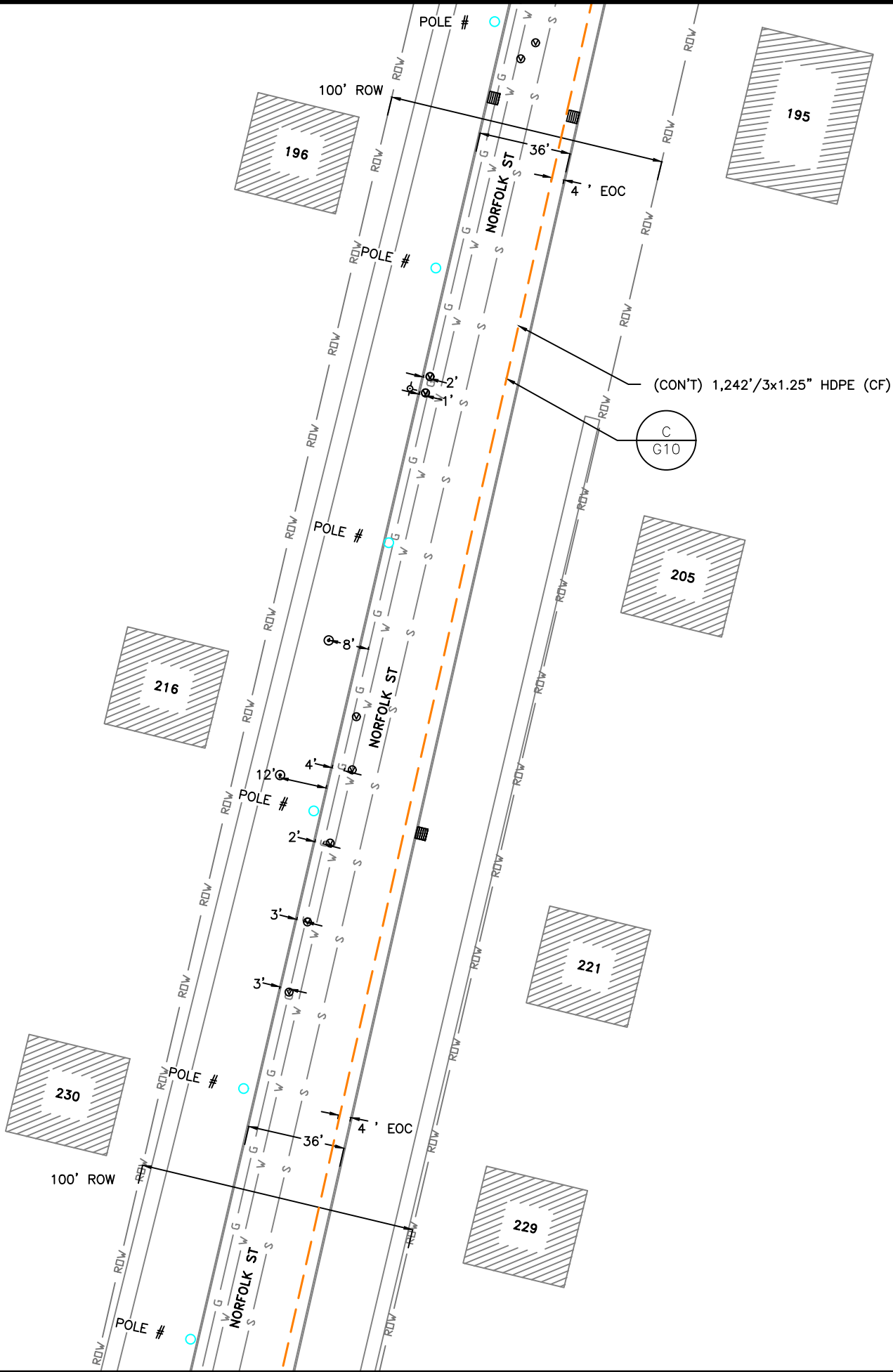
Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)



CONSTRUCTION NOTE:
LOCATIONS OF THE PHYSICAL FACILITIES AND UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE RECORDS AND FIELD OBSERVATIONS, BUT ARE NOT EXACT. ANY AND ALL UNKNOWN FACILITIES ARE ALSO THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE, PROTECT AND REPAIR IF DAMAGED.

SPRINGFIELD, HAMPDEN COUNTY, MA

SPRINGFIELD, HAMPDEN COUNTY, MA



CONSTRUCTION NOTE:
LOCATIONS OF THE PHYSICAL FACILITIES AND UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE RECORDS AND FIELD OBSERVATIONS, BUT ARE NOT EXACT. ANY AND ALL UNKNOWN FACILITIES ARE ALSO THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE, PROTECT AND REPAIR IF DAMAGED.

SEE SHEET 7

SEE SHEET 9

SPRINGFIELD, HAMPDEN COUNTY, MA

SPRINGFIELD, HAMPDEN COUNTY, MA



verizon services

PROJECT: 080189-

TRENCH DESIGN

SPRINGFIELD, MA

CLARIFICATION NO. QU

TY

MCI metro
ACCESS TRANSMISSION SERVICES
CORP.

OUTSIDE PLANT CONSTRUCTION

TITLE: FIBER OPTIC CABLE ROUTE

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

REVISIONS

SCALE

HORIZONTAL: 1"=50

VERTICAL: 1"=50

MP TO MP

SHEET 8 OF 10

Packet Pg. 56

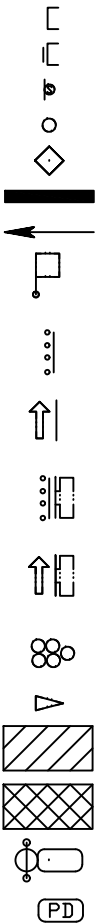
Attachment: NEW 19-A-9125 - Springfield MA - Mass Mutual Re-Design - 10-4-19 (5417 : MCI- Norfolk Street)

GENERAL NOTES

1. ADVANCE WARNING SIGNS, DISTANCES AND TAPER LENGTHS MAY BE EXTENDED, AT THE DIRECTION OF THE ENGINEER, TO ADJUST FOR REDUCED VISIBILITY DUE TO HORIZONTAL AND VERTICAL CURVATURE OF THE ROADWAY. THE APPROXIMATE LOCATIONS OF THE ILLUMINATED
2. FLASHING ARROW BOARDS ARE SHOWN ON THE TRAFFIC CONTROL PLANS. THESE LOCATIONS MAY BE MODIFIED TO ADJUST FOR VISIBILITY DUE TO HORIZONTAL OR VERTICAL CURVATURE OF THE ROADWAY OR TO POSITION AT A SAFER LOCATION. ILLUMINATED FLASHING ARROW BOARDS ARE TO BE USED FOR TEMPORARY LANE CLOSINGS AND AT LOCATIONS SHOWN ON THE TRAFFIC CONTROL PLANS.
3. PRIOR TO ANY ROAD CONSTRUCTION, TRAFFIC CONTROL SIGNS AND DEVICES SHALL BE IN PLACE.
4. RAMPS AND/OR SIDE STREETS ENTERING THE ROADWAY AFTER THE FIRST ADVANCE WARNING SIGN SHALL BE PROVIDED WITH AT LEAST ONE W20-1F SIGN (ROAD WORK AHEAD) AS A MINIMUM.
5. ALL EXISTING ROAD SIGNS, PAVEMENT MARKINGS AND/OR FLOWABLE PAVEMENT REFLECTORS WHICH CONFLICT WITH THE PROPOSED TRAFFIC CONTROL PLAN SHALL BE COVERED, REMOVED OR RELOCATED AS DIRECTED BY THE ENGINEER.
6. CONFLICTING OR NON-OPERATING SIGNAL INDICATIONS ON EITHER THE EXISTING, TEMPORARY, OR PROPOSED TRAFFIC SIGNAL SYSTEMS SHALL BE BAGGED OR COVERED.
7. MAINTENANCE AND PROTECTION OF TRAFFIC SHALL BE IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES - PART VI "STANDARDS AND GUIDES FOR TRAFFIC CONTROL FOR STREET AND HIGHWAY CONSTRUCTION, MAINTENANCE, UTILITY, AND INCIDENT MANAGEMENT OPERATIONS", UNLESS OTHERWISE NOTED IN THE PLANS AND SPECIFICATIONS, AND SHALL BE APPROVED BY THE ENGINEER. CONSTRUCTION SIGN W99-2 (GIVE US A BRAKE) SHALL
8. BE LOCATED 60 METERS IN ADVANCE OF PROJECT LIMITS. A W1-6 (ARROW) SIGN MOUNTED ON A BREAKAWAY
9. BARRICADE AND CENTERED ON THE CLOSED WIDTH SHALL BE LOCATED 30 METERS BEYOND EACH INTERSECTION OR MAIN ACCESS POINT WITHIN THE AREA OF A LANE OR SHOULDER CLOSURE.
10. CONSTRUCTION SIGNS R11-4 (ROAD CLOSED TO THRU TRAFFIC) SHALL BE PLACED AT THE INTERSECTING STREETS WHICH ARE CLOSED TO TRAFFIC BECAUSE OF CONSTRUCTION.
11. CONSTRUCTION SIGNS W8-9A (SYMBOL FOR UNEVEN PAVEMENT) AND W8-11A (GROOVED PAVEMENT) SHALL BE USED WHEN SUCH PAVEMENT CONDITIONS EXIST. THE PLACEMENT OF THESE SIGNS SHALL BE AS DIRECTED BY THE ENGINEER. MOVING WORK AREAS IN A PERMANENT LANE CLOSURE
12. REQUIRE A TRAILER MOUNTED ILLUMINATED FLASHING ARROW TO REMAIN AT THE END OF THE TAPER. THE TRUCK MOUNTED CRASH CUSHION SHALL MOVE WITH THE WORK AREAS TO KEEP A 20 M MIN. AND 50 M MAX. BUFFER IN ADVANCE OF EACH WORK AREA. THE CONTRACTOR SHALL SUBMIT A PLAN FOR THE

13. SAFE ACCESS OF CONSTRUCTION VEHICLES THROUGHOUT THE WORK SITE WHERE SPACE CONSTRAINTS PREVENT THE USE OF LANE CLOSURES. THE PLAN SHALL BE SUBMITTED TO THE ENGINEER IN ACCORDANCE WITH SECTION 617 OF THE STANDARD SPECIFICATIONS.
14. TRAFFIC SAFETY SERVICES SHALL BE USED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR TRAFFIC CONTROL, SECTION 617. ALL EXCAVATED AREAS WITHIN OR ADJACENT TO THE
15. ROADWAY SHALL BE BACKFILLED AND PLACED ON A MINIMUM 1:6 SLOPE PRIOR TO THE END OF EACH WORK DAY. OTHER EXCAVATED AREAS WITHIN THE CLEAR ZONE ARE TO BE EITHER BACKFILLED OR A TEMPORARY BARRIER SET IN PLACE TO SHIELD VEHICULAR AND PEDESTRIAN TRAFFIC.
16. WHERE REQUIRED, THE CONTRACTOR SHALL MAKE PROVISIONS FOR MAINTAINING PEDESTRIAN CROSSING LOCATIONS AND TYPE AS DIRECTED BY THE ENGINEER.
17. BITUMINOUS CONCRETE PLACED DURING THE VARIOUS CONSTRUCTION STAGES SHALL BE TRANSITIONED ON A MINIMUM 1:20 SLOPE TO MEET THE ADJACENT EXISTING GRADE AT THE LONGITUDINAL AND TRANSVERSE LIMITS OF THE STAGE CONSTRUCTION AREAS UNLESS OTHERWISE NOTED ON THE STAGE CONSTRUCTION PLANS.
18. THE PLACEMENT AND OR RELOCATION OF PRECAST CONCRETE CURB, CONSTRUCTION BARRIER SHALL BE DONE DURING APPROVED OFF-PEAK HOURS WHEN TRAFFIC MAY BE REDUCED TO ONE LANE IN EACH DIRECTION.
19. CONSTRUCTION ZONE SPEED LIMIT WILL BE DETERMINED BY THE REGIONAL TRAFFIC ENGINEER AT THE TIME OF OR DURING CONSTRUCTION, AS REQUESTED BY THE RESIDENT ENGINEER. THE SPEED LIMIT, R2-1 (BLACK ON WHITE) SIGN SHALL BE
20. LOCATED THROUGH WORK AREAS AS DIRECTED BY THE REGIONAL TRAFFIC ENGINEER.
21. A REDUCED SPEED AHEAD SIGN, R2-5A(S) (BLACK ON WHITE) SHALL BE LOCATED IN ADVANCE OF SPEED LIMIT R2-1 SIGNS WHICH REDUCE THE NORMAL POSTED SPEED LIMIT THROUGH THE CONSTRUCTION ZONE.
22. TRAFFIC FINES DOUBLED IN WORK AREA R(NJ)5-17(S), 1200 BY 750 MM SIGN SHALL BE LOCATED 150 METERS AFTER THE FIRST ADVANCE WARNING SIGN, (W20 SERIES) AT EACH WORK AREA LOCATED WITHIN URBAN AREAS. THIS SIGN SHALL ALSO BE USED ON PROJECTS REQUIRING MOVING OPERATIONS IN WHICH CASE THE SIGN SHALL BE MOUNTED ON A SLOW MOVING CONSTRUCTION VEHICLE.
23. THE FINAL BITUMINOUS CONCRETE SURFACE PAVEMENT SHALL NOT BE CONSTRUCTED UNTIL THE FINAL STAGE OF THE PROJECT. MANHOLES AND INLETS SHALL BE SET TO FINISHED GRADE AND TEMPORARY PAVEMENT RAMP ARE TO BE CONSTRUCTED AROUND THEM WITH A MINIMUM 1:20 SLOPE IN ALL DIRECTIONS USING HOT MIX ASPHALT PAVEMENT. THIS TEMPORARY MATERIAL WILL BE REMOVED IMMEDIATELY PRIOR TO PLACING THE SURFACE COURSE. TRAFFIC CONTROL DEVICES FOR LANE CLOSURES
24. INCLUDING SIGNS, CONES, BARRICADES, ETC. SHALL BE PLACED AS SHOWN ON PLANS. SIGNS SHALL NOT BE PLACED WITHOUT ACTUAL LANE CLOSURES AND SHALL NOT BE IMMEDIATELY REMOVED UPON REMOVAL OF THE CLOSURES.
25. CONES MAY BE SUBSTITUTED FOR DRUMS AND INSTALLED UPON THE APPROVAL OF THE ENGINEER.

LEGEND

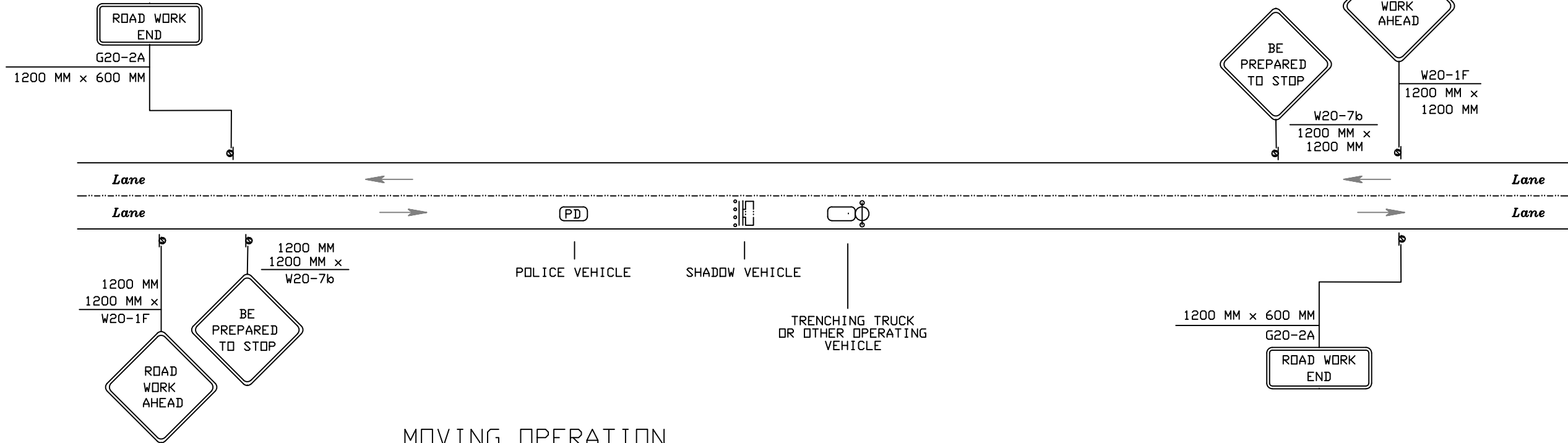


- BREAKAWAY BARRICADES
BREAKAWAY BARRICADES WITH SIGN
CONSTRUCTION SIGNS
DRUMS
CONE
PRECAST CONCRETE CURB CONSTRUCTION BARRIER (TYPE SPECIFIED)
DIRECTION OF TRAFFIC FLOW
FLAGGER

ILLUMINATED FLASHING ARROW MOUNTED ON TOWING VEHICLE SHOWING BAR PATTERN
ILLUMINATED FLASHING ARROW MOUNTED ON TOWING VEHICLE SHOWING ARROW PATTERN

TRAFFIC CONTROL TRUCK WITH MOUNTED CRASH CUSHION AND ARROW BOARD SHOWING BAR PATTERN
TRAFFIC CONTROL TRUCK WITH MOUNTED CRASH CUSHION AND ARROW BOARD SHOWING ARROW PATTERN

TEMPORARY CRASH CUSHION, INERTIAL BARRIER SYSTEM
TEMPORARY CRASH CUSHION, (G. R. E. A. T., QUAD GUARD OR ADIEM)
BUFFER ZONE
WORK AREA
PAINT STRIPING TRUCK OR OTHER OPERATING VEHICLE
POLICE VEHICLE



MOVING OPERATION

NOTE: ALL DIMENSIONS SHOWN ON THIS SHEET ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.

PROJECT: 080189-

TRENCH DESIGN

SPRINGFIELD, MA

CLARIFICATION NO. QU

TY

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

REVISIONS

DATE DESCRIPTION

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

REVISIONS

DATE DESCRIPTION

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DRAWN BY: DW

REVISIONS

DATE DESCRIPTION

DATE: 10/3/19

ENGINEER: ZM

DRAWN BY: DW

CITY OF SPRINGFIELD, MASSACHUSETTS

Date: October 23, 2019

TO THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD:

The Board of Public Works, to which was referred the petition of MCI / Verizon to install five thousand (5,000') feet of 3-1" PVC conduit with fiber optic cable on the right of way on Norfolk Street, Wilbraham Road and Alden Street. Beginning at the existing Verizon manhole #305, located on Wilbraham Road near the north corner of Insurance Road running easterly direction on Wilbraham Road with 3-1" PVC conduit approximately two thousand one hundred (2,100') feet to turn southerly direction to Norfolk Street and continue with 3-1" PVC conduit approximately two thousand eight hundred fifty two (2,852') feet to Alden Street to make connection to pole #BT33, all as substantially shown on a plan attached, Mass Mutual Underground Design, which is incorporated herein by reference and to lay and maintain underground cables and Fiber Optic lines in public ways for the purpose of provide fiber optic network to Mass Mutual, reports thereon as follows:

By virtue of Chapter 708 of the Acts of 1977 the Board of Public Works held the hearing on the above matter provided for in Section 22 of Chapter 166 of the General Laws. The hearing was held on October 23, 2019 4:00 P.M. at the corner of Middlesex Street and Alden Street Springfield, MA after due notice from the office of the City Clerk. Three (3) members of the Board and one (1) person interested in the matter were present. Of the latter, one (1) voted in favor of and no-one (0) voted against.

The Board finds the request necessary in order that the company can provide service to Mass Mutual.

After careful consideration, the Board recommends the petition be granted provided:

That due care for public safety is exercised during construction including but not limited to the use of a police officer(s) for traffic control if necessary.

That said construction would not unnecessarily interfere with the movement of vehicular or pedestrian traffic in the area.

That care be taken during said construction not to damage any underground services.

That the construction site be returned to the same condition as found or better.

Said company shall indemnify and save harmless against all damages, costs and expenses whatsoever to which the City may be subjected in consequence of the acts or neglect of said

Attachment: MCI REPORT -Norfolk St. (5417 : MCI- Norfolk Street)

Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the City.

In addition, said company shall, before a public way is disturbed for the laying of its wire or conduit, execute its bond in the penal sum of Ten Thousand Dollars (\$10,000) conditioned for faithful performance of its duties under this permit.

Said company shall comply with the requirements of existing Ordinances and orders and comply with any changes in Ordinances and orders as may hereafter be adopted by the Mayor and Council governing the construction and maintenance of buried cable, conduits and wires.

That any sidewalks that are damaged or removed will be replaced in kind and in accordance with the City of Springfield's Standard Specifications.

That ramps for the handicapped will be provided if and where required by law and in conformance with the Rules and Regulations of the Massachusetts Architectural Barrier Board.

That any curbing that is disturbed during construction will be reset to the established street grade using proper construction procedures.

That all proposed silo, manhole and hexhole covers will conform to and be compatible with established street, treebelt or sidewalk grades with suitable non-skid covers when in the sidewalk area.

That the Springfield Water and Sewer Commission be notified before construction begins. All installations of adjacent utilities must be a minimum of 4 feet from the existing water and/or sewer main, edge to edge of pipe.

That asphalt trench restoration be done in accordance with the City of Springfield DPW requirements.

That all conditions set forth in the respective order are complied with.

_____))
 _____)) BOARD OF PUBLIC WORKS
 _____))



City Council
36 Court Street
Springfield, MA 01103

Meeting: 11/18/19 06:30 PM
Department: Department of Public Works
Category: General
Prepared By: Hector Velez
Initiator: Hector Velez
Sponsors:
DOC ID: 5420

ADOPTED

PETITION (ID # 5420)

COMCAST- Wilcox Street

ORDER FOR LOCATION OF UNDERGROUND CONDUIT

WHEREAS, The Board of Public Works to which was referred the petition of Comcast of Massachusetts LL dated to install two hundred eighty four (284') feet of 4" PVC conduit with fiber optic and coax cable on Wilcox Street.

WHEREAS, said petition Wilcox Street was referred to the Board of Public Works on October 8, 2019 and

WHEREAS, On October 15, 2019 a Notice of a Public Hearing on Sorrento Street, to be held on October 30, 2019, was sent by mail, to all property owners abutting an affected road, various Departments, Utility Companies, etc before the day of the hearing and posted on two public bulletin board a copy of which is attached a hearing of the Board of Public Works was held as scheduled on site with the petitioner and interested parties.

WHEREAS, on October 30, 2019 the Board of Public Works reported thereon that, after careful consideration of petition from COMCAST Wilcox Street to install two hundred eighty four (284') feet of 4" PVC conduit with fiber optic and coax cable on Wilcox Street, beginning at existing Comcast vault which is located on the southern sidewalk in front of #27-29 Wilcox Street, then continuing with 4" PVC for eight (8') feet northerly direction to turn easterly direction on Wilcox Street to a new vault to be located on the southern sidewalk in front of 950 Main Street (Citizens Bank)., all as substantially shown on a plan attached with project name:

COMCAST -Wilcox St 10/8/2019

Consisting of one (1) sheet, which plan is incorporated herein by reference and is on file in the office of the Engineering Division of the Department of Public Works, Springfield, Massachusetts.

WHEREAS, petition Wilcox Street came before the City Council for a Public Hearing on this date,

NOW THEREFORE, BE IT ORDERED:

1. That due care for public safety is exercised during construction including but not limited to the use of a police officer(s) for traffic control if necessary.

2. That said construction would not unnecessarily interfere with the movement of vehicular or pedestrian traffic in the area.
3. That care be taken during said construction not to damage any underground services.
4. That the construction site be returned to the same condition as found or better.
5. Said company shall indemnify and save harmless against all damages, costs and expenses whatsoever to which the City may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the City.
6. In addition said company shall, before a public way is disturbed for the laying of its wire or conduit, execute its bond in the penal sum of Ten Thousand Dollars (\$10,000) conditioned for faithful performance of its duties under this permit.
7. Said company shall comply with the requirements of existing Ordinances and orders and comply with any changes in Ordinances and orders as may hereafter be adopted by the Mayor and Council governing the construction and maintenance of buried cable, conduits and wires.
8. That any sidewalks that are damaged or removed will be replaced in kind and in accordance with the City of Springfield's Standard Specifications.
9. That ramps for the handicapped will be provided if and where required by law and in conformance with the Rules and Regulations of the Massachusetts Architectural Barrier Board.
10. That any curbing that is disturbed during construction will be reset to the established street grade using proper construction procedures.
11. That all proposed silo, manhole and hexhole covers will conform to and be compatible with established street, treebelt or sidewalk grades with suitable non-skid covers when in the sidewalk area.
12. That the Springfield Water and Sewer Commission be notified before construction begins. All installations of adjacent utilities must be a minimum of 4 feet from the existing water and/or sewer main, edge to edge of pipe.
13. That asphalt trench restoration be done in accordance with the City of Springfield DPW requirements.

14. That all conditions set forth in the respective order are complied with.

COMMENTS - Current Meeting:

Chris Cignoli, DPW Director spoke about the petition. He stated this location is Wilcox St. and Main St.

Councilor Fenton asked if Main Street will be impacted.

Mr. Cignoli explained it would not.

RESULT: PASSED BY VOICE VOTE

CITY OF SPRINGFIELD, MASSACHUSETTS

Date: October 30, 2019

TO THE MAYOR AND CITY COUNCIL OF THE CITY OF SPRINGFIELD:

The Board of Public Works, to which was referred the petition of Comcast of Massachusetts LL dated October 8, 2019 to install two hundred eighty four (284') feet of 4" PVC conduit with fiber optic and coax cable on Wilcox Street, beginning at existing Comcast vault which is located on the southern sidewalk in front of #27-29 Wilcox Street, then continuing with 4" PVC for eight (8') feet northerly direction to turn easterly direction on Wilcox Street to a new vault to be located on the southern sidewalk in front of 950 Main Street (Citizens Bank), all as substantially shown on a plan attached, COMCAST 10/8/2019, which is incorporated herein by reference and to lay and maintain underground cables and Fiber Optic lines in public ways for the purpose to provide service to the area, reports thereon as follows:

By virtue of Chapter 708 of the Acts of 1977 the Board of Public Works held the hearing on the above matter provided for in Section 22 of Chapter 166 of the General Laws. The hearing was held on August 31, 2017 at 4:30 P.M. at the corner of Main Street and Liberty Street Springfield, MA after due notice from the office of the City Clerk. Three (3) members of the Board and one (1) person interested in the matter were present. Of the latter, one (1) voted in favor of and no-one (0) voted against.

The Board finds the request necessary in order that the company can provide service to building located on 950 Main Street.

After careful consideration, the Board recommends the petition be granted provided:

That due care for public safety is exercised during construction including but not limited to the use of a police officer(s) for traffic control if necessary.

That said construction would not unnecessarily interfere with the movement of vehicular or pedestrian traffic in the area.

That care be taken during said construction not to damage any underground services.

That the construction site be returned to the same condition as found or better.
Said company shall indemnify and save harmless against all damages, costs and expenses whatsoever to which the City may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the City.

Attachment: COMCAST REPORT - Wilcox. 10-30-19 (5420 : COMCAST- Wilcox Street)

In addition said company shall, before a public way is disturbed for the laying of its wire or conduit, execute its bond in the penal sum of Ten Thousand Dollars (\$10,000) conditioned for faithful performance of its duties under this permit.

Said company shall comply with the requirements of existing Ordinances and orders and comply with any changes in Ordinances and orders as may hereafter be adopted by the Mayor and Council governing the construction and maintenance of buried cable, conduits and wires.

That any sidewalks that are damaged or removed will be replaced in kind and in accordance with the City of Springfield's Standard Specifications.

That ramps for the handicapped will be provided if and where required by law and in conformance with the Rules and Regulations of the Massachusetts Architectural Barrier Board.

That any curbing that is disturbed during construction will be reset to the established street grade using proper construction procedures.

That all proposed silo, manhole and hexhole covers will conform to and be compatible with established street, treebelt or sidewalk grades with suitable non-skid covers when in the sidewalk area.

That the Springfield Water and Sewer Commission be notified before construction begins. All installations of adjacent utilities must be a minimum of 4 feet from the existing water and/or sewer main, edge to edge of pipe.

That asphalt trench restoration be done in accordance with the City of Springfield DPW requirements.

That all conditions set forth in the respective order are complied with.

_____))
 _____)) BOARD OF PUBLIC WORKS
 _____))

October 8, 2019

Honorable Mayor and City Council
City of Springfield
City Hall
Court Street
Springfield, MA 01103

ATTN: Mr. Anthony I Wilson, Esq, City Clerk

Gentlemen:

Comcast of Massachusetts II, Inc. hereby requests that it be granted a location for and permission to run and maintain **248 of 4" PVC conduit with Fiber Optic & Coax Cable line on Wilcox St.** (from the Comcast vault located in front of 27/29 Wilcox St., to service 950 Main St.) together with such connections as it may now or subsequently find necessary.

Said plant installation is to be installed in accordance with the enclosed plan.

Thank you for your attention to this matter.

Sincerely,



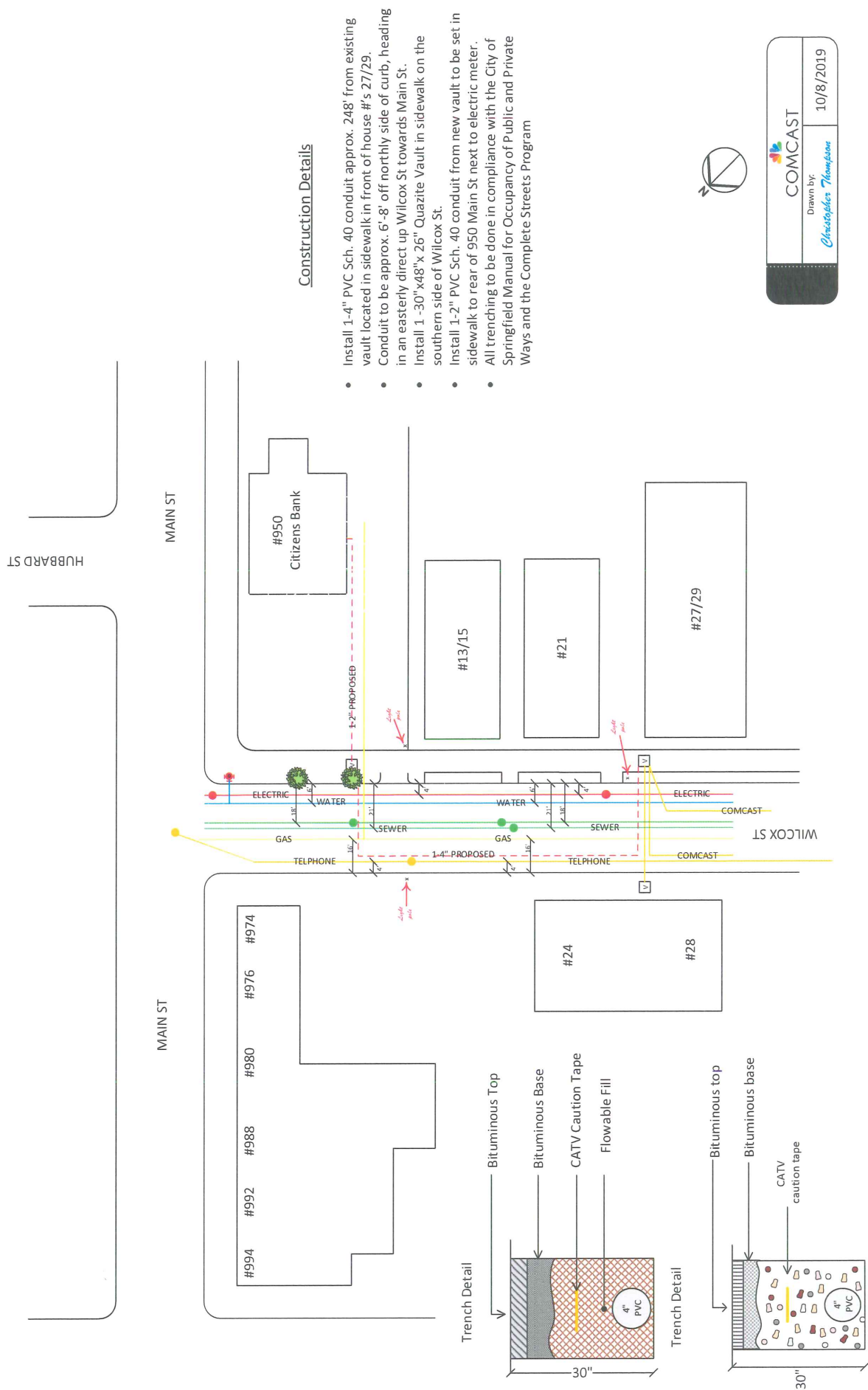
Christopher A Thompson
Comcast
Construction Specialist 2

Enc.

