



Lowell City Council

Regular Meeting Agenda

Michael Q. Geary
City Clerk

Date: June 23, 2020
Time: 6:30 PM
Location: ZOOM / REMOTE PARTICIPATION

1. ROLL CALL

2. MAYOR'S BUSINESS

2.1. Communication Remote Participation.

Pursuant To Governor Baker's Emergency Order Modifying The State's Open Meeting Law Issued March 12, 2020, Meetings Will Be Held Using Remote Participation As Follows: Members Of The Public May View The Meeting Via LTC And Those Wishing To Speak Regarding A Specific Agenda Item Shall Register To Speak In Advance Of The Meeting By Sending Email To City Clerk Indicating The Agenda Item And A Phone Number To Call So That You May Be Tele-Conferenced In To The Meeting. Email Address Is MGEARY@LOWELLMA.GOV. If No Access To Email You May Contact City Clerk At 978-674-4161.
For Zoom - [HTTPS://SUPPORT.ZOOM.US/HC/EN-US/ARTICLES/201362193-JOINING-A-MEETING](https://support.zoom.us/hc/en-us/articles/201362193-joining-a-meeting)

3. CITY CLERK

3.1. Minutes Of City Council Meeting June 9th, For Acceptance.

Documents:

[2020 JUNE 9 CC MINUTES.PDF](#)

4. COMMUNICATIONS FROM CITY MANAGER

4.1. Motion Responses

- A) Motion Response - Canal Cleanup
- B) Motion Response - Cleanup of Washington St, Leverrett St and Lowell Connector
- C) Motion Response - Installing Traffic Cameras
- D) Motion Response - Census Response Rate
- E) Motion Response - Lowell High Graduation
- F) Motion Response - Opening of Parks, Playgrounds and Pools
- G) Motion Response - Summer Youth Programs and Activities
- H) Motion Response - Youth Summer Employment

Documents:

[A\) MOTION RESPONSE - CANAL CLEANUP.PDF](#)
[B\) MOTION RESPONSE - CLEANUP OF WASHINGTON ST, LEVERRETT](#)

ST AND LOWELL CONNECTOR.PDF
C) MOTION RESPONSE - INSTALLING TRAFFIC CAMERAS.PDF
D) MOTION RESPONSE - CENSUS RESPONSE RATE.PDF
E) MOTION RESPONSE - LOWELL HIGH GRADUATION.PDF
F) MOTION RESPONSE - OPENING OF PARKS, PLAYGROUNDS AND POOLS.PDF
G) MOTION RESPONSE - SUMMER YOUTH PROGRAMS AND ACTIVITIES.PDF
H) MOTION RESPONSE - YOUTH SUMMER EMPLOYMENT.PDF

4.2. Appoint B. Boughner, S. Githae And R Gofstein To Cultural Council

Documents:

APPOINT B. BOUGHNER, S. GITHAE AND R GOFSTEIN TO CULTURAL COUNCIL.PDF

4.3. Appoint Brian Gorman And Walter O'Neil Jr. To Veterans Commission

Documents:

APPOINT BRIAN GORMAN AND WALTER ONEIL JR. TO VETERANS COMMISSION.PDF

5. VOTES FROM THE CITY MANAGER

5.1. Vote- Accept Gift \$10,000 From Eastern Bank Trustees To Support Lowell COA

Documents:

VOTE- ACCEPT GIFT 10,000 FROM EASTERN BANK TRUSTEES TO SUPPORT LOWELL COA.PDF

5.2. Vote- Accept.Expend \$25,000 Fed COVID Relief Funds

Documents:

VOTE- ACCEPT.EXPEND 25,000 FED COVID RELIEF FUNDS.PDF

5.3. Vote-Auth CM Execute Temporary Access Agreement 179 Bridge St

Documents:

VOTE-AUTH CM EXECUTE TEMPORARY ACCESS AGREEMENT 179 BRIDGE ST.PDF

5.4. Vote-Ballpark Capital Transfer Vote

Documents:

VOTE-BALLPARK CAPITAL TRANSFER VOTE.PDF

5.5. Vote-Disability Commission Revolving 20K

Documents:

[VOTE-DISABILITY COMMISSION REVOLVING 20K.PDF](#)

5.6. Vote-Parking Energy Transfer Vote

Documents:

[VOTE-PARKING ENERGY TRANSFER VOTE.PDF](#)

5.7. Vote-Revolving Fund Spending Limits - FY21

Documents:

[VOTE-REVOLVING FUND SPENDING LIMITS - FY21.PDF](#)

5.8. Vote-Rideshare Funding Transfer

Documents:

[VOTE-RIDESHARE.PDF](#)

5.9. Vote-Transfer Earmark - 9-11 Memorial

Documents:

[VOTE-TRANSFER EARMARK - 9 11 MEMORIAL.PDF](#)

5.10. Vote-Wastewater Energy Transfer Vote

Documents:

[VOTE-WASTEWATER ENERGY TRANSFER VOTE.PDF](#)

5.11. Vote-Year End Payroll Adjustment

Documents:

[VOTE-YEAR END PAYROLL ADJUSTMENT.PDF](#)

6. REPORTS (SUB/COMMITTEE, IF ANY)

6.1. Finance SC June 23, 2020.

7. PETITIONS

7.1. Claim - (1) Property Damage.

7.2. Misc. - Lowell Democratic City Committee (Judith Durant) Request Permission To Address The City Council Regarding Allowing Atty. Elliott Veloso (Interim Director Of Elections) Be Relieved Of All Non-Election Related Duties From August Through November 2020 So He Can Devote His Full-Time Efforts To Election Duties, Ensuring An Efficient, Fair And Open Election.

Documents:

[2020 JUNE 23 LOWELL DEM CITY COMM 2020 ELECTION.PDF](#)

8. CITY COUNCIL - MOTIONS

- 8.1. C. Elliott - Req. Transportation/Public Safety Subcommittees Meet With Superintendent Of Police To Develop A Plan To Issue Citations To Excessively Loud Vehicles In The Neighborhoods.
- 8.2. C. Elliott - Req. City Mgr. Have DPD Prepare Plan To Submit A Request To MassDOT For Funding Under The Shared Streets And Spaces Grant Program, For Projects Which Will Re-Purpose Parking To Better Support Curbside Pick-Up And Outdoor Dining.
- 8.3. C. Elliott - Req. City Mgr. Have Animal Advisory Board Report On The Assistance Provided By The MSPCA During Covid Crisis.
- 8.4. C. Samaras - Req. City Mgr. Have Proper Department See To The Clean-Up Of Ecumenical Plaza.
- 8.5. C. Samaras/C. Nuon - Req. City Mgr. Instruct Law Department Draft An Ordinance To Establish A Citizens Advisory Committee To Help Provide Public Input And Recommendations To The Lowell Police Department.
- 8.6. C. Mercier - Req. City Mgr. Provide A Report Updating The Progress Of The Task Force To End Homelessness And What Has Been Accomplished So Far.
- 8.7. C. Mercier - Req. City Mgr. Have A Coordinated Effort Among LPD; Tewksbury PD; Massachusetts Environmental Police; And The Mass. Dept. Of Fish And Game To Prevent Outsiders From Destroying Neighborhood And River Bank At End Of Burnham Road.
- 8.8. C. Nuon/C. Drinkwater - Req. City Mgr. Have Board Of Election Commissioners Hold A Hearing To Explore Preparation For The Upcoming 2020 Elections In September And November; To Include Implementation Of Legislative Changes To Vote-By-Mail And Early-In Person-Voting Due To Covid-19 Pandemic, And That Representatives From The Secretary Of State's Office, The Lowell Elections Office, Other Relative State And City Departments, Voting Advocacy Organizations And Members Of Public Be Invited To Testify.
- 8.9. C. Conway - Req. City Mgr. Provide An Update On The Status And Progress Of Rt. 133 (Andover Street) In Regards To Calming Solutions For Safety And Traffic.

9. ANNOUNCEMENTS

10. ADJOURNMENT

Office of the City Clerk - 375 Merrimack Street - Phone: 978.674.4161



Lowell City Council

Regular Meeting Minutes

Michael Q. Geary
City Clerk

Date: June 9, 2020
Time: 6:30 PM
Location: ZOOM / REMOTE PARTICIPATION

1. ROLL CALL

Roll Call showed 9 present.

M. Leahy presiding. Meeting was conducted via teleconference with audio stream by LTC as well as Zoom and recorded due to Covid-19 pandemic.

C. Mercier requested moment of silence in darkened chamber for Jose and Fernanda Medina and Brian Barry (accident victims). C. Mercier requested moment of silence in darkened chamber for Patricia Hogan. C. Mercier requested moment of silence for George Floyd. M. Leahy requested moment of silence in darkened chamber for Lucien Latulippe. C. Chau requested moment of silence in darkened chamber for Gonzalo Claudio Vazquez and for George Floyd.

2. MAYOR'S BUSINESS

2.1. Communication Remote Participation.

Pursuant to Governor Baker's Emergency Order modifying the State's Open Meeting Law issued March 12, 2020, meetings will be held using remote participation as follows: Members of the public may view the meeting via LTC and those wishing to speak regarding a specific agenda item shall register to speak in advance of the meeting by sending email to City Clerk indicating the agenda item and a phone number to call so that you may be tele-conferenced in to the meeting. Email address is mgeary@lowellma.gov. If no access to email you may contact City Clerk at 978-674-4161.

For Zoom - <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

In City Council, **Motion** "To accept and place on file" by C. Conway, seconded by C. Mercier. So voted.



2.2. Recognition - 50th Anniversary of Earth Day.

In City Council, **Motion** "To accept and place on file" by C. Samaras, seconded by C. Chau. So voted. M. Leahy noted a video presentation recognizing Earth Day would be placed on City website.

3. CITY CLERK

3.1. Minutes of City Council Meeting May 26th; Transportation SC June 2nd, for acceptance.

In City Council, minutes read, **Motion** "To accept and place on file" by C. Rourke, seconded by C. Elliott. So voted.

Motion by C. Elliott seconded by C. Nuon to take Item #6.1 out of order. So voted.

4. GENERAL PUBLIC HEARINGS

4.1. Vote - Continuing Appropriation Order - FY21 One Twelfth Budget.

In City Council, hearing held. No Remonstrants. **Motion** to adopt 1/12th budget of \$38,351,100 by C. Elliott, seconded by C. Nuon. Adopted per Roll Call vote 9 yeas. So voted. Speaking in favor was Conor Baldwin (CFO) who provided presentation entitled "FY 2021 Continuing Resolution" which outlined following topics: definitions, timelines, creating budget, categories, revenue, local aid trends, fiscal impact and process moving forward. C. Nuon questioned amount of possible State aid. Mr. Baldwin noted that final number would not be available for some time.

4.2. Loan Order 6,771,100 various Capital Improvement 2021.

In City Council, hearing held. No Remonstrants. **Motion** to adopt and refer to Clerk's Office for 20 days by C. Elliott, seconded by C. Rourke. Adopted per Roll Call vote 9 yeas. So voted. Speaking in favor was Mr. Baldwin who provided presentation entitled "FY2021 Capital Plan" which outlined list of properties, capital investments and finance plan for projects, affordability, capital debt affordability and credit rating/reserves. C. Samaras questioned investing during tough economic times. Mr. Baldwin noted the importance of investing in the City and it is a best practice for management. C. Nuon noted investments enhance safety in the City. Manager Donoghue noted the favorable interest rates that City will have on notes due. Mr. Baldwin outlined those rates and the reason they were favorable. C. Elliott noted that each year there is debt that the City retires.



4.3. Ordinance - Amend Mobile Food Vendors.

In City Council, hearing held. No Remonstrants. **Motion** to adopt by C. Samaras, seconded by C. Chau. Adopted per Roll Call vote 9 yeas. So voted. Speaking in favor was Eric Slagle (Inspectional Services) who outlined the changes to the ordinance.