Attachment: Petition Wilcox St. (5420 : COMCAST- Wilcox Street)

Construction Details:

- Install 1-4" PVC Sch. 40 conduit approx. 248' from existing vault located in sidewalk in front of house #'s 27/29.
- Conduit to be approx. 6'-8' off northly side of curb, heading in an easterly direct up Wilcox St towards Main St.
- Install 1 -30"x48"x 26" Quazite Vault in sidewalk on the southern side of Wilcox St.
- Install 1-2" PVC Sch. 40 conduit from new vault to be set in sidewalk to rear of 950 Main St next to electric meter.
- All trenching to be done in compliance with the City of Springfield Manual for Occupancy of Public and Private Ways and the Complete Streets Program





Attachment: Plan- Wilcox St. (5420 : COMCAST- Wilcox Street)



City Council
36 Court Street
Springfield, MA 01103

Meeting: 11/18/19 06:30 PM
Department: Department of Public Works
Category: General
Prepared By: Hector Velez
Initiator: Hector Velez
Sponsors:
DOC ID: 5425

ADOPTED

PETITION (ID # 5425)

COMCAST- 360 Main Street

ORDER FOR LOCATION OF UNDERGROUND CONDUIT

WHEREAS, The Board of Public Works to which was referred the petition of Comcast of Massachusetts LL dated to install one hundred sixty eight (168') feet of 4" PVC conduit with fiber optic and coax cable on Main Street.

WHEREAS, said petition Sorrento Street was referred to the Board of Public Works on October 11, 2019 and

WHEREAS, On October 17, 2019 a Notice of a Public Hearing on 360 Main Street, to be held on November 6, 2019, was sent by mail, to all property owners abutting an affected road, various Departments, Utility Companies, etc before the day of the hearing and posted on two public bulletin board a copy of which is attached a hearing of the Board of Public Works was held as scheduled on site with the petitioner and interested parties.

WHEREAS, on November 6, 2019 the Board of Public Works reported thereon that, after careful consideration of petition from COMCAST Sorrento Street. to install one hundred sixty eight (168') feet of 4" PVC conduit with fiber optic and coax cable on Main Street., Beginning at existing vault in front 322 Main Street in northerly direction on Main Street ending on flush mounted vaults to be located approximately one hundred (100') feet on the sidewalk in front of 360 Main Street., all as substantially shown on a plan attached, all as substantially shown on a plan attached with project name:

COMCAST -360 Main Street

Consisting of one (1) sheet, which plan is incorporated herein by reference and is on file in the office of the Engineering Division of the Department of Public Works, Springfield, Massachusetts.

WHEREAS, petition 360 Main Street came before the City Council for a Public Hearing on this date,

NOW THEREFORE, BE IT ORDERED:

1. That due care for public safety is exercised during construction including but not limited to the use of a police officer(s) for traffic control if necessary.

2. That said construction would not unnecessarily interfere with the movement of vehicular or pedestrian traffic in the area.
3. That care be taken during said construction not to damage any underground services.
4. That the construction site be returned to the same condition as found or better.
5. Said company shall indemnify and save harmless against all damages, costs and expenses whatsoever to which the City may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the City.
6. In addition said company shall, before a public way is disturbed for the laying of its wire or conduit, execute its bond in the penal sum of Ten Thousand Dollars (\$10,000) conditioned for faithful performance of its duties under this permit.
7. Said company shall comply with the requirements of existing Ordinances and orders and comply with any changes in Ordinances and orders as may hereafter be adopted by the Mayor and Council governing the construction and maintenance of buried cable, conduits and wires.
8. That any sidewalks that are damaged or removed will be replaced in kind and in accordance with the City of Springfield's Standard Specifications.
9. That ramps for the handicapped will be provided if and where required by law and in conformance with the Rules and Regulations of the Massachusetts Architectural Barrier Board.
10. That any curbing that is disturbed during construction will be reset to the established street grade using proper construction procedures.
11. That all proposed silo, manhole and hexhole covers will conform to and be compatible with established street, treebelt or sidewalk grades with suitable non-skid covers when in the sidewalk area.
12. That the Springfield Water and Sewer Commission be notified before construction begins. All installations of adjacent utilities must be a minimum of 4 feet from the existing water and/or sewer main, edge to edge of pipe.
13. That asphalt trench restoration be done in accordance with the City of Springfield DPW requirements.

- 14.** That all conditions set forth in the respective order are complied with.

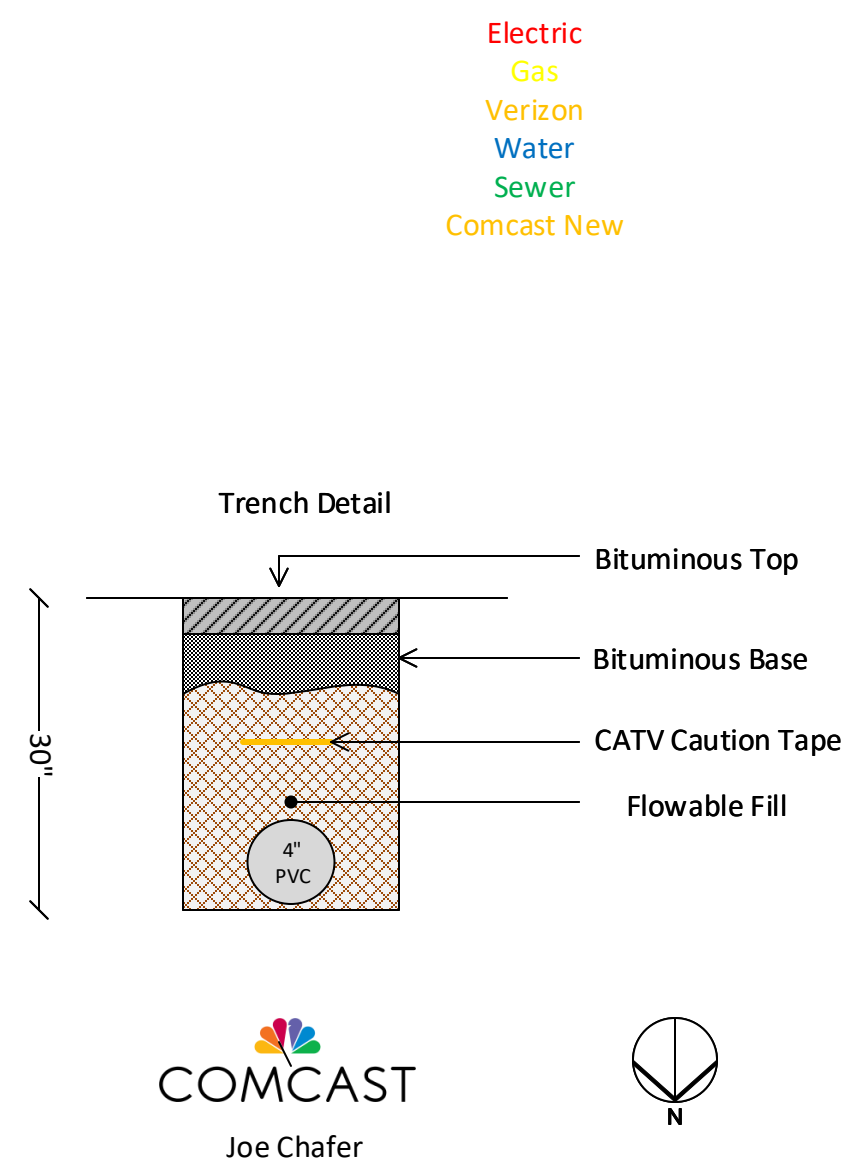
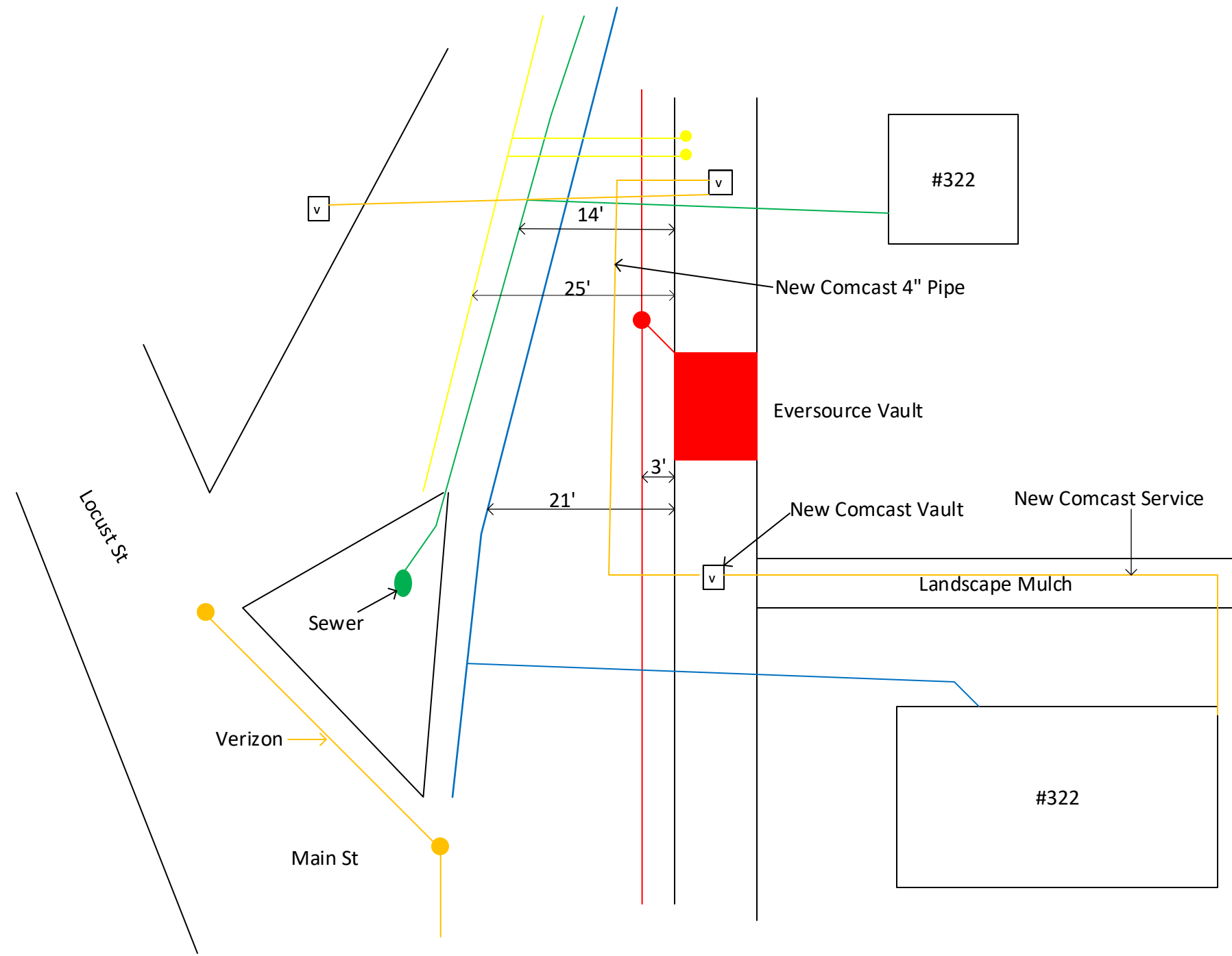
COMMENTS - Current Meeting:

Chris Cignoli, DPW Director spoke about the petition. He explained there is an existing vault being changed to a new vault where Main Street splits at Locust Street.

RESULT: PASSED BY VOICE VOTE

• Construction Notes

- Set new vault in front of 360 Main St in sidewalk
- Replace sidewalk pad in accordance with city specs
- Install approx 186' of schedule 40 - 4" pipe in the street from vault in front of 322 Main St.
- Continue 2" pipe from new vault onto private property in landscaping then across the parking lot back of 360 Main St
- All trenching to be done in accordance with Manual for Occupancy within the City of Springfield MA



Attachment: 360 Main St-Springfield MA (5425 : COMCAST- 360 Main Street)

October 11, 2019

Honorable Mayor and City Council
City of Springfield
City Hall
Court Street
Springfield, MA 01103

ATTN: Mr. Anthony I Wilson, Esq, City Clerk

Gentlemen:

Comcast of Massachusetts II, Inc. hereby requests that it be granted a location for and permission to install and maintain **168' of 4" PVC conduit with Fiber Optic & Coax Cable line on Main St**, from existing vault on Main St. to new vault to be installed in front of 360 Main St, together with such connections as it may now or subsequently find necessary.

Said plant installation is to be installed in accordance with the enclosed plan.

Thank you for your attention to this matter.

Sincerely,



Joe Chafer
Comcast Contractor
Construction Specialist 2

Enc.

Attachment: 360 Main St-Springfield MA-Letter (5425 : COMCAST- 360 Main Street)

Construction Details:

- Install approx. 168' of 4" schedule 40 PVC conduit from existing vault
- Coming from existing vault on Main St. in front of 322 Main St. to new vault to be placed in sidewalk in front of 360 Main St.
- Continue conduit North on Main St.
- Replace concrete pad in accordance to city specs
- All trenching to be done in accordance with Manual for Occupancy of Public and Private Ways within the City of Springfield MA.

Untitled Map

Write a description for your map.

Legend6.c

360 Main St

Feature 1

Feature 2

McDonald's

Path Measure

Attachment: 360 Main St-Springfield MA (5425 : COMCAST- 360 Main Street)



City Council
36 Court Street
Springfield, MA 01103

SCHEDULED

SPECIAL ACT (ID # 5427)

Meeting: 11/18/19 06:30 PM
Department: Law
Category: General
Prepared By: Kathy Breck
Initiator: Kathy Breck
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5427

Order Approving a Special Act Under Article 97 to Convert Park Land at DeBerry Park for a New DeBerry/Homer Street Elementary School and to Replace it with Additional Park Land

WHEREAS, the City of Springfield is the owner of a certain parcel of dedicated park land known as "DeBerry Park", consisting of just over 2.846 acres, bordered by Monroe Street, Eastern Avenue, and Union Street in Springfield, Massachusetts, immediately adjacent to the DeBerry Elementary School, as shown on the plan entitled "DeBerry Elementary School Park Parcel" attached hereto as Exhibit #1; and

WHEREAS, the DeBerry Elementary School (constructed in 1951) and the Homer Street Elementary School (constructed in 1898) have outlived their useful lives and do not support a 21st century learning environment that provides students and staff with interactive technology, ample learning space, and personal comfort and safety, that fosters a dynamic learning environment; and

WHEREAS, the City of Springfield has applied to the Massachusetts School Building Authority (MSBA) for a grant to construct a new combined DeBerry School and Homer Street Elementary School, consisting of approximately 155,000 sf; and

WHEREAS, after reviewing multiple site options through the MSBA process, the City's School Building Commission is recommending that the only feasible location for the construction of a new combined DeBerry School and Homer Street Elementary School is the site of the existing DeBerry School and the adjacent DeBerry Park parcel, as shown on the plan attached hereto as Exhibit #1A; and

WHEREAS, in order to convert dedicated park land to a non-park use, Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts states that lands and easements taken or acquired for such purposes "shall not be used for other purposes or otherwise disposed of except by laws enacted by a two thirds vote, taken by yeas and nays, of each branch of the general court"; and

WHEREAS, the Article 97 process requires: (i) that the Springfield City Council and the Mayor to approve a Special Act

identifying the proposed site for replacement park land to be dedicated for park purposes under the custody and control of the Board of Park Commissioners; (ii) that a member of the Springfield Legislative delegation files the Special Act with the Massachusetts General Court (Legislature), and (iii) that the Special Act be approved by a 2/3rd's vote of each house of the Massachusetts Legislature; and

WHEREAS, the City of Springfield has identified a site to dedicate as replacement park land for a new DeBerry Park, which is located approximately 0.5 miles east of the current DeBerry Park. The site consists of approximately 3.43 acres of land bounded by King Street and Wilbraham Avenue, which will result in a net gain of approximately 0.584 acres of park land. The proposed replacement park site consists of one (1) parcel owned by Springfield College (Parcel A), and two (2) parcels owned by the City of Springfield (Parcels B and C), as shown on the plan entitled "King Street and Wilbraham Avenue" attached as Exhibit #2; and

WHEREAS, if the Article 97 Special Act is approved, the City will acquire the Springfield College land (Parcel A) by purchase or eminent domain, and dedicate Parcel A (less Parcel D needed for roadway use), and the two City-owned parcels (Parcel C, and Parcel B [less Parcel E needed for roadway use]) to Mass. Gen. Laws Chapter 45, Section 3 park purposes under the custody and control of the Board of Park Commissioners;

WHEREAS, the Springfield Board of Park Commissioners ("Park Commission") has determined that the conversion of the current DeBerry Park will not have a deleterious impact on the operation, activity, and availability of DeBerry Park to the public, where the proposed replacement park site is larger than the existing site, and the recreation resources, facilities, activities, and opportunities will be relocated to the new site; and

WHEREAS, On November 14, 2019, the Park Commission voted to support and approve the conversion of the current DeBerry Park parcel from park land to school land, and to accept and dedicate replacement park land consisting of approximately 3.43 acres as shown on the plan attached as Exhibit #2, which land is located approximately 0.5 miles east of the current DeBerry Park, at the intersection of King Street and Wilbraham Avenue, which will result in a net gain of approximately 0.584 acres of park land; and

WHEREAS, it is in the best interests of the City to approve the conversion of the DeBerry Park parcel to construct the combined DeBerry School and Homer Street Elementary school; and

NOW THEREFORE, BE IT ORDERED,

A. That the Mayor of the City of Springfield be, and hereby is authorized on behalf of the City of Springfield, to take any and all steps necessary to secure the passage by the General Court of the special legislation entitled "AN ACT AUTHORIZING THE CITY OF SPRINGFIELD TO CONVERT THE USE OF PARK LAND AT DEBERRY PARK FOR A NEW DEBERRY/HOMER STREET ELEMENTARY SCHOOL AND TO REPLACE IT WITH ADDITIONAL PARK LAND" in substantially the same form as the draft Act attached hereto as ATTACHMENT A, except for clerical or editorial errors.

B. That upon enactment by the General Court of the above referenced "ACT AUTHORIZING THE CITY OF SPRINGFIELD TO CONVERT THE USE OF PARK LAND AT DEBERRY PARK FOR A NEW DEBERRY/HOMER STREET ELEMENTARY SCHOOL AND TO REPLACE IT WITH ADDITIONAL PARK LAND", the City shall be authorized as follows:

1) The City Council, with the approval of its Mayor, may convert the parcel currently known as DeBerry Park, consisting of approximately 2.846 acres, as shown on the plan attached hereto as Exhibit #1, from park use under the control of the Board of Park Commissioners, to the custody and control of the School Committee for the siting and construction of the new DeBerry/Homer Street Elementary School;

2) In exchange for such transfer and change of use of the 2.846 acre DeBerry Park for the construction of a new DeBerry/Homer Street Elementary School, the City of Springfield shall acquire, by purchase or eminent domain, the parcel of land owned by Springfield College (Parcel A), and shall transfer two parcels of city land (Parcels B and C), and dedicate these parcels to Chapter 45, Section 3 for public park purposes under the care, custody and control of the board of park commissioners, under Article 97 of the Amendments to the Constitution of the Commonwealth, which parcels of land are identified and shown on a plan entitled "King Street and Wilbraham Avenue", attached hereto as Exhibit #2. The parcels constituting the replacement park

land are: Parcel A, land owned by Springfield College totaling approximately 1.27 acres, less approximately 0.03 acres (Parcel D) to be used for roadway purposes; Parcel B, land owned by the City of Springfield totaling approximately 1.65 acres, less approximately 0.03 acres (Parcel E) to be used for roadway purposes; and Parcel C, a portion of Wilbraham Avenue owned by the City of Springfield, totaling 0.56 acres, to be discontinued as a city street and combined with the other parcels to form the replacement park parcel, totaling approximately 3.43 acres. See Exhibit #2. This results in a net gain of approximately 0.584 acres of park land.

COMMENTS - Current Meeting:

Peter Garvey, Capital Asset Construction Director, spoke about the Special Act. He explained it is to convert dedicated park land for a non-park use. He explained the preferred location is the current DeBerry School site on Wilbraham Avenue to build a new school combining DeBerry and Homer Street School students. He stated the park would be moved to King Street.

Councilor Lederman stated he has spoken with people in the community and the only difference will be there is no soft ball field on King Street but he is sure one will be incorporated somehow. He explained he has heard from the community members that host the annual Harambee celebration and he has heard the MCDI building will be torn down. There is a letter from the Old Hill Neighborhood Council also.

Mr. Garvey stated that by December 11th the City will have all the funding.

Councilor Allen asked about the cost of the project.

Mr. Garvey stated that it would be over \$100 million.

Councilor Allen asked if that amount included the demolition of the MCDI building.

Mr. Garvey stated they are way over the cap for the amount of the whole project, but the cap is set low, around \$16 million.

Councilor Allen asked if there was a timeframe for the project.

Mr. Garvey explained they currently have around a two year timeframe.

Councilor Ramos asked how long it would be before the school is open.

Mr. Garvey stated that Article 97 needs to be passed by the local delegation. He explained it would be an 18 month design phase and a 2 year construction phase. They expect it to be open around 2023.

RESULT:	ADOPTED [12 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twiggs

ATTACHMENT A - SPECIAL ACT

An Act authorizing the City of Springfield to convert the use of park land at DeBerry Park for a new DeBerry and Homer Street Elementary School and to replace it with additional park land.

Sec. 1. Notwithstanding any general or special law to the contrary, and pursuant to the provisions of Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, the city of Springfield, acting by and through its City Council, with the approval of its Mayor, may convert and transfer the care, custody and control of a certain parcel of park land currently held by the board of park commissioners, to the school committee for the siting and construction of a new DeBerry/ Homer Street Elementary school building, without any restrictions imposed of such parcel by Article 97. The parcel of land known as DeBerry Park, bordered by Monroe Street, Eastern Avenue, and Union Street, consists of 2.8461 acres more or less, is shown on a plan of land entitled "DeBerry Elementary School Park Parcel", Exhibit Plan of Land in Springfield", dated 10/17/19, attached hereto as Exhibit #1.

Sec. 2. In exchange for the conversion and transfer of the parcel of land described in Section 1 of this Act, and to ensure a no-net-loss of land protected for park purposes, the City of Springfield, by its City Council, with the approval of the Mayor, shall acquire by purchase or eminent domain a parcel of privately owned land (Parcel A), and shall transfer custody and control of two parcels of city land (Parcels B and C), and dedicate such land for public park purposes under the care, custody and control of the board of park commissioners, under Article 97 of the Amendments to the Constitution of the Commonwealth, which parcels of land are identified and shown on a plan entitled "King Street and Wilbraham Avenue", attached hereto as Exhibit #2. The parcels to be dedicated for the replacement park land are: Parcel A, land owned by Springfield College totaling approximately 1.27 acres, less approximately 0.03 acres (Parcel D) to be used for roadway purposes; Parcel B, land owned by the City of Springfield totaling approximately 1.65 acres, less approximately 0.03 acres (Parcel E) to be used for roadway purposes; and Parcel C, a portion of Wilbraham Avenue owned by the City of Springfield, totaling 0.56 acres, to be discontinued as a city street and combined with the two other parcels to form the replacement park parcel totaling approximately **3.43** acres.

Sec. 3. This act shall take effect upon its passage.



DeBerry & Homer Elementary School

City Council Subcommittee Meeting

November 12, 2019



DINISCO DESIGN
architects + planners

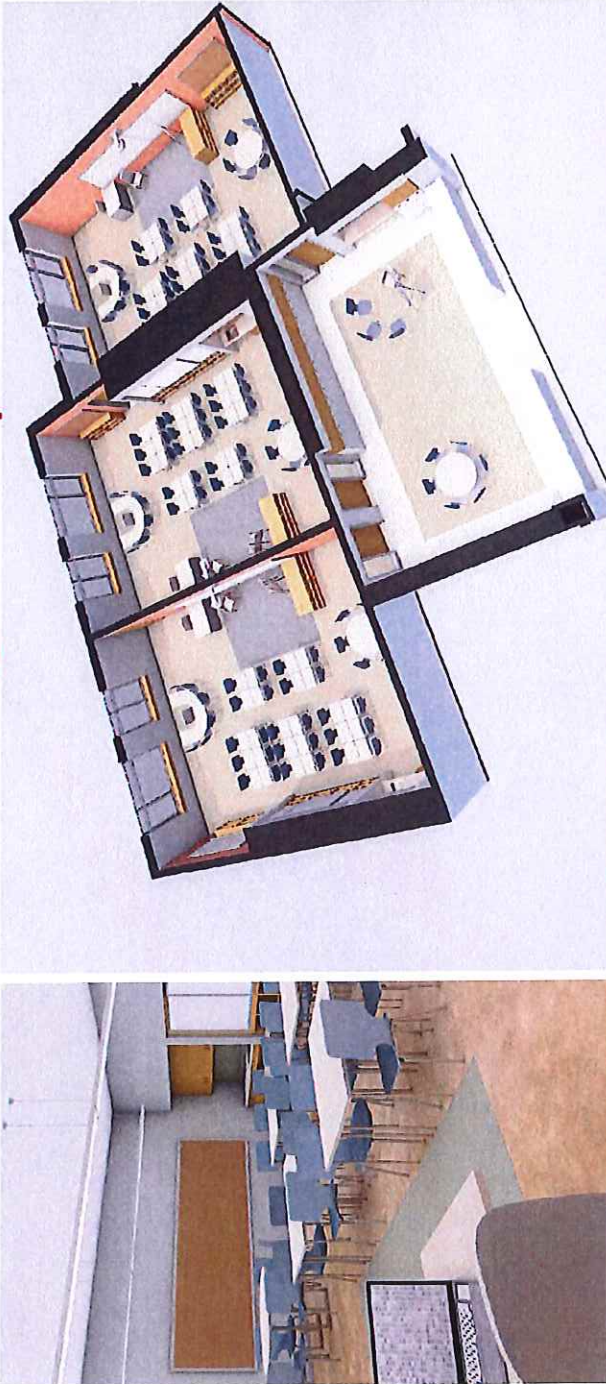
© 2019 DiNisco Design, Inc.

Agenda

- Educational Program
- Spatial Relationships & Adjacencies of Program Elements
- Site Priorities
- Updated Conceptual Floor & Site Plans
- Timeline



Educational Program | Priorities



800 Stu K-5/120 Stu PK
~155,000 SF

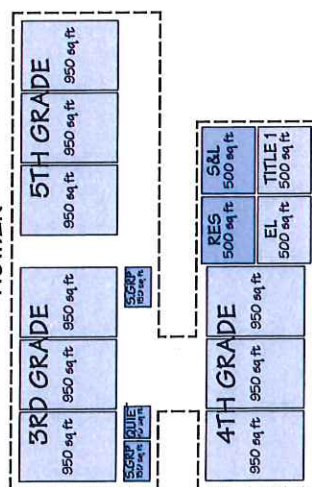
- Classrooms grouped by grade with integrated SPED services for maximum collaboration
- Project spaces adjoining classrooms for flexibility
- Cluster music, gym, and library to maximize instructional time
- Administration as control and security point adjacent to main entrance
- Community spaces accessible while academic areas secured
- Natural daylight and views for occupied spaces



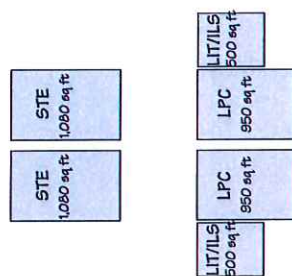
Educational Considerations

800 Stu K-5/120 Stu PK
~155,000 SF

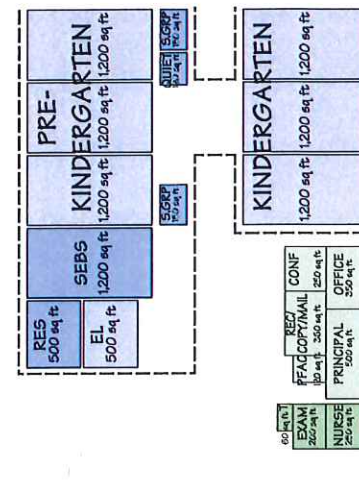
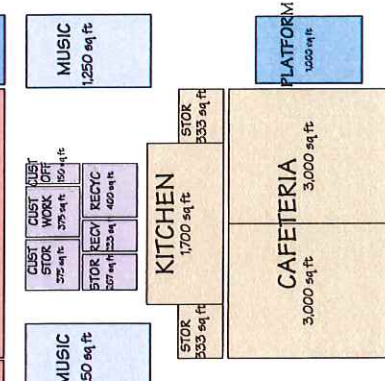
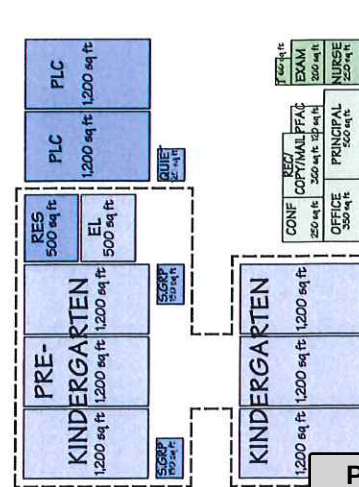
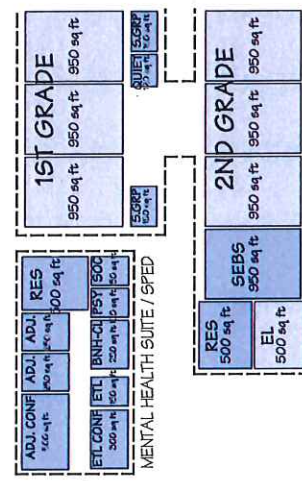
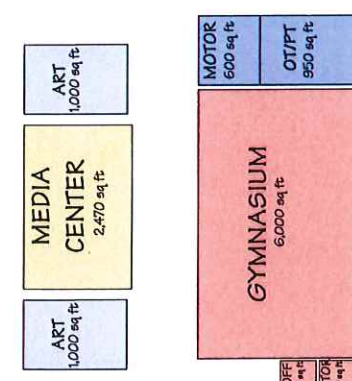
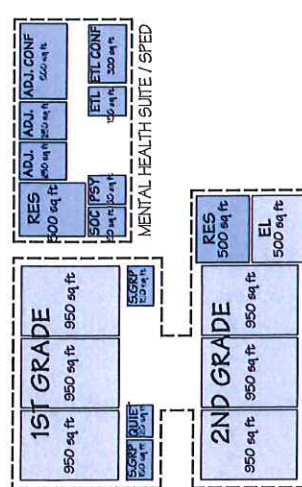
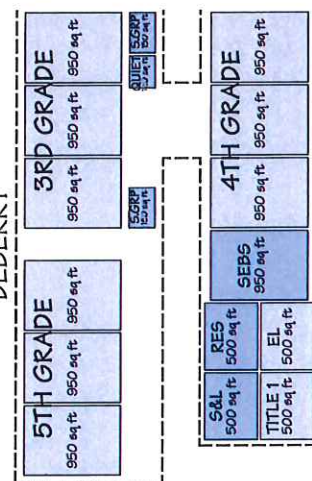
HOMER



CORE



DEBERRY



Educational Program

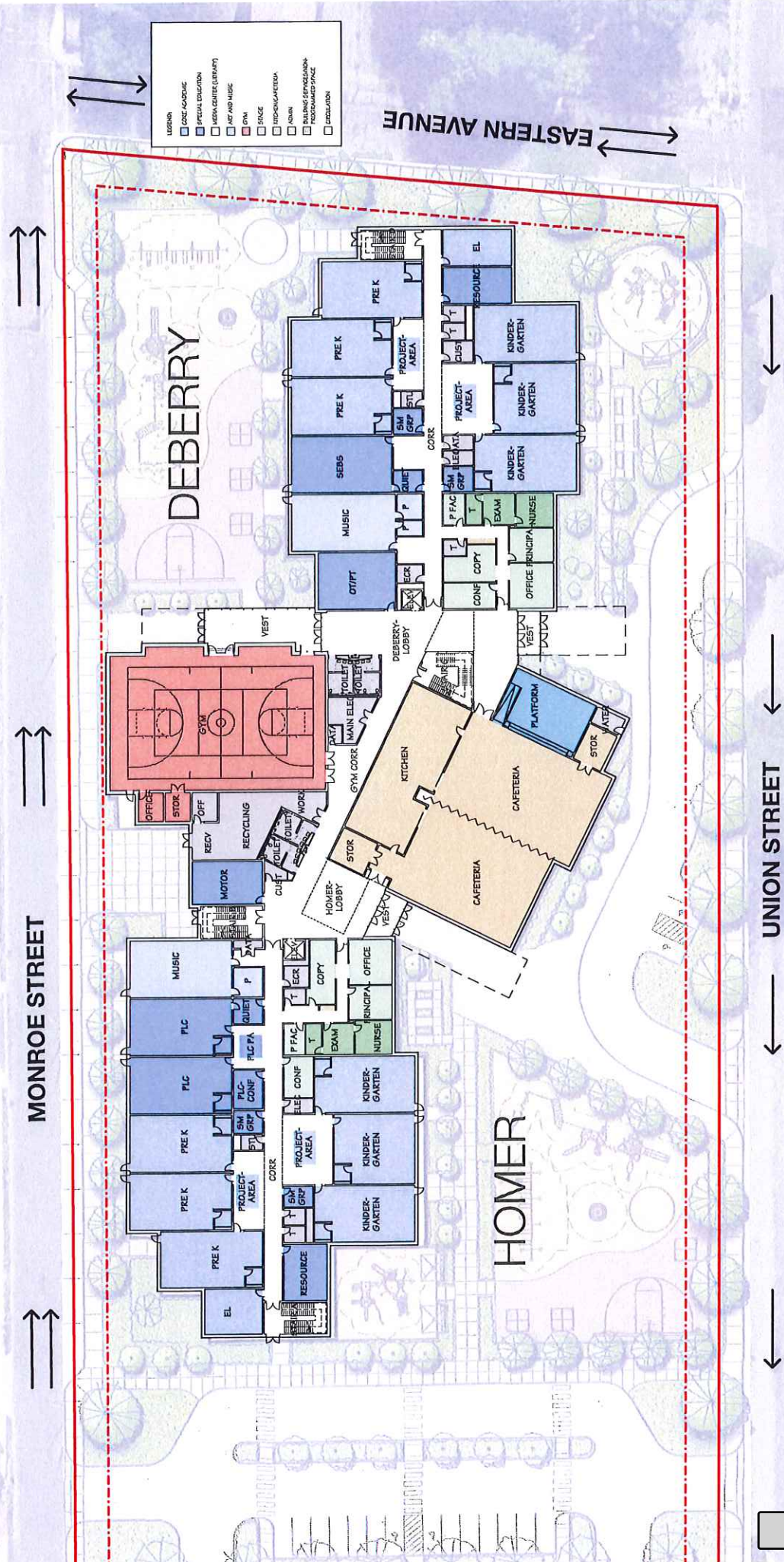
Program (Same for all scenarios)	Existing DeBerry School	Existing Homer School	New Building @ MSBA Standards (800 Students)	MSBA Guidelines (800 Students)
Pre-Kindergarten	0 NFA	0 NFA	6,900 NFA	0 NFA
Core Academic	14,665 NFA	17,239 NFA	45,800 NFA	35,950 NFA
Special Ed.	5,854 NFA	4,945 NFA	16,960 NFA	9,060 NFA
Art/Music	902 NFA	800 NFA	5,075 NFA	5,075 NFA
Health & PE	233 NFA	0 NFA	6,300 NFA	6,300 NFA
Media Center	421 NFA	987 NFA	4,270 NFA	4,270 NFA
Dining	4,981 NFA	3,711 NFA	9,867 NFA	9,867 NFA
Medical / Admin	735 NFA	699 NFA	4,630 NFA	3,645 NFA
Custodial / Main	1,118 NFA	3,391 NFA	2,400 NFA	2,400 NFA
Sub Total Program	28,909 NFA	31,772 NFA	102,202 NFA	76,567 NFA
Total Area	43,969 GSF	47,790 GSF	155,000 GSF	116,000 GSF

FA = Net Floor Area

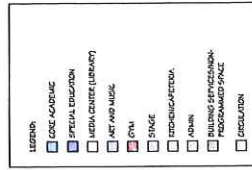


Option 4 | First Floor Plan

800 Stu K-5/ 120 Stu PK
~ 155,000 SF

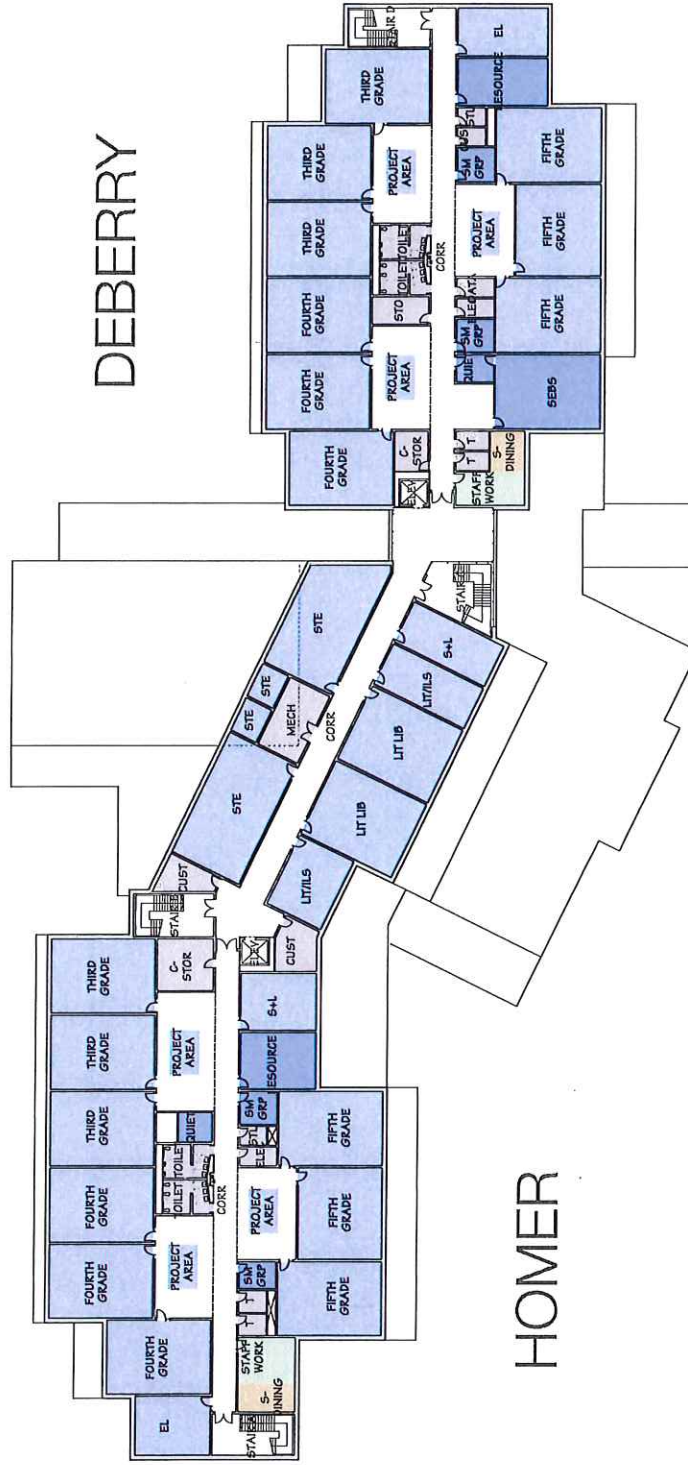


800 Stu K-5/ 120 Stu PK
~ 155,000 SF



Option 4 | Third Floor Plan

800 Stu K-5/ 120 Stu PK
~ 155,000 SF



- LEADER
- GRADE K-5/6/7/8/9/10/11/12
- SPECIAL EDUCATION
- MEDIA CENTER (LIBRARY)
- ART AND MUSIC
- GYM
- STAGE
- TECHNOLOGY
- ADMIN
- BUILDING SERVICES/MAINTENANCE
- PROGRAMMING SPACE
- CIRCULATION

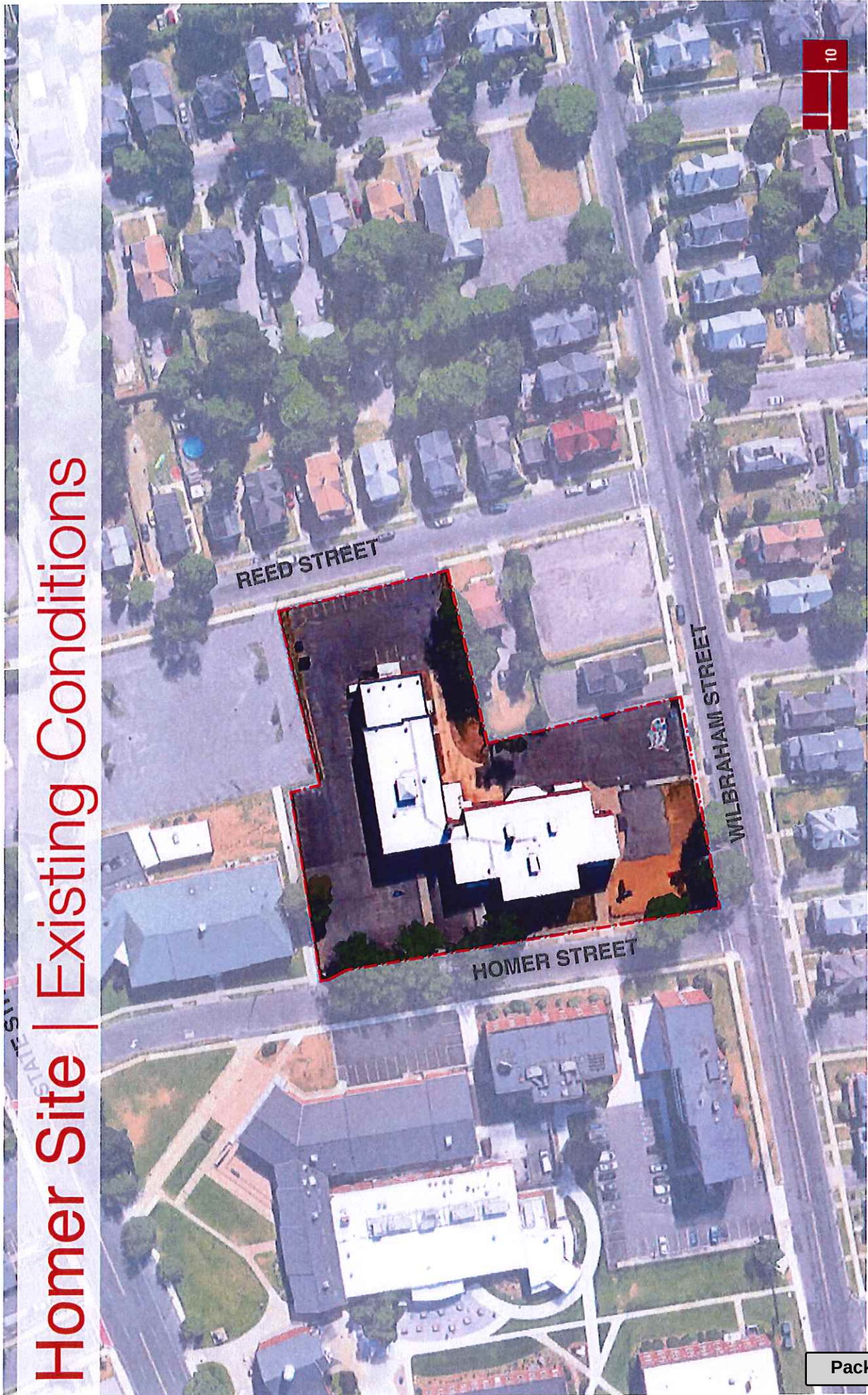


Site | Priorities

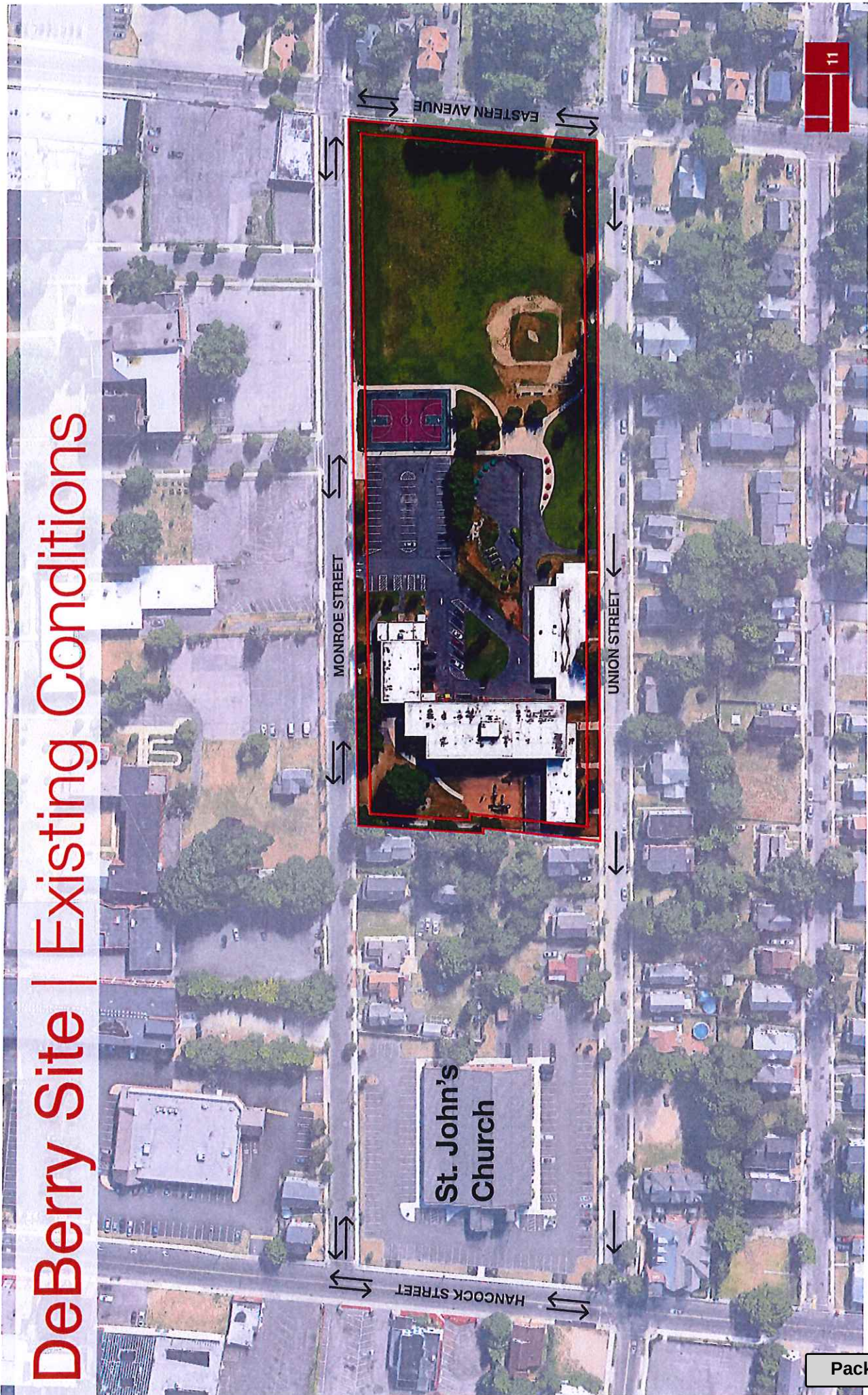
- Safe & separate drop off areas for buses and parents
- Separation of service related activities from play area
- Gym & Cafetorium on 1st Floor for community events
- Safe walking paths to school
- Outdoor classroom
- Service must be close to kitchen
- Proximity of play space to building
- Proximity of parking to building
- Efficient use of site