4.4. Ordinance - Street Seats in the Public Space.

In City Council, hearing held. No Remonstrants. **Motion** to adopt by C. Rourke, seconded by C. Nuon. Adopted per Roll Call vote 9 yeas. So voted. Speaking in favor was Christine McCall (DPD) who outlined the changes to the ordinance. C. Mercier noted it was applicable to all business throughout the City. C. Rourke questioned process and time frame. C. Elliott questioned if ordinance would apply to bars in the City. Mr. Slagle commented on the ABCC regulations regarding service of alcohol in conjunction with food service. Manager Donoghue noted the efforts to put ordinance in place.

4.5. Ordinance Amending Ch. 150 Fees.

In City Council, hearing held. No Remonstrants. **Motion** to adopt by C. Nuon, seconded by C. Mercier. Adopted per Roll Call vote 9 yeas. So voted.

Motion by C. Nuon, seconded by C. Drinkwater to take Items #8.9 and #8.12 out of order. So voted.

5. COMMUNICATIONS FROM CITY MANAGER

5.1. Motion Responses.

In City Council, **Motion** "To accept and place on file" by C. Samaras, seconded by C. Mercier. So voted.

A) Motion Response - Cawley Stadium – Manager Donoghue noted it was a response to several motions and the report covers the full replacement of the field as part of the FY21 Capital Plan outlining time frame and funding. C. Rourke noted the need to fix the issues and maintain it for continued benefit. C. Mercier commented on the use of self-help grants to assist with funding. C. Conway noted it has been a number of years in the making for this project. C. Nuon questioned scope of work and costs. Manager Donoghue commented on use of grant money noting that it would not be available to replace field turf. C. Rourke commented on the use of Community Preservation Act money.



B) Motion Response - Hurd Street – Motion to transfer to Finance SC by C. Elliott, seconded by C. Nuon. So voted.

C) Motion Response - St. Hilaire's Car Wash Donation Box Removal – C. Mercier commented on the report and the action of the City. Mr. Slagle commented on removal of the boxes.

D) Motion Response - 242 Lakeview Ave. – C. Chau commented on the report and the plan to take action quickly.

5.2. Petition Responses

E) Petition Response - 682 Broadway Handicapped Spot - None.

6. VOTES FROM THE CITY MANAGER

6.1. Vote-Accept Timely Receipt of Budget FY21.

In City Council, Given 2nd Reading, **Motion** to adopt by C. Elliott, seconded by C. Rourke. Adopted per Roll Call vote 9 yeas. So voted.

6.2. Vote-Authorize Manager Execute Annual Action Plan FY20-21.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Chau, seconded by C. Elliott. Adopted per Roll Call vote 9 yeas. So voted. C. Elliott noted lease at the Senior Center. Manager Donoghue commented on ownership transfer.

6.3. Vote-Authorize Manager Execute Limited Access Agr - Speedway LLC.

In City Council, Read twice, full reading waived with no objections. **Motion** to adopt by C. Rourke, seconded by C. Elliott. Adopted per Roll Call vote 9 yeas. So voted.

7. REPORTS (SUB/COMMITTEE, IF ANY)

7.1. Transportation SC June 2, 2020.

In City Council, C. Elliott provided report outlining attendance and discussion regarding the traffic calming measures on the Pawtucket Boulevard which included enforcement; State Delegation involvement; MassDOT oversight; and temporary and permanent improvements. C. Elliott noted his effort to reach out to Governor's Office and the State's progress to a road safety audit. Natasha Vance (Transportation Engineer)



commented on efforts and funding mechanisms. **Motion** to accept the report as a report of progress by C. Elliott, seconded by C. Mercier. So voted.

8. CITY COUNCIL - MOTIONS

8.1. C. Chau - Req. City Mgr. communicate with Mass. Cannabis Commission, or other agencies, and update the Council on the timetable and process for establishing standards, regulations, and enforcement guidelines for use and transportation of recreational marijuana.

In City Council, seconded by C. Nuon, referred to City Manager. So voted. Registered speaker, Bill Dailey, addressed the Council. C. Chau commented on the referendum and the need for clarity regarding all of the regulations.

8.2. C. Chau - Req. City Mgr. direct the clean-up of dumped materials, trash and other public health related debris in the areas of Washington Street (near Leverett Street), Leverett Street, (near Cambridge Street), and along both sides of the adjacent Lowell Connector (along River Meadow Brook).

In City Council, seconded by C. Mercier, referred to City Manager. So voted. C. Chau noted the area and how it has been abused.

8.3. C. Elliott - Req. City Mgr. and Supt. Of Police provide a report regarding the effectiveness of installing traffic cameras at dangerous intersections/roadways.

In City Council, seconded by C. Rourke, referred to City Manager. So voted. C. Elliott commented on court decision limiting the effectiveness of camera use but it can still be used for traffic control. C. Nuon noted that there should be legislation to enhance the use of cameras regarding speed control. Manager Donoghue noted that they would follow up regarding any legislation.

8.4. C. Elliott - Req. City Mgr. have Transportation Engineer initiate a speed bump pilot project and identify several dangerous roadways, to address speeding and dangerous driving.

In City Council, seconded by C. Nuon, referred to City Manager. So voted. C. Elliott noted the need for pilot program to judge its effectiveness. C. Conway noted the pressing need for the speed bumps.

8.5. C. Elliott - Req. City Mgr. have Transportation Engineer evaluate making Billings (on-way) and Barker intersection a three-way stop.



In City Council, seconded by C. Rourke, referred to City Manager. So voted. C. Elliott noted it was a constituent request for calming measures.

8.6. C. Nuon - Req. City Mgr. organize a joint meeting of the Commission on Race Relations with appropriate agencies to prepare a report regarding best practices in building community relationships.

In City Council, seconded by C. Chau, referred to City Manager. So voted. C. Nuon noted the need to enhance strength in the community. C. Conway noted always important to improve and noted the efforts of the Lowell Police Department.

8.7. C. Nuon - Req. City Mgr. work with appropriate department to address the impact of the Covid-19 pandemic on Lowell's moderate 2020 Census response and implement a plan to improve the response rate.

In City Council, seconded by C. Drinkwater, referred to City Manager. So voted. C. Nuon commented on the importance of the census for federal assistance and that all citizens need to be counted. M. Leahy noted the efforts used to improve response rate.

8.8. C. Nuon - Req. City Mgr. work with the State Delegation and the Mass Dept. of Transportation to implement changes that will slow traffic on the Pawtucket Boulevard; possibilities include radar speed display, automated speed enforcement, speed bumps and narrowing the road.

In City Council, seconded by C. Drinkwater, referred to City Manager. So voted. C. Nuon noted need to bring all parties together. C. Mercier noted earlier responses regarding this topic.

8.9. C. Drinkwater/C. Nuon - Req. City Mgr. report on the costs of a third party audit of human resources/hiring practices that includes recommendations for ensuring a diverse and inclusive City workforce, and to explore the possibility of outside funding sources for the report, including grants.

In City Council, no second needed, referred to City Manager. Adopted per Roll Call vote 9 yeas. So voted. Registered speakers, Sue Kim, Rosa Payes, Sarah Kuhn, Heather Prince-Doss, Stephen Malagodi, Vannak Theng, Oye Akintan, Jennifer Balala, addressed the Council. C. Drinkwater noted that the City workforce is not reflective of the City and that there are positive steps that can be done by the City to improve the workplace. C. Drinkwater recognized the difficulty of the task and that there could be assistance with funding it. C. Nuon recognized the speakers and noted emails he had received regarding matter. C. Nuon noted there were improvements being done and



that there could be a better approach. C. Chau noted issues may need addressing. C. Rourke supported the efforts and noted the diverse hires in the police and fire departments throughout the years.

8.10. C. Conway - Req. City Mgr. meet with appropriate departments to implement a strategy to maintain the restaurants' outside seating areas free from panhandling activities.

In City Council, seconded by C. Samaras, referred to City Manager. So voted. C. Conway noted the need to alleviate any distractions to businesses downtown. M. Leahy noted the influx of homelessness downtown that needs to be addressed. Manager Donoghue noted efforts to gain control of the situation.

8.11. C. Samaras - Req. City Mgr. provide and update and timeline regarding construction and renovation of Lowell High School.

In City Council, seconded by C. Nuon, referred to City Manager. So voted. C. Samaras commented on task force meetings and the need to update timeline.

8.12. M. Leahy/C. Rourke - Req. City Mgr. begin the process of naming the football field at Cawley Stadium in honor of William "Billy" Rizos.

In City Council, no second needed, referred to City Manager. Adopted per Roll Call vote, 9 yeas. So voted. C. Rourke commented on Mr. Rizos and his leadership ability and ties to the community and that such a recognition would be beneficial to his family. C. Mercier noted she would be honored to bring matter before the Board of Parks. C. Elliott noted the Mr. Rizos was certainly worthy of the recognition. C. Samaras noted Mr. Rizos was a role model for youth.

In City Council **Motion** to suspend by C. Mercier, seconded by M. Leahy to allow following motion to be heard: "Req. City Mgr. find ways and means to prevent large groups of people congregating on the river at the end of Burnham Road; causing loud music, cases of empty beer bottles and excessive noise to residents by C. Mercier/M. Leahy." So voted. In City Council, no second needed, referred to City Manager. So voted. C. Mercier noted the issue has returned and it needs immediate attention for benefit of the neighborhood. M. Leahy noted there are a great number of people gathering at the location. C. Elliott noted there should be no trespassing on City property.



9. ANNOUNCEMENTS

In City Council, none.

10. ADJOURNMENT

In City Council, **Motion** to Adjourn C. Rourke, seconded by C. Samaras. So voted.

Meeting adjourned at 9:30 PM.

Michael Q. Geary, City Clerk



Christine Clancy, P.E.
DPW Commissioner

TO: Eileen Donoghue, City Manager *EMD*
FROM: Christine Clancy, P.E., DPW Commissioner
DATE: June 18, 2020
RE: C. Elliott – Request City Manager Request New Owner of the Locks and Canals
Clean the Floating Debris at all Gates on the Canals throughout the City

The City of Lowell has met with the new owner of the Locks and Canals, Central River Powers to discuss how both the City and Central River Powers can collaborate on cleaning up the canals by specifically removing debris and litter from the canals. Central River Powers will be completing cleanup of areas of the canals beginning in July with the assistance of the City of Lowell Department of Public Works. As pictured below, much of the floating debris gathers at gates, bridges, or other structures. In this collaborative effort, Central River Powers will remove floating debris from canals where accessible and the City of Lowell Department of Public Works will assist with hauling and disposing of the removed debris and litter.

The City of Lowell is also coordinating with Central River Powers for the rehabilitation of the Central Street Bridge. The initial phase of this project requires dewatering of the Upper Pawtucket Canal and this is anticipated to begin July 15. This dewatering effort will allow Central River Powers and the City of Lowell to remove some debris from portions of the canal bottom in addition to the efforts to remove floating debris within other areas of the City.



Floating Debris in Western Canal (picture taken on Suffolk Street)



Diane N. Tradd
Assistant City Manager/DPD Director

R. Eric Slagle
Director of Development Services

David Fuller
Building Commissioner

TO: Eileen Donoghue, City Manager *EMD*

FROM: R. Eric Slagle, Director of Development Services

DATE: June 18, 2020

RE: Motion by C. Chau - Req. City Mgr. Direct The Clean-Up Of Dumped Materials, Trash And Other Public Health Related Debris In The Areas Of Washington Street (Near Leverett Street), Leverett Street, (Near Cambridge Street), And Along Both Sides Of The Adjacent Lowell Connector (Along River Meadow Brook).

This memorandum addresses the request from Councilor Chau regarding the cleanup of several locations adjacent or in proximity to the Lowell Connector.

Once Development Services staff received the complaint regarding trash on Washington St. and Leverett St., we had an inspector onsite to document the issues. It was determined that bags of trash had been illegally dumped on the streets and some other items were dumped at the City property at 51 Leverett St., which directly abuts the Connector right-of-way.

Development Services worked with DPW to have the dumped items immediately removed, including the items at 51 Leverett St. In addition, DPW is going to clear the underbrush at 51 Leverett St. to discourage any further dumping. We will keep these areas on our watch list to discourage further dumping.

With regards to the trash and dumping directly adjacent to the Lowell Connector, this area is within the jurisdiction of MassDOT. This is the site of a mostly abandoned homeless camp (as of the last check, which was several weeks ago). Additionally, there has been a spate of illegal dumping at the site that is not related to the homeless camp. Back in early 2020, the City Manager's Office reached out to MassDOT to request that the area be cleaned up. Unfortunately, MassDOT put a hold on cleanups of this kind during the pandemic, so the City will be renewing our request for this clean-up now that the state is beginning to resume more normal operations.

ES
06/18/2020



Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent

To: Eileen Donoghue *EMD*
City Manager

From: Raymond Kelly Richardson *RKR*
Superintendent of Police

Date: June 17, 2020

Re: Motion Response – Traffic Cameras at Intersections/Roadways

6/9/2020 – Councilor Elliott – Request the City Manager and the Superintendent of Police provide a report regarding installation of traffic cameras at intersection/roadways.

The Police Department has reviewed the viability of installing traffic cameras at certain intersections and roadways and has determined that red light and speed cameras are currently not authorized by either State Law or a City Ordinance in the Commonwealth. The only authorized traffic camera program in Massachusetts is at toll locations on the Massachusetts Turnpike. Surveillance type cameras at intersections for motor vehicle enforcement would also encounter similar issues. The difficult component, even if authorized, is that enforcement/penalties would and could only be levied against the vehicle owners. Statistics would show that a vast number of motor vehicle encounters result in interactions with a driver who is not in fact the vehicle owner. Other issues raised by opponents to either red light or speed cameras are that it becomes a for-profit business. The latest information from the Insurance Institute for Highway Safety/Highway Loss Data Institute (IIHS HLDI) shows that there are currently 411 communities in the United States that have red light camera programs and 146 communities that have speed camera programs.

The existing traffic cameras in the City are there for the purpose of traffic detection for the signal operation. They are not currently connected to a network to allow for live streaming or recording. For certain cameras, it is possible to add a USB thumb drive to record the video stream. To view it, the USB would have to be removed and connected to a computer. The USB drives would need to be replaced every 1.5-2 months. It is also possible to connect the cameras to fiber optic lines to allow for live streaming and recording. Currently, we do not have the infrastructure (conduit, hand-holes, etc.) in place to run the fiber optic lines. The cost to do so has not been determined.



Diane N. Tradd
Assistant City Manager/Director

Craig Thomas
Deputy Director

MEMORANDUM

TO: Eileen M. Donoghue, City Manager *EMD*

FROM: Christine McCall, Director of Economic Development

DATE: June 16, 2020

SUBJECT: 8.7 C. NUON –REQUEST CITY MANAGER WORK WITH APPROPRIATE DEPARTMENT TO ADDRESS THE IMPACT OF THE COVID-19 PANDEMIC ON LOWELL’S MODERATE 2020 CENSUS RESPONSE AND IMPLEMENT A PLAN TO IMPROVE THE RESPONSE RATE

In 2019 the City organized a Complete Count Committee (CCC) that comprised of engaged residents, local neighborhood and community groups as well as nonprofits and educational organizations, to help the City educate the community and promote the census through locally based, targeted outreach efforts. The trusted voices of the CCC have been invaluable in developing and implementing a 2020 Census awareness campaign to help encourage local self-response.

On March 16, 2020, due to the evolving public health crisis, the Lowell CCC and the Federal Census Bureau were forced to adjust its operations. We ceased all in-person contact outreach efforts, including mobile questionnaire assistance centers. QAC’s are critical to ensuring a complete and accurate count in our historically hard to count census tracts. On March 19, 2020 the Massachusetts self-response rate was 15.2% and as of June 18, 2020, the Lowell self-response rate is 55.1%. Creative efforts were implemented by our Lowell CCC to promote self-response during the stay at home orders. The key message promoted during lockdown for anyone with questions about how COVID-19 will affect the 2020 Census: It has never been easier to respond on your own, whether online, over the phone or by mail—all without having to meet a census taker.

The Lowell CCC conducted the following outreach efforts during the pandemic to encourage self-response:

- Two Citywide Code Red texts and phone messages
- Coordinated with the Lowell School Department to engage in Virtual Census sessions during classroom hours
- Abisi Adult Education Center incorporated, and will continue to incorporate, census education with their students
- Provide census materials at food distribution sites and drop offs

- Monthly phone banking
- ‘Census Tuesdays’ social media campaign with community partners
- Series of radio ads on Mega Radio (popular Spanish radio station)
 - :30 commercials, 2/day (through July)
 - Live mentions, 4 daily (through July)
 - 1 weekly phone interview
 - Website banner exposure and promotion on social media

That said, Lowell has four census tracts that only have a mid-40% self-response rates. This will allow our Lowell CCC to readjust our outreach efforts. We are in the process of implementing the following plan throughout the summer to ensure an accurate count in those specific areas:

- Install lawn signage throughout the HTC census tracts to encourage self-response (signage will be available in English, Spanish, Khmer, & Portuguese)
- Install A-frame signage in key areas throughout the City to promote self-response (signage will be available in English, Spanish, Khmer, & Portuguese)
- The City will send a targeted mailer to every household in the City (mailer will be available in English, Spanish, Khmer, & Portuguese)
- City will mail targeted postcards to the 4 lowest responding tracts (postcards will be in English + language (s) predominant in the census tract)
- Partner with Lowell Senior Center and Pollard Library to revamp physically-distanced mobile QACs (e.g. Census takers at curbside pick-up locations)
- Conduct Census outreach at food distribution sites throughout the City
- Continue engagement with faith-based communities (particularly those serving immigrant populations) through:
 - Virtual prayer services and live streaming, while mentioning census.
 - Banners or buttons on the website.
 - Engage faith leaders for a community day action or weekend (Census Worship Weekend).
 - Putting messaging on the marquee or in bulletins.

The window to self-respond to the 2020 Census has been extended until August 31, 2020. Census Bureau staff will begin visiting homes that have not responded to the 2020 Census to make sure everyone is counted on August 11, 2020.

The Lowell CCC will continue to look for neighborhood and community events to include socially distanced outreach opportunities.



Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

MEMORANDUM

TO: Mayor Leahy and Members of the City Council

FROM: Eileen Donoghue, City Manager *EMD*

DATE: June 23, 2020

SUBJECT: Coronavirus Community Resource Coordinator (**Motion by C.Rourke on 4/28/2020** - Req. City Mgr. Look Into The Availability Of Open Spaces; Such As Cawley Stadium And LeLacheur Park, For School Graduations This Spring That Would Adhere To Current Social Distancing Measures.)

My office has worked closely with school administrators to identify and secure space that can safely accommodate an outdoor graduation ceremony. In the course of our assessment of available space, it was determined that Edward A. LeLacheur Park would be best suited to hold a ceremony.

On June 12, Lowell Public Schools announced that in-person graduation ceremonies for the Lowell High School Class of 2020 will take at LeLacheur Park place on July 21st and July 22nd. The graduating class will be split into four groups with two ceremonies taking place each day in order to reduce the size of the gathering and to allow graduates and spectators to adhere to social distancing protocols. The ceremonies will be conducted according to plans that are fully compliant with state public health guidelines.

[Return to Headlines](#)

LOWELL HIGH SCHOOL GRADUATION CEREMONY ANNOUNCED FOR CLASS OF 2020

The Lowell Public Schools and the City of Lowell are pleased to announce that the Lowell High School Class of 2020 in-person graduation has been scheduled for July 21st and July 22nd (rain dates of July 23rd and July 24th) at Edward A. LeLacheur Park, which is home to the Lowell Spinners.

In keeping with the health and safety guidance provided by the Governor of Massachusetts and the City of Lowell Health Department, this year's graduation will take place outdoors, over two days, with two ceremonies scheduled for each day – at 4pm and 7pm. These four small ceremonies over a two day period will enable Lowell High School students, families and staff to follow social distancing and safety protocols while still providing the opportunity to celebrate a milestone accomplishment in the students' lives.

Each graduate will receive two tickets and each ceremony will be broadcast on the internet as well as on Channel 22 for family members and loved ones who will not be able to attend the ceremony in person. At the conclusion of the four ceremonies, LHS will create and broadcast a full graduation video to commemorate this momentous event for our graduating seniors which will also be broadcast on the internet as well as on Channel 22.

Details regarding the distribution of the two tickets and assignment of graduation ceremony dates and times will be provided by LHS leadership in the coming week. LHS administration will keep families updated in the event there are changes to the Covid-19 guidelines that could affect this plan.



City of Lowell

Recreation Department

375 Merrimack Street, Room 7 • Lowell, MA 01852
P: 978.674-4175 • F: 978.970.4065 • www.lowellma.gov

Peter Faticanti
Recreation Director/Planner

Anastasia Montbleau
Associate Planner

Kaitlyn Hickey
Youth Coordinator

TO: Eileen Donoghue, City Manager *EMD*
FROM: Peter Faticanti, Recreation Division Program Director/Planner
DATE: June 15, 2020
RE: Req. City Mgr. Provided Information Regarding Timetable for the Possible Opening of Parks, Playgrounds and Pools (Based upon Information Provided by Governor's Office)

This memorandum addresses the motion request from the City Council regarding timetable for opening Parks, Playgrounds and Pools.

Guidance in Phase II of Governor Baker's Reopening Order regarding public pool operations includes a number of new procedures including social distancing, closure of locker rooms, restrictions of the numbers of bathers in the pool and the enclosures, to name a few. Plans are being developed as to how the guidance will be enacted by lifeguards and pool staff throughout the summer.

Keeping this guidance in mind, South Common Pool was chosen as the pool to open this year. There currently is a shortage of lifeguard applicants at present, so only one pool can be safely staffed. Of the two pools, South Common and McPherson, the South Common pool is bigger, which gives us the ability to have more swimmers in the facility and still follow the 40% capacity allowed under Phase II restrictions. The pool will be open 12 noon - 6pm. Swim lessons are not allowed until Phase III. Depending on when Phase III begins, swim lessons would be offered. Swim lessons would be held prior to the 12 noon opening and in limited in group sizes. The pool will be open until mid-August. The Waterfront at Rynne Beach will not be staffed this year due to lack of available lifeguard applicants. The additional certification required for waterfront, on top of the pool lifeguarding certifications, make it more difficult and costly to acquire for most applicants.

The Recreation office has begun the process to hire lifeguards for the South Common Pool Facility. We currently have six lifeguards being processed through Human Relations, three applicants working towards completing their applications and two applicants who have expressed interest. We are working with several partners to try to identify more possible applicants and making preparations to have a lifeguard class if needed. Our lifeguard class would run concurrently with our summer pool and lifeguard pre-opening training so we would try to make a two week process into a one week process in order to be able to open the pool on time.

After Speaking with Parks Superintendent Shannon Cohan, the pool training and lifeguard class would begin at the end of June if the pool can be ready on time. Our goal is to have the pool ready and open to the public in the beginning of July. We are working on procuring the supplies to run the lifeguard class in accordance with Phase II protocols so that whether or not Phase III has begun, we will be able to do a contactless and socially distanced class/training.

The Parks Department is also working on getting the splash pads open for the summer. In addition to the typical maintenance issues, O'Donnell Park will need considerable resurfacing to the area prior to opening. The goal is to have the splash pads online to open in early July, with O'Donnell being the last to open. These facilities will run unstaffed this summer due to the Phase II guidelines putting more emphasis on parents enforcing the social distancing requirements for their own families. The sites are usually open 12 noon - 6pm seven days a week and Recreation will be working with Parks to advertise times and opening dates as they become available.