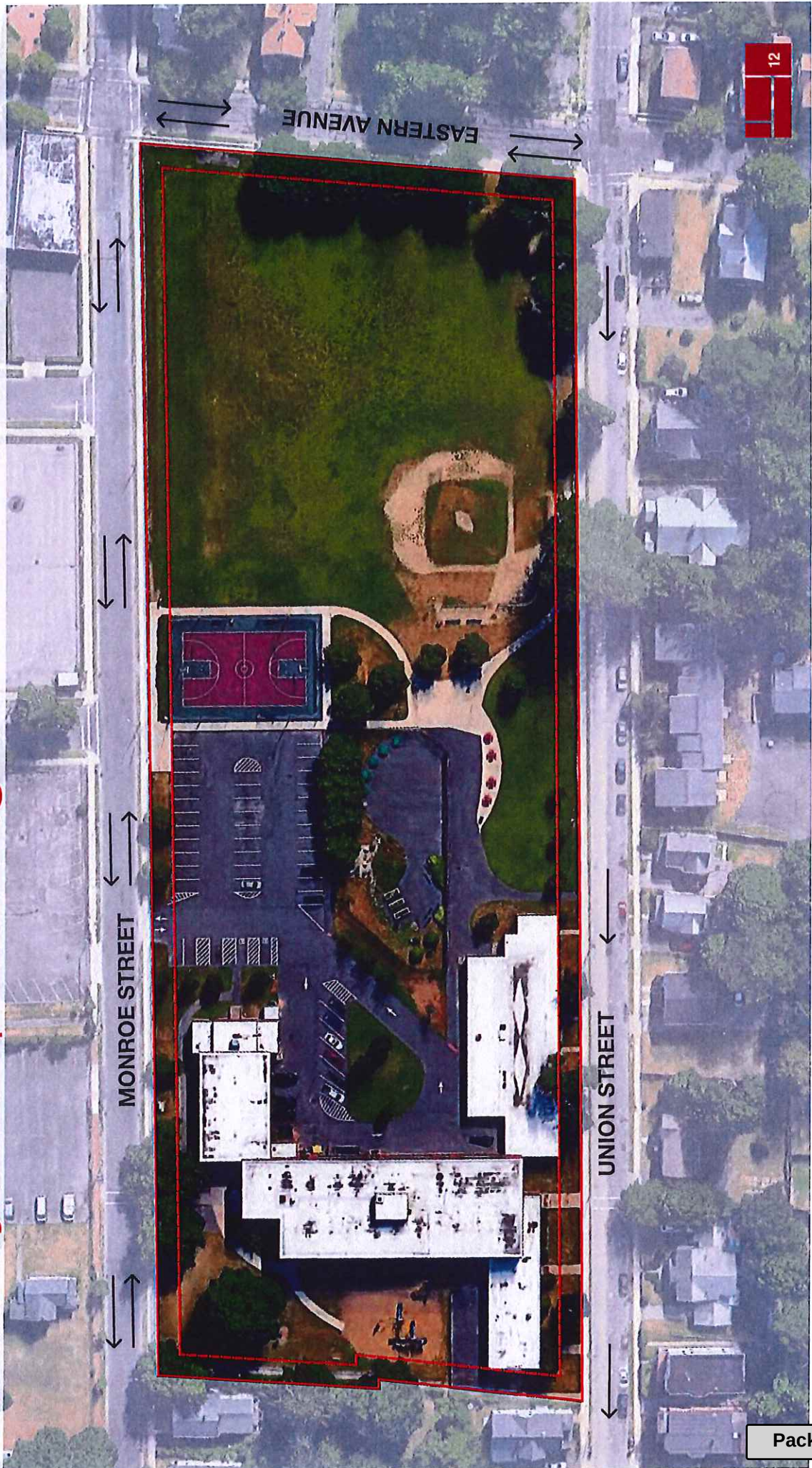
Homer Site | Existing Conditions



DeBerry Site | Existing Conditions



DeBerry Site | Existing Conditions



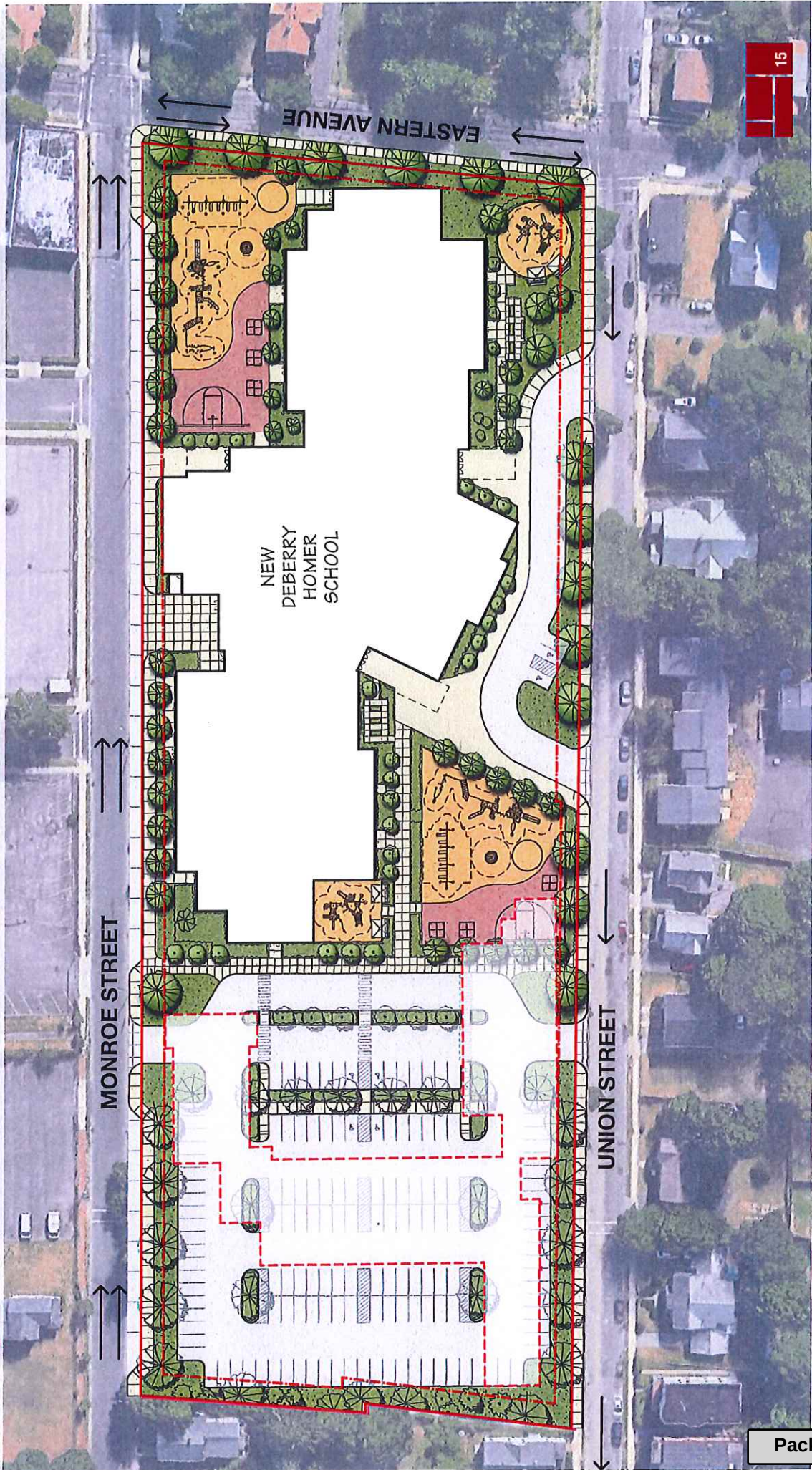
Proposed Site Plan



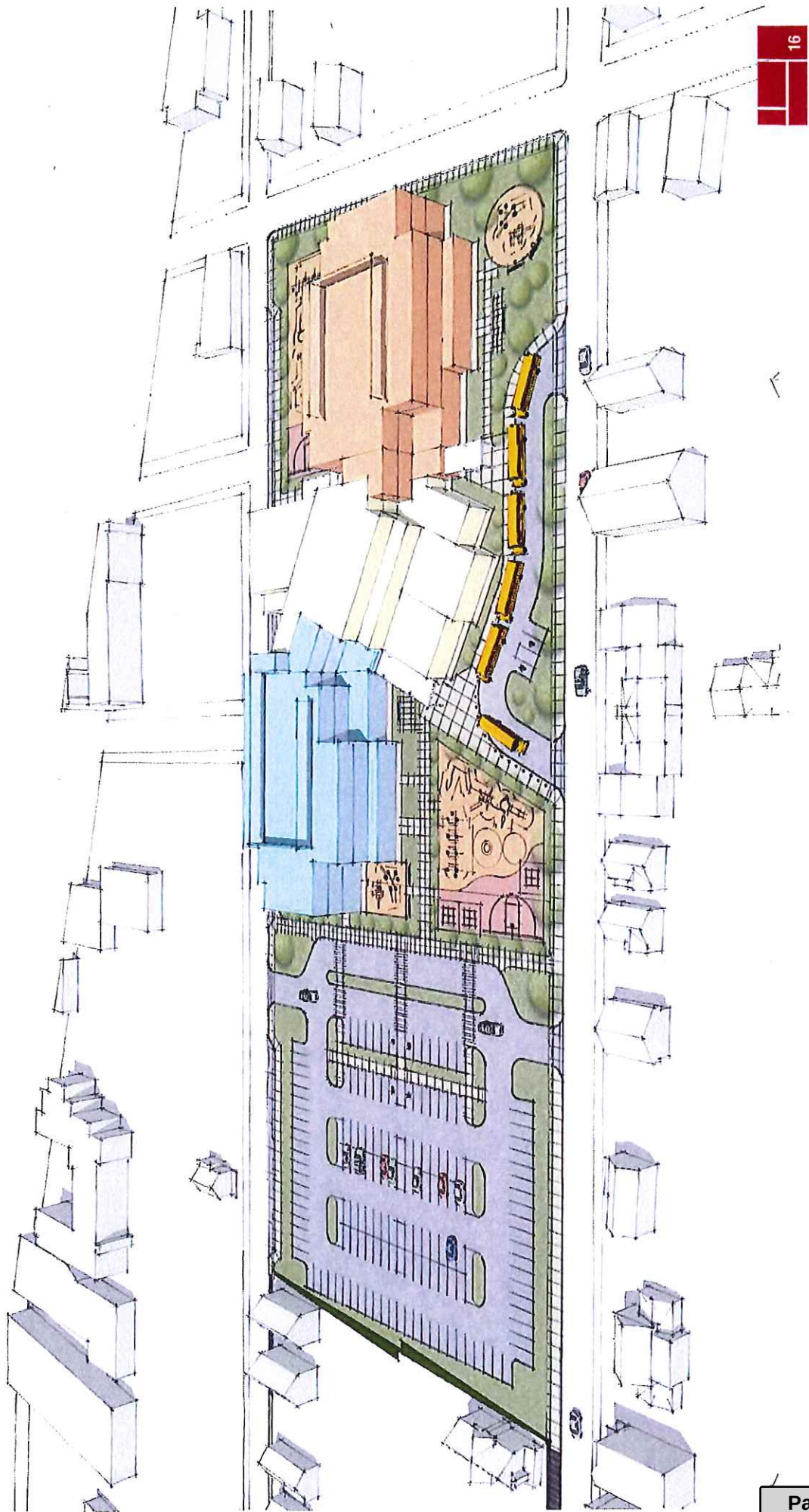
Proposed Site Plan



Proposed Site Plan

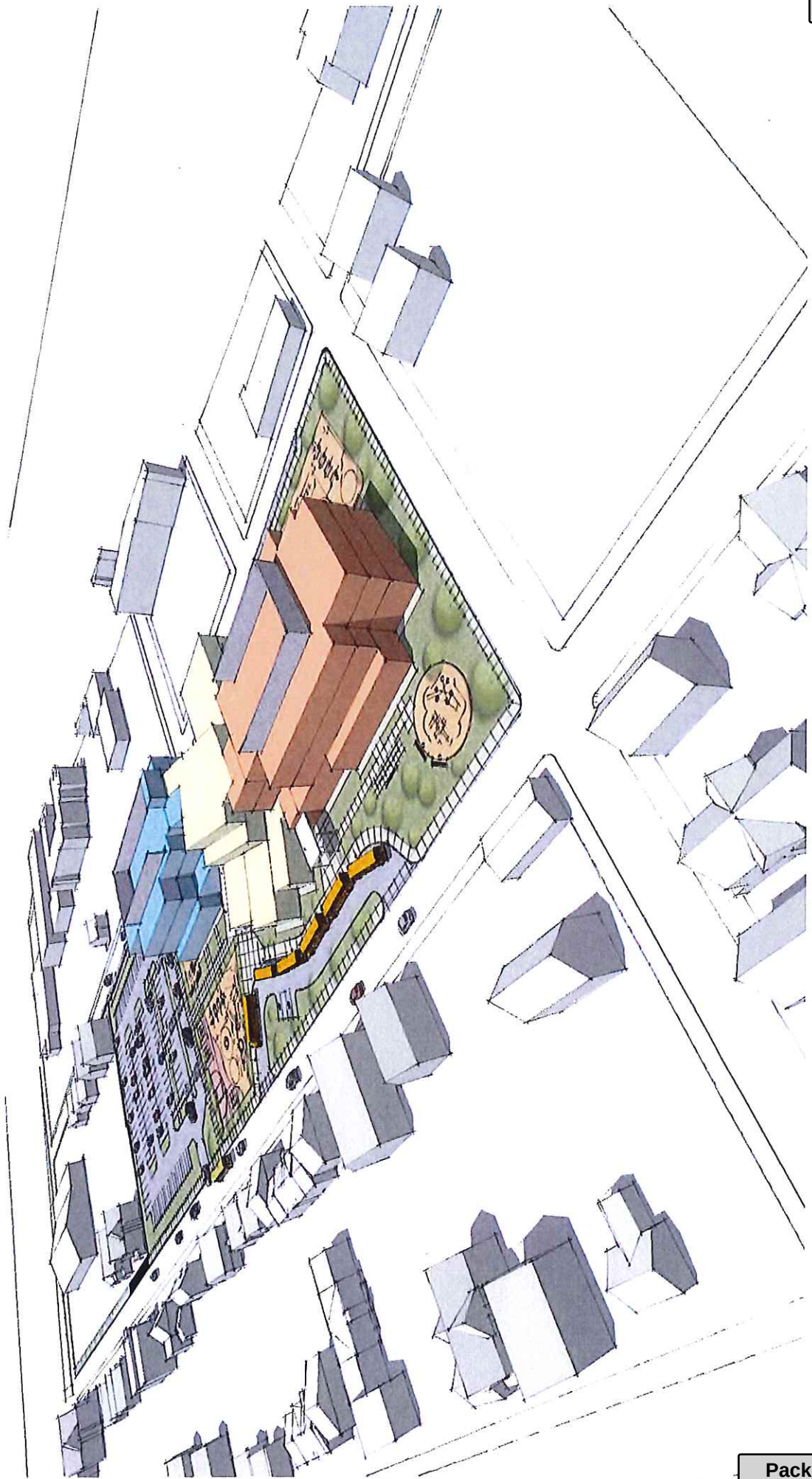


Proposed Site Plan

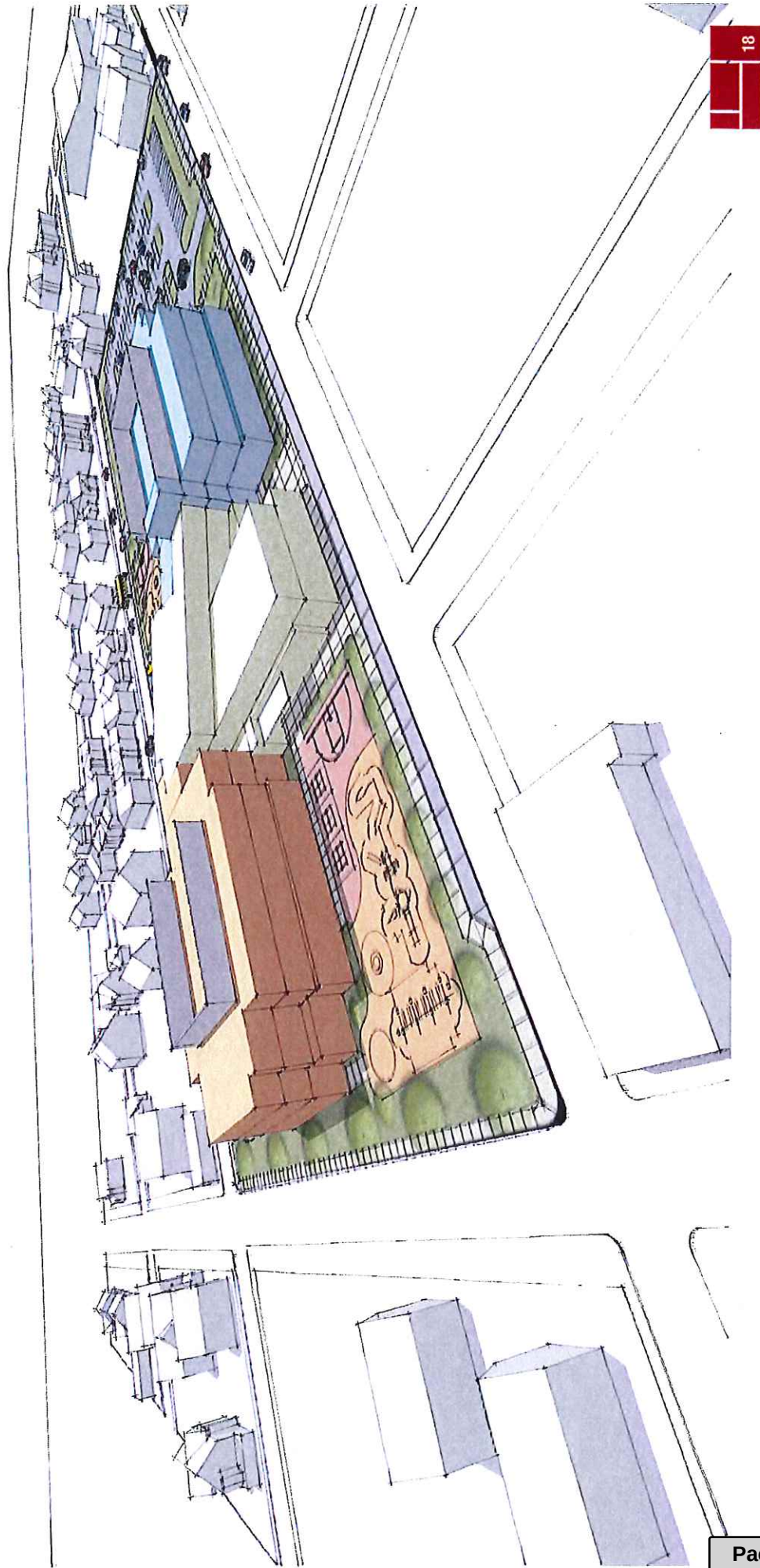


7.b

Proposed Site Plan



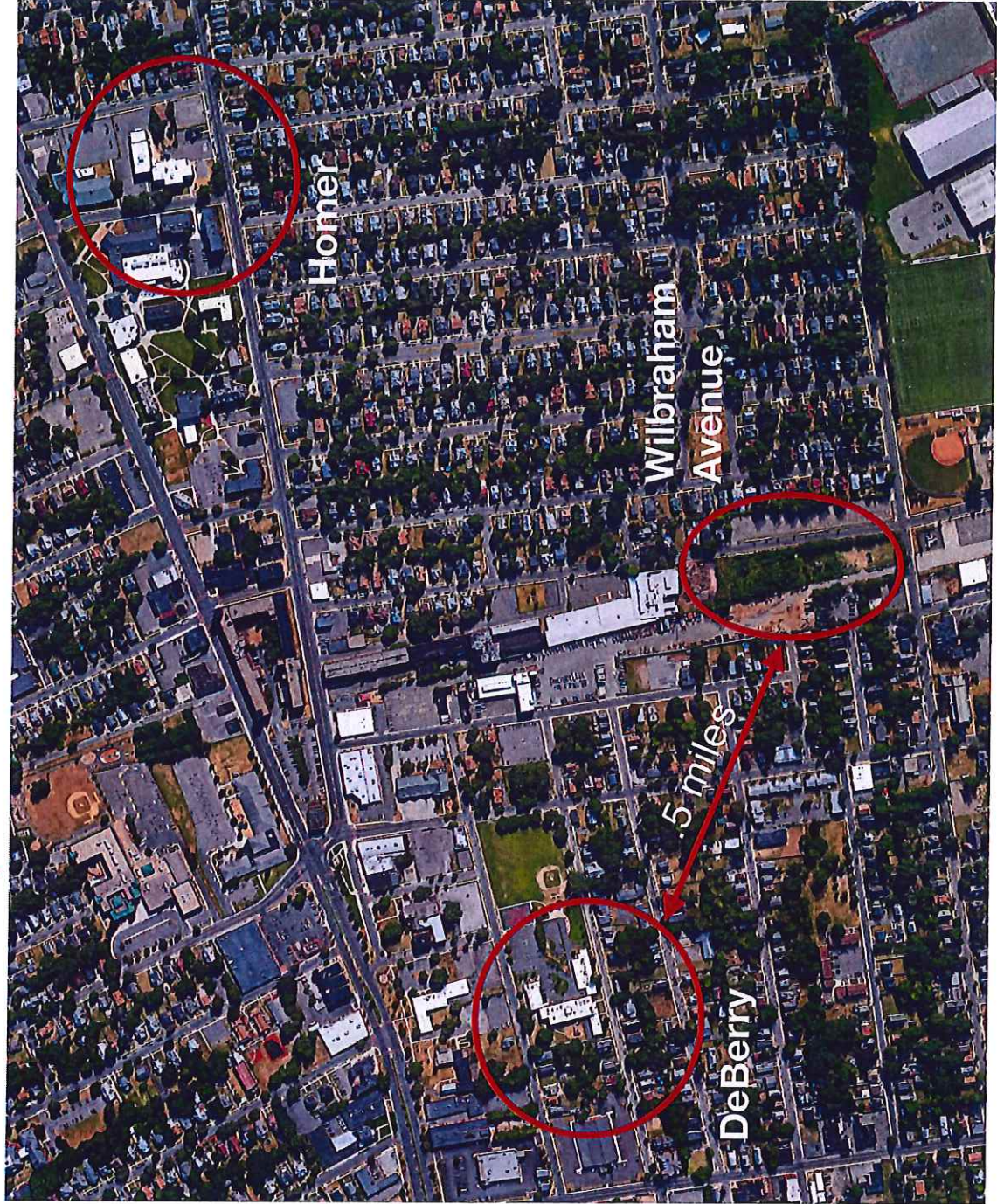
Proposed Site Plan



Existing Conditions



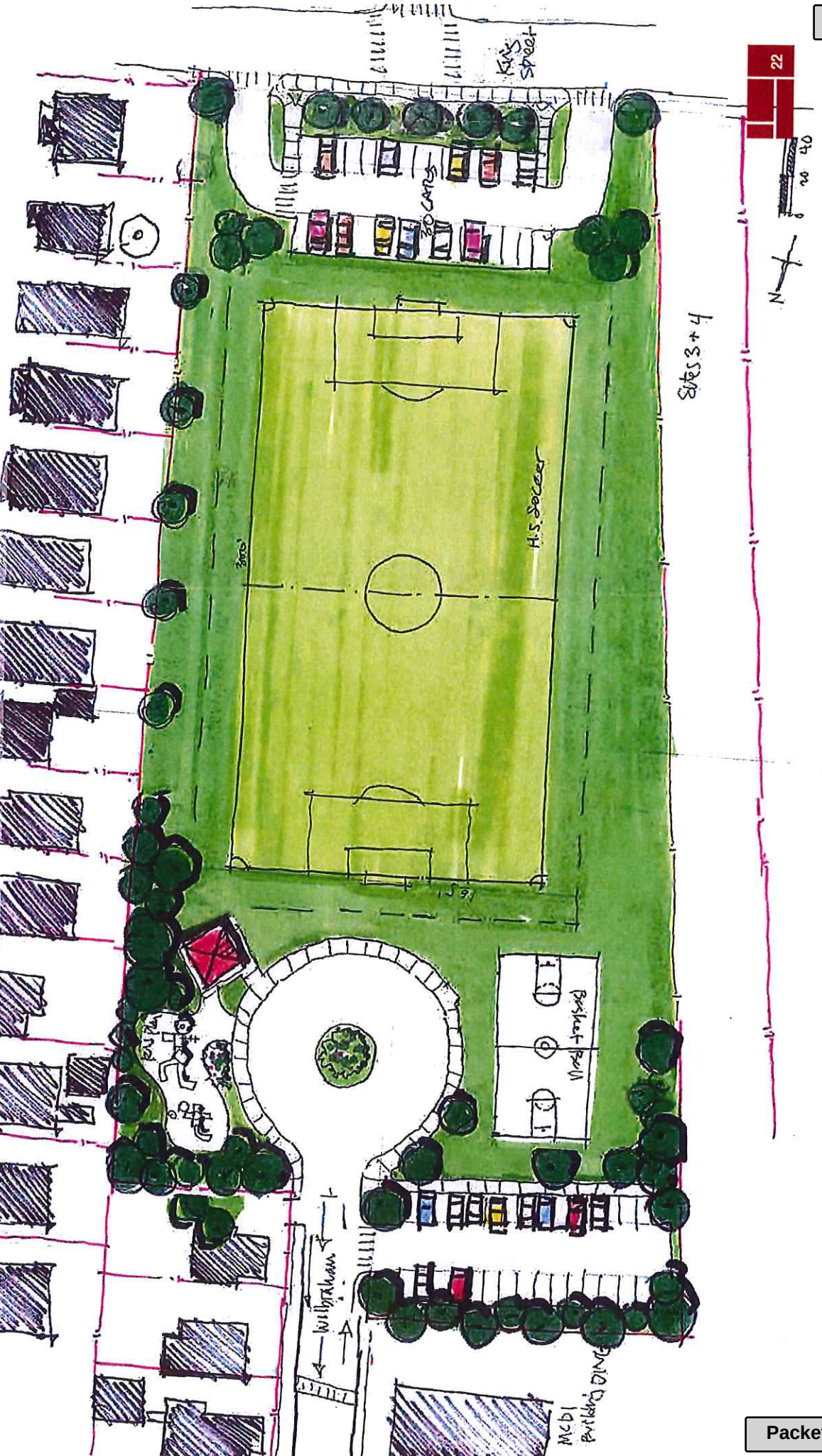
Wilbraham Ave | Relocated Park



Wilbraham Ave | Relocated Park



Wilbraham Ave | Relocated Park



Preliminary Timeline

- MSBA Board Meeting
December 11, 2019
- Design
Through July 2021
- Construction
Through June 2023
- Occupancy
August 2023



ATTACHMENT A - SPECIAL ACT

An Act authorizing the City of Springfield to convert the use of park land at DeBerry Park for a new DeBerry and Homer Street Elementary School and to replace it with additional park land.

Sec. 1. Notwithstanding any general or special law to the contrary, and pursuant to the provisions of Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, the city of Springfield, acting by and through its City Council, with the approval of its Mayor, may convert and transfer the care, custody and control of a certain parcel of park land currently held by the board of park commissioners, to the school committee for the siting and construction of a new DeBerry/ Homer Street Elementary school building, without any restrictions imposed of such parcel by Article 97. The parcel of land known as DeBerry Park, bordered by Monroe Street, Eastern Avenue, and Union Street, consists of 2.8461 acres more or less, is shown on a plan of land entitled "DeBerry Elementary School Park Parcel", Exhibit Plan of Land in Springfield", dated 10/17/19, attached hereto as Exhibit #1.

Sec. 2. In exchange for the conversion and transfer of the parcel of land described in Section 1 of this Act, and to ensure a no-net-loss of land protected for park purposes, the City of Springfield, by its City Council, with the approval of the Mayor, shall acquire by purchase or eminent domain a parcel of privately owned land (Parcel A), and shall transfer custody and control of two parcels of city land (Parcels B and C), and dedicate such land for public park purposes under the care, custody and control of the board of park commissioners, under Article 97 of the Amendments to the Constitution of the Commonwealth, which parcels of land are identified and shown on a plan entitled "King Street and Wilbraham Avenue", attached hereto as Exhibit #2. The parcels to be dedicated for the replacement park land are: Parcel A, land owned by Springfield College totaling approximately 1.27 acres, less approximately 0.03 acres (Parcel D) to be used for roadway purposes; Parcel B, land owned by the City of Springfield totaling approximately 1.65 acres, less approximately 0.03 acres (Parcel E) to be used for roadway purposes; and Parcel C, a portion of Wilbraham Avenue owned by the City of Springfield, totaling 0.56 acres, to be discontinued as a city street and combined with the two other parcels to form the replacement park parcel totaling approximately **3.43** acres.

Sec. 3. This act shall take effect upon its passage.



City Council

ADOPTED

8

Meeting: 11/18/19 06:30 PM
Initiator: Hamediah Mohamed
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5419 A

FY20 State Aid to Public Library- No Match Required \$315,781. (Mayor Sarno)

WHEREAS, the Library Department has been awarded State Aid to Public Libraries of \$315,781.00 from the Commonwealth of Massachusetts Board of Library Commissioners; and

WHEREAS, the State Aid to the Public Libraries is an integral part of the Board of Library Commissioners responsibility to support, develop, coordinate, improve and promote library services throughout the Commonwealth. The Board also strives to provide every resident of the Commonwealth with full and equal access to the library information resources regardless of geographic locations, social or economic status, age, level of physical or intellectual ability or cultural background; and

WHEREAS, the Department intends to use the state aid to provide funding for, Printing and Binding, Library Materials, Library programs, Professional Development, and Salary and Wages; 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.

FY20 State Aid to Public Library - No Match Required \$315,781.

RESULT: PASSED BY VOICE VOTE



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 11/08/19

Department Requesting Grant Setup Library

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

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

Was this Grant previously setup for a prior fiscal year? Y

If yes, please indicate your previous project number: 83819

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

X State – City Massachusetts Board of Library Commissioners
Private/Other

Grant Name: MBLC FY’20 State Aid

1st payment \$157,665.21

Total Grant Amount Awarded: \$315,781.00 expected for FY20

Attachment: 20191113091137484 (5419 : FY20 State Aid to Public Library - No Match Required \$315,781.)

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 11/8/19

Board Approval Date

Start Date 7/1/19

Expiration Date none

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)

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

Org Code: 28386105

Object Codes: 501000; 503000; 506000; 521015; 521020; 524030; 527010; 527030;
529100; 530105; 531010; 531020; 531200; 531740; 534100; 534200; 542300; 551300;
551400; 551700; 569200; 571100; 580500; 580600; 572100

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

11/8/19
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.



REQUEST FOR GRANT SETUP

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All fields are mandatory.

Date of Request 11/08/19

Department Requesting Grant Setup Library

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

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

Was this Grant previously setup for a prior fiscal year? Y

If yes, please indicate your previous project number: 83819

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

X State – City Massachusetts Board of Library Commissioners

Private/Other

Grant Name: MBLC FY’20 State Aid

1st payment \$157,665.21

Total Grant Amount Awarded: \$315,781.00 expected for FY20

Attachment: 20191113091137484 (5419 : FY20 State Aid to Public Library - No Match Required \$315,781.)

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 11/8/19

Board Approval Date

Start Date 7/1/19

Expiration Date none

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)

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

Org Code: 28386105

Object Codes: 501000; 503000; 506000; 521015; 521020; 524030; 527010; 527030;
529100; 530105; 531010; 531020; 531200; 531740; 534100; 534200; 542300; 551300;
551400; 551700; 569200; 571100; 580500; 580600; 572100

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

11/8/19
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.



MA Department of Revenue

Division of Local Services
Final Municipal Cherry Sheet Estimates
Data current as of 07/26/2018

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue FY2020

NOTICE TO ASSESSORS OF ESTIMATED RECEIPTS

General Laws, Chapter 58, Section 25A

Springfield

A. EDUCATION**Distributions and Reimbursements**

Chapter 70	370,723,826
School Transportation	0
Charter Tuition Reimbursement	8,863,580
Smart Growth School Reimbursement	0
Offset Items - Reserve for Direct Expenditure:	
School Choice Receiving Tuition	132,445
Sub-Total, All Education Items:	379,719,851

B. GENERAL GOVERNMENT:**Distributions and Reimbursements**

Unrestricted General Government Aid	40,199,748
Local Share of Racing Taxes	0
Regional Public Libraries	0
Urban Revitalization	0
Veterans Benefits	1,577,464
Exemp: VBS and Elderly	564,396
State Owned Land	22,189
Offset Items - Reserve for Direct Expenditure:	
Public Libraries	315,781
Sub-Total, All General Government:	42,679,578

C. TOTAL ESTIMATED RECEIPTS: **422,399,429**

Attachment: 20191113091137484 (5419 : FY20 State Aid to Public Library - No Match Required \$315,781.)

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue FY2020

NOTICE TO ASSESSORS OF ESTIMATED CHARGES

General Laws, Chapter 59, Section 21

Springfield

A. COUNTY ASSESSMENTS:

County Tax	0
Suffolk County Retirement	0
Essex County Reg Comm Center	0
Sub-Total, County Assessments:	0

B. STATE ASSESSMENTS AND CHARGES:

Retired Employees Health Insurance	0
Retired Teachers Health Insurance	0
Mosquito Control Projects	0
Air Pollution Districts	34,496
Metropolitan Area Planning Council	0
Old Colony Planning Council	0
RMV Non-Renewal Surcharge	440,620
Sub-Total, State Assessments:	475,116

C. TRANSPORTATION AUTHORITIES:

MBTA	0
Boston Metro. Transit District	0
Regional Transit	3,144,766
Sub-Total, Transportation Assessments:	3,144,766

D. ANNUAL CHARGES AGAINST RECEIPTS:

Multi-Year Repayment Program	0
Special Education	255,520
STRAP Repayments	0
Sub-Total, Annual Charges Against Receipts:	255,520

E. TUITION ASSESSMENTS:

School Choice Sending Tuition	5,242,757
Charter School Sending Tuition	60,096,523
Sub-Total, Tuition Assessments:	65,339,280

F. TOTAL ESTIMATED CHARGES:**69,214,682**

Attachment: 20191113091137484 (5419 : FY20 State Aid to Public Library - No Match Required \$315,781.)



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Hamediah Mohamed
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5410

9

Problem Gambling Community Health Worker Pilot Program Grant-\$160,000- No Match (Mayor Sarno)

WHEREAS, the Department of Health and Human Services ("Department") has been awarded a "Problem Gambling Community Health Worker Pilot Program Grant" in the amount of \$160,000 from the Mass Department of Public Health for the grant period of July 1, 2019 through June 30, 2020 ; and

WHEREAS, the Department intends to use the grant funds to create a partnership between the newly created Springfield Office of Problem Gambling Services (S OPGS) and Springfield Mass in Motion Municipal Wellness & Leadership {S-MiM} to parlay their respective resources to prevent and/or mitigate the deleterious effects of problem gambling.

WHEREAS, the Department intends to use the grant funds to identify all levels of a problem in order to identify solutions that stream from the root of the problem; and

WHEREAS, the Department has accepted the grant funds 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 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 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:

Problem Gambling Community Health Worker Pilot Program Grant-\$160,000- No Match

{ResDiscussion}

RESULT: PASSED BY VOICE VOTE



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 10/24/2019

Department Requesting Grant Setup SHHS

Department Phone # (Please include extension) 6710

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

XX

State – City

Private/Other

Grant Name: Problem Gambling Community Health Worker CHW) Pilot Project

Total Grant Amount Awarded: \$ 160,000.00

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	Mass Dept. of Public Health
Contact Person	Jessica del Rosario
Street Address	250 Washington Street
City, State, Zip Code	Boston, MA 02108
Telephone	617-624-5470
Fax	
E-Mail	Jessica.del.rosario@state.ma.us

Actual Award Date 10/9/2019

Board Approval Date

Start Date 7/1/2019

Expiration Date 06/30/2020

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

Problem Gambling CHW Pilot Grant

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) Monthly

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: 530105/542010/571100/551700/532010/535200/578700

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

10/23/2019
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.

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

CONTRACTOR LEGAL NAME: CITY OF SPRINGFIELD		COMMONWEALTH DEPARTMENT NAME: Department of Public Health	
Legal Address: (W-9, W-4, T&C): 36 COURT ST ROOM 405 SPRINGFIELD, MA 01103-1602		Business Mailing Address: 250 Washington Street, Boston MA 02108	
Contract Manager: Benjamin Bland		Billing Address (if different):	
E-Mail: BBland@springfieldcityhall.com		Contract Manager: Victoria Pech	
Phone: 413-750-2720 Fax: 413-787-6458		E-Mail: Victoria.Pech@MassMail.State.MA.US	
Contractor Vendor Code: VC6000192140		Phone: 617-624-5807 Fax: 617-624-5017	
Vendor Code Address ID (e.g. "AD001"): AD 001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): INTF4200P01502925067	
		RFR/Procurement or Other ID Number: 502925	
☐ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☐ Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☐ Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)		☒ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: <u>06/30, 20 20</u> Enter Amendment Amount: \$ <u>160,000.00</u> (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) ☒ Amendment to Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.			
☒ Commonwealth Terms and Conditions ☐ Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. ☐ Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <u>2,200,550.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ____% PPD; Payment issued within 15 days ____% PPD; Payment issued within 20 days ____% PPD; Payment issued within 30 days ____% PPD. If PPD percentages are left blank, identify reason: ☐ agree to standard 45 day cycle ☐ statutory/legal or Ready Payments (G.L. c. 29, § 23A); ☒ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Maximum Obligation Change			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:			
☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . ☐ 2. may be incurred as of ____, 20__, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date . ☐ 3. were incurred as of ____, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are			
CONTRACT END DATE: Contract performance shall terminate as of <u>06/30, 20 20</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions , this Standard Contract Form including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>Domenic J. Sarno</u> Date: <u>10/21/17</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Domenic J. Sarno</u> Print Title: <u>Mayor</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Sharon Dyer</u> Print Title: <u>Director, Purchase of Service Office</u>	



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

CHARLES D. BAKER
 Governor

KARYN E. POLITO
 Lieutenant Governor

MARYLOU SUDDERS
 Secretary

MONICA BHAREL, MD, MPH
 Commissioner

Tel: 617-624-8000
www.mass.gov/dph

October 9, 2019

Helen Caulton-Harris
 City of Springfield
 1145 Main St #208
 Springfield, MA 01103

RE: Mass in Motion
 Contract #: INTF4200P01502925067

Dear Ms. Caulton-Harris:

This letter is to inform you that the Massachusetts Department of Public Health, Bureau of Community Health and Prevention is amending your current contract with the Mass in Motion program to provide coordination and support for the Problem Gambling Community Health Worker Pilot Project.

The amended amount is indicated below:

Current total for all years:	\$1,980,550.00
Current FY20 Contract Amount:	\$ 60,000.00
FY'20 Increase Amount:	\$ 160,000.00
New FY'20 Contract Amount:	\$ 220,000.00
New Total Maximum Obligation for all Years:	\$2,200,550.00

Duration:	10/01/2014 to 6/30/2020
Options to Renew:	No
Scope of Service Attached:	Yes
Conditions Attached:	Yes
Federal Funds:	No

Please read any attached conditions and respond within the timeframe specified. Complete and return the enclosed contract to the MDPH Purchase of Service (POS) Office by the date indicated on the face page of the contract package. If you have any questions regarding this award, please contact the Program Contact indicated below:

Program Contact: Jessica del Rosario, 617-624-5470, jessica.del.rosario@state.ma.us

This award is subject to funding by the legislature and/or federal grantor. Any funds designated in the budget that are unspent in state fiscal year 2020 will not be available for expenditure in the subsequent fiscal year.

The Department of Public Health is deeply committed to the improvement of public health through the services that your organization is furnishing with this legislatively mandated funding. Within the next few months, the Department will follow up on this award with a request for your organization to submit data that demonstrates that the desired outcomes from this funding are being achieved.

On behalf of the Department, I want to thank you for your commitment to improve the health of the people of the Commonwealth.

Sincerely,



Walter Gadecki
Director, Administration and Finance
Bureau of Community Health and Prevention



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

CHARLES D. BAKER
Governor

KARYNE E. POLITO
Lieutenant Governor

MARYLOU SUDDERS
Secretary

MONICA BHAREL, MD, MPH
Commissioner

Tel: 617-624-6000
www.mass.gov/dph

Date: 10/09/2019

To: CITY OF SPRINGFIELD
Re: Contract # **INTF4200P01502925067**

Enclosed please find for your review and signature a Standard Contract package. This package is a result of recent negotiations with the Department of Public Health, as specified in the attached cover letter and includes the items noted below. Please take note of the following:

NEW STANDARD CONTRACT/AMENDMENT/RENEWAL FORM

Must be signed and dated (**Preferred BLUE INK**). Do not use correction fluid anywhere on the forms. If the provider information that is pre-filled in the upper left hand box is incorrect or missing, please contact me so that I can help you with the process to update. For instructions and hyperlinks, you can view this form at www.mass.gov/osc under Guidance for Vendors-Forms or at www.mass.gov/osd under OSD forms.

All attachments must be completed for your contract package to be processed.

CONTRACTOR AUTHORIZED SIGNATORY LISTING AND AUTHENTICATION FORM

An original Contractor Authorized Signatory Listing (CASL) form must be submitted for each new contract package. Once an original is in the contract file, the provider/vendor can include a copy of the CASL with each subsequent contract amendment package, unless there is a change to the person who signed the Listing, or a name/s on the CASL changes.

If you have any questions, please contact **Victoria Pech** at **617-624-5807**
An original contract package must be completed by **10/15/2019** and mailed to:

Department of Public Health
Purchase of Service Office
250 Washington St., 8th Floor
Boston, MA 02108-4619
Attention: **Victoria Pech**

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF PUBLIC HEALTH**

**NEW STANDARD CONTRACT FORM,
Signature page, continued**

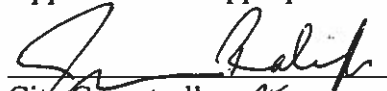
**FOR THE CONTRACTOR,
CITY OF SPRINGFIELD,
acting by and through its
DEPARTMENT OF HEALTH AND HUMAN SERVICES:
(Vendor Code #VC60000192140)**


Helen Caulton-Harris

Commissioner, Department of Health and Human Services

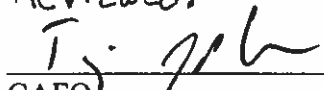
Date signed: 10/10/2019

UKL Approved as to appropriation: N/A


City Comptroller, Kimberly

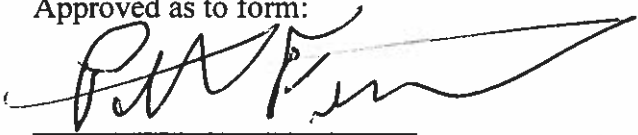
Date signed: 10-16-19

Reviewed:


CAFO

Date Signed: 10/21/19

Approved as to form:


City Solicitor

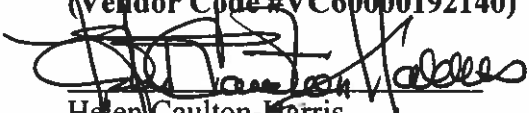
Date signed: 10-17-19

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF PUBLIC HEALTH**

**NEW STANDARD CONTRACT FORM,
Signature page, continued**

**FOR THE CONTRACTOR,
CITY OF SPRINGFIELD,
acting by and through its
DEPARTMENT OF HEALTH AND HUMAN SERVICES:**

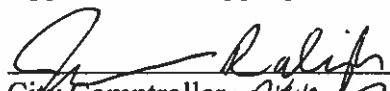
(Vendor Code #VC60000192140)


Helen Caulton-Harris

Commissioner, Department of Health and Human Services

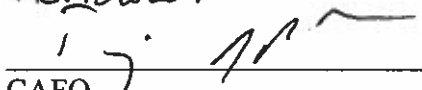
Date signed: 10/16/2019

UKL Approved as to appropriation: N/A


City Comptroller, Dennis

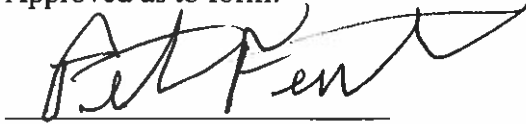
Date signed: 10-16-19

Reviewed: .

CAFO 

Date Signed: 10/21/19

Approved as to form:


City Solicitor

Date signed: 10/17/19

Issued May
2004

COMMONWEALTH OF MASSACHUSETTS

CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME : CITY OF SPRINGFIELD
CONTRACTOR VENDOR/CUSTOMER CODE: VC600192140

PROOF OF AUTHENTICATION OF SIGNATURE

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

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

Signatory's full legal name (print or type): Timothy J. Plante

Title: Chief Admin & Financial Officer

X Ty Plante

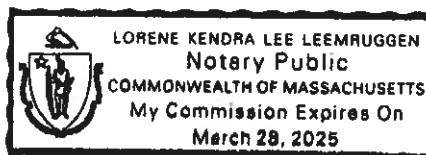
Signature as it will appear on contract or other document (Complete only in presence of notary):

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

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

3/28, 20 25

My commission expires on:



AFFIX NOTARY SEAL

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

_____, 20 ____

AFFIX CORPORATE SEAL

Issued May
2004

COMMONWEALTH OF MASSACHUSETTS

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

Signatory's full legal name (print or type): Domenic J. Sarno

Title: Mayor

X

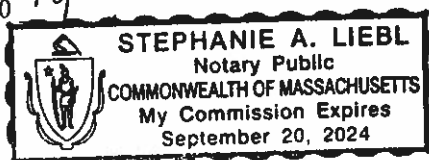
Signature as it will appear on contract or other document (Complete only in presence of notary):

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

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

Oct 21, 20 19

My commission expires on:



AFFIX NOTARY SEAL

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

_____, 20 ____.

AFFIX CORPORATE SEAL

Scope of Services

This Attachment Form must be used. Please check the appropriate box when processing a new contract or a contract amendment.

Contract ID#: INTF4200P01502925067
City of Springfield

Any funds designated in the budget that are unspent in any fiscal year will not be available for expenditure in the subsequent fiscal year without a formal contract amendment re-authorizing these funds.

New Contract - This form will only be included with packages where a procurement exception (waiver) supports the contract. Identify in detail the scope of services in terms of performance for a new contract. Services provided must be in accordance with the budget and the terms and conditions of the federal grant (if applicable).

X Contract Amendment

If choosing amendment you must check off one of the three types below and provide explanation

X Increase/Amendment

Include a clear explanation of what the funding change will support in terms of additional services.

Max Obligation Increase

Increased funding builds on original scope of implementing local policy, systems, and environmental change strategies to prevent and reduce overweight/obesity, chronic disease, and associated risk factors and to create healthier communities. Increased funding will support additional services, specifically the Problem Gambling Community Health Worker Pilot Project.

Decrease

Include a clear explanation of what services are being reduced as a result of the funding decrease.

Other

Identify the changes to the scope of services supported by the amendment (No change in Max Obligation).

**City of Springfield Department of Health and Human Services
Problem Gambling Community Health Worker Pilot Project**

Overview

The sociodemographic and health profile of Hampden County contains numerous risk factors that are likely to place its residents, particularly minority residents, at risk for problem gambling. The City of Springfield Department of Health and Human Services (SDHHS) will create a partnership between the newly created Springfield Office of Problem Gambling Services (S-OPGS) and Springfield Mass in Motion Municipal Wellness & Leadership (S-MiM) to parlay their respective resources to prevent and/or mitigate the deleterious effects of problem gambling. In the proposed partnership, S-OPGS will embrace and integrate MiM's expertise in identifying upstream factors that lead to health inequities through the use of community driven root cause analyses (RCA). RCA is a systematic process designed to identify all levels of a problem in order to identify solutions that stream from the root of the problem.

Background

According to the U.S. Census Bureau, Springfield is a majority-minority city. This is most evident through the city's race and ethnicity demographics where out of the total population of approximately 154,763, 45% of people are Hispanic or Latinx, and 19% of people are Black. This indicates that the majority of people living in Springfield identify as people of color or "minorities". In addition, many people of color in Springfield face significant financial barriers and live below poverty levels. A closer look at the socioeconomic factors listed in the Robert Wood Johnson Foundation's County Health Ranking Report of 2019, rank Hampden County last in the health category. Factors that stand out are high rates of unemployment, a high percentage of children living in poverty, a high percentage of children living in single-parent households and a high incidence of violent crime in comparison to the rest of the state.

Since 2013, Hampden County has been deemed the unhealthiest county in Massachusetts in both health outcomes (County Health Ranking Report, 2019). As reported by Hampden County's 2017 Improvement Plan, Hampden County is currently being challenged by above-average rates of drug and alcohol use, an opioid epidemic, and poor mental health status as a consequence of the significant disparity in accessing mental health services. Individuals experiencing mental health disorders and substance use disorders in addition to other health issues are at a high risk of having a problem gambling disorder.

These public health challenges disproportionately affect people of color. Primary research suggests that ethnic and racial minorities have higher rates of gambling problems in comparison to the general adult population (Barry, Stefanovics, Desai, Potenza, 2011). The Social and Economic Indicators of Gambling in Massachusetts (SEIGMA) study provides statistical evidence through several variables that people of color are at greater risk of problem gambling. Education and employment are two strong predictors that disproportionately affect the Latinx population and in turn increase the risk related to gambling problems (Williams, Zorn, Volberg, Stanek, Freeman, Maziya, Naveed, Zhang, & Pekow, 2017). These health disparities and health

factors require a comprehensive public health response that is culturally, ethnically, and racially centered on efforts to mitigate the harms of gambling.

Overview of scope of work

The purpose of this engagement is to leverage the resources of the SDHHS's Office of Problem Gambling Services with S-MiM to parlay their respective resources to prevent and/or mitigate the deleterious effects of problem gambling on Springfield's residents. Particular emphasis will be placed on the groups who have historically experienced or are actively experiencing healthcare disparities, namely people of color. Mass in Motion is a statewide funded initiative to promote healthy living by increasing opportunities for healthy eating and active living in the spaces where people live, learn, work, and play. Specifically, the SOPGS will analyze the current activities of S-MiM in order to identify points of convergence or windows of opportunity to leverage their respective resources. We define convergence as the point or instance in which program activities come together to achieve a similar purpose. The two community health workers (CHW) hired by the SOPGS will be responsible for leveraging those resources.

Currently Springfield Mass in Motion is working on the following initiatives:

- Healthy Food Access and Food Justice
- Broad food access discussions happening at the city level
- Active Living and Physical Activity
- Community engagement / community conversations

The above initiatives are fully described in Appendix A.

Each of these initiatives provides ample opportunities for leverage and collaboration. Examples include:

- Invite CHWs to meetings in which S-MiM or S-OPGS participate (Springfield Food Policy Council, the Public Health Institute, Live Well Springfield quarterly meetings, meetings with city staff and health care providers).
- Exchange best practices on community participatory processes such as root cause analysis
- Help build consensus
- Reach out to potential funders
- Facilitate introductions to community residents, policymakers, community-based organizations, owners of grocery stores, bodegas, and corner stores

The shared values held by both the Springfield Office of Problem Gambling Services (S-OPGS) and Springfield Mass in Motion (S-MiM), portend a successful partnership. For instance, both:

- Have a desire to engage residents around racial equity and social determinants of health to craft a vision of the work moving forward.
- Recognize the need to develop and sustain a healthy community

- Prioritize the inclusion of impacted residents and community-based organizations in the identification of sustainable solutions
- Acknowledge the need to identify root causes that perpetuate preventable adverse health outcomes

Program logic model (See Appendix A)

What follows is an overview of the logic model, deliverables timeline and program implementation. The logic model is written in a way that can be easily understood by community members. It lists the problem statement (i.e., the need to address the risk factors that place) as well as the inputs (Resources), Activities (What we will be done about it?) Outputs (What would happen) and Outcomes (What are the short-term, intermediate, and long-term expectations). The logic model is predicated on the assumption that S-OPGS will adopt and implement S-MiM's root cause analyses approach to identify and address the upstream factors that lead to problem gambling.

Timeline (See Appendix B)

The proposed pilot program will last 15 months. The deliverables are organized around four phases:

Phase 1: Hiring and onboarding.

Two community health workers will be hired and trained on problem gambling, and its relation to health equity, including an overview of root cause analyses strategies.

Phase 2: Identifying opportunities to collaborate

In this phase, the S-OPGS will create a partnership with S-MiM through a memorandum of agreement. In this phase, the partnership will identify opportunities for collaboration. S-MiM will embed the S-OPGS CHWs in its meetings and activities in order to acquaint the CHWs with the Springfield community and politics.

Phase 3: Implementation

In this phase, opportunities identified in Phase 2 will be implemented.

Phase 4: Dissemination

In this phase, the S-OPGS will develop and implement a communications strategy. It should be noted that communications activities can be implemented at any time during the year.

Evaluation

The project evaluation and technical assistance will be provided by the Massachusetts Department of Public Health's Office of Problem Gambling Services in consultation with John Snow, Inc. These activities will be defined as recommended by the Department of Health and Human Services' leadership, Massachusetts Department of Public Health's Office of Problem Gambling and the Mass in Motion leadership team.

Next steps

The S-OPGS will seek additional funding to work with CHWs to create an Educate-Screen-Refer-Retain in Treatment strategy as a way to mitigate the deleterious effects of problem gambling. In such a strategy, the CHWs will educate community leaders, community residents, health and human service providers, and owners of small business (bodega, grocery store owners). They will then train them on a four-item screening tool that can be used if the respondent screens positive to one or more items so they can be referred them to further treatment. Then the CHWs will provide referral information through a list of treatment gambling providers. Finally, the CHWs will work with gambling treatment providers and their clients to identify and address factors that affect their treatment retention.

Additional funding will be sought to hire one additional community health worker. One CHW will be placed in our Federally Qualified Health Center for the Homeless, to train health care providers on problem gambling to educate and screen their patients.

Please Complete Budget

DPH Bureau/Program Name BCHAP						Today's Date 10/1/2019	
Vendor Name City of Springfield		Fiscal Year 2020	Contract Number INTF-4200P01502925067		RFR#		
Vendor Code VC6000192140							
Program Component	FTE	CURRENT BUDGET (A)	Proposed Changes +/- (B)	Proposed New Budget (C)	Justification (D)		
1. Direct Care/Prog. Support Staff							
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
SUB TOTAL	0.00	\$ -	\$ -	\$ -			
Fringe Benefits #DIV/0!							
1. TOTAL DIRECT CARE/PROGRAM STAFF							
		\$ -	\$ -	\$ -			
Program Component							
2. Other Direct Care/Program							
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
2. TOTAL OTHER DIRECT/PROGRAM		\$ -	\$ -	\$ -			
Occupancy							
Program Facility		\$ -		\$ -			
Facility Operations, Maint. and Furn.		\$ -		\$ -			
3. TOTAL OCCUPANCY		\$ -	\$ -	\$ -			
SUB TOTAL: 1 + 2 + 3		\$ -	\$ -	\$ -			
Administrative Support							
Max Cap Amount: #DIV/0!							
4. AGENCY ADMIN. SUPPORT							
				\$ -			
TOTAL 1+2+3+4+5							
		\$ 60,000.00	\$ 160,000.00	\$ 220,000.00			

Appendices

Appendix A: Logic Model

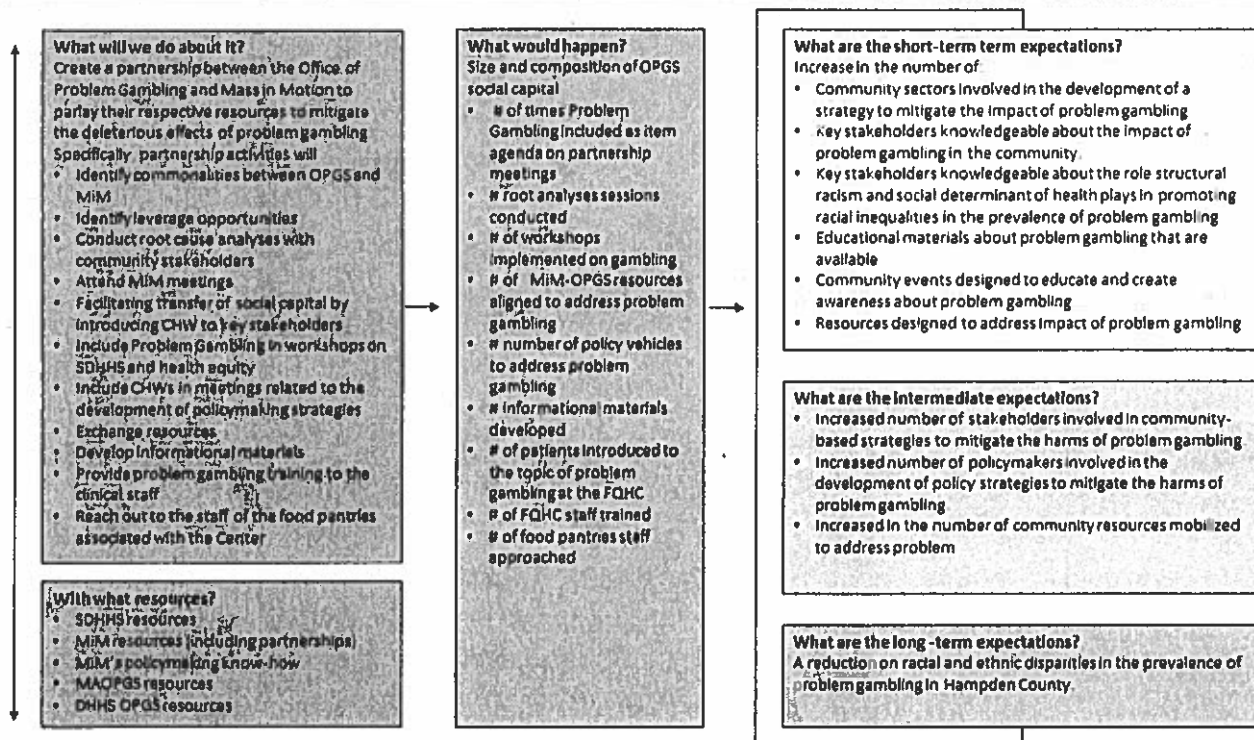
Appendix B: Timeline

Appendix C: Workplan

Appendix D: Budget (Separate attachment)

City of Springfield Office of Problem Gambling Services Program Logic Model

Problem Statement: The sociodemographic and health profile of Hampden County contains numerous risk factors that can place its residents – particularly minority residents – at risk for problem gambling.



Assumptions: The Springfield OPGS will capitalize on MiM expertise in uncovering upstream causes of health inequities through root cause analyses

Appendix B: Springfield Office of Problem Gambling Services: Timeline

Month	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	1	2	3	4	5	6	7	8	9	10	11	12
Phase 1: Hiring & Onboarding												
Hire full time CHW(s)												
Train CHW(s) (e.g., problem gambling, root cause analyses)												
Procure program items												
Phase 2: Identifying opportunities to collaborate												
Interview MiM stakeholders to identify leverage opportunities												
Review archival data (meeting agendas, annual reports to identify leverage opportunities)												
Attend MiM and OPGS meetings												
Introduce problem gambling as agenda item at MiM's meetings												
Create networking opportunities to introduce CHW to MiM's stakeholders (Transfer social capital)												
Include CHWs in MiM's meetings related to policy making strategies												
Phase 3: Implementation Stage												
Implement Root Cause Analyses												
Place CHWs in Federally Qualified Community Health Center to access patients and shelter clients												
Host problem gambling workshops throughout the City of Springfield												
Follow-up on contacts and opportunities identified during Phase 2 strategies.												
Phase 4: Dissemination Stage												
Develop a social media strategy												
Implement social media strategy												
Press release												
Web postings and social media												
End of pilot city wide event												
Program Evaluation												
Collaborate with program evaluator												

Appendix C: Work-plan

Program Goal The City of Springfield will have in place a community-driven, culturally intelligent strategy to address upstream factors that place its residents, particularly its non-white population, at risk for problem gambling.			
Objective	Key Activities	Products	Person Responsible ¹
1. By the end of Month 1, SOPGS will hire two full-time Community Health Workers	1a. Develop a job description for the position	Job description	S.D.
	1b. Post the position in the city's roster of job announcements	Job posting	S.D.
	1c. Interview candidates for the position.	Interviews conducted	S.D. & C.G.
	1d. Hire CHWs	CHWs hired	S.D.
2. By the end of Month 2, SOPGS will arrange office space for the Community Health Workers	2a. Identify Space	Office space identified	S.D. & C.G.
3. By the end of Month 3, SOPGS will train CHWs	3a. Meet with Mass DPH	Meet with Mass DPH	S.D. & C.G.
	3b. Hire trainer(s)	Trainer hired	C.G. & B.B.
	3c. Train the Trainer	ToT conducted	C.G. & B.B.
4. By the end of Month 3 procure laptop and software for CHW use	4a. Develop cost breakdown	Cost breakdown completed	S.D. & F.M.

¹S.D. Soloe Dennis, Deputy SDHHS Commissioner Soloe Dennis
 C.G. Chrismary Gonzalez, Problem Gambling Coordinator
 B.B. Benjamin Bland Mass in Motion Coordinator
 F.M. SDHHS Fiscal Manager

	4b. Procure laptop and software via the city's procurement process	Lap obtained	S.D.
5. By the end of Month 6, SOPGS will identify no less than 5 opportunities to collaborate	5.1 Interview MiM stakeholders to identify leverage opportunities	Five opportunities to collaborate identified	S.D., C.G., B.B. & CHWs
	5.2 Review archival data (meeting agendas, annual reports to identify leverage opportunities)	Archival data reviewed.	C.G., B.B. & CHWs
	5.3 Attend MiM and OPGS meetings	Meetings attended.	C.G., B.B. & CHWs
	5.4 Introduce problem gambling as an agenda item at MiM's meetings	Problem gambling included as an agenda item	C.G., B.B. & CHWs
	5.5 Create networking opportunities to introduce CHWs to MiM's stakeholders (Transfer social capital)	Networking opportunities created	B.B. & CHWs
	5.6 Include CHWs in MiM's meetings related to policymaking strategies	Attendance to policymaking meetings	C.G., B.B. & CHW
6. From Months 7-13, S-OPGS will implement no less than 10 collaborative activities with S-MiM	6.1 Implement 4 Root Cause Analyses sessions	Root cause analysis implemented	C.G., B.B. & CHWs
	6.2 Transcribe and analyze the text of Root Cause analyses section	Root cause sessions recordings transcribed	CHWs

	6.3 Host 3 problem gambling workshops throughout the City of Springfield	Gambling workshops conducted	C.G. & CHWs
	6.4 Attend at least 1 S-MiM meeting related to policymaking	Policymaking meeting attended	C.G., B.B. & CHWs
	6.5 Set and attend at least 3 meetings with stakeholders identified in Phase 2 with the purpose of uncovering opportunities to collaborate	Meetings with stakeholders attended	S.D., C.G., B.B. & CHWs
7. By the end of Month 6, SOPGS will develop and implement a dissemination strategy	7.1 By the end of Month 6, develop a social media strategy	Social media strategy developed.	S.D., C.G., B.B. & CHWs
	7.2 By the end of Month 6, implement a social media strategy	Social media strategy implemented	S.D., C.G., B.B. & CHWs
8. From Month 1-15 SOPGS will fully collaborate with the program evaluator	8.1 Regular meeting times established with an evaluation consultant to determine evaluation approach, data to be gathered, how data will be gathered and by whom.	Meetings with the evaluation team attended.	S.D., C.G., B.B. & CHWs
	8.2 Reports routinely prepared by Evaluation Consultants and discussed among the team	Reports completed	S.D., C.G., B.B. & CHWs

Issued May
2004

COMMONWEALTH OF MASSACHUSETTS

CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME : CITY OF SPRINGFIELD
CONTRACTOR VENDOR/CUSTOMER CODE: VC600192140

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

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

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

AUTHORIZED SIGNATORY NAME	TITLE
Helen R. Caulton-Harris	Commissioner
Patrick Burns or Joanne Raliegh	City Comptroller's Office
Kathleen T. Breck <i>or designee</i>	Deputy City Solicitor <i>or designee</i>
Timothy J. Plante	Chief Admin & Financial Officer
Domenic J. Sarno	Mayor

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

Atty. General

Signature

Date: *10.20.19*Title: *Kathleen T. Breck*Telephone: 413-787-~~6173~~ *6085*

Fax: 413-787-6173

Email: *kbreck@springfieldcityhall.com*

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

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

Sensitivity level - low

Issued May

2004



COMMONWEALTH OF MASSACHUSETTS

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

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

Title: Deputy Comptroller

X

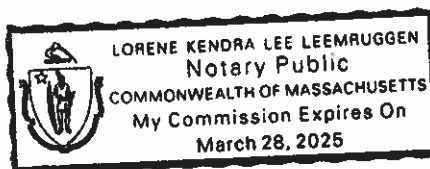
Signature as it will appear on contract or other document (Complete only in presence of notary):

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

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

3/28, 20 25.

My commission expires on:



AFFIX NOTARY SEAL

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

_____, 20 ____.

AFFIX CORPORATE SEAL

Issued May

2004



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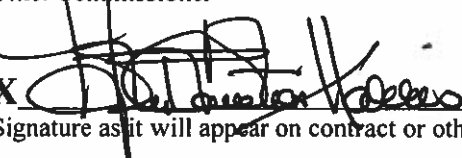
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This Section **MUST** be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): Helen R. Caulton-Harris

Title: Commissioner

X 

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

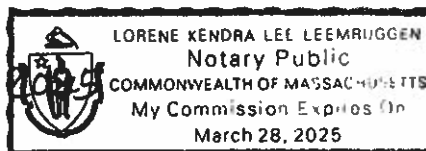
AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

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

October 10, 2019.

My commission expires on:

March 28,



AFFIX NOTARY SEAL

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

_____, 20 ____.

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

Signatory's full legal name (print or type): Kathleen T. Breck

Title: ~~Deputy~~ City Solicitor

[Handwritten signature of Kathleen T. Breck]

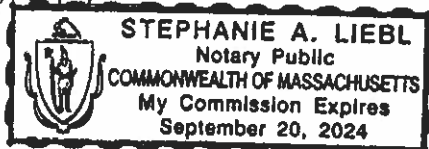
Signature as it will appear on contract or other document (Complete only in presence of notary):

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

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

Oct. 21, 2019.

My commission expires on:



AFFIX NOTARY SEAL

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

_____, 20 ____.

AFFIX CORPORATE SEAL



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Christopher Fraser
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5415

10

Byrne JAG Grant - No Match - \$132,119 (Mayor Sarno)

WHEREAS, the Springfield Police Department has been awarded an Edward Byrne Memorial Justice Assistance ("JAG") Grant in the amount of \$132,119 from the U.S. Department of Justice; and

WHEREAS, the grant program is intended to support a broad range of activities to prevent and control crime; and

WHEREAS, the Department intends to use the grant funds for information technology upgrades and new equipment essential for modern day policing; 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 grants, 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:

Edward Byrne Memorial Justice Assistance Grant - \$132,119

RESULT: PASSED BY VOICE VOTE



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	10/11/2019
Department Requesting Grant Setup	Police
Department Phone # (Please include extension)	787-6385
Name and Title of Person to Contact in Case of Questions	Lisa Willis

Was this Grant previously setup for a prior fiscal year? YES
 If yes, please indicate your previous project number: 62419 – Requesting this be 62420

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
XX	Federal – City
	State DOE– School
	State Other – School
	State – City
	Private/Other

Grant Name: FFY 17 JAG Equipment and Technology Grant 2019DJ BX 0645

Total Grant Amount Awarded:	\$ 132,119	
Is this a Reimbursable Grant?	(Y/N)	Y

Attachment: JAG Grant (5415 : Byrne JAG Grant - No Match - \$132,119)

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	US Dept of Justice Bureau of Justice Assistance
Contact Person	Zafra Stork
Street Address	
City, State, Zip Code	
Telephone	(202)589-1483
Fax	(617)725-0267
E-Mail	

Actual Award Date 9/18/2019

Board Approval Date

Start Date

Expiration Date 09/30/2022

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Percent

Amount

Comments re: Description/Purpose of Grant
Grant is for Police Department Technology

Comments re: Conditions/Restrictions of Grant

If this is a Federal Grant, enter CFDA#: 16.738

If applicable enter the State ID #

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) Quarterly

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):

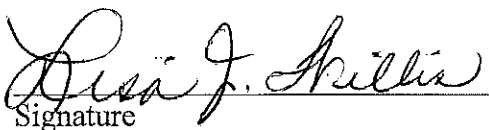
Attachment: JAG Grant (5415 : Byrne JAG Grant - No Match - \$132,119)

Org Code: 26242100

Object Codes: 580600 -\$132,119.00

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

10/11/2019
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.

Beth,

This grant was awarded and I don't see that it was ever set up in Munis. I am creating the request for set up now based off of the info that is in the Federal database. I started the paperwork so it will be ready when it goes to Council. I don't have the award letter or contract yet.

Thanks!

Lisa

Attachment: JAG Grant (5415 : Byrne JAG Grant - No Match - \$132,119)



U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 18, 2019

The Honorable Charles Ryan
City of Springfield
36 Court Street
City Hall
Springfield, MA 01103

Dear Mayor Ryan:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation in the amount of \$132,119 for City of Springfield.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Zafra Stork, Program Manager at (202) 598-1483; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Sullivan", is written over a horizontal line.

Katharine T. Sullivan
Principal Deputy Assistant Attorney General

Enclosures

Attachment: JAG Grant (5415 : Byrne JAG Grant - No Match - \$132,119)



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Timothy Brown
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5418

11

Camp STAR Trail Grant - Match Required - \$100,000.00 (Mayor Sarno)

WHEREAS, the Springfield Parks Department ("Department") has been awarded a grant from the Massachusetts Department of Conservation and Recreation ("DCR") and the Massachusetts Recreational Trails Advisory Board ("MARTAB"); and

WHEREAS, the purpose of the grant is to provide accessibility upgrades to the trail between Camp STAR Angelina and Porter Lake in Springfield's Forest Park; and

WHEREAS, the total cost of the project is \$125,000.00; and

WHEREAS, the grant will pay \$100,000.00 toward the cost of the total expenses and requires the City to contribute \$25,000.00 (20%), which will be paid from the City's FY20 Pay-Go capital account; 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 grant; 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 and the required City matching contribution described 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:

Camp STAR Angelina Trail Grant - \$100,000.00

RESULT: PASSED BY VOICE VOTE



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	10//2019
Department Requesting Grant Setup	DPBRM
Department Phone # (Please include extension)	787-7772
Name and Title of Person to Contact in Case of Questions	Patrick Sullivan Executive Director
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
X	State – City (DCR/MassTrails Grant)
	Private/Other

Grant Name: Camp STAR Angelina Accessible Trail

Total Grant Amount Awarded: \$ 100,000

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 Department of Conservation & Recreation (DCR)
 Contact Person Amanda Lewis
 Street Address 251 Causeway Street, Suite 600
 City, State, Zip Code Boston, MA 02114
 Telephone (413)-387-4333
 Fax
 E-Mail Amanda.lewis@mass.gov

Actual Award Date September 24, 2019

Board Approval Date

Start Date

Expiration Date December 31, 2021

Renewal Action Date (optional)

If there are any Matching Funds:

Type

Pay-Go - \$25,000

Comments re: Description/Purpose of Grant

Implement Phase I of the Camp STAR Angelina Accessible Trail to Porter Lake: development of full construction plans & documents, project permitting and construction of the first 3/8th mile of trail.

Comments re: Conditions/Restrictions of Grant

There are no conditions or restrictions to this grant

If this is a Federal Grant, enter CFDA#:

If applicable enter the State ID # : Not Applicable

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) Quarterly

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

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

Please list all object codes needed for the grant.

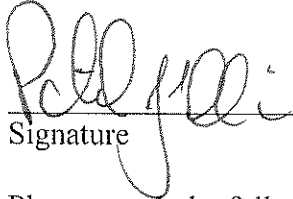
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code: XXXXX \$2,000
 XXXXX \$100,000

Object Codes:

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

8/29/19
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.



September 24, 2019

Laura Walsh
City of Springfield
200 Trafton Road
Springfield, MA 01108

Dear Ms. Walsh:

Thank you for your application for the **Camp STAR Angelina Accessible Trail** project under the 2019 Mass Trails Program. I am pleased to inform you that your project has been selected by the Massachusetts Department of Conservation and Recreation (DCR) in partnership with the Massachusetts Recreational Trails Advisory Board (MARTAB) and the Governor's Inter-Agency Trail Team to receive a grant in the amount of **\$100,000**.

The next step will be to finalize a fiscal contract with DCR and to review and sign your RTP Grant Agreement. All forms will be emailed to grant recipients within one week of the receipt of this letter to the contact email address listed in the grant application. If contact information has changed, please notify DCR immediately. Once all forms are signed by both parties, you will receive a copy of the signed contract and a Notification to Proceed from DCR. You may then begin work on your project. Until then, please keep in mind that *any project tasks or costs incurred outside of the contract time period cannot be included as a part of the grant project and therefore will not be eligible for reimbursement or match.*

Given that some time has passed since you submitted your application, please take a look at your project scope and budget, including the minimum 20% match required, and ensure that everything is still valid. If any issues have arisen that will require changes to the project scope, budget or match portion of your project, this will need to be discussed with DCR prior to execution of the grant contract. For any questions regarding this grant award, please contact Amanda Lewis, MassTrails Program Manager at 413-387-4333 or amanda.lewis@mass.gov.

Thank you for your dedication to the enhancement of trails in Massachusetts. We look forward to the completion of this valuable trails project.

Sincerely,

Amanda Lewis
MassTrails Program Manager
Department of Conservation and Recreation

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
251 Causeway Street, Suite 600
Boston MA 02114-2119
617-626-1250 617-626-1351 Fax
www.mass.gov/dcr



Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Kathleen A. Theoharides, Secretary,
Executive Office of Energy & Environmental Affairs

Leo Roy, Commissioner
Department of Conservation & Recreation

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: November 13, 2019
Re: Order for Council Meeting – November 18, 2019
Cc: Mayor Sarno

Purpose: The purpose of this memo is to provide an explanation of the order sponsored by the Mayor for the November 18, 2019 Council meeting regarding a state grant for the implementation of Phase I of the Camp STAR Angelina Accessible Trail to Porter Lake.

Background: The Parks Department has been awarded a MassTrails Grant from the Massachusetts Department of Conservation and Recreation (DCR) in partnership with the Massachusetts Recreational Trails Advisory Board (MARTAB) and the Governor's Inter-Agency Trail Team. The grant will provide \$100,000 in funding, with a required match of \$25,000 (20%). The \$25,000 will be provided using the City's Pay-As-You-Go Capital Fund.

This project will allow for the development of full construction plans and documents, project permitting and construction of the first 3/8th mile of the Camp STAR Accessible Trail to Porter Lake.

Camp STAR Angelina Accessible Trail	
Funding Sources	Amount
MassTrails Grant	\$ 100,000
Pay-Go	\$ 25,000
Total	\$ 125,000

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

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Christopher Fraser
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5378

12

DPW Recycling Dividends Program (RDP) Grant - No Match - \$71,500 (Mayor Sarno)

WHEREAS, the Department of Public Works ("Department") has been awarded a Recycling Dividends Program ("RDP") grant in the amount of \$71,500 from the Massachusetts Department of Environmental Protection ("MassDEP"); and

WHEREAS, the grant will be used to improve City recycling and waste reduction programs and policies; and

WHEREAS, the Department intends to use the grant funds to purchase recycling bins and/or related items; 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 grants, 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:

DPW Recycling Dividends Program (RDP) Grant - \$71,500

RESULT: PASSED BY VOICE VOTE



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	11/5/2019
Department Requesting Grant Setup	Public Works
Department Phone # (Please include extension)	750-2728
Name and Title of Person to Contact in Case of Questions Contract Administrator	Peg Merrill

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 If yes, please attach a copy of the Approved Form.

Grant Type:

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

Grant Name: Recycling Dividend Program

Total Grant Amount Awarded: \$ 71,500

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 MA DEP
 Contact Person Greg Cooper Division Director, Bureau of Air & Wase
 Street Address One Winter Street
 City, State, Zip Code Boston, MA. 02108
 Telephone (617) 292-5500
 Fax
 E-Mail

Actual Award Date 10/9/2019
 Board Approval Date 11/18/2019
 Start Date 11/18/2019
 Expiration Date 6/30/2022
 Renewal Action Date (optional) N/A

If there are any Matching Funds: No

Type
 Percent
 Amount

Is there any Leverage? HUD FUNDING ONLY

Source
 Amount

Comments re: Description/Purpose of Grant

The Recycling Dividend Program provides payments to municipalities that have implemented specific programs and policies to maximize reuse, recycling and waste reduction. RDP payments shall be expended on approved equipment & activities to enhance the performance of the municipalities waste reduction program.

Comments re: Conditions/Restrictions of Grant

RDP funds must be expended on approved equipment and activities listed in the contract.

If this is a Federal Grant, enter CFDA#: N/A

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) N/A

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

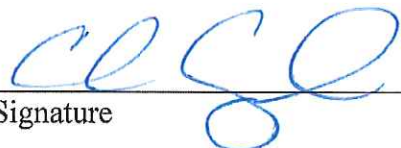
Please list all object codes needed for the grant.
(Attach additional sheets if additional orgs and roll-ups are needed):

Org Code:

Object Codes: 527020, 530105, 531020, 534300, 551700

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

11-5-19
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.



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Kathleen A. Theoharides
Secretary

Karyn E. Polito
Lieutenant Governor

Martin Suuberg
Commissioner

October 9, 2019

Mayor Domenic J. Sarno
City of Springfield
36 Court Street
Springfield, MA 01103

Dear Mayor Sarno,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the City of Springfield Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The City of Springfield has earned 11 points and will receive \$71,500.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. We are awarding over \$2.9 million in RDP payments to 219 municipalities in this round of funding.

As you know, recycling has been impacted by major global market disruptions over the past 18 months as a result of China's National Sword Policy on recycling contamination, and recycling costs have increased sharply. MassDEP has tools, hands-on technical assistance staff and grants to help communities reduce recycling contamination and educate the public about proper recycling practices. We encourage you to utilize our Recycling IQ Kit grants, Recycle Smart MA website and Recyclopedia search tool and to reach out to your Municipal Assistance Coordinator to discuss the particular challenges you face. We continue to support local recycling companies through our Recycling Business Development Grants to improve processing facilities and expand markets. Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing green-house gas emissions and supporting economic activity here in the Commonwealth.

To accept your Recycling Dividends Program (RDP) award, please sign and return the RDP Contract that we have mailed to your recycling contact, copied below. After we receive your signed contract, funds will be sent to your community. Should you have any questions, please call Janine Bishop at 617-348-4004. Please note that awards for other SMRP grant categories will be announced separately.

Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Martin Suuberg
Commissioner

cc: Cristina Ferrera, Project Director

**RECYCLING DIVIDEND PROGRAM CONTRACT ("RDP Contract")
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")
AND THE City of Springfield ("Municipality")**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program ("RDP"). The Municipality has earned a payment of \$71,500.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns based on the *2019 Grant Guidelines* and number of residents served as described below. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and it rewards communities with model recycling and waste reduction programs.

Duration: The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. Authority: The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. Commonwealth Terms and Conditions: The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality's executed Master Service Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Municipality has established paper, bottle and can recycling in all municipal buildings, offices and meeting spaces, excluding schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
5. Buying Recycled Products: The Municipality has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and all staff with purchasing authority are aware of and are following the established policy during the term of the RDP Contract. ~~For each annual buy recycled policy staff notification is required for all SMRP grant applications.~~

6. RDP Payment Calculation: MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *Section 7 – Program Criteria* and the 2019 *Grant Guidelines* describe in detail the conditions for earning points.

RDP Payment Brackets

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
0 - 1,999	\$350	\$2,800	\$9,100
2,000 - 4,999	\$600	\$4,800	\$15,600
5,000 - 7,499	\$1,100	\$8,800	\$28,600
7,500 - 9,499	\$1,300	\$10,400	\$33,800
9,500 - 12,499	\$1,800	\$14,400	\$46,800
12,500 - 16,999	\$3,000	\$24,000	\$78,000
17,000 - 24,999	\$3,500	\$28,000	\$91,000
25,000 - 31,999	\$4,000	\$32,000	\$104,000
32,000 - 99,999	\$6,500	\$52,000	\$169,000
100,000 +	\$10,000	\$80,000	\$260,000

7. Program Criteria: The Municipality, through its RDP application, certifies that all points earned are for programs that were in place no later than June 12, 2019 and that these programs fully meet the performance standard set forth in the 2019 *Grant Guidelines*. *Section 13 – RDP Payment Calculation* lists the program criteria for which the Municipality has earned points, and upon which the Municipality's payment was calculated.
8. Use of Funds: RDP Payments shall be expended on Approved Equipment and Activities listed in the 2019 *Grant Guidelines* to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account or revolving account is recommended but not required. Funds may be carried over to future years and accumulated to fund a larger approved eligible expense or project. Planned use of all funds must be noted on the Annual RDP Spending Report. However, MassDEP may delay future RDP payments if municipality is not expending funds.
9. Record Keeping: The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits to ensure compliance with this Contract.
10. Reporting: By February 15th of each year, for the duration of the Contract, the Municipality shall submit the annual Recycling and Solid Waste survey and the RDP Spending Report through its ReTRAC Connect™ account. Failure to comply with these reporting requirements will jeopardize future grant awards and RDP payments.
11. Environmental Compliance: The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in compliance with applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facilities are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.

12. Addendums: Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:

(Value of each point) x (Total RDP Points)

a. Solid Waste Program	0
b. Organics	0
c. Bulky Items	2
d. ReUse Points	0
e. Yard Waste	2
f. Household Hazardous Waste	2
g. Center for Hard to Recycle Materials	0
h. Comprehensive Hauler Regulation Adopted	0
i. Enforced Residential Curbside Recycling	3
j. Outreach and Education	1
k. Recycling Center Access	0
l. Textile	1

TOTAL RDP POINTS 11

VALUE OF EACH POINT \$6,500

RDP PAYMENT AMOUNT \$71,500

IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By: _____

Greg Cooper, Division Director
Bureau of Air and Waste
Department of Environmental Protection

(Date)

City of Springfield
VC6000192140

By: _____

(Signature and Title)

DOMENIC J. SARNO, MAYOR
(Print Name)

10/25/04
(Date)

Attachment: Recycling Dividends Program Grant (5378 : DPW Recycling Dividends Program (RDP) Grant - No Match - \$71,500)



City Council

ADOPTED

13

Meeting: 11/18/19 06:30 PM
Initiator: Hamediah Mohamed
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5428

HMIS Capacity Building Project Grant Increase - \$3,164.00 (Mayor Sarno)

WHEREAS, the Office of Housing has been awarded a HMIS Capacity Building Project grant increase award of \$3,164.00 From the US Department of HUD., and;

WHEREAS, the Department intends to use the grant funds to help end homelessness by improving the HMIS system, and;

WHEREAS, the Department has accepted the grant funds 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:

HMIS Capacity Building Project Grant Acceptance- \$3,164.00

RESULT: PASSED BY VOICE VOTE

Mohamed, Hamediah

From: Buono, Cathy
Sent: Wednesday, November 13, 2019 11:53 AM
To: Mohamed, Hamediah
Subject: FW: council approval
Attachments: HMIS Grant-3.pdf

Did this go in front of City Council yet?
 Cathy

From: Buono, Cathy
Sent: Tuesday, October 15, 2019 2:27 PM
To: Mohamed, Hamediah <HMohamed@springfieldcityhall.com>
Subject: FW: council approval

The grant agreement starts on page 4 of this attachment – do you need anything else?
 Cathy

From: Buono, Cathy
Sent: Friday, October 4, 2019 11:00 AM
To: Mohamed, Hamediah <HMohamed@springfieldcityhall.com>
Subject: council approval

Attached is the request grant set up for the HMIS Capacity grant that has gone in front of the city council for approval to accept/spend.

HUD awarded the City \$146,836.00 but when we received the actual grant agreement they had extra money so they increased us to \$150,000.00

So I need to put in front of council the increase of \$3,164.00 to \$150,000.00

All paper work is attached

Let me know if you have any questions

Thanks

Cathy

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)



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 8/14/2019

Department Requesting Grant Setup Housing

Department Phone # (Please include extension) 6082

Name and Title of Person to Contact in Case of Questions Cathy Buono

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

X Federal – City

State DOE– School

State Other – School

State – City

Private/Other

Grant Name: HMIS Capacity

Total Grant Amount Awarded: \$ 146,836.00

HUD increased by * 3,164.00

New Award \$ 150,000.00

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

Is this a Reimbursable Grant? (Y/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	US Dept of HUD
Contact Person	Samantha Graves
Street Address	10 Causeway Street
City, State, Zip Code	Boston, MA
Telephone	617-994-8353
Fax	
E-Mail	samanth.graves@hud.gov

Actual Award Date	8/14/19
Board Approval Date	
Start Date	9/1/2019
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

HMIS Capacity Building Project – to help end homelessness the funding will help improve the HMIS system which is key to data driven decisions about their homeless systems of care.

Comments re: Conditions/Restrictions of Grant

If this is a Federal Grant, enter CFDA#: 14.267

If applicable enter the State ID # :

What is the required drawdown frequency?

(Ex: Monthly, Quarterly) monthly

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

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

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

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; 571100; 572100; 531020

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 

8-14-19
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.

Project # 695HM

Homeless Management Information System Capacity Building Project
Grant Agreement

1. DUNS: 669859200000
2. Tax ID No: 46-001415
3. Recipient name: City of Springfield
4. Continuum of Care No.: MA-504
5. Federal Award Date/Period of Performance Start Date: SEP 30 2019
6. Grant No.: MA0659H1T041800
7. CFDA Number: 14.261
8. Is the award R&D? No

Article I

This Grant Agreement between the United States Department of Housing and Urban Development (HUD) and **City of Springfield** (the Recipient) is made under the authority of Division K of the Consolidated and Further Continuing Appropriations Act, 2017 (Public Law 115-31) and the Fiscal Year (FY) 2017 Homeless Management Information Systems Capacity Building Project NOFA, FR-6100-N-40 (the NOFA), which can be accessed at <https://www.hud.gov/sites/dfiles/SPM/documents/fy2017hmis.pdf>.