The State Department of Conservation and Recreation (DCR) has informed us that they plan to open the North Common Lord Pool this summer as well. However, they are still unsure about dates and times, and are still trying to identify certified lifeguards to staff the facility.



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Peter Faticanti
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Anastasia Montbleau
Associate Planner

Kaitlyn Hickey
Youth Coordinator

TO: Eileen Donoghue, City Manager *EYD*
FROM: Peter Faticanti, Recreation Division Program Director/Planner
DATE: June 23, 2020
RE: Req. City Mgr. Provide A Report Regarding Available Summer Jobs,
Programs And/Activities For The Youth Of Lowell

This memorandum addresses the motion request from the City Council regarding available Summer Jobs, and activities for the youth of Lowell.

Since the decision was made to close summer programs, the Recreation division has started to plan some virtual programs, as well as some in park experiences to provide a variety of safe activities for residents this summer. This decision has also lead to reduced staffing needs for the Recreation Division as well. Details of both aspects of the summer 2020 plan is as follows.

Virtual programming

This summer the Recreation office will be partnering with our vendors to bring the normal camp enrichment activities to the virtual format, as well as add in some new experiences for our participants. The library usually brings a story time activity to our 3-4 year old program each summer. This year Molly Hancock will deliver these activities through YouTube videos that we can link to our website. It will include "flannel stories", as well as music and rhymes like Mother Goose. This program will be offered through website links on our website and can begin as early as July 6.

We intend to bring back a performer named Jeannie Mack. Jeannie Mack performs all kinds of fun, bounce-around songs geared for kids 3 - 4 years old. The kids will be able to clap along, sing along, dance like no one's watching, and act out stories using your hands and fingers. We have Jeannie Mack scheduled for these video programs on July 10th, July 20th and August 3rd.

Our Tae Kwon Do Vendor is going to record YouTube videos for our programs. We will be filming twelve videos that progress in skill, just like our summer classes would. We would be able to put them up either all at once, or weekly for kids to do throughout the summer. These lessons would also be able to begin on July 6.

A new program would be Virtual Irish Step Dancing. A former department employee teaches lessons on the Cape and is willing to offer pre-recorded weekly classes of herself dancing and

instructing the kids on how to perform the steps right along with the video. These will be shared through a private YouTube page to the participants and can begin on July 6.

Another new program we are looking to offer is the Art Sherpa. This website offers paint instruction videos and teaches participants how to paint by using demonstration and instruction. They will show how to mix paints correctly, proper brush usage, and also what the different types of brushes are used for and how to get the most out of your supplies. This program is able to begin mid-July, but no hard date has been set by the vendor.

We plan to offer an online arts and crafts program through recorded videos. We would have participants register and then send them the link to the website. Registered participants would be able to get supplies provided by the recreation office in pre-bagged kits that would include all the supplies needed for each activity. Anyone who does not need the supplies would still be able to view the videos and provide their own supplies for this program. This could begin July 6.

Science Tellers is another new vendor we would be working with. They provide children and families with fun, experiential science education through art and interactive storytelling. We plan to use three of their programs beginning July 6:

- 1.) Dragons: Return of the Ice Sorceress (grades K-5)
- 2.) Dragons Jr. (Pre-K)
- 3.) Aliens: Escape from Earth (grades K-5)

Summer experiences

We also plan to offer different summer experiences and contest using social media. First would be a sidewalk chalk competition. We plan to have different themes and participants would use sidewalk chalk to create a picture relating to the theme each week. Then using on line poll to decide the winner, we would announce the contest winner and award a small prize. We plan to use this same format to have baking challenges/re-creations. Again we plan this to be a weekly contest with online polls to determine the winners. These challenges would begin the week of July 6.

Scavenger hunts are planned in the parks. The Recreation office has reached out to Steve Stowell to get some interesting locations in the City parks. The participants will then try to locate them and send us pictures of themselves at the various locations throughout the City parks. The family who gets to the most locations over the course of the summer would win a small prize as a family. This would also try to get people into the parks for some of the outdoor activities and fun that they would normally get through our camp programs. This could begin July 6.

Another program is one that we came across in Chelmsford as we were looking for ways to get park interaction, but not in group settings. It is a painted rock program. We would buy and paint several rocks to be put at various parks throughout the summer. The public would then paint their own rocks and either add to our “Rock garden” or opt to take a rock they like in exchange for leaving one that they had painted. The idea would be to get kids and families into the park and find the “rock garden” we have and hopefully get them to participate by adding to the area with their own sense of expression and art. This could begin by July 13.

We plan to continue our free lunch program through both the Lowell School Department meals vendor Aramark and also the Merrimack Valley Food Bank. They would provide meals for our sites and we would deliver them to the families who are interested in coming to the park for lunch. We would provide meals with Aramark at our typical summer sites of Shedd, Daley, Gage, Wang and Reilly. Merrimack Valley Food Bank locations are typically the O’Donnell Splash Pad, McPherson Park, and Eagle Park. We will be firming up locations with both Aramark and Merrimack Valley Food Bank based on expected attendance. Free lunch programs could start July 6.

We plan to help some community partners advertise their programs in order to let the public know about programs offered at other facilities. For instance Middlesex Community College summer programs. These run all summer and are for ages 8-17. They are all being offered virtually this year. Also we plan to advertise the Lowell Conservation and Trust summer programs as well. We can put a link directly from our page to their information for the public to easily find.

The South Common Pool, located at 272 South St., will be opened for swimming with a possibility of swim lessons if Phase III begins early enough, and guidelines are conducive to having swim lessons. Only the South Common pool will be opened this summer due to the lack of lifeguards to safely staff the McPherson pool and the Waterfront. The pool would be open early July – mid August from 12 noon - 6pm daily. The City plans to operate, but not staff, the splash pads at O’Donnell Park (1170 Gorham St.), Shedd Park (453 Rogers St.), and Mulligan Park (89 Plain St.). The splash pads are usually open starting in early July from 12 noon - 6pm seven days a week, and close on Labor Day. The opening dates for the pool and splash pads are dependent on the ability for DPW to make repairs and get the water running at these locations.

The Department of Conservation and Recreation (DCR) is planning on opening the North Common Pool as well. Their planned dates and hours of operation are currently undecided.

As usual the City run programs would be free of cost to all interested participants. Some of the partner programs may have fees.

Employment

In order to fulfill these programs we will need to hire about 12-14 lifeguards and an additional 6-10 summer program managers to oversee and facilitate the programming. This staffing number would be a significant decrease from the 185 positions that we filled during the summer of 2019. We understand the impact of the loss of summer jobs to the community and anticipate returning to full programming next summer.



Eileen Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

TO: Eileen Donoghue, City Manager *EMD*
FROM: Shannon Norton, Executive Director, MassHire Lowell Career Center
DATE: June 10, 2020
RE: M. Leahy - Req. City Mgr. Provide A Report Regarding Available Summer Jobs, Programs and/Activities For The Youth Of Lowell

The MassHire Lowell Career Center operates a summer jobs program each year. This year we have funding from Commonwealth Corporation's YouthWorks program and from the Lowell Police Department's Shannon Grant. The programming is geared to low income at risk youth. As part of the grant agreement with Commonwealth Corporation, 20% of the total participants must be either homeless, in foster care, aged out of foster care, court involved, a gang member, has a disability that requires school accommodations or impacted by COVID 19 (family illness or parental unemployment).

Due to the COVID 19 crisis we have had to alter our plans for the summer jobs program. We do plan to provide services to Lowell youth this summer. The plan is to have three programs.

The first program is geared towards 14-15 year old participants. They will be doing service and project based learning virtually. They will be using YouthWorks Strong project based learning tools facilitated by our staff. We anticipate enrolling 38 youth and they will receive a \$950 stipend for the 75 hours of work on this project.

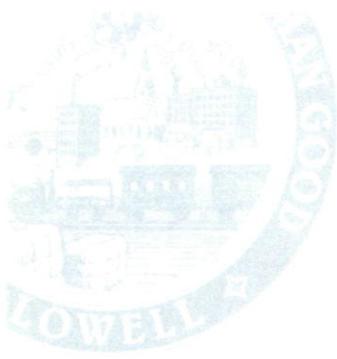
The second program is Career Pathway and Support. This will be geared towards 17-21 year old participants. They will be using the Creating a Career Path Track in YouthWorks Strong and will be learning Web Design Functions and will receive a certificate as part of this training. This will be done virtually, facilitated by our staff and each young adult will receive a \$1,560 stipend for the 120 hours of work on this career pathway/web design work.

The third program will be Early & Career Trajectory Employment Experiences. This will be geared towards 16-21 year old participants. Forty-two of the participants will be located at worksites such as the Boys and Girls Club, Lowell Housing Authority and our van crew. Social Distancing and PPE rules will be enforced at these sites. Our staff will be monitoring the sites daily to ensure compliance with this. Participants in the worksites will be paid minimum wage and work up to 25 hours a week for six weeks. Another one hundred and forty five participants will participate in virtual career services. They will be using Building a Professional Self Track of YouthWorks Strong. They will receive a stipend of \$1,275 for the 100 hours of programing.

We will purchase “care pack” materials for youth in the Building a Professional Self track so they can have notebooks, headsets, pens, etc to do the programming. We will purchase Chromebooks for the 10 young adults in the Career Pathway program. Laptops will be provided to summer staff so they can facilitate the virtual programming.

We have posted the application process on our website <https://mashirelowellcc.com/summer-work2020/> We will be taking applications starting today and up until we have filled the three programs. There is a video on our site that explains the application process.

Please feel free to contact me with any questions at snorton@lowellma.gov or (978) 805-4816.



Eileen Donoghue
City Manager

June 17, 2020

Mayor John J. Leahy
and
Members of the City Council

RE: Lowell Cultural Council

Dear Mayor Leahy and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Mass. G.L. Ch.10, sec.58 and 962 CMR 2:04, I have appointed the following persons to membership on the Lowell Cultural Council:

Samuel G. Githae
39 Myrtle St #27
Lowell, MA 01850, (which term expires June 23, 2023), or such time thereafter until a successor is appointed and qualified; and

Britton S. Boughner
96 10th Street
Lowell, MA 01850; (which term expires June 23, 2023), or such time thereafter until a successor is appointed and qualified.

Rona E. Gofstein
95 Photinen Drive
Lowell, MA 01854; (which term expires June 23, 2023), or such time thereafter until a successor is appointed and qualified.

Under the above-referenced statute, confirmation by the City Council is not required.

I have enclosed their resumé's for your reference.

Samuel Githae
Lowell, MA 01850

COLLABERA AT HP, Andover, MA
Technician III (contract)

November 2012 to April 2014

ROBERT HALF INTERNATIONAL, Lexington, MA
Desktop Support Technician (Per Diem)

March 2012 to October 2012

REFERENCES

Christopher Connolly
Sr. Help Desk Technician
R.G. Vanderweil Engineers, LLP

MJ Mashintchian
Director of IT
Numa Networks

Dr. George Mbugua
Chiropractor
Apex Chiropractic
Lowell MA 01854

✓

Samuel Githae
39 Myrtle St. #27
Lowell, MA 01850
February 6, 2020

Mary Callery
Human Relations Director
Lowell City Hall - Room 19, 375
Merrimack Street, Lowell, MA 01852.

RE: Application for the position of Lowell Cultural Council Member (2769)

Hello Madam,

Kindly accept my application for the position named above.

I am currently completing my MBA at UMASS Lowell this fall and the knowledge gained together with my experience may be a good fit for the position.

Given a chance, I will demonstrate how my skills, experience and genuine commitment may be mutually advantageous. Looking forward to hearing from you.