The following are attached to and made a part of this Grant Agreement:

_____ Attachment 1 - Project Plan and Project Budget

and

_____ Appendix 1 - Award Term for Reporting Subawards and Executive Compensation

_____ Appendix 2 – Indirect Cost Rate Schedule

_____ Appendix 3 – Performance Schedule

Article II

A. Definitions.

- a. "Application" means the application submissions on the basis of which the Grant was approved by HUD, including the certifications, assurances, and any information or documentation required to meet any Grant award condition.
- b. "Continuum of Care" (CoC) means the group organized to carry out the responsibilities under 24 CFR part 578 and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless

veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

- c. "Collaborative Applicant" means the private nonprofit organization, State, local government, or instrumentality of State and local government that has been designated by the CoC to apply for a grant for CoC planning funds under 24 CFR part 578 on behalf of the CoC.
 - d. "Homeless Management Information System" (HMIS) means the information system designated by the CoC to comply with the requirements of the McKinney-Vento Act, 24 CFR part 578, and other HMIS requirements prescribed by HUD, and is used to record and analyze client, service, and housing data for individuals and families who are homeless or at risk of homelessness.
 - e. "HMIS Consolidation" means creating a single HMIS, governed by a shared HMIS governance charter, from two or more HMIS that were independently governed by their own HMIS governance charters.
 - f. "HMIS End User" means an individual who enters or uses data in an HMIS or a comparable database approved by the CoC.
 - g. "HMIS Lead" means a private nonprofit organization, State, local government, or instrumentality of State or local government designated by the CoC in accordance with 24 CFR part 578 to operate the CoC's HMIS on its behalf.
 - h. "HMIS Software Change" is a process in which a CoC designates a new HMIS software and then transfers project, client, and service data from the original HMIS product to a different HMIS product.
- B. Project.** Recipient must use its Grant Funds to complete the HMIS improvement project described in Attachment 1 (the Project), in accordance with the Budget in the Attachment, and only for costs of eligible activities under IV.F of the NOFA.
- C. Budget.** The Secretary agrees, subject to the terms of the Grant Agreement, to provide the Grant Funds in the amount specified below for the Project. HUD's total fund obligation for the Project is \$150,000, which shall be allocated as described in the Attachment 1 Budget.
- D. Changes.** The Recipient must not make any significant change to the Project Plan and Budget without prior HUD approval, evidenced by a Grant amendment signed by HUD and the Recipient. Significant changes are a change of Recipient, a change of project site, additions or deletions in the types of eligible activities approved, a shift of more than 10 percent from one Budget Line Item on the Attachment 1 Project Budget to another, a reduction in the activities being undertaken, and any other change to the Project.
- E. Performance.** The Recipient must comply with the Performance Schedule established in Appendix 3 and must complete the Project no later than the Period of Performance End Date. Upon completion of the Project, the Recipient's HMIS must be able to unduplicate client records, collect all data standards established in the most recent HUD Data Standards (<https://www.hudexchange.info/resource/3824/hmis-data-dictionary/>), maintain historical data, archive data, generate .CSV files for Annual Performance Reports

(APR) and Consolidated Annual Performance and Evaluation Report (CAPER) submission, generate System Performance Measure table shells, and generate .CSV files for the 2018, or subsequent, Longitudinal Systems Analysis (LSA) submission as defined in the 2018, or subsequent, LSA programming specifications.

(<https://www.hudexchange.info/resource/5726/lsa-report-specifications-and-tools/>).

- F. Technical Assistance (TA) Requirements.** HUD will make TA to help the Recipient perform under the Grant Agreement available throughout the term of the Grant Agreement. Recipients required to receive TA must provide to the TA provider a monthly status update on the Recipient's activities and milestones, and the Recipient must work with the TA provider to ensure both that the Project Plan, including Accomplishments, described in Attachment 1, is completed and that all instances of non-compliance with HUD's HMIS requirements are resolved by the end of the period of performance. If the Recipient's Project Plan includes HMIS Consolidation or HMIS functionality changes, the Recipient agrees to receive HUD-funded TA. If the Recipient's Project Plan includes HMIS Consolidation or HMIS functionality changes, the Recipient must submit its HMIS Governance Charter and HMIS Policies and Procedures to a HUD-funded TA provider for review by the deadline specified in Appendix 3. Upon receiving the TA provider's comments and recommendations, the Recipient must review each comment and recommendation identified by the TA provider and must correct all instances of non-compliance with HUD's HMIS requirements. The Recipient acknowledges that the TA provider's review and recommendations are provided solely to improve the capacity of the Recipient and its CoC to meet applicable HMIS requirements, including Governance Charter requirements and HMIS Data and Technical Standards.
- G. CoC Governance Charter.** Recipient must revise and update the applicable governance charter(s) (required by 24 CFR 578.7(a)(5)) within 12 months of the Federal Award Date to meet the following standards and obtain CoC and HUD approval of the updated governance charter(s) within the 12-month period:
- a. Identifies a single designated HMIS Lead, along with the process for identifying the HMIS Lead;
 - b. Specifies the CoC(s) responsible for entering into the HMIS Lead agreement with the HMIS Lead;
 - c. Specifies the responsibilities and relationships between the CoC(s), HMIS Lead, and other participants relevant to the HMIS;
 - d. Specifies how the CoC(s) and the HMIS Lead will work together to establish, support, and manage the HMIS in a manner that meets HUD's standards for data quality, privacy, and security;
 - e. Outlines the process the HMIS Lead will follow to develop and maintain required HMIS policies and standards related to functionality, privacy, security, and data quality;
 - f. Requires that the HMIS Lead enter into written HMIS End User agreements with each organization that participates in and contributes data to the HMIS, which

- organizations are also known as Contributing Homeless Organizations (CHOs); and
- g. Specifies HMIS End User fee charged of CHOs by the Continuums(s) or HMIS Lead, if any, and the basis for the fee.
- H. **HMIS Consolidation Project Memorandum of Understanding (MOU).** If the Recipient's Project includes HMIS Consolidation the Recipient must ensure that each Collaborative Applicant, UFA, and HMIS Lead involved in the consolidation is carrying out its respective roles and responsibilities as provided in the MOU required by Article III.E.6 of the NOFA throughout the term of the Grant Agreement.
- I. **Program Income.** Costs that are incidental to the generation of program income, as defined under 2 CFR 200.80, and that are not paid with Grant Funds may be deducted from gross income when determining program income for purposes of this Grant Agreement. The share of program income generated by the Project that is proportional to the share of total Project costs paid with Grant Funds must be treated as an addition to the Grant Funds and used for the purposes and under the conditions of this Grant Agreement. The Recipient must expend available program income before drawing down Grant Funds, as required by 2 CFR 200.305.
- J. **Reporting.** Every three months during the Period of Performance, the Recipient must submit performance reports to HUD and must include a completed Federal financial report as part of, and an attachment to, each performance report. During the Period of Performance, the Recipient must submit these reports within 30 days following the end of each three-month period. The Recipient must submit its final performance report, including the final financial report, within 90 days after the Period of Performance End Date. If HUD determines more frequent reporting is necessary for the effective monitoring of the Recipient's performance or use of funds under this Grant Agreement, HUD may require the Recipient to submit its performance reports on a monthly basis. The performance reports must contain the information required under 2 CFR 200.328(b)(2), including a comparison of actual accomplishments to the objectives indicated in the Recipient's approved application, the reasons why established goals were not met, and additional pertinent information including analysis and explanation of cost overruns, high unit costs, or lack of drawdowns over the three-month period covered in the performance report. Financial reports must be submitted using the Federal Financial Report (SF-425), or such other reports as HUD may require and as approved by OMB and listed on the OMB Web site at <https://www.whitehouse.gov/omb/>. If a report submission is insufficient, HUD will reject the report and notify the Recipient in writing of the corrections the Recipient must make. HUD may suspend the Recipient's ability to draw down Grant Funds while the Recipient has an overdue performance or financial report.
- K. **Indirect Costs.** The Recipient must complete Appendix 2, the "Indirect Cost Rate Schedule" and return it to HUD with this Grant Agreement. The Recipient must provide HUD with a revised schedule when any change is made to the rate(s) included in the schedule. The schedule and any revisions HUD receives from the

Recipient are incorporated into and made part of this Grant Agreement, provided that each rate included satisfies the applicable requirements under 2 CFR part 200 (including appendices).

Article III

- A. **2 CFR Part 200.** The Recipient and each subrecipient under this Grant must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200, as now in effect and as may be amended from time to time. These requirements include, but are not limited to, the requirements at 2 CFR 200.317 – 200.326 (Procurement Standards), 2 CFR Part 200, Subpart E (Cost Principles), and 2 CFR Part 200, Subpart F (Audit Requirements). The Recipient must notify HUD upon any change in the Recipient's indirect cost rate during the Period of Performance, so that HUD can amend the Grant Agreement, if necessary, to reflect the change.
- B. **Compliance with Civil Rights Laws.** As applicable, the activities undertaken under the Grant Agreement are subject to Title VI of the Civil Rights Act of 1964 and implementing regulations at 24 CFR part 1, Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8, and the Age Discrimination Act and implementing regulations at 24 CFR part 146.
- C. **Equal Participation of Faith-based Organizations in HUD Programs and Activities.** The Recipient must comply with 24 CFR 5.109.
- D. **Real Property Acquisition and Relocation.** The Recipient must comply with 49 CFR part 24.
- E. **Compliance with Transparency Act.** The Recipient must comply with the Award Term for Reporting Subawards and Executive Compensation, which is attached as Appendix I to this Grant Agreement.
- F. **Debarment and Suspension.** The Recipient must comply with 2 CFR Part 2424.
- G. **Participation in HUD-Sponsored Program Evaluation.** The Recipient agrees to cooperate with all HUD staff, contractors, or designated grantees that perform HUD-funded research or evaluation studies.
- H. **Drug-Free Workplace.** The Recipient must comply with drug-free workplace requirements in 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR part 182).
- I. **Conflicts of Interest.** The Recipient must disclose in writing any potential conflict of interest to HUD. The Recipient and any subrecipient under this Grant must have written standards of conduct for procurements that meet all requirements in 2 CFR 200.318(c). In cases not governed by 2 CFR 200.318(c), the Recipient and its subrecipient(s) must comply with the following conflict of interest requirements:
 - a. General prohibition. No person who is an employee, agent, consultant, officer, or official of the Recipient or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the

activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include the following relations of the person, whether by blood, marriage or adoption: spouse, parent (including a stepparent), child (including a stepchild), sibling (including a stepbrother or stepsister), grandparent, grandchild, and in-laws.

- b. Exceptions. HUD may grant an exception to the General Prohibition (described in paragraph (a)) upon the Recipient's written request and satisfaction of the Threshold Requirements for Exceptions (described in paragraph (c)), if HUD determines the exception will further the Federal purpose of the Grant and the effective and efficient administration of the Grant-funded activities, taking into account the cumulative effects of the Factors To Be Considered for Exceptions (described in paragraph (d)).
- c. Threshold Requirements for Exceptions. HUD will consider an exception only after the Recipient has provided the following documents:
 - i. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
 - ii. An opinion of the Recipient's attorney that the interest for which the exception is sought would not violate State or local law.
- d. Factors to Be Considered for Exceptions. In determining whether to grant a requested exception after the Recipient has satisfactorily met the Threshold Requirements for Exceptions (described in paragraph (c)), HUD will consider the cumulative effect of the following factors, where applicable:
 - i. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program that would otherwise not be available;
 - ii. Whether an opportunity was provided for open competitive bidding or negotiation;
 - iii. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 - iv. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
 - v. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (a);
 - vi. Whether undue hardship will result either to the Recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
 - vii. Any other relevant considerations.

- J. Prohibition Against Lobbying Activities.** The Recipient must comply with the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87, which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. The Recipient must include in its award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), the requirements for the certification required by Appendix A to 24 CFR Part 87 and for disclosure using Standard Form- LLL (SF-LLL), "Disclosure of Lobbying Activities." In addition, the Recipient must obtain the executed certification required by Appendix A and an SF-LLL from all covered persons. "Person" is as defined by 24 CFR Part 87.
- K. Environmental Requirements.** As provided in Section VI.B.10 of the NOFA, the activities funded under this Grant Agreement are categorically excluded from environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and not subject to environmental review under related laws and authorities.

Article IV.

- A. Noncompliance.** If HUD determines preliminarily that the Recipient or one of its subrecipients has not complied with the terms and conditions of the Grant Agreement, HUD will give the Recipient notice of this determination and an opportunity to demonstrate, within the time prescribed by HUD, and on the basis of substantial facts and data, that the Recipient has complied with the requirements. Upon preliminary determination HUD may change the method of payment to reimbursement and require the Recipient to submit documentation before payment and obtain HUD's prior approval each time the Recipient draws down funds. To obtain prior approval, the Recipient may be required to manually submit its payment requests and supporting documentation to HUD in order to show that the funds to be drawn down will be expended on eligible activities in accordance with the Grant Agreement. If the Recipient fails to demonstrate to HUD's satisfaction within the prescribed time that the activities were carried out in compliance with the Grant Agreement, HUD may impose additional conditions, as described in 2 CFR §200.207, or take one or more of the actions described in 2 CFR 200.338, or require the Recipient to receive HUD-funded TA, or may terminate the grant.
- B. Closeout.** The grant will be closed out in accordance with 2 CFR part 200. No later than 90 days after the Period of Performance End Date, unless HUD grants an extension, the Recipient must provide to HUD the following, in the format(s) approved by HUD:
- A certification of completion of all activities;
 - A certification of compliance with all requirements of the Grant Agreement;
 - A report of the amount and types of costs charged to the Grant and a certification that the costs meet the allowability and allocability requirements of 2 CFR Part 200, Subpart E.

- d. The final performance report, including as an attachment the final financial report.
- C. **Continuing requirements.** Closeout of the Grant shall not affect the Recipient's record retention responsibilities under 2 CFR 200.333 or any other continuing responsibilities of the Recipient under this Grant Agreement. When original or replacement equipment acquired under this Grant Agreement is no longer needed for the activities described in the application or activities supported by HUD, the Recipient shall request disposition instructions from HUD.

Article V

- A. **Notice.** All notices, requests, demands, reports, and other communications which are required or permitted to be given under this Grant Agreement must be in writing and sent by email to the addresses listed below. All such notices, requests, demands, reports and other communications shall be effective upon the date the email is sent. Either party to this Grant Agreement may change such party's address for purposes of this Section by sending to the other party to this Grant Agreement written notice of the new address in the manner specified in this Section.

If to HUD, to: HMISNOFA@hud.gov

If to Recipient, to: gmccafferty@springfieldcityhall.com

- B. **Entire Agreement.** This Grant Agreement constitutes the entire agreement between the parties hereto and may be amended only in writing executed by HUD and the Recipient.

This agreement is hereby executed on behalf of the parties as follows:

UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development

BY: _____

(Signature)

Jemine A. Bryon, Deputy Assistant Secretary for Special Needs
 (Name and Title of Authorized Official)

SEP 30 2019

(Date)

RECIPIENT

City of Springfield
 (Name of Organization)

BY: _____

(Signature of Authorized Official)

Domenic J. Sarno, Mayor
 (Name and Title of Authorized Official)

12/1/19
 (Date)

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

Attachment 1
Project Plan and Project Budget—City of Springfield—MA-504

Project Plan, including Activity, Outcomes and Completion Date

Budget Line Item Category	Activity	Outcome	Completion (Time from award date)
1	Customizing Homeless Management Information System (HMIS) software by modifying the user interface and dashboard template to better direct end user workflow	HMIS software provider modifies user interface and dashboard template to reduce end user error	3 months
1	Automating daily uploads of Massachusetts state data to the Continuum of Care (CoC) data warehouse so that the CoC has access to client-level data from the state family shelter system	CoC data warehouse provider begins daily uploads of all state shelter data. HMIS data quality completeness and timeliness improve.	3 months
2	Consulting on improving bed coverage	Third party contractor (tbd) provides consulting services to CoC lead to improve bed coverage, particularly for HUD-VASH units. CoC increases bed coverage.	5 months
2	Supporting HMIS through gaps analysis and HMIS support plan	Third party contractor (tbd), in consultation with CoC Lead, creates gaps analysis and HMIS support plan	12 months
2	Accessing online HMIS software training	AHMIS Lead purchases HMIS software provider online training subscription	21 months
2	Onsite training and creating HMIS training video	Third party vendor (tbd) provides 6-days of customized onsite training and creates an HMIS training video	24 months
2	Training all end users on trauma informed care to improve relationship with clients and increase accuracy and completeness of client data	Third party contractor (tbd) provides eight (8) trauma informed care trainings--1 each quarter during the period of performance--to xxx	24 months
2	Providing trauma informed care self-assessment to improve relationship with clients and increase accuracy and completeness of client data	Third party contractor (tbd) creates trauma informed care self-assessment for all CoC and ESG Program funded agencies	24 months

2	Assessing high-impact sites on trauma informed care practices to improve relationship with clients and increase accuracy and completeness of client data	Third party contractor (tbd) submits written assessment and recommendations of shelter intake policies and procedures to four (4) large shelter providers, including onsite review.	24 months
2	Improving exit destination data entry	Specified shelter (tbd) conducts automated call-back pilot. Shelter improves exit destination data collection rate	24 months
3	Training through participating in HUD Data Academy, NHSDC conferences, vendor conferences or other HUD approved data conferences	At a minimum, 24 units of training are obtained by attendance of six (6) system administrator(s), CoC lead staff and key data leadership at four HUD-approved conferences. For example, if 6 people attend 4 conferences, 24 units of training were obtained.	24 months

Project Budget and Budget Line Item (BLI)

The parties agree this Attachment contains the approved budget for the project. Differences from the budget proposal contained in the applicant's phase 2 application and this Attachment are intentional. Any conflict between the applicant's phase 2 budget proposal and this Attachment will be resolved by adhering to this Attachment.

Budget Line Items* (bold) and sub-activities (unbolded)	Amount Awarded
1. BLI: Upgrading, customizing, and configuring existing HMIS's functionality	\$12,700
Customizing HMIS interface and dashboard	1,500
Automation of state data upload--annual fee (\$5600) * 2 years	11,200
2. BLI: Improving HMIS data quality so that it meets HUD's HMIS data and performance standards and the CoC's data needs	\$89,300
Consultant to improve HMIS data quality	24,000
Social Solutions Online Training subscription	2,600
HMIS training and coaching, including travel costs and creation of HMIS training video	17,600
Trauma Informed Care training	17,200
Trauma informed care self-assessment for all CoC and ESG agencies	3,000
Review of four (4) shelter intake policies and procedures and onsite review	23,600
Bed coverage technical assistance	900
Destination Data Project	400
3. BLI: Training of HMIS Lead staff and CoC Leadership through participation in HUD approved training event(s)	\$48,000

Six attendees to attend four (4) NHSDC or other HUD approved conferences	48,000
4. BLI: Activities necessary to complete an HMIS consolidation	0
5. BLI: Indirect administrative cost	0
Total Budget	\$150,000

*Budget Line Item changes greater than ten percent (10%) require HUD approval. Note that the 10% applies to Budget Line Items and not to each activity listed underneath each Budget Line Item.

Appendix 1

Award Term for Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

1. Applicability. Unless the Recipient is exempt as provided in paragraph d. of this Award Term, the Recipient must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this Award Term).

2. Where and when to report.

i. The Recipient must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. The Recipient must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. The Recipient must report total compensation for each of the Recipient's five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, the Recipient received—

(A) 80 percent or more of the Recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. Where and when to report. The Recipient must report executive total compensation described in paragraph b.1. of this award term:

i. As part of the Recipient's registration profile at <https://www.sam.gov>

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless the Recipient is exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, the Recipient shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. The Recipient must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To <http://www.fsr.gov>

ii. By the end of the month following the month during which the Recipient makes the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), the Recipient must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, the Recipient had gross income, from all sources, under \$300,000, the Recipient is exempt from the requirements to report:

i. Subawards,
and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions.

For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the Recipient received this award and that the Recipient awards to an eligible subrecipient.
 - ii. The term does not include the Recipient's procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - iii. A subaward may be provided through any legal agreement, including an agreement that the Recipient or a subrecipient considers a contract.
4. *Subrecipient* means an entity that:
- i. Receives a subaward from the Recipient under this award; and
 - ii. Is accountable to the Recipient for the use of the Federal funds provided by the subaward.
5. *Total compensation* means the cash and noncash dollar value earned by the executive during the Recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Appendix 2

INDIRECT COST RATE SCHEDULE

Agency/department/major function	Indirect cost rate (%)	Type of Direct Cost Base
	%	
	%	
	%	

Instructions: This schedule must include each indirect cost rate that will be used to calculate the Recipient's indirect costs under the Grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the Grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR 200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elect to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR 200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Base Allocation Method, enter each major function of the organization for which a rate was developed and will be used under the Grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

To learn more about the indirect cost requirements, see 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).

Appendix 3

PERFORMANCE SCHEDULE

Grant Agreement Deliverable	Due Date
Recipients required to receive HUD-assigned Technical Assistance (TA)*	
Meet with HUD-assigned TA provider to agree on level and frequency of TA support needed	30 days after the Federal Award Date
Provide status update on activities and milestones to TA provider	30 days after the Federal Award Date and every 30 days thereafter.
Submit current CoC Governance Charter and HMIS Policies and Procedures to assigned TA provider for review	30 days after the Federal Award Date
Submit updated CoC Governance Charter and HMIS Policies and Procedures to HUD, including documentation evidencing a review of each comment and recommendation identified by the TA provider and correction of all instances of non-compliance with Article II.G. standards and HUD's HMIS requirements.	9 months after the Federal Award Date
CoC Governance Charter must meet Article II.G. standards.	12 months after the Federal Award Date
Submit performance reports, including financial reports	90 days after the Federal Award Date and every 90 days thereafter.
Complete all activities	24 months after the Federal Award Date
Recipients not receiving HUD-assigned TA or voluntarily receiving HUD-assigned TA	
Submit CoC Governance Charter and HMIS Policies and Procedures to HUD for review	6 months after the Federal Award Date
CoC Governance Charter must meet Article II.G. standards.	12 months after the Federal Award Date
Submit performance reports, including financial reports	Starting 90 days after the Federal Award Date and every 90 days thereafter.
Complete all activities	24 months after the Federal Award Date

**For Grant Agreements that include HMIS Consolidations or HMIS functionality changes the Recipient must receive HUD-funded TA throughout the term of the Grant Agreement. HUD has not approved software changes without HMIS Consolidation.*

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

Buono, Cathy

From: McCafferty, Geraldine
Sent: Monday, September 30, 2019 8:08 PM
To: Buono, Cathy
Subject: FW: [External] HMIS NOFA grant agreement
Attachments: sf-1199-a_dirdeposit.pdf; eLOCCS Registration Guide February 2018.doc; eLOCCS Quick Reference Guide (03-2018).pdf; MA-504 - City of Springfield.pdf

I'm in Boston tomorrow. If you have time, would you get this started? Two originals, with signatures, plus some forms for you. There's a training in October that I want to send Deborah to (paid for by this grant), so I'm hoping to get it back to HUD quickly.

Stupidly, I see that we could have requested admin., and I didn't do that. We may want to amend later.

From: HMISNOFA [mailto:HMISNOFA@hud.gov]
Sent: Monday, September 30, 2019 6:24 PM
To: McCafferty, Geraldine
Subject: [External] HMIS NOFA grant agreement

Good afternoon,

Attached for your signature is the HMIS NOFA grant agreement. It is possible that the amount in this grant agreement differs from the announced award amount. Some award amounts were adjusted to reflect corrected calculations within the application budgets. Should you have questions about your award amount, you can email those to HMISNOFA@hud.gov.

In order to complete the processing of your award, you must sign and return 2 copies of all pages of the grant agreement via mail within 2 weeks of receipt. Mail should be addressed to:

Ms. Jemine A. Bryon
 U.S. Department of HUD
 451 7th Street, SW Room 7244
 Washington, DC 20410

To help us expedite this process, please closely follow the instructions provided and submit all required documentation.

- Confirm your DUNS number is active in the System for Award Management (SAM). You can check your SAM status at this link: <https://www.sam.gov/SAM/>.
- Immediately return the original signed agreement(s) to our office via mail, and submit a pdf version of the documents to me and to our email address at HMISNOFA@hud.gov.
- Attach a completed SF1199a with banking information and a copy of a voided check or a letter from the bank. The Direct Deposit form is necessary for banking information.
- If you are a new recipient to HUD funding, each individual accessing LOCCS must register with Secure System access to eloccs. I've attached the guidebook and the website address is <https://www.hud.gov/sites/dfiles/CFO/documents/eLOCCSQuickReferenceGuide03-2018rev2.pdf>

Operating start dates versus effective date

For new grants, the operating start date is the first day of the month in which the recipient (directly or through a subrecipient) begins incurring non-construction costs. The operating start date is established based on the first LOCCS

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

drawdown. Prior to establishing an operating start date, new grants are issued an effective date, which is the date the grant agreement is executed by HUD. The effective date establishes the earliest date that a recipient can begin incurring eligible costs.

Upon receipt of the required documents, we will undertake the final phase of the grant execution process, thereby making the funds available as quickly as possible to begin improvements to your HMIS.

Thank you in advance for your cooperation in helping us complete this important process.

Best,

SNAPS HMIS Team

CAUTION: This email originated outside our organization; please use caution.

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

Buono, Cathy

Subject:

FW: [External] HMIS Capacity Building Project Award Announcement

From: HUD Exchange Mailing List [<mailto:news@hudexchange.info>]

Sent: Wednesday, August 14, 2019 10:29 AM

To: McCafferty, Geraldine

Subject: [External] HMIS Capacity Building Project Award Announcement

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HMIS Capacity Building Project Award Announcement

To help end homelessness, HUD is awarding \$5 million to 37 communities to improve their Continuum of Care's (CoC) Homeless Management Information Systems (HMIS), which is key for making data driven decisions about their homeless systems of care.

HMIS is used to record, analyze, and transmit client and activity data for the purposes of providing shelter, housing, and services to individuals and families who are experiencing homelessness or are at risk of homelessness. This funding is targeted to CoCs most in need of HMIS improvements. Activities to improve the HMIS can include any one or more of the following:

- Consolidating HMIS software or databases with another CoC's HMIS
- Upgrading, customizing, or configuring the functionality of a CoC's existing HMIS
- Improving HMIS data quality
- Increasing staff skills through trainings related to HMIS governance, data collection and data quality improvements, and data analysis to support strategic decision-making

HUD is awarding grants to the following communities:

Continuum of Care

**Grant
Award**

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

Birmingham/Jefferson, St. Clair, Shelby Counties CoC; Tallahassee/Leon County CoC; and Panama City/Bay, Jackson Counties CoC	\$135,368.00
Huntsville/North Alabama CoC	\$150,000.00
Alabama Balance of State CoC	\$121,380.00
Little Rock/Central Arkansas CoC	\$130,860.00
Santa Rosa/Petaluma/Sonoma County CoC	\$150,000.00
Mendocino County CoC	\$150,000.00
Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC and Colusa, Glenn, Trinity Counties CoC	\$178,643.00
Los Angeles City & County CoC	\$150,000.00
Santa Maria/Santa Barbara County CoC	\$133,564.00
Sarasota, Bradenton/Manatee, Sarasota Counties CoC and Pasco County CoC	\$257,456.00
Jacksonville-Duval, Clay Counties CoC	\$104,500.00
Ft Lauderdale/Broward County CoC	\$126,498.00
Ft Myers/Cape Coral/Lee County CoC	\$84,900.00
Monroe County CoC	\$55,100.00
Atlanta Continuum of Care	\$150,000.00
Rock Island/Moline/Northwestern Illinois CoC	\$128,909.00
Topeka/Shawnee County CoC	\$97,250.00
Boston CoC	\$150,000.00
Lynn CoC	\$33,383.00
Springfield CoC	\$146,836.00
Lowell CoC	\$148,800.00
Massachusetts Balance of State	\$150,000.00
Montgomery County CoC	\$150,000.00
St. Charles, Lincoln, Warren Counties CoC	\$149,550.00
Kansas City/Independence/Lee's Summit/Jackson County CoC	\$150,000.00
North Dakota Statewide CoC	\$94,000.00
Rochester, Irondequoit, Greece/Monroe County CoC and Wayne, Ontario, Seneca, Yates Counties CoC	\$154,206.00
NY BoS CoC	\$115,000.00
Oregon Balance of State CoC	\$150,000.00
Chester County CoC	\$150,000.00

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)

South Dakota Statewide CoC	\$140,150.00
Nashville/Davidson County CoC	\$150,000.00
Appalachian Regional CoC	\$150,000.00
Murfreesboro/Rutherford County CoC	\$146,300.00
Fort Worth/Arlington/Tarrant County CoC	\$150,000.00
Amarillo CoC	\$125,370.00
Richmond/Henrico, Chesterfield, Hanover Counties CoC	\$91,977.00

For questions relating to this announcement, recipients or Collaborative Applicants should send messages to HMISNOFA@hud.gov.

We deeply appreciate your work to end homelessness.



Visit the HUD Exchange at <https://www.hudexchange.info>

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U.S. Department of Housing and Urban Development | 451 7th Street S.W. | Washington | D.C. | 20410

CAUTION: This email originated outside our organization; please use caution.

Attachment: 20191113135542217 (5428 : HMIS Capacity Building Project Grant Increase - \$3,164.00)



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Melvyn Altman
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5369

14

Order Authorizing Mayor to Execute Quitclaim Deed for Sale of NS Cardinal Street, Lot 261 (02350-0014) & NS Cardinal Street, Lot 260 (02350-0015) to Russ Tetreault Realty, LLC (Mayor Sarno)

WHEREAS, the City of Springfield acquired title to two (2) vacant lots located in Indian Orchard, Springfield, Massachusetts known as North Side Cardinal Street, Lot 261 (Parcel-ID # 02350-0014) containing about 5,000 square feet and North Side Cardinal Street, Lot 260 (Parcel-ID # 02350-0015) containing about 5,300 square feet (hereinafter the "properties") through tax title foreclosure proceedings in Land Court; and

WHEREAS, the Tax Title Custodian determined that the properties with a combined total area of 10,300 square feet are not needed for general municipal purposes; and

WHEREAS, the Office of Housing solicited requests to abutters to submit applications for the purchase and redevelopment of the properties pursuant to the Abutter Lots Sales Program of the City of Springfield for consideration of \$1,030.00 (10 cents per square foot); and

WHEREAS, the application submitted by Russ Tetreault Realty, LLC, owner of abutting property located at 159 Michon Street and South Side Michon Street, was accepted by the Abutter Lots Sales Program Committee; and

WHEREAS, Russ Tetreault Realty, LLC will pave and use the properties for additional off-street parking and as a landscaped side yard; and

WHEREAS, Russ Tetreault Realty, LLC, will combine the properties with the abutting parcels it owns at 159 Michon Street (Parcel-ID # 08610-0027), South Side Michon Street (Parcel-ID # 08610-0026), and South Side Michon Street (Parcel-ID # 08610-0028) to form one larger parcel.

NOW THEREFORE BE IT ORDERED, that the Mayor be and is hereby authorized in the name of and on behalf of the City of Springfield to execute and deliver a quitclaim deed to Russ Tetreault Realty, LLC for the transfer of title to North Side Cardinal Street, Lot 261 (Parcel-ID # 02350-0014) and NS Cardinal St., Lot 260 (Parcel-ID # 02350-0015) for consideration of One Thousand Thirty and 00/100 Dollars (\$1,030.00).

RESULT:	ADOPTED [11 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Lederman, Williams, Allen, Walsh, Hurst
ABSTAIN:	Orlando Ramos
ABSENT:	E. Henry Twiggs



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Melvyn Altman
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5422

15

Order Authoring Mayor to Execute Quitclaim Deed for Sale of NS Cedar St. (02525-0032) to Edwin Garcia (Mayor Sarno)

WHEREAS, the City of Springfield acquired title to vacant land situated in Springfield, Massachusetts containing about 4,028 square feet now known as North Side Cedar Street, formerly with building thereon and formerly known as 146 Cedar Street, with a Parcel-ID Number of 02525-0032 (hereinafter the "property"), through tax title foreclosure proceedings in Land Court; and

WHEREAS, the Tax Title Custodian determined that the property is not needed for general municipal purposes; and

WHEREAS, the Office of Housing solicited requests to abutters to submit applications for the purchase and redevelopment of the property pursuant to the Abutter Lots Sales Program of the City of Springfield for consideration of \$402.80 (10 cents per square foot); and

WHEREAS, the application submitted by Edwin Garcia, the owner of abutting property located at 148-150 Cedar Street, was accepted by the Abutter Lots Sales Program Committee; and

WHEREAS, Edwin Garcia proposes to use the property for off-street parking and as a side yard and will combine the property with 148-150 Cedar Street to form one larger parcel.

NOW THEREFORE BE IT ORDERED, that the Mayor be and is hereby authorized in the name of and on behalf of the City of Springfield to execute and deliver a quitclaim deed to Edwin Garcia for the transfer of title to North Side Cedar Street (Parcel-ID # 02525-0032) for consideration of Four Hundred Two and 80/100 Dollars (\$402.80).

RESULT:	ADOPTED [12 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twiggs



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Melvyn Altman
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5426

16

Order Authorizing Mayor to Execute Quitclaim Deed for Sale of SS Clark St. (02830-0024) to Sonia Vazquez aka Sonia N. Senrra (Mayor Sarno)

WHEREAS, the City of Springfield acquired title to vacant land situated in Springfield, Massachusetts containing about 4,765 square feet now known as South Side Clark Street, formerly with building thereon and formerly known as 43-45 Clark Street, with a Parcel-ID Number of 02830-0024 (hereinafter the "property"), through tax title foreclosure proceedings in Land Court; and

WHEREAS, the Tax Title Custodian determined that the property is not needed for general municipal purposes; and

WHEREAS, the Office of Housing solicited requests to abutters to submit applications for the purchase and redevelopment of the property pursuant to the Abutter Lots Sales Program of the City of Springfield for consideration of \$476.50 (10 cents per square foot); and

WHEREAS, the application submitted by Sonia Vazquez aka Sonia N. Senrra, the owner of abutting property located at 41 Clark Street, was accepted by the Abutter Lots Sales Program Committee; and

WHEREAS, Sonia Vazquez aka Sonia N. Senrra proposes to use the property for off-street parking and as fenced in greenspace and will combine the property with 41 Clark Street to form one larger parcel.

NOW THEREFORE BE IT ORDERED, that the Mayor be and is hereby authorized in the name of and on behalf of the City of Springfield to execute and deliver a quitclaim deed to Sonia Vazquez aka Sonia N. Senrra for the transfer of title to South Side Clark Street (Parcel-ID # 02830-0024) for consideration of Four Hundred Seventy Six and 50/100 Dollars (\$476.50).

RESULT:	ADOPTED [12 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twiggs



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM
Initiator: Melvyn Altman
Sponsors: Mayor Domenic J. Sarno
DOC ID: 5423

17

Order Authorizing Mayor to Execute Quitclaim Deed for Sale of WS Orleans St. (09362-0019) to Ismael Rivera (Mayor Sarno)

WHEREAS, the City of Springfield acquired title to vacant land situated in Springfield, Massachusetts containing about 3,321 square feet known as West Side Orleans Street, with a Parcel-ID Number of 09362-0019 (hereinafter the "property"), through tax title foreclosure proceedings in Land Court; and

WHEREAS, the Tax Title Custodian determined that the property is not needed for general municipal purposes; and

WHEREAS, the Office of Housing solicited requests to abutters to submit applications for the purchase and redevelopment of the property pursuant to the Abutter Lots Sales Program of the City of Springfield for consideration of \$332.10 (10 cents per square foot); and

WHEREAS, the application submitted by Ismael Rivera, the owner of abutting property located at 37-39 Quincy Street, was accepted by the Abutter Lots Sales Program Committee; and

WHEREAS, Ismael Rivera proposes to use the property for off-street parking and as a side yard and will combine the property with 37-39 Quincy Street to form one larger parcel.

NOW THEREFORE BE IT ORDERED, that the Mayor be and is hereby authorized in the name of and on behalf of the City of Springfield to execute and deliver a quitclaim deed to Ismael Rivera for the transfer of title to West Side Orleans Street (Parcel-ID # 09362-0019) for consideration of Three Hundred Thirty Two and 10/100 Dollars (\$332.10).

RESULT:	ADOPTED [12 TO 0]
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twiggs



City Council
36 Court Street
Springfield, MA 01103

ADOPTED

ORDINANCE 2019-15

Meeting: 11/18/19 06:30 PM
Department: Law
Category: Local Law
Prepared By: Kathy Breck
Initiator: Kathy Breck
Sponsors: Ramos, Gomez, Whitfield
DOC ID: 5398

Adoption of Senior Citizen Property Tax Work Off Program Ordinance Article V, Chapter 355, Taxation, Section 355-15

Whereas, upon the acceptance of Mass. General Laws ch. 59, section 5K by the City Council and the Mayor, the Senior Citizen Property Tax Work Off Program shall be implemented by Ordinance, as follows:

"ORD. NO _____

AN ORDINANCE TO AMEND the Code of the City of Springfield, Chapter 355 thereof, entitled Taxation.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD AS FOLLOWS:

The Code of the City of Springfield is hereby amended by adding thereto a new chapter, to be **Chapter 355, Article V, Senior Citizen Property Tax Work-Off Program**, to read as follows:

§ 355-17 Authority.

§ 355-18 Program Goals.

§ 355-19 Eligibility requirements.

§ 355-20 Employment opportunities.

§ 355-21 Selection process.

§ 355-22 Credit guidelines.

§ 355-23 Applications.

§ 355-24 Applicant limitations.

§ 355-25 Documentation and Recordkeeping.

§ 355-26 Severability.

§ 355-17 Authority.

This chapter is hereby established upon acceptance by the city council of Mass. General Laws chapter 59, § 5K, entitled "Property tax liability reduced in exchange for volunteer services; persons over age 60". The program shall be effective beginning in Fiscal Year 2021.

§ 355-18 Program Goals.

- A. To assist senior citizen homeowners of the city with the payment of residential property tax bills.
- B. To increase the involvement of senior citizens in the municipal government and the school system of the city.

- C. To acknowledge and affirm the skills and abilities of Springfield senior citizens and the community's continuing need for their services.

§ 355-19 Eligibility requirements.

- A. An applicant must meet or exceed the following requirements to be eligible to participate in the program:
- (1.) Must have attained the minimum age of 60 years by July 1 for the fiscal year in which the credit is intended to apply.
 - (2.) Must own and reside in a home in the city or be the current spouse of such homeowner residing in the same household for which real estate taxes are paid to the city by the applicant and on which a credit is requested. Ownership means the assessed owner of the property on which the tax to be credited is assessed, or have acquired ownership before the work is performed and the credit applied. If the property is subject to a trust, the senior must have legal title (be one of the trustees), on the applicable January 1 assessment date.

§ 355-20 Volunteer opportunities.

- A. There must be a request for volunteer assistance under the program by municipal or school department offices based upon the needs of the municipal or school department offices.
- B. The volunteer opportunities may include, but are not limited to, municipal offices, schools and special City projects.

§ 355-21 Selection process.

- A. An applicant must meet eligibility requirements set forth in subsection 355-17
- B. The applicant must have the appropriate skills necessary for the position.
- C. The department head and the applicant must agree and assent to the assignment of the applicant to a particular department.
- D. The Director of Elder Affairs or their designee will coordinate and execute this program and shall develop an application for the senior tax work-off program.
- E. The Director of Elder Affairs or their designee will enter all qualified applicants into a lottery and randomly select the applicants.

§ 355-22 Credit guidelines.

- A. Under Chapter 59, sec. 5K, the hourly rate for service credit cannot exceed the state's minimum wage, therefore the rate shall be set to the state's minimum wage in effect at the time.
- B. The maximum tax credit to an individual shall be \$1,000.00 per fiscal year (July 1 to June 30). The maximum credit per household shall be \$1,000.00 per fiscal year.

- C. The maximum number of hours to be credited will be determined by dividing the maximum credit amount of \$1000, by the state minimum wage per hour in effect at the time.
- D. The credits will be charges against the overlay account. No checks will be issued to participants.
- E. Upon completion of the number of hours necessary to reach the maximum credit allowed under this section, or fraction thereof, a credit in accordance with M.G.L. c. 59, sec. 5K, will be applied to the participant's corresponding fiscal year residential property tax bill. Earned credits must be applied to the actual tax bills for the fiscal year.
- F. Applicants are on notice that while the tax credit earned is not considered "income" for Massachusetts state taxes, it is currently considered taxable income for Federal tax purposes, and the city is not obligated to issue IRS Form 1099s for amounts less than \$600.00.

§ 355-23 Applications.

- A. The Director of the Department of Elder Affairs ("Director"), with assistance from the Regional Serving the Health Information Needs of Elders ("SHINE") director employed by the Department, shall monitor, supervise and administer the program.
- B. Applications for such program, including, but not limited to, the forms of application, required supporting documentation, and limitations on time period for that application process for each fiscal year, shall be prepared by the Department Head or their designee, in coordination with the City of Springfield Human Resources Director, in a form suitable to meet the goals of this ordinance.

§ 355-24 Applicant limitations.

- A. Acceptance is based on the ability of the applicant to perform tasks required in available positions.
- B. Placements are drawn by random lottery. Requests for certain positions by applicants will be considered; however, applicants must be willing to accept a position when offered based on the offer made by the Director or their designee.
- C. Applicants have the right to refuse placements, but each lottery winner will be offered an interview.
- D. Applicants must certify that their income does not exceed the limits set by the Massachusetts Circuit Breaker Tax Credit.
- E. To start, the program will be limited to no more than twenty (20) participants. Positions will be offered on the basis of qualification, availability, location and ability to perform the required tasks. The program will be evaluated before continued implementation in FY 2022.
- F. Applicants are not eligible to participate in two (2) consecutive fiscal years.
- G. To be credited in a given fiscal year, volunteer services must be completed between the months of July 1 and September 30 in such fiscal year.

§ 355-25 Documentation and Recordkeeping.

A. The Department of Elder Affairs shall maintain written records for each participating taxpayer, including but not limited to the number of hours of service, the applicable state minimum wage amount in effect, and the total amount of the real property tax credit. Such records shall be provided to the Board of Assessors in order that the actual tax bill reflect the reduced amount. A copy of such record shall also be provided to the taxpayer prior to the issuance of the actual tax bill.

§ 355-26 Severability.

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining section, subsection, sentence, clause or part of this ordinance.

HISTORY:

10/21/19 City Council

FIRST STEP

COMMENTS - Current Meeting:

Councilor Ramos spoke in favor of the ordinance as a sponsor. He asked TJ Plante, Chief Administrative and Finance Officer, if all financial issues have been resolved.

Mr. Plante stated they have. He stated he has spoken with Department Heads and they have looked at the income limits and they are working on a strategy for July 1.

Councilor Lederman commended Councilor Ramos on his efforts on such a great program and he would like to be added as a co-sponsor.

Councilor Walsh stated it is great that this program has made it off the ground. She hopes each year the number of people allowed to participate could be increased. She asked if it is capped at 20 people for the pilot year.

Councilor Ramos stated the program will begin with 20 people. He explained he anticipates hundreds of applications, but the program should grow over time.

Councilor Walsh asked if selection would be made by lottery.

Councilor Ramos stated that selection would be by lottery.

Councilor Gomez stated he has worked to do innovative things since he became a councilor and this was a great partnership with Councilor Ramos.

Councilor Ramos thanked all his colleagues.

RESULT:	SECOND & THIRD STEPS [12 TO 0]
MOVER:	Orlando Ramos, Vice President - Ward 8 Councilor
SECONDER:	Adam Gomez, Ward 1 Councilor
AYES:	Whitfield, Gomez, Ryan, Fenton, Edwards, Shea, Ramos, Lederman, Williams, Allen, Walsh, Hurst
ABSENT:	E. Henry Twiggs

To The City Council of the City of Springfield:
The undersigned respectfully petition your honorable body

to amend the Springfield Zoning Ordinance by amending Article 4, Use-Table 4-4, Sections 20.2, 20.3 and 20.4, as set forth in the proposed amendment attached hereto:

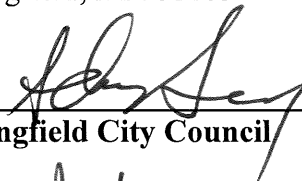
SEE ATTACHED DOCUMENT

Mailing Address:

36 Court Street
 Springfield, MA 01103

Petitioner:

Springfield City Council

BY: 

Springfield City Council

BY: _____

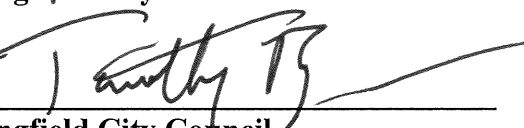
Springfield City Council

BY: 

Springfield City Council

BY: _____

Springfield City Council

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Springfield City Council

BY: 

Springfield City Council

BY: _____

Springfield City Council

BY: 

Springfield City Council

Attachment: Zone Change 3210 Petition (5394 : Amendment Article 4, Use-Table 4-4 (Adult Use))

Table 4-4 Use Table

Table 4-4 Use Table																				
USE	Residential Districts					Commercial & Business Districts										Industrial Districts			Additional Regulations	
	OS	Res A/A1	Res B/B1	Res C-1	Res C/C2	Office A	Com P	Com A	Bus A	Bus B	Bus B1	Bus C	Bus D	RF	MUI	IA	IP			
permitted retail use (not more than 60% of gross floor area)																				
19.5 Motor Vehicle Sales/Motor Vehicle Rentals with no more than 5 vehicles displayed at one time	N	N	N	N	N	N	N	N	3	3	N	3	3	3	3	3	N			
20. Adult Use Marijuana Establishments																				
20.1 Marijuana Retailer																				
1. Storefront Retailer	N	N	N	N	N	N	N	N	3	3	N	3	3	3	N	3	3	4.7.110		
2. Delivery Only	N	N	N	N	N	N	N	N	3	3	N	3	3	3	N	3	3	4.7.110		
20.2 Marijuana Cultivator	N	N	N	N	N	N	N	N	3	3	N	3	3	3	N	3	3	4.7.110		

Use Table Legend

OS = Open Space Res A/A1= Residential A, A-1 Res B/B1= Residential B, B-1 Res C = Residential C Res C-1 = Residential C-1
 Res C-2 = Residential C-2 OA = Office A Com P = Commercial Parking Com A = Commercial A Bus A = Business A Bus B
 Business B Bus B1 = Business B1 Bus C = Central Business District Bus D = Regional Shopping RF = Riverfront MUI = Mixed Use
 Industrial IA = Industrial A IP = Industrial Park

Table 4-4 Use Table

Table 4-4 Use Table																			
USE	Residential Districts					Commercial & Business Districts										Industrial Districts			Additional Regulations
	OS	Res A/A1	Res B/B1	Res C-1	Res C/C2	Office A	Com P	Com A	Bus A	Bus B	Bus B1	Bus C	Bus D	RF	MUI	IA	IP		
20.3 Craft Marijuana Cultivator Cooperative		N	N	N	N	N	N	N	N-3	N-3	N	N	N	N	N	3	3	4.7.110	
20.4 Marijuana Product Manufacturer	N	N	N	N	N	N	N	N	N-3	N-3	N	N	N	N	N	3	3	4.7.110	
20.5 Marijuana Social Consumption Establishment	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	4.7.110	
20.6 Marijuana Research Facility	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3	3	4.7.110	
20.7 Marijuana Independent Testing Laboratory	N	N	N	N	N	N	N	N	3	3	N	N	3	N	N	3	3	4.7.110	
20.8 Marijuana Transporter	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3	3	4.7.110	

Use Table Legend

OS = Open Space Res A/A1 = Residential A, A-1 Res B/B1 = Residential B, B-1 Res C = Residential C Res C-1 = Residential C-1
 Res C-2 = Residential C-2 OA = Office A Com P = Commercial Parking Com A = Commercial A Bus A = Business A Bus B = Business B
 Bus B1 = Business B1 Bus C = Central Business District Bus D = Regional Shopping RF = Riverfront MUI = Mixed Use
 Industrial IA = Industrial A IP = Industrial Park

OFFICE OF PLANNING & ECONOMIC DEVELOPMENT
ANALYSIS FOR A ZONE CHANGE

AMEND ARTICLE 4, USE-TABLE 4-4, SECTION 20.2, 20.3 & 20.4
(ADULT USE MARIJUANA ESTABLISHMENTS)

GENERAL INFORMATION

Petitioner:	Springfield City Council
Request:	The proposal is to amend Article 4, Use-Table 4-4, Section 20.2, 20.3 and 20.4 of the Springfield Zoning Ordinance (see attached for full proposed changes).
Location:	City Wide
Parcel Size:	N/A
Purpose:	Provide additional city-wide opportunities for the Adult Use Marijuana cultivation/manufacturing establishments.
Surrounding Land Use and Zoning:	N/A
Comprehensive/ Neighborhood Plan:	N/A
Planning Board Hearing:	11-6-19

SPECIAL INFORMATION

Traffic & Parking:	n/a
Physical Characteristics:	n/a
Other Notes:	n/a

ANALYSIS

The Springfield City Council has petitioned to amend Article 4, Use-Table 4-4, Section 20.2, 20.3 and 20.4 of the Springfield Zoning Ordinance. The specific amendment would now allow the cultivation/manufacturing of marijuana in both Business A and Business B districts. Under the current regulations, cultivation and manufacturing of marijuana is only allowed in an Industrial A zone.

As the Board/Council is aware, the City of Springfield just completed its first round of its selection process for the opening of Adult Use Marijuana Establishments. The city received a total of twenty seven (27) responses to the Request for Proposals. Out of the twenty seven (27) bids, only three (3) proposals were for cultivation and manufacturing. Due to a number of issues, including zoning, none of the three (3) proposals were selected to move forward.

As noted above, under the current regulations, the cultivation and manufacturing of marijuana is only allowed in an Industrial A district. What is being proposed with this amendment is to now allow this type of use in both Business A and Business B districts. The main reasoning behind the proposed amendment is to allow

more access for this type of operations and thus then being able to capitalize on additional economic benefits from these uses, such as jobs and tax revenue.

In reviewing the proposed request, the staff did have some concerns about the potential impacts that this type of use may have on abutters as both Business A and Business B can be found in many of the neighborhood commercial districts. Since this is a relatively new industry, it is still unclear to the staff what the full impacts of such a use may have on abutters. The staff has spoken to other communities which currently have cultivation/manufacturing uses, such as Easthampton, and have been told that impacts to abutters have been minimal.

In reviewing the existing ordinance, the staff does believe that Section 4.7.114(A)(4) helps to address much of the concerns by prohibiting these types of uses within two hundred and fifty (250) feet of residential uses and/or zones. Section 4.7.114(A)(4) reads as follows:

4. *No ADULT USE MARIJUANA ESTABLISHMENT, with the exception of an ADULT USE MARIJUANA RETAILER, shall be located within two hundred fifty (250) feet of a residence, a building containing residences, (including commercial residential uses such as hotels, motels, lodging houses, etc.) or a residential zoning district.*

With this language currently in the Zoning Ordinance, the staff feels very strongly that this protects residential abutters and would limit where these cultivation/manufacturing operations could be located. It should be noted that the staff also utilized the City's GIS mapping system to help quantify the impacts. With this two hundred and fifty (250) buffer from residential uses in place, the citing of these uses would be limited to only larger properties and in areas of primarily commercial uses. It should also be stressed that the requirement for a special permit for all Adult Use Marijuana Establishments would still also apply.

After a review of the proposed language, the staff supports the proposed amendment. The staff feels that the proposed change would allow for additional opportunities for cultivation and manufacturing operations while also still maintaining a significant buffer from residential uses.

RECOMMENDATION

Approve.

Table 4-4 Use Table

Table 4-4 Use Table																			
USE	Residential Districts					Commercial & Business Districts										Industrial Districts			Additional Regulations
	OS	Res A/A1	Res B/B1	Res C-1	Res C/C2	Office A	Com P	Com A	Bus A	Bus B	Bus B1	Bus C	Bus D	RF	MUI	IA	IP		
permitted retail use (not more than 60% of gross floor area)																			
19.5 Motor Vehicle Sales/Motor Vehicle Rentals with no more than 5 vehicles displayed at one time	N	N	N	N	N	N	N	N	3	3	N	3	3	3	3	3	N		
20. Adult Use Marijuana Establishments																			
20.1 Marijuana Retailer																			
1. Storefront Retailer	N	N	N	N	N	N	N	N	3	3	N	3	N	3	N	3	3	4.7.110	
2. Delivery Only	N	N	N	N	N	N	N	N	3	3	N	3	N	3	N	3	3	4.7.110	
20.2 Marijuana Cultivator	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3	3	4.7.110	

Use Table Legend

OS = Open Space Res A/A1 = Residential A, A-1 Res B/B1 = Residential B, B-1 Res C = Residential C Res C-1 = Residential C-1
 Res C-2 = Residential C-2 OA = Office A Com P = Commercial Parking Com A = Commercial A Bus A = Business A Bus B
 Business B Bus B1 = Business B1 Bus C = Central Business District Bus D = Regional Shopping RF = Riverfront MUJ = Mixed Use

Table 4-4 Use Table

Table 4-4 Use Table																						
USE	Residential Districts					Commercial & Business Districts										Industrial Districts			Additional Regulations			
	OS	Res A/A1	Res B/B1	Res C-1	Res C/C2	Office A	Com P	Com A	Bus A	Bus B	Bus B1	Bus C	Bus D	RF	MUI	IA	IP					
20.3 Craft Marijuana Cultivator Cooperative	N	N	N	N	N	N	N	N	N-3	N-3	N	N	N	N	N	3	3	4.7.110				
20.4 Marijuana Product Manufacturer	N	N	N	N	N	N	N	N	N-3	N-3	N	N	N	N	N	3	3	4.7.110				
20.5 Marijuana Social Consumption Establishment	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	4.7.110				
20.6 Marijuana Research Facility	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3	3	4.7.110				
20.7 Marijuana Independent Testing Laboratory	N	N	N	N	N	N	N	N	3	3	N	N	3	N	N	3	3	4.7.110				
20.8 Marijuana Transporter	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3	3	4.7.110				

Use Table Legend

OS = Open Space Res A/A1 = Residential A, A-1 Res B/B1 = Residential B, B-1 Res C = Residential C Res C-1 = Residential C-1
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 Business B Bus B1 = Business B1 Bus C = Central Business District Bus D = Regional Shopping RF = Riverfront MUI = Mixed Use



CITY OF SPRINGFIELD

IN THE YEAR TWO THOUSAND AND NINETEEN

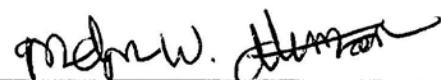
AN ORDINANCE

AMENDING THE ENTIRE CITY OF THE BUILDING ZONING MAP

Be it ordained by the City Council of the City of Springfield as follows:

SECTION 1. The Zoning Ordinance of the City of Springfield, Massachusetts entitled “An Ordinance for Consolidating and Arranging, Enlarging, Modifying and Amending the Ordinances of the City Restricting Buildings, Structures, and Premises According to Their Use or Construction to Specified Parts of the City”, text enacted, May 28, 2013, effective August 26, 2013, as amended, is hereby further amended **by amending Article 4, Use Table 4-4, Section 20.2, 20.3 and 20.4 (Adult Use Marijuana Establishments). “The entire City Building Zone Map of the City of Springfield.”**

Approved as to Form:


 Associate City Solicitor

In accordance with Mass. Gen. Laws c. 40A, section 5, the Planning Board held a hearing on November 6, 2019, regarding the above Ordinance amendment.

2 Person(s) appeared in favor, and 0 Person(s) appeared in opposition.


 Gloria DeFillipo, Chairperson



CITY OF SPRINGFIELD

IN THE YEAR TWO THOUSAND AND NINETEEN

AN ORDINANCE

AMENDING THE ENTIRE CITY OF THE BUILDING ZONING MAP

SECTION 1. The Zoning Ordinance of the City of Springfield, Massachusetts entitled “An Ordinance for Consolidating and Arranging, Enlarging, Modifying and Amending the Ordinances of the City Restricting Buildings, Structures, and Premises According to Their Use or Construction to Specified Parts of the City”, text enacted, May 28, 2013, effective August 26, 2013, as amended, is hereby further amended **by amending Article 4, Use Table 4-4, Section 20.2, 20.3 and 20.4 (Adult Use Marijuana Establishments)**. “The entire City Building Zone Map of the City of Springfield.”

**REPORT TO CITY COUNCIL
ZONE CHANGE HEARING**

PETITION: #3210
SECTION: Entire City

DATE: November 7, 2019

To the Honorable Mayor and City Council of the City of Springfield, Massachusetts, the Planning Board submits the following report on the Zone Change Petition, which was referred to the Board for its recommendation:

PETITIONER: Springfield City Council

ADDRESS: Entire City

CHANGE REQUESTED: Amending Article 4, Use Table 4-4, Section 20.2, 20.3 and 20.4 (Adult Use Marijuana Establishments).

PETITIONER'S PURPOSE STATEMENT: Provide additional city-wide opportunities for the Adult Use Marijuana cultivation/manufacturing establishments.

DATE OF PUBLIC HEARING: November 6, 2019

DATE OF FINAL DECISION: November 6, 2019

BOARD MEMBERS PRESENT and COUNT: six (6): Mr. Mineo, Mr. Florian, Mr. Cunningham, Ms. Choi, Ms. Morin and Ms. DeFillipo

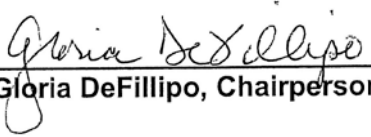
FINAL MOTION: Approve, with the following amendments:

IN FAVOR: six (6): Mr. Mineo, Mr. Florian, Mr. Cunningham, Ms. Choi, Ms. Morin and Ms. DeFillipo

OPPOSED: zero (0)

ABSTAINED: N/A

RECOMMENDATION: Approve


Gloria DeFillipo, Chairperson

To The City Council of the City of Springfield:
The undersigned respectfully petition your honorable body

to amend the Springfield Zoning Ordinance by amending Article 4, Use-Table 4-4, Section 10.3,
as set forth in the proposed amendment attached hereto:

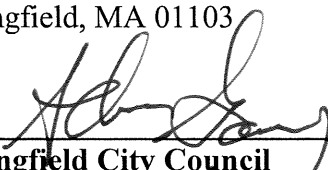
SEE ATTACHED DOCUMENT

Mailing Address:

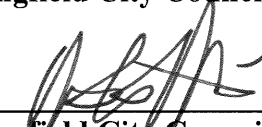
36 Court Street
Springfield, MA 01103

Petitioner:

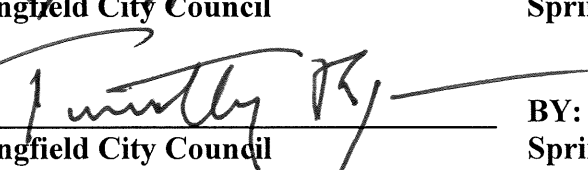
Springfield City Council

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Springfield City Council

BY: _____
Springfield City Council

BY: 
Springfield City Council

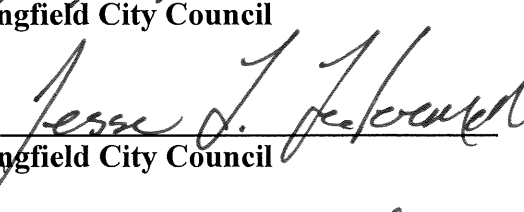
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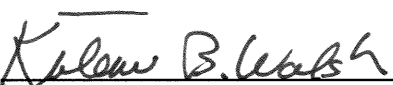
BY: 
Springfield City Council

Table 4-4 Use Table

Table 4-4 Use Table																			
USE	Residential Districts					Commercial & Business Districts										Industrial Districts			Additional Regulations
	OS	Res A/A1	Res B/B1	Res C-1	Res C/C2	Office A	Com P	Com A	Bus A	Bus B	Bus B1	Bus C	Bus D	RF	MUI	IA	IP		
9.2 Hospital, clinic, or other medical treatment facility with overnight stay	N	3	3/N	N	3/ N	3	N	3	3	3	3	3	3	3	3	3	3	N	4.4.60
10. Office, Clerical, Research and Services Not Primarily Related to Goods and Merchandise																			
10.1 Mixed-use Building, Non Residential Uses	Non Residential uses are allowed if otherwise permitted in the zoning district. See Table 4-4, 2.4 for Mixed-use Buildings with Residential.																		4.4.13
10.2 Office building, non-medical	N	N	N	N	N/ Y	Y	N	T	T	T	1	2	T	T	2	2	2		
10.3 Medical office, clinic or treatment facility, no overnight	N	N	N	N	N/ Y	Y	N	±3	±3	±3	±3	±3	±3	±3	±3	±3	±3		
10.4 Bank or financial institution	N	N	N	N	N	N	N	1	1	1	1	1	Y	3	1	1	1	See §19 below in Table 4-4 for Accessory Uses	

Use Table Legend

OS = Open Space Res A/A1 = Residential A, A-1 Res B/B1 = Residential B, B-1 Res C = Residential C Res C-1 = Residential C-1
 Res C-2 = Residential C-2 OA = Office A Com P = Commercial Parking Com A = Commercial A Bus A = Business A Bus B
 Business B Bus B1 = Business B1 Bus C = Central Business District Bus D = Regional Shopping RF = Riverfront MUI = Mixed Use
 Industrial IA = Industrial A IP = Industrial Park

OFFICE OF PLANNING & ECONOMIC DEVELOPMENT
ANALYSIS FOR A ZONE CHANGE

AMEND ARTICLE 4, USE-TABLE 4-4, SECTION 10.3
(MEDICAL OFFICE/TREATMENT FACILITIES)

GENERAL INFORMATION

Petitioner:	Springfield City Council
Request:	The proposal is to amend Article 4, Use-Table 4-4, Section 10.3 of the Springfield Zoning Ordinance (see attached for full proposed changes).
Location:	City Wide
Parcel Size:	N/A
Purpose:	Provide additional review requirements to help better assess the impacts of medical office/treatment facilities.
Surrounding Land Use and Zoning:	N/A
Comprehensive/ Neighborhood Plan:	N/A
Planning Board Hearing:	11-6-19

SPECIAL INFORMATION

Traffic & Parking:	n/a
Physical Characteristics:	n/a
Other Notes:	n/a

ANALYSIS

The Springfield City Council has petitioned to amend Article 4, Use-Table 4-4, Section 10.3 of the Springfield Zoning Ordinance.

Currently, a medical office, clinic or treatment facility, with no overnight stay, only requires a tiered review. As such, the level of review is dependent on the size of the development. Under the proposed amendment, these uses would now trigger a special permit from the City Council.

It is important to note that this change would include all new medical offices, clinics and treatment facilities. It should also be noted that under the current regulation, clinics, treatment facilities and hospitals that have overnight stays are already required to obtain a special permit.

After a review of the proposed language, the staff supports the proposed amendment. As noted above, the proposed amendment would now require these particular uses to undergo a more rigorous review process,

which would allow the city to assess potential impacts and to ensure compatibility with surrounding land uses.

RECOMMENDATION

Approve.

USE	Residential Districts					Commercial & Business Districts								Industrial Districts			Additional Regulations		
	OS	Res A/A1	Res B/B1	Res C-1	Res C/C2	Office A	Com P	Com A	Bus A	Bus B	Bus B1	Bus C	Bus D	RF	MUI	IA		IP	
9.2 Hospital, clinic, or other medical treatment facility with overnight stay	N	3	3/N	N	3/ N	3	N	3	3	3	3	3	3	3	3	3	N	4.4.60	
10 Office, Clerical, Research and Services Not Primarily Related to Goods and Merchandise																			
10.1 Mixed-use Building, Non Residential Uses	Non Residential uses are allowed if otherwise permitted in the zoning district. See Table 4-4, 2.4 for Mixed-use Buildings with Residential.																		4.4.13
10.2 Office building, non-medical	N	N	N	N	N/ Y	Y	N	T	T	T	1	2	T	T	2	2	2		
10.3 Medical office, clinic or treatment facility, no overnight	N	N	N	N	N/ Y	Y	N	T	T	T	T	T	T	T	T	T	T		
10.4 Bank or financial institution	N	N	N	N	N	N	N	1	1	1	1	1	Y	3	1	1	1	See §1.9 below in Table 4-4 for Accessory Uses	

Use Table Legend

Attachment: 3211_Amend_Medical_Office_Treatment_2019 (5395 : Amendment Article 4, Use-Table 4-4 (Medical Office/Treatment))



CITY OF SPRINGFIELD

IN THE YEAR TWO THOUSAND AND NINETEEN

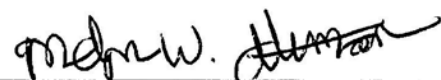
AN ORDINANCE

AMENDING THE ENTIRE CITY OF THE BUILDING ZONING MAP

Be it ordained by the City Council of the City of Springfield as follows:

SECTION 1. The Zoning Ordinance of the City of Springfield, Massachusetts entitled “An Ordinance for Consolidating and Arranging, Enlarging, Modifying and Amending the Ordinances of the City Restricting Buildings, Structures, and Premises According to Their Use or Construction to Specified Parts of the City”, text enacted, May 28, 2013, effective August 26, 2013, as amended, is hereby further amended **by amending Article 4, Use Table 4-4, Section 10.3 (Medical Office/Clinic/Treatment Facilities). “The entire City Building Zone Map of the City of Springfield.”**

Approved as to Form:


 Associate City Solicitor

In accordance with Mass. Gen. Laws c. 40A, section 5, the Planning Board held a hearing on November 6, 2019, regarding the above Ordinance amendment.

1 Person(s) appeared in favor, and 0 Person(s) appeared in opposition.


 Gloria DeFillipo, Chairperson



CITY OF SPRINGFIELD

IN THE YEAR TWO THOUSAND AND NINETEEN

AN ORDINANCE

AMENDING THE ENTIRE CITY OF THE BUILDING ZONING MAP

SECTION 1. The Zoning Ordinance of the City of Springfield, Massachusetts entitled “An Ordinance for Consolidating and Arranging, Enlarging, Modifying and Amending the Ordinances of the City Restricting Buildings, Structures, and Premises According to Their Use or Construction to Specified Parts of the City”, text enacted, May 28, 2013, effective August 26, 2013, as amended, is hereby further amended **by amending Article 4, Use Table 4-4, Section 10.3 (Medical Office/Clinic/Treatment Facilities)**. “The entire City Building Zone Map of the City of Springfield.”