Yours sincerely,



Samuel G. Githae

HR REC'D
FEB 10 '20 PM 1:05

LESLEY UNIVERSITY, Cambridge, MA 1994 - 2006
Technical Resources Coordinator:

- Supervised and problem-solved media technologies across the university
- Trained and guided students and faculty on media projects
- Supervised library work students
- Designed media operation and policy instructions
- Managed supply and repair orders with vendors

OTHER EXPERIENCE

WILDLIFE ACOUSTICS, INC, Concord, MA 2013 - 2014
Order Fulfillment & Quality Assurance Coordinator:

- Installed firmware updates and mechanical upgrades to bio-acoustical recorders
- Performed quality inspections and diagnostics on product
- Created policies and procedures manual

CAMBIUM LEARNING TECHNOLOGIES, Natick, MA 2009 - 2010
Assistant Instructional Designer:

- Created online tutorials for school districts using Lectora lesson development software
- Manipulated graphic, audio, and video files to be inserted into math and reading lesson plans

SKILLS

Video production, photography, graphic design, online learning software Epic and Lectora, public speaking, teaching

COMMUNITY SERVICE

DIY LOWELL, Lowell, MA 2015 - present

- Volunteer, event organizer, photographer, videographer

METROPOLITAN WATERWORKS MUSEUM, Boston, MA 2012-2014

- tour guide, media producer, marketing committee member

LOWELL TELECOMMUNICATIONS CENTER, Lowell, MA 2012 - 2016

- board member, produced promotional videos for 20th anniversary of cable access station

LOWELL HUMANE SOCIETY, Lowell, MA 2008 - 2010

- volunteer, video producer, fund raiser

LOWELL TRAIN (local music show) , Lowell, MA 2015-2017

- technical director, booking agent, photographer, social media administrator

LOWELL SOUTHEAST ASIAN WATER FESTIVAL RECYCLING COMMITTEE, Lowell, MA 2015 - present

- Volunteer, photographer

February 14, 2020

Dear Ms. Callery,

Please accept this letter as an application for the Lowell Cultural Council Member (#2769) position for the city of Lowell. Given my experience in educational and museum institutions, and as an active member of the Lowell community, I believe that I would help to further expand the mission of the Lowell Cultural Council.

As the Volunteer and Digital Service Coordinator at the Metropolitan Waterworks Museum, I supervised and recruited volunteers, led museum tours, taught school groups, and managed the museum. Outreach was another important component of my job, where I organized lectures and field trips, attended conferences, and created media content for the museum's web page and social media site. I believe this versatility is an example of the skills I would bring to my role as a member of the Lowell Cultural Council.

Additionally, I believe the following range of experiences in marketing, media, and mentoring match well with the qualifications that you are seeking in a Lowell Cultural Council Member.

Marketing and Promotion:

- Board member of Lowell Technology Center (LTC) for two two-year terms, and member of its 20th Anniversary subcommittee, where I reached out to Lowell residents, neighborhood action groups, and businesses to engage them in the development and production of their own community-based media content
- Member of DIY Lowell, an organization that creates small, achievable events to promote community development; created content for a social media site called "Lowell Neighborhood Eats" to promote dining in local restaurants
- Volunteer at the Lowell Humane Society; assisted with fund raising; and produced several promotional videos for the animal shelter

Innovation and Media Development:

- Co-led an educational game project between the MIT Museum and the Teacher Education Program (TEP) at MIT; created game content for mobile devices; recruited and presented to high school and college students; recorded and produced a video of the students' game-testing results
- Produced "Family Rooms" documentary for the Revolving Museum that highlighted a collaboration between selected local artists and three first-time home buyers in Lowell
- Directed a music show in Lowell that featured local music; booked talent, created marketing flyers, photographed bands, and managed social media site

Training and Mentorship:

- Led educational interpretive tours as a volunteer docent at the Waterworks Museum; served on its marketing committee; created promotional videos and photographed events
- Trained and guided students, faculty, and staff at several higher educational institutions in the Boston area on media presentation and online learning technology
- Active member of an MIT Toastmasters Club for nine years; delivered speeches, mentored new speakers, led workshops, and created videos and promotional materials
- Substitute teacher in local high school and middle schools

Being a mentor, liaison, and leader has been a common thread throughout my career and in my community, and I am eager to share my enthusiasm with you and learn more about the Lowell Cultural Council Member position.

Sincerely,

Britton Boughner

Rona E. Gofstein
95 Photine Drive
Lowell, MA 01854

EXPERIENCE

Freelance Writer and Editor

January 2006 - present

School Librarian's Workshop - 2012-present: Editor of bi-monthly 24 page newsletter (ended in 2016). Manage and edit blogs, social media outreach and posts; bookkeeping; Subscriber list management.

Writers Business School - 2013-2015: Writer and editor for blogs, class materials, and presentations. Managed web and social media presence. Coordinated email lists, publicity, and course registrations

Currently writing both fiction (novel and short story length) and non-fiction (book and article length). Published articles with Merrimack Valley Magazine - most recent November 2019. Work well meeting deadlines and with a variety of editors and editorial styles. Coordinate social media, marketing, collateral materials, books signings and review requests for books and anthologies

Virtual Assistant

March 2006 - August 2007

Worked for personal coach Karen Jones at The Heart Matters. Did online research, site searches, event planning, transcription, product design, and editing articles for posting on appropriate internet sites. Updated contact lists. Assisted in the editing of her first book, *Men Are Great*. Helped redesign newsletter format and prepared content. Assisted with marketing outreach.

PartyLite Sales Consultant

March 2000 - December 2005

Booked and led home shows. Developed strong phone and customer service skills. Managed personal business as well as sponsored and supported new consultants. As a unit leader, coached a team of 2-7 active consultants. Trained at unit and regional meetings. Earned incentive trip to Atlantis (2004).

Non-Profit Fundraiser

1991 - 1999

Worked in a variety of positions of increasing responsibility at various Massachusetts non-profits including Beth Israel Hospital, the New England Conservatory, and the American Textile History Museum, Lowell, MA. Wrote appeal letters, brochures and newsletters and coordinated mailings. Solicited gifts and donations. Managed all aspects of special event functions (board meetings through galas) for 15 - 750 people. Met event fundraising goals up to \$500,000. Worked closely with Board of Trustees, department heads and volunteers.

EDUCATION

Wellesley College, Wellesley, MA
BA 1988 - Cum laude graduate

CURRENT MEMBERSHIPS:

Broad Universe - Speculative Fiction Writers - President
Romance Writers of America
International Women's Writers Guild

BRIAN GORMAN

[REDACTED] 746 Central Street Apt 1 Lowell, MA [REDACTED]

EDUCATION & CREDENTIALS

Bunker Hill Community College, Charlestown, MA

December 2020

- A.S Business Administration Management, GPA: 2.95

Northeast Technical Institute

Oct - Dec 2007

- Commercial Driver's License

APPLICABLE CCOURSEWORK:

- Organizational Behavior Design
- Principles of Marketing
- Principles of Management

LOGISITICS MANAGAMENT EXPERIENCE:

Interra Innovation, Concrete Laborer, North Reading, MA

July 2017 - October 2017

- Prepared mix concrete delivery to multiple job sites on a daily basis
- Worked with major construction corporations such as Middlesex Corp and Suffolk Construction in support of large projects from water main replacement to building construction, such as Wynn Casino in Everett, MA
- Provided support to small patio and pool businesses such as South Shore Gunite LLC in residential backyard pools and patios
- Responsible for daily loading, cleaning and preventative maintenance for personally used concrete truck

Sea Cap Incorporated, Transporter, South Boston, MA

July 2015 - October 2016

- Delivered fresh seafood daily from South Boston to major distributors throughout New Jersey
- Responsible for picking up frozen seafood from major distributors in New Jersey, New York, and Connecticut
- Loaded and Unloaded truck, accounting for all freight and ensuring quality control of shipment

Department of Public Works, Equipment Operator, Wellesley, MA

September 2014 – March 2015

- Responsible for labor associated with day to day operations of Wellesley Highway Department operations
- Labor included, but not limited to, catch basin maintenance and reconstruction, road and sidewalk repair and construction, and plowing and sanding operations.
- Coordinated with water and parks departments, occasionally working with crews under foreman assigned to respective departments
- Labor included use of tools and equipment necessary for specific daily jobs

Horizon Air Services, East Boston, MA

Month 2008 – Month 2011

- Daily pickup and Delivery to and from multiple customers located throughout southern New England
- Travelled an average of 200-300 miles per shift. Customer's freight was transported to and from Logan International Airport to be shipped across the globe.
- Responsible for picking, organizing, and loading orders to be delivered to JFK and Newark, NJ airports. Truckloads ranged from two to eight per night.
- Responsible for parking, locking and turning in keys for over 30 trucks and management of over 50 trailers from dry van, to refrigerated and shipping containers.

MILITARY EXPERIENCE:

Navy Reserve Unit NMCB 27: Detachment 16

January 2008 – January 2016

Alpha Company Equipment Operator

- Responsible for operation and management of over 200 pieces of heavy construction equipment.
- Collateral Duties included but were not limited to Collateral Equipment Custodian, Dispatcher, and Yard Boss among others.

Equipment Operator Petty Officer 2nd Class (E-5)

- Primary responsibility
- Assigned to necessary equipment for project of the day.
- Responsible for pre-trip inspection, preventative maintenance, safe operation, and return of assigned piece of heavy construction equipment daily.
- Using various pieces of equipment; completed numerous projects such as hurricane relief and repair, road grading and improvement, and excavation for base improvement.

Fireteam Leader for Alpha Company, 3rd Squad, 2nd Fireteam

- Carried out orders of Alpha Company Squad Leader.
- Responsible for fire discipline and control of fireteam consisting of Leader, Automatic Rifleman, Assistant Automatic Rifleman, and Rifleman.
- Oversaw condition, care and economical use of weapons and equipment

Lead trainer for stateside commercial driver's license training

- Trained 15 servicemembers on the operation of an M-916 light equipment transporter (tractor) and 53 foot gooseneck trailer.
- Created a course for the tractor trailer based on the Massachusetts commercial driving test
- Successfully trained 100% of the members in Alfa Company in proper alley dock backing, parallel parking, and pre-trip inspections according to Massachusetts DOT

Dispatcher

- Duties included overseeing day to day cycling, operation and preventative maintenance of equipment, logging and tracking of shop maintenance, and assignment of vehicles to specific crew members for daily tasking.
- Filled daily dispatch logs recording operating hours, mileage, fuel consumption, and preventative maintenance
- Responsible for placing equipment in and out of shop status

Collateral Custodian

- After a full turnover upon arrival, successfully tracked and managed items such as tow straps, chains, equipment attachments, and other extra equipment valued at over \$250,000.
- Turnover to relieving command was improved and faster, saving an estimated 18 man hours.

Operation Enduring Freedom

- *Guantanamo Bay, Cuba August 2012 – November 2012*
 - Provided much needed hurricane relief after hurricane Sandy in October 2012
 - Accomplishments include beach clean-up and bathhouse repair, dock repair, street sweeping and general building maintenance
 - Supported Marine Corps Security forces improving firing ranges, and improving unpaved roads base wide

Gorman 3

- *Soto Cano Joint Air Base, Comayagua, Honduras December 2012 – April 2013*
 - As one of the only two equipment operators, supported Joint Task Force- Bravo in numerous projects such as fence removal and extension around the recreation and pool area to expand the patio for outdoor functions.
 - Worked with Army Support Activity to reorganize and improve Military Police K9 Training courses and facility.
 - Dismantled and removed an outdated and obsolete 40'x40' satellite dish that had not been in service for over 30 years
 - Supported Medical Element, as part of a team of six, extended the ambulance overhang by 25 feet providing cover against weather elements for medics and patients.