**REPORT TO CITY COUNCIL
ZONE CHANGE HEARING**

PETITION: #3211
SECTION: Entire City

DATE: November 7, 2019

To the Honorable Mayor and City Council of the City of Springfield, Massachusetts, the Planning Board submits the following report on the Zone Change Petition, which was referred to the Board for its recommendation:

PETITIONER: Springfield City Council

ADDRESS: Entire City

CHANGE REQUESTED: Amending Article 4, Use Table 4-4, Section 10.3 (Medical Office/Clinic/Treatment Facilities).

PETITIONER'S PURPOSE STATEMENT: Provide additional review requirements to help better assess the impacts of medical office/treatment facilities.

DATE OF PUBLIC HEARING: November 6, 2019

DATE OF FINAL DECISION: November 6, 2019

BOARD MEMBERS PRESENT and COUNT: six (6): Mr. Mineo, Mr. Florian, Mr. Cunningham, Ms. Choi, Ms. Morin and Ms. DeFillipo

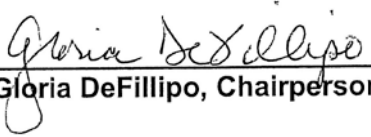
FINAL MOTION: Approve, with the following amendments:

IN FAVOR: six (6): Mr. Mineo, Mr. Florian, Mr. Cunningham, Ms. Choi, Ms. Morin and Ms. DeFillipo

OPPOSED: zero (0)

ABSTAINED: N/A

RECOMMENDATION: Approve


Gloria DeFillipo, Chairperson



City Council

TABLED

Meeting: 11/18/19 06:30 PM

Initiator: Kateri B. Walsh

Sponsors: At-Large Councilor Walsh, Councilor Lederman

DOC ID: 5396 A

21

Local Acceptance of G.L.C. 33 Section 59 Benefits for Military Leave (At-Large Councilor Walsh, Councilor Lederman)

CITY OF SPRINGFIELD

October 21, 2019

WHEREAS, the Springfield City Council would like to join the State of Massachusetts in helping our women and men of the military to continue with benefits while on military leave, and

WHEREAS, we are urging the City of Springfield to adopt the benefits for military leave as provided for through G.L. c. 33, Section 59, a local acceptance statute, and

WHEREAS, the adopted measure would provide financial security for all employees of the City whose public employment is interrupted by being called to active duty in the military, and

WHEREAS, in 2018 the Legislature adopted several provisions amending section 59 of chapter 33 of the General Laws. These provisions make it possible for active military members to serve their country without loss of pay and benefits earned from their civilian employers.

NOW, THEREFORE, BE IT ORDERED that the Springfield City Council strongly urges the passage of the Local Acceptance of G.L. c. 33, Section 59 for our dedicated military civilians who also serve our country when they are called to active duty.

RESULT: REPORT

Next: 12/2/2019 6:30 PM



City Council
36 Court Street
Springfield, MA 01103

Meeting: 11/18/19 06:30 PM
Department: City Clerk
Category: General
Prepared By: Tasheena Davis
Initiator: Tasheena Davis
Sponsors: Ward 1 Councilor Gomez, Vice President - Ward 8 Councilor Ramos
DOC ID: 5366

ADOPTED

ORDINANCE (ID # 5366)

Ban on Facial Recognition Surveillance Technology

THE REVISED ORDINANCES OF THE CITY OF SPRINGFIELD, 1986, AS AMENDED IS HEREBY FURTHER AMENDED BY ADDING CHAPTER 173 THERETO: FACIAL RECOGNITION SURVEILLANCE TECHNOLOGY

Be it ordained by the City Council the Code of Ordinances of the City of Springfield is hereby amended by adding Chapter 173 thereto to read as follows:

CHAPTER 173 FACIAL RECOGNITION SURVEILLANCE TECHNOLOGY

Section 1. Definitions.

Facial surveillance shall mean an automated or semi-automated process that assists in identifying or verifying an individual, based on the physical characteristics of an individual's face.

Facial surveillance system shall mean any computer software or application that performs face surveillance.

Springfield shall mean any department, agency, bureau, and/or subordinate division of the City of Springfield.

Springfield official shall mean any person or entity acting on behalf of the City of Springfield, including any officer, employee, agent, contractor, subcontractor, or vendor.

Section 2. Ban on Government Use of Facial Recognition Surveillance.

(A) It shall be unlawful for Springfield or any Springfield official to obtain, retain, access, or use:

- (1) Any face surveillance system; or
- (2) Any information obtained from a facial surveillance system.

Section 3. Enforcement.

(A) *Suppression*: No data collected or derived from any use of face surveillance in violation of this ordinance and no evidence derived therefrom may be received in evidence in any proceeding in or before any department, officer, agency, regulatory body, legislative committee, or other authority subject to the jurisdiction of the City of Springfield.

(B) *Violations*: Any violation of this Ordinance shall be subject to enforcement by a court of competent jurisdiction and/or a fine of Three Hundred (\$300.00) Dollars per violation.

(C) The City will address alleged violations of this ordinance in accordance with its usual practices, applicable law and contractual obligations.

(D) Nothing in this section shall be construed to limit any individual's rights under State or Federal law.

Approved as to form*:

Associate City Solicitor

HISTORY:

10/07/19	City Council	FIRST STEP
10/16/19	City Council	
10/21/19	City Council	COMMITTEE

COMMENTS - Current Meeting:

Councilor Ramos asked that the item remain in Committee.

RESULT:	RECEIVED REPORT
----------------	------------------------

THE REVISED ORDINANCES OF THE CITY OF SPRINGFIELD, 1986, AS AMENDED IS HEREBY FURTHER AMENDED BY ADDING CHAPTER 173 THERETO: FACIAL RECOGNITION SURVEILLANCE TECHNOLOGY

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(C) The City will address alleged violations of this ordinance in accordance with its usual practices, applicable law and contractual obligations.

(D) Nothing in this section shall be construed to limit any individual's rights under State or Federal law.

Approved as to form*:

Associate City Solicitor



X Intersection (Ryan)

ORDER

Whereas, the Forest Park neighborhood is justifiably proud of its native son, Theodore Seuss Geisel, and his many contributions to literature and children's literature, including the Lorax, a character who "spoke for the Trees"; and

Whereas, Sumner Avenue is a principal way in the neighborhood running east-west, and past Forest Park, Trinity Methodist Church, Forest Park Middle School among other landmarks; and

Whereas, the City of Springfield has spent many years to plant, grow and foster a healthy tree canopy along Sumner Avenue; and

Whereas, the Massachusetts Department of Transportation is proposing to reconstruct the Intersection at the "X" and had a Public Hearing on September 18, 2019 at which time it disclosed the 25% drawings and concepts for the Project, and

Whereas, the Project as unveiled on September 18, 2019 would substantially widen Sumner Avenue west from Lenox Street to Churchill Street by about 5 feet in depth on each side of Sumner Avenue, and the same widening would essentially occur from Ventura Avenue to Pomona Street eastbound; and

Whereas, such construction and widening would result in the cutting and removal of many significant and potentially historic trees; and

Whereas, the replacement of existing mature trees with smaller, younger trees would significantly reduce the green space and tree canopy on this avenue; and

Whereas, the Springfield Department of Public Works and the Massachusetts DOT agree that the City Council has little voice in this Project but for several temporary and permanent takings needed for the Project; and

Whereas, the Neighborhood would welcome upgraded and modern traffic signaling, fresh asphalt and new lines and traffic dividers; and

Whereas, it is essential that any further planning for this roadway/intersection improvement be mindful of the Neighborhood's concern for the existing streetscape and the trees that closely line Sumner Avenue;

Now, Therefore, BE IT ORDERED that the Department of Public Works shall not expand, widen, or remove the existing curb lines on Sumner Avenue west from Lenox Street, or east of Ventura Street and that any and all planning work in these areas shall do its utmost to enhance, preserve, and protect the existing trees and tree canopy that lines Sumner Avenue.

Further, The Department of Public Works shall keep the City Council regularly advised and updated as to any changes or amendments in the X intersection Project, including design concepts, Project Costs and Project Timelines.

15725-190102\374408

RESULT: REPORT

Next: 12/2/2019 6:30 PM



City Council
36 Court Street
Springfield, MA 01103

ADOPTED

ORDINANCE (ID # 5315)

Meeting: 11/18/19 06:30 PM
Department: City Clerk
Category: General
Prepared By: Tasheena Davis
Initiator: Tasheena Davis
Sponsors: Allen, Ryan, Fenton
DOC ID: 5315

Springfield Police Commissioner & Civilian Review Board

AMENDING CHAPTER 67, OF THE REVISED ORDINANCES OF THE CITY OF SPRINGFIELD, AS AMENDED, HEREBY FURTHER AMENDED BY DELETING ARTICLE XVII AND REPLACING IT WITH THE FOLLOWING TO ADD THERETO: THE ESTABLISHMENT OF THE POSITION OF POLICE COMMISSIONER AS WELL AS A CIVILIAN REVIEW BOARD FOR THE SPRINGFIELD POLICE DEPARTMENT

Chapter 67. OFFICERS AND EMPLOYEES

Article XVII. Police Commissioner and Civilian Review Board for Springfield Police

Sections:

§ 67-84. Position of Police Commissioner established; appointment.

§ 67-85. Qualifications for Police Commissioner.

§ 67-86. Term of office of Police Commissioner; vacancies; removal.

§ 67-87. Authority of Police Commissioner.

§ 67-88. Acting Police Commissioner.

- § 67-89. Establishment of Civilian Review Board.**
- § 67-90. Selection of Board Members.**
- § 67-91. Qualifications for Board.**
- § 67-92. Training for Board Members.**
- § 67-93. Submission of Complaint to Board.**
- § 67-94. Responsibility of Board Member for Review.**
- § 67-95. Submission of Complaint.**
- § 67-96. Standards of Adjudication.**
- § 67-97. Conduct of Hearings.**
- § 67-98. Determination of the Merit of Complaint.**
- § 67-99. Penalty Assessment.**
- § 67-100. Removal from the Board.**
- § 67-101. Public Outreach and Communication.**
- § 67-102. Miscellaneous.**
- § 67-103. Conflict with other laws; Severability.**
- § 67-104. Effective Date.**

§ 67-84. Position of Police Commissioner established; appointment.

The position of Police Commissioner is hereby established. The Mayor shall appoint a single Police Commissioner for the City of Springfield.

§ 67-85. Qualifications for Police Commissioner.

At the time of appointment, such Police Commissioner shall have had at least seven years' experience as a captain, or equivalent rank, in a federal, state or local police force or law enforcement agency, or in any combination thereof. Such Police Commissioner shall not engage in any other business and shall be sworn to the faithful performance of the office before entering upon the same. At the time of appointment, the Police Commissioner shall possess a master's degree in a field related to his or her duties from an accredited institution of higher learning or an equivalent degree.

§ 67-86. Term of office of Police Commissioner; vacancies; removal.

The Police Commissioner shall be appointed for a term of not less than three years, and the term of said Commissioner shall not be coterminous with the Mayor. The Police Commissioner shall hold office until a successor is appointed and qualified, and any vacancy occurring shall be filled by the Mayor. Said Police Commissioner may be removed from office by the Mayor for cause.

§ 67-87. Authority of Police Commissioner.

The Police Commissioner shall have the authority to appoint, establish and organize the Police Department of the City. The Police Commissioner shall have control of the government, administration, disposition and discipline of the Police Department, and of the police force of the Department and shall make all rules and regulations as are proper for the efficiency of the Department and its force. Except as otherwise provided herein, all the powers and duties of the Police Commission of the City of Springfield now or previously conferred or imposed by law or otherwise reflected in City ordinances are hereafter conferred and imposed upon said Police Commissioner, including but not limited to those otherwise vested in the Mayor and City Council by Chapter 244 of the Acts of 1909.

§ 67-88. Acting Police Commissioner.

In case of absence, disability or vacancy of office by the Police Commissioner, then the next highest-ranking officer in the Department shall serve as Acting Police Commissioner. If there are two such.

§ 67-89. Civilian Review Board Establishment.

The Civilian Review Board (“Board”) for the City of Springfield Police Department is hereby established and shall operate as set forth in this Ordinance.

§ 67-90. Selection of Board Members.

- A. The Mayor shall appoint the members of the Board. The Board shall consist of 9 members who are residents of the City. Members shall participate in all training and preparatory meetings and act without conflict of interest on the part of any member thereof.
- B. The Board will be chaired by an attorney with experience in trials or administrative procedures. The chairperson will lead quarterly full Board meetings and work with the Board and the Police Commissioner to determine the full Board meeting schedules and agendas and administration of the Board.
- C. The term of appointment of members shall be three years; however, the initial appointments shall include 1 member who shall serve an initial one-year appointment, and two members who shall serve two years in order to stagger the terms for future appointments. Members shall serve until replaced.

§ 67-91. Qualifications for Board.

- A. The members of the Board do not need to have had investigatory experience. They must be persons of integrity with diverse backgrounds. Potential Board members should recognize the significant commitment of time that Board membership requires and be willing to commit sufficient time to the effort. In addition to bi-weekly Board meetings, Board members will be occasionally asked to participate in community outreach and education activities.
- B. The members of the Board must agree to keep information on specific complaints or investigations confidential as is the present practice with in the Springfield Police Department (“SPD”) Internal investigation Unit (“IIU”). This is a fundamental responsibility and failure to keep private information confidential will be grounds for removal from the Board.
 - a. Internal investigations should be closed to the subject officer and the public while they are pending. Nonetheless, the Police Commissioner should be fully informed of the progress of internal investigations and should regularly communicate the status of an investigation to the press and the general public to the full extent permitted by law while pending review or hearing before the Board.

- b. In order for the disciplinary process to work effectively and efficiently in conjunction with the Boar, Witnesses and witness officers interviewed in an internal affairs investigation should be informed that the investigation is confidential in nature, and that they must not discuss the content of the investigation or interview with others. Witness officers should be required to sign a form agreeing to maintain confidentiality during the investigation. In addition, accused officers should be required to sign a confidentiality agreement to ensure they do not discuss the case with witness officers, ask witnesses about their statements to IIU, or contact any other individuals involved in the investigation.

§ 67-92. Training for Board Members.

- A. The Personnel, Police, and Law Departments shall develop a training program for all new Board members. This training shall include:
 - 1. The current procedures for filing and investigating a complaint.
 - 2. The elements of a thorough investigation including a review of a number of actual case files from closed investigations.
 - 3. The Policies of the SPD regarding respectful treatment of civilians.
 - 4. The Policies of the SPD regarding appropriate use of force.
 - 5. The Role of civilian oversight boards in other jurisdictions.
 - 6. Legal Requirements for protection and confidentiality of private governmental documents.
 - 7. Hearing procedures and requirements under the provisions of Civil Service Laws and collective bargaining agreements for the conduct of administrative disciplinary hearings.
- B. As part of this training a set of reference materials should be provided to each Board member. These materials should include copies of all relevant Massachusetts statutes, all SPD policies and procedures regarding officer misconduct and use of force, and a copy of this ordinance. This training should be repeated annually or when new members are appointed to the Board.

§ 67-93. Submission of Complaints to the Board for Review.

- A. At the completion of the IIU investigation and prior to an initial review by the Board, the IIU, in conjunction with attorneys from the Labor Relations Department, shall prepare a cover memo on each complaint detailing the applicable charges based on the allegations and the investigation.

- B. The applicable charges and the investigative file should then be provided to the accused officer's command chain for review. The officer's chain of command should then make a preliminary determination and provide a written analysis in support of that determination. The investigative file, cover memo, and chain of command preliminary determination and analysis should then be provided to the Board for the initial review.

§ 67-94. Responsibility of Board Members.

It shall be the responsibility of the Board to:

- A. Accept and review civilian complaints filed with the SPD or any other city or state agency regarding the activities of the SPD. The Police Commissioner may take appropriate actions to maintain the security of police documents, reports or files examined by the Board.
- B. Review the sufficiency of internal investigations completed by the SPD, and to make recommendations to the Police Commissioner for further investigation or action.
- C. To preliminarily review complaints investigated by IIU and make a preliminary determination as to whether, based on the preliminary review to make a recommendation such that:
 - 1. A charge letter be issued, and the Police Commissioner dispose of the complaint without the need for a hearing at this time.
 - 2. A charge letter be issued, and a hearing be held for consideration of the charges.
 - 3. The Police Commissioner dispose of the matter in the good exercise of his discretion.
- D. To act as hearing officers, designated by the Police Commissioner as the appointing authority pursuant to the Civil Service Law (Chapter 31 of the General Laws), in complaints under jurisdiction of the Board pursuant to this ordinance, taking into account the need for the training and qualifications required for a hearing officer and that a hearing officer who cannot consider a case in a fair and impartial manner because of personal prejudice or bias, shall not consider a particular case and shall so inform the Board. Examples of personal bias include, but are not limited to:
 - 1. Familial relationship or friendship with parties to the complaint;
 - 2. Being a party to the complaint;
 - 3. Witnessing material events relevant to the complaint;
 - 4. Having a financial interest in the outcome of the case;

5. Holding a bias for or against a party that is sufficient to impair the examiner's impartiality.
- E. Each member shall consider the complaint in a fair and impartial manner, ensure that facts are fully elicited, adjudicate all issues and avoid undue delay and shall be conducted in accordance with the applicable provisions of state and federal law, including but not limited to laws pertaining to Civil Service, or the Open Meeting Law, and provisions of a collective bargaining agreement applicable to the employment of a member of the Police Department.

§ 67-95. Subpoena Authority.

The Board is authorized in the case of any unresolved complaint submitted to them for the purpose of acting as a hearing officer, which would be aided thereby, to subpoena witnesses, compel their attendance, administer oaths, take the testimony of any person under oath and in connection therewith to require the production of any evidence relating to any matter in question before the Board for hearing. Any witness is expressly granted the right to be advised and represented by counsel present during any hearing.

§ 67-96. Standards for adjudication.

- A. The Open Meeting Law shall apply to the activities of the Board.
- B. The investigative file sent to the Board shall include specific charges listing the policy violations for consideration at hearing. As to the minimum standards for adjudicating disciplinary cases, the following shall apply:
 1. The burden of proof is on the department.
 2. The standard of proof is a preponderance of the evidence.
 3. The standards of evidence are those of administrative law, not criminal law.
 4. No presumptions of truth are made regarding facts in dispute.
 5. No presumptions are made regarding witness credibility: all persons are equally credible unless an objective, fact-based evaluation of the witness's capacities, testimonial coherence, and other relevant and demonstrable factors justify otherwise.
 6. Conclusions are logically deduced from the evidence.
- C. The services of the Labor Relations departments shall be available to provide legal services to the Police Commissioner before the Board and the services of the Law Department shall be available to provide legal services to the Board.

§ 67-97. Conduct of Hearing.

- A. The Board is required to adopt rules of procedure for the conduct of its hearings. The rules must ensure the due process rights of all persons involved in the hearings. Each person who appears before the Board and avails himself of constitutional guarantees shall not be punished in any way therefor.
- B. The board should sit in panels of at least three designated members, one of whom is a retired law enforcement officer, when reviewing the investigative file to consider whether to recommend disciplinary charges in the preliminary determination, or when sitting as hearing officers on applicable charges.
- C. The three-member panel should make a recommendation to the Commissioner regarding a determination for each applicable charge utilizing the same case dispositions as defined in this Ordinance. A formal charge letter should be provided to the accused officer after the Commissioner makes a final determination as to what charges will be included in the letter. If, after the charge letter has been issued to the accused officer, the officer does not dispute the charges, there is no reason to proceed with the full hearing. If the officer does not dispute the charges, the Board should make a recommendation regarding discipline, and then the case should go directly to the Commissioner to make a final decision regarding discipline.

§ 67-98. Determination of the merits of complaints.

- A. The Board shall make written findings of fact and a determination of the merits of the complaint considered in their capacity as Hearing Officers based on the relevant legal standards.
- B. If the Board determines that one or more allegations in the complaint are sustained, a recommendation for any discipline warranted, after providing the employee with an opportunity to speak personally or through a representative and after consideration of the employee's work history and guided by the Director of Human Relations as to appropriate discipline and penalties in similar circumstances in accord with the requirements of Civil Service and Labor Laws.
- C. After Hearing, the Board's determination along with the findings and recommendation for discipline, if any, shall be filed in a report to the Police Commissioner within 7 days of the end of the Hearing.
- D. In the merits determination, the Board in its hearing recommendation, and Police Commissioner, it the determination of the charges, shall make one of

the following decisions about each allegation in the complaint, consistent with definitions in department policy and training:

1. sustained or founded;
 2. not sustained or not resolved or unresolved;
 3. exonerated; or
 4. unfounded.
- E. The Police Commissioner, pursuant to Civil Service law, shall give to such employee a written notice of the decision, which shall state fully and specifically the reasons therefore, including the reason for any deviation from the recommendation of the Board, which shall be subject to the present means of review by civil service appeal or arbitration as provided by the applicable collective bargaining agreement.
- F. After a complaint is closed the complainant shall be promptly notified of the findings and may provide copies of any portions of the internal affairs file which are a public record. Any actual order of disciplinary action addressed to an officer is not a public record and shall not be disclosed. For the complainant, correspondence shall be sent by certified mail to help ensure they receive notice of the outcome.
- G. The Board may send satisfaction surveys, similar to those used by the other Police Departments, to both complainant and officers when each complaint is closed.
- H. The Police Commissioner or the Board shall be authorized to attempt by voluntary non-binding mediation to resolve any complaint if deemed appropriate and the complainant and the subject officer agree to participate in such mediation. Mediation shall be conducted by a neutral facilitator, in lieu of investigation and adjudication, to permit resolution of minor complaints that are usually not easily resolved through investigation.

§ 67-99. Penalty Assessment

In order to ensure that discipline is fair, consistent, and predictable, the Labor Relations Department shall develop guideline in the form of a penalty matrix that lists penalties or ranges of discipline for various types of misconduct. The matrix should not be applied inflexibly, and the discipline should be based on the totality of the circumstances, including aggravating and mitigating factors.

§ 67-100. Removal from the Board.

The Mayor may remove a member from the Board, before his or her term expires.

§ 67-101. Public Outreach and Communication.

- A. To help increase the open access to the complaint process the department will need to educate the public about the complaint reporting process, including information about when and how to file a complaint. Presentations to community groups, schools, community organizations and religious groups about the complaint reporting process may be necessary as part of a broader effort to help people increase trust and confidence in the complaint investigation process. This communication process should involve both members of the IIU and members of the Board. Joint presentations will help reflect the openness of the department. Such presentations should be made in the neighborhoods of Springfield and should be done in conjunction with existing community organizations whenever possible.
- B. In addition, to general education and outreach, the Board shall, with the Assistance of the Law Department, communicate with complainants about the status of investigations, and (where appropriate) the public. With the assistance of the Police Department, the Board shall keep track of all Citizen Complaints, hearings, and findings, and identify each with an incident number, date of incident, location of incident, the nature of the misconduct, the name of the complainant and name of officer or officers alleged to have committed the misconduct and publicly disseminate notice of the review of any such incidents on a quarterly basis, but shall not disseminate the names of any participants or disciplinary action imposed in any incident without the consent of such party.
- C. The data gathered with regard to the Board's activities, as well as any reports or recommendations voted by the Board with regard to the interaction of police officers and members of the community, shall be reviewed by the Police Commissioner when considering disciplinary actions, promotions, assignments, training or adoption or amendments of the policies and procedures of the Springfield Police Department.

§ 67-102. Miscellaneous.

- A. The Mayor shall designate a Civilian Oversight Coordinator (COC) who would be responsible for the day-to-day administration of the Board, such as scheduling board meetings, posting notices of meetings and hearings, and following up on board requests. The COC would serve as the liaison between the board and other officials, including the Mayor, the Law Department, and representatives from SPD. The Coordinator also would participate in the initial Board review.

- B. A three-member panel of board members, as well as the Civilian Oversight Coordinator should meet every two weeks to review new cases. Each of these panels should have at least one member with prior law enforcement experience.
- C. On a yearly basis, all members of the Board should meet to review SPD policy and procedures that may contribute to police misconduct and recommendations for improvement. The Board should be empowered to recommend changes in policy or training to reduce officer misconduct.
- D. The city of Springfield, with the Board, shall develop a clear mission statement for the Board and procedures to follow, and SPD should provide in-depth training for the Board on these protocols.

§ 67-103. Conflict with other laws; severability.

Nothing in this ordinance shall be interpreted to contravene the General Laws of this Commonwealth or the Charter of the City of Springfield. Any provision of this article that conflicts with applicable law or the City Charter shall be interpreted in such a manner and to such an extent as to be effective and valid under applicable law. If any provision of this article is prohibited by or invalid under applicable law or the City Charter, such provision shall be ineffective only to the extent of such prohibition or invalidity, thereby leaving the remainder of this article effective.

§ 67-104. Effective Date.

This ordinance shall take effect _____ of 2019.

Approved as to form

Associate City Solicitor

HISTORY:

09/16/19 City Council

REFERRED TO COMMITTEE

Councilor Allen stated that this order was initiated by Councilors Fenton and Ryan brought out in April, it was voted on to go to committee in June, there was one committee meeting held in June and no further committee meetings were held.

Councilor Allen said it's been five (5) months, its time to vote on it, there has been too many incidents with police misbehavior, he is on his third (3rd) Police Commissioner. He explained there should be two (2) more people added to the current CPHB, with three (3)

sub boards created containing three (3) people each with the ultimate decision being up to commissioner. There are four (4) Cities in Massachusetts that have Civilian oversight boards and Cambridge has subpoena powers.

Councilor Twiggs stated that they are here for the citizens of Springfield and he is in favor of bringing it out because its time to vote it up or down.

Councilor Ramos stated that the order was in the Public Safety Committee, while in the middle of making amendments he received a press release from the Mayor's office on June 28 and it read, "While the City Council is unable to let go of an organizational structure of the past, I will continue the City effort toward modernization and professionalization of the police of community relations." Councilor Ramos said it was at that time he made the decision to no longer address the issue of the CPHB in committee.

Councilor Ramos said if the Mayor is not going to do an executive order, he will hold another committee meeting, the amendments are very important and will strengthen the CPHB.

Councilor Hurst said it is a refiled ordinance.

Councilor Ryan said it never got to first step.

City Solicitor Pikula said it a refile as a new ordinance.

Councilor Gomez asked if the executive order was done.

City Solicitor Pikula said no.

Councilor Gomez asked if the last three (3) quarterly reports of the CPHB are on the website.

Attorney Pikula said CPHB has its own website.

Councilor Ryan said let the residents of the City of Springfield know that there is an ordinance that has created a body that has the legal authority to decide and to subpoena on issues relative to Police misconduct.

Councilor Walsh spoke in favor of keeping it in committee.

Motion to committee by Councilor Walsh and seconded by Councilor Ramos.

10/07/19 City Council COMMITTEE

10/16/19 City Council

10/21/19 City Council COMMITTEE

Councilor Ramos explained the item would remain in the Public Safety Subcommittee.

COMMENTS - Current Meeting:

There was no request regarding the item, so it remained in committee.

RESULT:	RECEIVED REPORT
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City Council
36 Court Street
Springfield, MA 01103

Meeting: 11/18/19 06:30 PM
Department: City Council
Category: Local Law
Prepared By: Tasheena Davis
Initiator: Tasheena Davis
Sponsors: Ramos, Lederman, Edwards, Twiggs, Whitfield
DOC ID: 5237

TABLED

ORDINANCE (ID # 5237)

Private Developments-DPW Approval Required

AN ORDINANCE AMENDING CHAPTER 338 OF THE REVISED ORDINANCES OF THE CITY OF SPRINGFIELD, 1986, AS AMENDED, BY ADDING SECTIONS 338-23 and 338-24 THEREOF

ORD. NO. ____

Be it ordained by the Council of the City of Springfield, as follows:

Article I of Chapter 338, CONSTRUCTION & MAINTENANCE, of the Code of the City of Springfield, is hereby amended by adding sections 338-23 and 338-24 to read as follows:

§338-23 Purpose.

As it is now a requirement of the Department of Public Works (DPW) to service, maintain, plow, etc. private ways within the City of Springfield, the following subsections shall apply to any proposed development along any roadway, or extended off of any roadway identified as a "Private Way" in the City of Springfield.

§338-24 Proposed Developments-DPW Approval Required

- A.The term development is intended to mean any type of construction (commercial, residential, etc.) inclusive of a multi-lot subdivision or the development of a single lot for any purpose.
- B.If the proposed development is to occur along a roadway on an undeveloped paper street or along a roadway that is unpaved, a dirt road or path where either no other developments exist or where other development has previously occurred, it is the developer's responsibility to design and construct a roadway that meets the standards of a public way (pavement, curbing, drainage, etc.) to the standards developed by the DPW - Engineering Division. The requirement of the design and construction will begin at the nearest roadway accepted as a public way and would end at a location determined by DPW - Engineering Division, usually at the farthest limit of the property(s) being developed. It is the developer's responsibility to coordinate with any and all utility companies and include any and all required utility extensions that will be required to serve the development, or as required by the individual utility company. All work performed will be at the developers expense. The roadway must also provide adequate design and layout in order for City services vehicles, (fire trucks, trash trucks, dump trucks, snow plows, etc.) to be able to turn around without backing up (i.e cul-de-sac) unless land is not available, then the design of the turn-around must be approved by the DPW. Following construction the DPW will perform necessary inspections to ensure that the roadway is built to proper standards. Once the road is accepted by the DPW, the City will perform the necessary steps to have the roadway, or segment if applicable, approved as a "public way". If the road is not build to the necessary standard, certificate of occupancies may be declined, and / or DPW services will not be provided.
- C.If the proposed development is to occur along a roadway that is not built to public way standards, such as road which has used a material such as millings, it is the developer's responsibility to design and construct a roadway that meets the standards of a public way (pavement, curbing, drainage, etc.) to the standards developed by the DPW - Engineering Division. The requirement

of the design and construction will begin at the nearest roadway accepted as a public way and would end at a location determined by the department of public works, usually at the farthest limit of the property(s) being developed. It is the developer's responsibility to coordinate with any and all utility companies and include any and all required utility extensions. All work performed will be at the developers expense. The roadway must also provide adequate design and layout in order for City services vehicles, (fire trucks, trash trucks, dump trucks, snow plows, etc.) to be able to turn around without backing up (i.e. cul-de-sac) unless land is not available, then the design of the turn-around must be approved by the DPW. Following construction the DPW will perform necessary inspections to ensure that the roadway is built to proper standards. Once the road is accepted by the DPW, the City will perform the necessary step to have the roadway, or segment, approved as a "public way". If the road is not build to the necessary standard, certificate of occupancies may be declined, and / or DPW services will not be provided.

- D. A Performance Agreement, secured by proper bond, deposit of money, Letter of Credit or approved equal in the amount to be determined by the DPW (City unit costs with prevailing wage costs will be used and a 25% contingency will be added for the protection of DPW and the SWSC) shall be fully executed prior to start of any construction and/or the issuance of a Building Permit.

Approved as to form

Associate City Solicitor

Private Developments-DPW Approval Required

HISTORY:

07/15/19	City Council	FIRST STEP
08/27/19	City Council	

Moved on to next step Councilman Edwards will bring to the city council as a whole for consideration.

09/03/19 **City Council**

Councilor Gomez stated the private way has been a major issue. He explained past developers have constructed homes on private ways and have not brought those streets up to Department of Public Works standards. This Ordinance will require them to do so.

Councilor Lederman rose in support of the ordinance. He stated that there are many home owners who have purchased properties on private ways that were not made aware of what it meant in terms of there access to City services.

Councilor Fenton asked if the intent of this is to require private ways to be constructed up to Department of Public Works engineer standards of public way

Councilor Ramos said any developer that constructs a building or residence on a dirt road would have to pave the road to the standards of Department of Public Works of the City of Springfield.

Councilor Fenton said that Mass Subdivision Control law is really what dictates here. Councilor Fenton said he does not think we can regulate in light of the Subdivision Control Law.

Councilor Ramos said that it was reviewed by the Law Department and approved.

Councilor Fenton asked City Solicitor Edward Pikula if he can speak to the review and approval by the Law Department.

City Solicitor Edward Pikula said that the law department did receive it and send it to Department of Public work for review. Subdivision control law is under the Planning Board, so we cant have any Ordinance that conflicts with the Subdivision Control Law.

Councilor Ramos made a motion to committee, seconded by Councilor Edwards.

09/16/19 City Council COMMITTEE

Councilor Ramos is the lead sponsor of this legislation and stated that the purpose is straight forward, trying to prevent contractors from not paving streets in new sub divisions. We need clarification that there is no conflict with State Laws.

Councilor Fenton added that the laws on Public Ways and Private Ways in Massachusetts are very complicated and we need clarification from the City's Law Department.

Chris Cignoli, Director of DPW will talk with City Solicitor and get clarification and the matter can be brought out of Committee at such time.

10/07/19 City Council COMMITTEE

10/21/19 City Council COMMITTEE

COMMENTS - Current Meeting:

Councilor Ramos asked that the item remain in Committee as he is waiting for a legal opinion.

RESULT: REFERRED TO COMMITTEE

Next: 12/2/2019 6:30 PM



City Council

ADOPTED

Meeting: 11/18/19 06:30 PM

Initiator: Tasheena Davis

Sponsors:

DOC ID: 5430

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Executive Session ()

The City Solicitor would like to discuss with the City Council the possibility of settling a case for the City.

EXECUTIVE SESSION to discuss strategy with respect to litigation where the Law Department has declared that such a discussion may have a detrimental effect on the litigating position of the public body, not to reconvene in open session.

RESULT: RECEIVE REPORT