Notified of receipt 3/16

City of Lowell Employment Application

NAME WALTER J O'NEIL JR.
 ADDRESS 51 Upham St Lowell, MA
 TOWN LOWELL STATE MA ZIP CODE 01851
 Is this your mailing address? If not: _____
 Are you a veteran? YES Years of Service 4 Attach DD214 _____
 Position Applying for: VETERANS COMMISSION MEMBER 2770

Employment History (list most recent first)

1.	Employer Name, Reason for leaving:	Address,	Telephone #	Position Title	To	From
	<u>USPS</u>	<u>RETIRED</u>		<u>LETTER CARRIER</u>	<u>7/82</u>	<u>1/18</u>
2.	Employer Name, Reason For leaving:	Address,	Telephone #	Position Title	To	From
3.	Employer Name, Reason For leaving:	Address,	Telephone #	Position Title	To	From
4.	Employer Name, Reason For leaving:	Address,	Telephone #	Position Title	To	From

Educational Background

High School Name	Location	Did you Graduate	Degree / Course of Study
College Name	Location	Did you Graduate	Degree / Course of Study
Other	Location	Did you Graduate	Degree / Course of Study

Any other training or verifiable volunteering pertinent to position applied for? _____

Professional References Not Related to you (Name, Address, Phone, Relationship or how known)

1 KEVIN MURPHY [Redacted]

2 [Redacted]

3 _____

Persuant to M.G.L. Chapter 268A, Please indicate if you have any family members employed by the City of Lowell
 YES NO

If answering yes, please list their name and relationship to you:

Licenses: List any licenses, registrations or certificates related to position (s) sought:

LICENSE	ISSUING AGENCY	EXPIRATION DATE
DD214		

What languages do you :

	Read	Speak	Write	Fluency:	Fair	Good	Excellent
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Spanish							
French							
Khmer							

Office & Computer Skills:

COMPUTERS	OPERATING SYSTEMS	SOFTWARE	TYPING SPEED

Are you currently, or have you ever been employed by the City of Lowell or any of it's entities? Yes No

If yes, where and when? _____

OPTIONAL INFORMATION

Response to the following is voluntary. Failure to provide the information requested will not adversely affect your application.

Circle one:

I Am: Male Female

I Am: White Black Hispanic Asian American Indian/Alaskan Native Other

BEFORE SIGNING BELOW, PLEASE READ THE FOLLOWING STATEMENT CAREFULLY

The City of Lowell is an equal opportunity/affirmative action employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status or the presence of non-job related medical condition or disability.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements, omissions or misrepresentations on this application or made during an interview(s) may result in rejection of this application or in my dismissal if hired. I authorize investigation of all statements contained herein and the references listed may be necessary to determine my fitness, skills and qualifications for employment. I understand that a pre-placement medical examination, drug and criminal background check is part of the hiring process and agree to cooperate to its conditions. I certify that I am a citizen of the U.S. or an alien authorized by Visa or immigration status to work in the U.S. I understand that it is the City's intent and obligation to provide a drug-free, healthful, safe and secure work environment. I certify that I am not currently using any illegal drugs and that I am not using any legally controlled drugs in an illegal manner. The City of Lowell is a drug-free, smoke free workplace.

NOTE: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Signed: Walter J. O'Neill Date: 3/4/20

In case of an emergency, contact: Name: EILEEN O'NEIL

Address and Phone # _____

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager on Behalf of the City of Lowell, to accept a gift from the Trustees of Eastern Bank Charitable Foundation in the amount of Ten Thousand and 00/100 (\$10,000.00) Dollars for use by the Council on Aging of the City of Lowell.

Pursuant to the Trustees of Eastern Bank Charitable Foundation, the Lowell Senior Center is named to receive Ten Thousand and 00/100 (\$10,000.00) Dollars for use by the Council on Aging of the City of Lowell to be used to support low and moderate income individuals and families where the need is greatest; and

The City of Lowell desires to accept the gift of said funds for use by its Council on Aging.

NOW, THEREFORE, BE IT VOTED:

That the City Manager be and he is hereby authorized in the name of the City of Lowell, to accept a gift from the Trustees of Eastern Bank Charitable Foundation, in the amount of Ten Thousand and 00/100 (\$10,000.00) Dollars for use by the Council on Aging of the City of Lowell, pursuant to Massachusetts General Laws Chapter 44, Section 53A.

BE IT FURTHER VOTED:

That the City Manager will convey the City's appreciation for the donation.

V:acceptgift/coa



The City of Lowell • Council on Aging
276 Broadway Street • Lowell, MA 01854
P: 978.674.4131 • F: 978.970.4134
www.LowellMA.gov

Lillian Hartman, MPA
Council on Aging Director
978.674.4131(P)
978.970.4134(F)

MEMORANDUM

TO: Eileen Donoghue, City Manager

FROM: Lillian Hartman, Council on Aging Director

DATE: June 15, 2020

SUBJECT: Accept/Expend \$10,000 Eastern Bank donation for Senior Center

Attached please find a letter accompanying an unsolicited donation of \$10,000 from the Eastern Bank Charitable Foundation, to be used to support low and moderate income individuals and families.

Thank you,



May 29, 2020

Ms. Lillian Hartman
Lowell Council on Aging
276 Broadway
Lowell, MA 01852

Dear Ms. Hartman :

On behalf of the Trustees of the Eastern Bank Charitable Foundation, I am delighted to confirm that you have been awarded a donation in the amount of \$10,000.00 in support of your efforts to help our neighbors during the COVID-19 emergency.

This donation is to be used to support Low- and Moderate-Income individuals and families—where the need is greatest.

This donation is part of Eastern Bank Charitable Foundation's COVID-19 response package which now totals over \$8,000,000, in two phases, all in support of vulnerable populations of individuals, families, and small businesses impacted by the COVID-19 outbreak across our region in Eastern Massachusetts, Southern New Hampshire, and Rhode Island.

In accordance with the provisions of our governing documents, no funds from the Eastern Bank Charitable Foundation can be used outside of the United States or its possessions.

Please feel free to call us at (781) 598-7595 if you have any questions.

Thank you for all you are doing to assist our neighbors in your community. We wish you the best in the days and weeks ahead.

Sincerely,

Nancy Huntington Stager
President & Chief Executive Officer
Eastern Bank Charitable Foundation

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

Eastern Bank
BOSTON, MASSACHUSETTS 02110

XXX3434

DATE
06/04/2020
CHECK NO.
4636812
AMOUNT
\$*****10,000.00

53-179
113

PAY
■ Ten Thousand DOLLARS AND NO CENTS

TO THE ORDER OF CITY OF LOWELL - LOWELL COUNCIL ON AGING

Doranne Abkarian
AUTHORIZED SIGNATURE

William J. Webb
AUTHORIZED SIGNATURE



⑈0004636812⑈ ⑆011301798⑆ 00 2091 5⑈

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager on Behalf of the City of Lowell, to accept and expend a grant of Twenty Five Thousand (\$25,000) Dollars in federal COVID relief funds from Elder Services of Merrimack Valley for use by the Council on Aging.

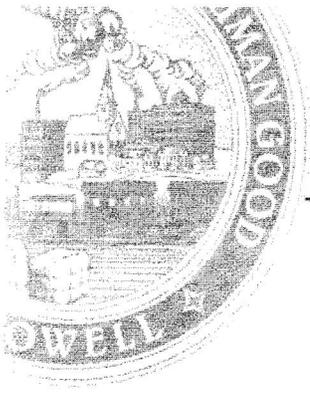
BE IT VOTED:

That the City Manager be and he is hereby authorized in the name of the City of Lowell, to accept and expend a Grant from Elder Services of Merrimack Valley in the amount of Twenty Five Thousand (\$25,000.) Dollars, for outreach and nutrition services for use by the Council on Aging.

BE IT FURTHER VOTED:

That the City Manager, on behalf of the City of Lowell, be and hereby is, authorized to execute any and all documents necessary in connection with said grant from the Executive Office of Elder Affairs, including but not limited to the MOU between the Elder Services of the Merrimack Valley, Inc., and Lowell Council on Aging, in the form or substantially the form attached hereto including the expenditure thereof.

V:grant/councilonaging/accept.expend25,000fed covidrelief



The City of Lowell • Council on Aging
276 Broadway Street • Lowell, MA 01854
P: 978.674.4131 • F: 978.970.4134
www.LowellMA.gov

Lillian Hartman, MPA
Council on Aging Director
978.674.4131(P)
978.970.4134(F)

MEMORANDUM

TO: Eileen Donoghue, City Manager

FROM: Lillian Hartman, Council on Aging Director

DATE: June 15, 2020

SUBJECT: Accept/Expend \$25,000 grant from Elder Services of Merrimack Valley

Attached please find an MOU to accept a recent allocation of \$25,000 federal COVID relief funds from Elder Services of Merrimack Valley to the Lowell Senior Center. These funds are to be used for outreach and nutrition services.

Thank you,

**Memorandum of Agreement
Between
Elder Services of the Merrimack Valley, Inc.
And
Lowell Council on
Aging**

This Agreement is made as of the ___ day of _____, 2020, by and between Elder Services of the Merrimack Valley (hereafter known as "ESMV"), located at 280 Merrimack Street, Suite 400, Lawrence, MA 01843 and _____, located at _____ (hereafter known as "COA").

Background

- A. ESMV is an Aging Services Access Point (ASAP) and Area Agency on Aging located in Lawrence, Massachusetts providing services to elders and disabled adults.
- B. ESMV has received funding to provide COVID-19 response services throughout its service area.
- C. COA is a _____.
- D. ESMV desires to partner with COA to provide nutrition and/or outreach services in its community in response to the COVI-19 pandemic
- E. The purpose of this Agreement is to set forth the terms and conditions for the provision of such services by COA.

Terms

NOW, THEREFORE, in consideration of the foregoing and the mutual promises set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, agree as follows:

SECTION I. SCOPE OF SERVICES

See Attachment A for scope of services and responsibilities under this agreement.

SECTION II. TERM OF AGREEMENT

The term of this Agreement shall be in effect from July 1, 2020 to December 31, 2020 unless otherwise terminated or suspended under the following conditions:

- 1) **Without Cause:** Either party may terminate this Agreement by giving written notice to the other party at least sixty (60) calendar days prior to the effective date of termination as stated in the notice, or such other period as is mutually agreed upon in advance by the parties.

- 2) **For Cause:** If, in the opinion of ESMV, the COA fails to fulfill its obligations, ESMV may terminate this Agreement by giving written notice to the COA at least thirty (30) calendar days before the effective date of termination stated in the notice. The notice shall state the circumstances of the alleged breach and may state a reasonable period, not less than seven (7) calendar days, during which the alleged breach may be cured, subject to the approval of ESMV.
- 3) **Obligations in the Event of Termination:** In the event of termination, the COA shall not be relieved of liability to ESMV for injury or damages sustained by ESMV by virtue of any breach of this Agreement by the COA. In the event of termination pursuant to Section I, subsections 1) or 2) above, ESMV may withhold any payments to the COA until such time as the exact amount of damages due to ESMV are determined. ESMV shall promptly pay the COA for all services performed satisfactorily to the effective date of termination, provided that the COA is not in default of the terms of the Agreement and submits to ESMV properly completed invoices, with supporting documentation covering such services no later than sixty (60) days after the effective date of termination.

SECTION III. COMPENSATION TO COA

ESMV will pay COA a maximum of **\$25,000** as set forth in Attachment A for COVID-19 nutrition and outreach work.

SECTION V. INSURANCE COVERAGE

COA will maintain professional and general liability insurance coverage issued by companies authorized to do business in the Commonwealth of Massachusetts and certified by the Massachusetts Commissioner of Insurance. The set coverage levels will be no less than \$1,000,000 each occurrence and \$3,000,000 aggregate for professional liability and no less than \$1,000,000 each occurrence and \$3,000,000 aggregate for general liability. ESMV will be listed as an additional insured on the COA professional and general liability policies. COA shall ensure that staff is covered under the COA insurance liability policies.

SECTION VI. HIPAA AND PERSONAL INFORMATION

A. The COA shall protect health information whether oral or recorded in any form or medium: (i) that relates to the past, present, or future physical or mental condition of an individual; the provision of health care to an individual and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Health Insurance Portability and Accountability Act (HIPAA), including but not limited to 45 CFR Section 164.501. COA agrees to sign ESMV's HIPAA Business Associate Agreement as part of this agreement.

B. The COA acknowledges an understanding of and agrees to maintain privacy of all personal information in accordance with 201 CMR 17.00. As part of this agreement, the Consultant agrees to sign the attached Executive Order 504 Provider Certification and Data Security Addendum issued by the Executive Office of

services provided by consultant under this Agreement. COA shall immediately notify ESMV if such access is requested.

This Agreement may not be assigned by either party without the prior written consent of the other party hereto. Either party will give the other sixty (60) days' notice of the intent to assign, providing the name and address and contact person and telephone number of the proposed assignee.

This Agreement may be amended, modified or varied only by agreement in writing. The waiver of any breach of any term or condition of this Agreement shall not be deemed to constitute the continuing waiver of the same or any other term or condition. Either party proposing any amendment, modification or changes to the agreement's terms shall provide the other party sixty (60) days' notice of said proposed changes. The other side shall have thirty (30) days to respond to the proposed changes.

This Agreement will be deemed to have been made in and its validity and interpretation shall be governed by and construed under the laws of the Commonwealth of Massachusetts.

Any and all disputes arising under or related to the Agreement shall be subject exclusively to the jurisdiction of the appropriate state or federal court in the Commonwealth of Massachusetts.

The captions herein have been inserted solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect the meaning, construction or effect of this Agreement.

This Agreement sets forth all of the promises, covenants, agreements, conditions and undertakings between the parties with respect to the subject matter of this Agreement, and shall supersede all prior written or oral understandings between the parties.

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the validity or enforceability of the remaining provisions. The parties agree that they may, by mutual consent, replace the invalid or unenforceable provision with one that is valid, legal and enforceable.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have duly executed this Agreement as of the day and year first written above.

Elder Services of the Merrimack Valley

COA: _____

By: _____

By: _____

Name: Joan Hatem Roy

Name: _____

Title: CEO

Title: _____

Date: _____

Date: _____

ATTACHMENT A

Scope of Services

COA Agrees To:

1. Provide approved nutrition and outreach services, as set forth in the attached COVID-19 Funding Request, previously approved by ESMV;
2. Provide all services between July 1, 2020 and December 31, 2020; and
3. Complete and return the attached COVID-19 Funding Report within thirty (30) days of completing services and no later than January 31, 2021.

COVID-19 Funding Report

Council on Aging:
Director:
Mailing Address:
City, State, Zip Code:
Telephone:
Email:

Funding amount received: _____

Funding Purpose: Nutrition Services Community Outreach
 Both Nutrition and Community Outreach

Briefly describe how you used the above funding, including the number of people served and the time frame within which the services were provided:

Signature: _____

Printed Name: _____ Date: _____

ESMV use only:

Status of Report: Approved More information needed

Initials:

Notes:

COVID-19 Funding Request

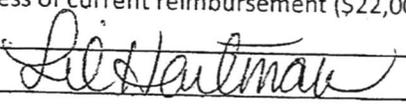
Council on Aging: Lowell Council on Aging
Director: Lillian Hartman
Mailing Address: 276 Broadway St
City, State, Zip Code: Lowell MA 01854
Telephone: 978-674-1170
Email: lhartman@lowellma.gov

Funding amount (see maximum ask as provided by ESMV): **\$25,000**

Funding Purpose: X Nutrition Services X Community Outreach
 X Both Nutrition and Community Outreach

Briefly describe how you will use the above funding:

We will use this funding to pay for 1) outreach phone calls and benefits assistance for seniors and 2) food costs in excess of current ESMV reimbursement. Outreach calls are currently being made by our receptionist, events coordinator, outreach worker, volunteer coordinator, and director. We have a grant from the Greater Lowell Community Foundation to partner with the Cambodian Mutual Assistance Association for Khmer-language outreach. We have also paid an instructor to make outreach calls to her approximately 100 students using limited class fees. We will use this \$25,000 grant to pay for continued outreach calls. If we are able to secure additional January – June funding, we will hire a part-time outreach worker to focus on SNAP applications, homeless services, and senior phone outreach during FY21. We will use any remaining funds to support food purchase costs in excess of current reimbursement (\$22,000/year from ESMV, for supplies of \$50,000+).

Signature: 

Printed Name: Lillian Hartman

Date: 6/10/20

ESMV use only:

Status of Request: Approved Denied

Amount approved:

Initials:

Notes:

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

Authorizing the City Manager to execute a Temporary Access Agreement between the City of Lowell and MassDot, relative to 179 Bridge Street, Lowell, MA.

The City of Lowell owns property at 179 Bridge Street, Lowell, and

MassDot has requested access to said property for the purpose of dropping a barge into the Merrimack River with a manlift to inspect for potential structural steel repairs and, if necessary, provide temporary repairs to the John E. Cox Bridge; and

A Temporary Access Agreement for such purpose is needed; and

The City of Lowell is willing to grant temporary access to MassDot, their employees, agents and contractor's access onto the property for the purpose of dropping a barge into the Merrimack River with a manlift to inspect for potential structural steel repairs and, if necessary, provide temporary repairs to the John E. Cox Bridge for a term not to exceed 2 days commencing from the date of the agreement.

BE IT VOTED BY A TWO-THIRDS VOTE OF THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

That the City Manager be and she is hereby authorized to execute a Temporary Access Agreement between the City of Lowell and MassDot, their employees, agents and contractor's relative to property at 179 Bridge Street for the purpose of dropping a barge into the Merrimack River with a manlift to inspect for potential structural steel repairs and, if necessary, provide temporary repairs to the John E. Cox Bridge for a term not to exceed 2 days commencing from the date of the agreement, all as more fully described in the form, or substantially the form, attached hereto.

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

TEMPORARY ACCESS AGREEMENT

THIS TEMPORARY ACCESS AGREEMENT, made at Lowell, Middlesex County, Massachusetts, between the CITY OF LOWELL, a municipal corporation of the Commonwealth of Massachusetts hereinafter called the "City" and the Massachusetts Department of Transportation having its principal offices at Ten Park Plaza, Suite 4160, Boston, Massachusetts 02116. hereinafter called "MassDOT," WITNESSETH THAT:

The City owns the property known as 179 Bridge Street, in the City of Lowell, hereinafter called the "SITE", attached hereto as Exhibit "A" and made a part hereof; and

MassDOT desires to use the premises for the purpose of dropping a barge into the Merrimack River with a manlift to inspect for potential structural steel repairs and, if necessary, provide temporary repairs to the John E. Cox Bridge, and

NOW, THEREFORE:

1. The City hereby grants to MassDOT temporary access to encroach upon and use the SITE as shown on the plan marked "Exhibit "A" and made a part hereof, for the purpose of dropping a barge into the Merrimack River with a manlift to inspect for potential structural steel repairs and, if necessary, to provide temporary repairs to the John E. Cox Bridge. The City and MassDOT shall be subject to the following applicable terms:

2. MassDOT shall obtain daily authorization for use of the SITE from the City Engineer for the work to be conducted over a two day period occurring between the months of June and July 2020.

3. MassDOT shall maintain the SITE area free and clear of all debris, liter, and nuisance during the Temporary Access Agreement period.

4. MassDOT shall be responsible for the safety of the site by excluding any use of areas unsuitable and/or unsafe for the work, as in, embankments, walls, grades, access areas, etc.

5. MassDOT shall be responsible for any necessary security, maintenance of the Site, necessitated by the work. The City shall make no improvements.

6. MassDOT shall assume all liability for the use of the SITE and provide the City with insurance documentation.

7. It is agreed that this is a Temporary Access Agreement only, that MassDOT shall, at all times, maintain sufficient insurance policies in an amount not less than \$500,000.00 on the premises, naming the City as one of the "insured", and agrees to hold the City harmless from any and all injuries resulting from said use of the property under this Temporary Access Agreement. The City shall have the right to inspect the property at any time during the period of said Temporary Access Agreement granted hereunder.

8. If the insurance policy is cancelled or lapses without being immediately renewed, or replaced or for any other breach of the Temporary Access Agreement provisions, then the agreement

granted hereunder shall be forthwith terminated and MassDOT shall have to cease and desist from said use of the Site. Evidence of insurance shall, at all times, be sent to the Law Department of the City of Lowell.

9. The Temporary Access Agreement shall be predicated upon and shall not be in effect until adequate insurance coverage, satisfactory to the Law Department of the City of Lowell, naming the City as an insured party, which coverage shall be kept in force so long as the use of the premises continues under this Temporary Access Agreement.

10. The Temporary Access Agreement is issued under the authority and in accordance with the Vote of the City Council of Lowell on this subject dated _____, 2020.

11. MassDOT releases and agrees to indemnify and hold harmless the City of Lowell, its agents, officers, servants and employees from any and all claims, demands and liabilities, including attorney's fees, whatsoever from any and all claims for damage or injury to persons or property which might occur on account of the Temporary Access Agreement use of the Site.

12. MassDOT hereby warrants and guarantees that upon termination of this Temporary Access Agreement that the premises shall be returned to such condition as currently exists on June 20, 2020. MassDOT hereby agrees to be responsible for, and to pay for the cost of any damage to the City regarding the premises.

13. Inherent in this Temporary Access Agreement is the unilateral right of the City to cancel this Temporary Access Agreement at any time upon written notice thereof to MassDOT for any reason.

14. It is understood and agreed that this Temporary Access Agreement does not grant any ownership interest to the Site in the Temporary Access Agreement area.

Signed and sealed this _____ day of _____ 2020.

CITY OF LOWELL

Eileen M. Donoghue
City Manager

MassDOT

APPROVED AS TO FORM:

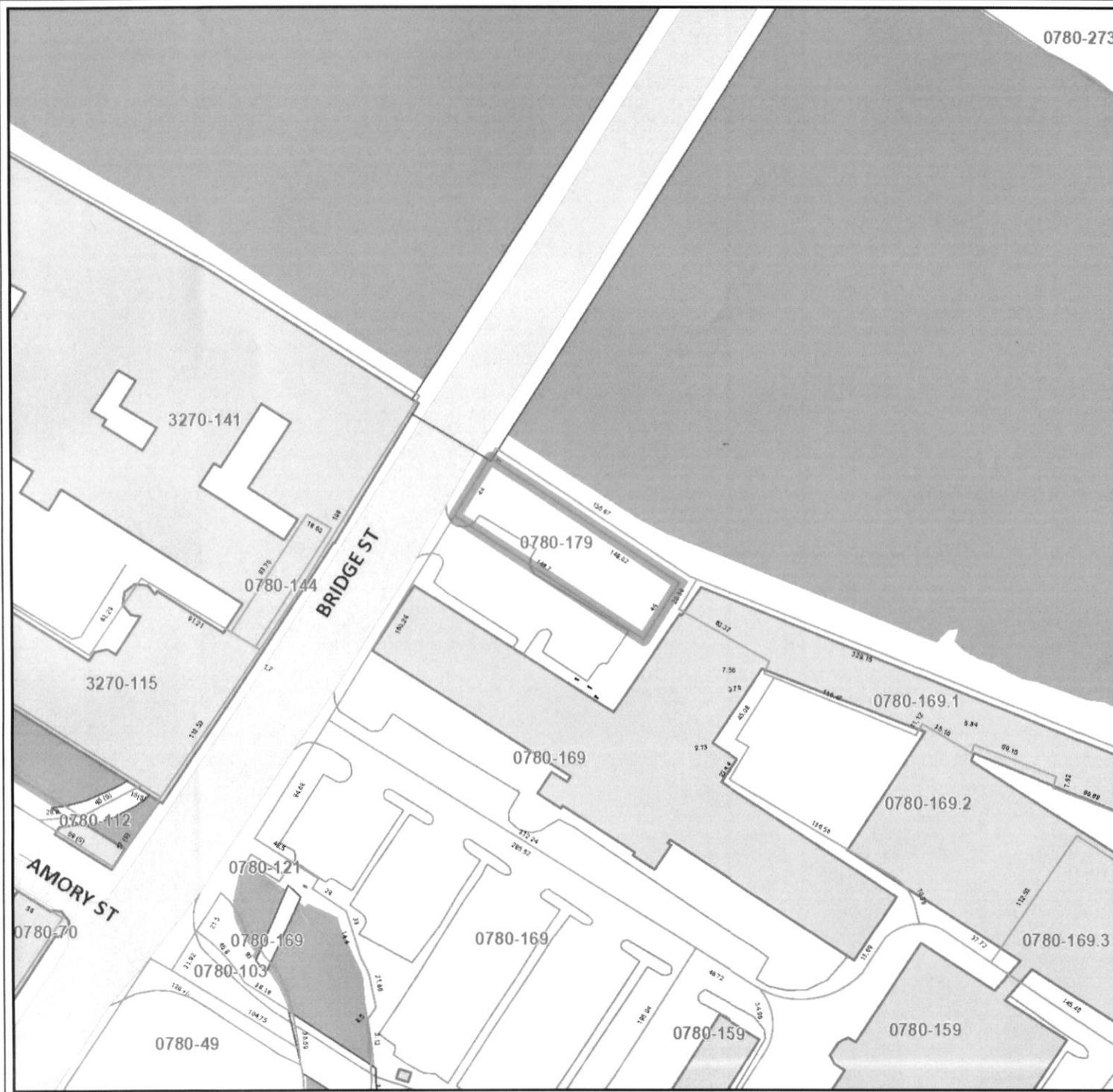
Christine P. O'Connor
City Solicitor



City of Lowell Massachusetts

- Lowell Boundary
- Parcels
- Buildings
 - Building
 - Foundation
 - Mobile Home
 - Tank
 - Deck
 - Pool - Above Ground
 - Pool - In-Ground
- Paved Roads
- Water Bodies
 - Open Water
 - River
- Border Town Parcels

EXHIBIT A



DISCLAIMER
Any map printed from this system is considered unofficial unless it has been stamped/logged/ certified by the Office of the City Assessor. The City of Lowell makes no warranty of Representation as to the accuracy, timeliness or Completeness of any of the data. The City of Lowell Shall have no liability for the data or lack thereof, or Any decision made or action taken or not taken in Reliance upon any of the data.
1" = 91 ft June 17, 2020



Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

June 23, 2020

Mayor John Leahy
and
Members of City Council

REFERENCE: Temporary Access Agreement 179 Bridge Street

Dear Mayor Leahy and Members of the City Council:

Attached please find a Temporary Access Agreement for the City of Lowell owned property located at 179 Bridge Street and as depicted in Exhibit "A" attached.

The Massachusetts Department of Transportation (MassDOT) has requested a Temporary Access Agreement for use of this property, 179 Bridge Street, for a two day period between June and July 2020. MassDOT would utilize the property for the purpose of dropping a barge into the Merrimack River with a man lift to inspect for potential structural steel repairs and, if necessary, provide temporary supports to the John E. Cox Bridge.

The Department of Planning and Development (DPD) recommends this Temporary Access Agreement in order to allow the inspection of the John E. Cox Bridge.

If you have any questions or need any assistance in this matter, please contact Diane Tradd, Assistant City Manager at (978) 674-1401 or me.

Sincerely,

Eileen M. Donoghue
City Manager

EMD/ns
Attachment

cc: Diane Tradd, Assistant City Manager/DPD Director
Christine P. O'Connor, City Solicitor
Ting Chang, City Engineer
Craig Thomas, Deputy Director
Patricia Lucken, Asset Manager

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To reimburse the General Fund for debt service payments incurred for Capital Improvements at LeLacheur Baseball Stadium.

ORDERED,

By the City Council of the City of Lowell, as follows:

That the amount of seventy five thousand and 00/100 (\$75,000) Dollars be transferred:

FROM: Fund # 1740 Ballpark Capital as described in "Attachment A"

TO: 00499246-497500 Transfer In – Spec Rev as described in "Attachment A"

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager

V: fy2021.year-end.trans.ballpark



Eileen Donoghue
City Manager

June 15, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council consider a number of votes to balance various accounts in deficit by utilizing other budgetary accounts with surpluses, pursuant to Chapter 44 § 33B of the Massachusetts General Laws, as well as some other relevant year-end financial matters that require action before the June 30th close of fiscal year 2019. Since some appropriations are interdepartmental, the Department of Revenue requires a vote of the City Council to be recorded.

The fiscal controls imbedded in Lowell's operations are directly responsible for the availability of budgetary surpluses that will provide the Administration with the flexibility necessary to close the year successfully. Those measures include – the "vacancy review committee" to determine the cost-benefit of each vacancy created through attrition, and careful scrutiny of every purchase order. It is with those savings that we will be able to end the year in balance.

Enclosed is a memo from the Chief Financial Officer, which further details and analyzes the year-end transfers.

Sincerely,

Eileen Donoghue
City Manager

Cc: Conor Baldwin, Chief Financial Officer



Conor M. Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen Donoghue, City Manager
FROM: Conor Baldwin, Chief Financial Officer
DATE: June 14, 2020
SUBJECT: Fiscal Year 2020 Year End Transfers/ Votes

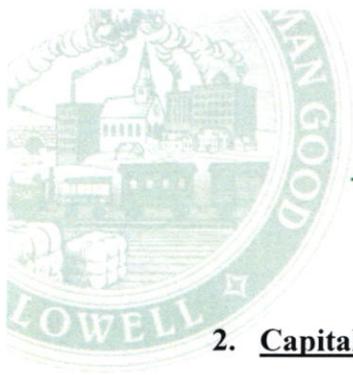
A number of financial matters need legislative action prior to the close of fiscal year 2020 on June 30th. The transfers are routine in nature and occur just prior to the June 30th close of the city's fiscal year. This memorandum provides a description of each transfer on the Council agenda. The amounts for the transfers are based on calculated projections to bring all city-side accounts in balance, but there may be a need at the next City Council meeting on July 9th to further transfer funds in order to cover any aberrations. The rules of the Department of Revenue allow for year-end housekeeping items to be acted upon by the local legislative body until the 15th of the subsequent fiscal year (July 15, 2020).

The following is a summary of each transfer and financial-related vote on the agenda for authorization by the City Council:

1. Year End Payroll Adjustments

This transfer is a blanket vote to cover various projected salary and wage deficits. Each fiscal year staffing turnover occurs in the various city departments, accounts in the 'salary and wage' statutory category either accumulate a surplus or accrue a deficit. Surpluses normally occur when positions remain unfilled and, conversely, a deficit may occur if an extraordinary number of employees separate employment with the city. In the latter example, accumulated vacation time must be paid and is charged to the employee's department salary budget. Most departments, however, have funded their FY2020 salaries through their own budgetary flexibility. Most of the transfers are relatively small, but require City Council approval because they are interdepartmental transfers.

The salary budgets for municipal departments in the current fiscal year (FY2020,) in the aggregate, are projected to end the fiscal year under budget by nearly \$1.5 million. The hiring freeze implemented in April has slowed spending, as the projected surplus in the closing period of the last fiscal year (FY2019) was only \$800,000. The surplus appropriations are more than sufficient to cover this transfer.



Conor M. Baldwin
Chief Financial Officer

2. Capital Debt Service Offset

This transfer is to offset debt service in the general fund associated with capital projects associated with improvements to LeLacheur Park. The amount is part of the lease agreement with the Spinners. To date, the city has funded the replacement of new LED lighting and a complete field replacement, as well as designer services for additional improvements. The dollar value of the transfer is equal to the amount paid in FY2020 by the General Fund for capital improvements at LeLacheur. The funding source for the transfer is the Ballpark Capital fund, whose revenue is comprised of lease payments by the Spinners for use of the stadium.

3. Revolving Fund Spending Limits for FY2021

This vote, while not a transfer vote like the previous items outlined in this memorandum, is similar in that it is an annual housekeeping item at year-end. The revolving funds statute, G.L. c. 44, § 53E½, was amended by the Municipal Modernization Act to provide more flexibility by allowing revolving funds to be established once by ordinance, rather than on an annual basis and eliminating the departmental per fund and total fund caps. These changes were effective beginning in FY2018.

However, before July 1 of each year, the City Council must vote to set the spending limit for the upcoming fiscal year for each fund so established. This spending limit can be increased, as needed, during the fiscal year with approval of the City Council upon recommendation by the City Manager.

4. Energy Transfers in Parking and Wastewater Enterprise Funds

There are two votes requiring City Council approval related to FY2020 energy costs. The first is in the wastewater enterprise fund and the second in the parking enterprise fund. Because the funding sources are in other statutory categories within each fund, it requires approval from the Council. There are sufficient surplus balances in other FY2020 budget accounts to cover the anticipated costs without the need to impact rates.

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer certain revenues from the parking enterprise fund to the disability commission revolving fund

ORDERED,

By the City Council of the City of Lowell, as follows:

That the amount of twenty thousand and 00/100 (\$20,000) Dollars be transferred:

FROM: Parking Enterprise I/O Account # 44500010-598002 as more fully described in Attachment A:

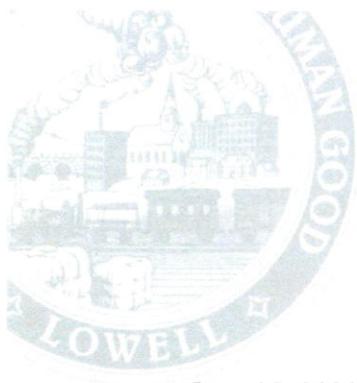
TO: Transfer In from Enterprise Account # 1161000-497502 as more fully described in Attachment A”

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager

V: fy2021.diability.comm.transfer



Eileen M. Donoghue
City Manager

June 15, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer funds from the Parking Enterprise Fund to the Disability Commission Revolving Fund. The total amount of the transfer is \$20,000.

According to Chapter 266, Section 55 of the Code of Ordinances of the City of Lowell, a fine is assessed for anyone who illegally parks a vehicle in a handicapped parking zone or who parks a vehicle in such a manner as to obstruct any curb ramp designed for use by handicapped persons. The monies associated with these fines are deposited in the Parking Enterprise Fund throughout the course of the fiscal year. To support the disabled residents of Lowell, the City Council has established a special revolving fund for the disability commission, pursuant to the statute. The City Council further codified this commitment by establishing the account in a City Ordinance.

With the guidance of the disability commission, this fund has been used for a variety of improvements to make Lowell a more accessible community like the purchase of accessible playground equipment, closed captioning for public meetings, and an ADA transition plan for the city. The fund is limited to the receipt of funds from an appropriation transfer from and this vote represents the City's continued commitment to helping disabled residents of Lowell.

Sincerely,

Eileen M. Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer
R. Eric Slagle, Director, Development Services/ ADA Coordinator

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer available surplus funding in debt service accounts to cover anticipated expenses in energy accounts in the parking enterprise

ORDERED,

By the City Council of the City of Lowell, as follows:

That the amount of sixty seven thousand and 00/100 (\$67,000) Dollars be transferred:

FROM: 44500025-597303 Parking Debt Service as described in "Attachment A"

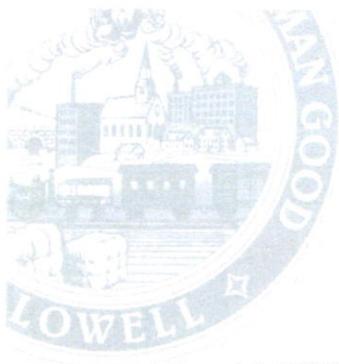
TO: 44500010-520100 Energy - Electric as described in "Attachment A"

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager

V: fy2021.year-end.trans.parking.energy



Eileen Donoghue
City Manager

June 15, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council consider a number of votes to balance various accounts in deficit by utilizing other budgetary accounts with surpluses, pursuant to Chapter 44 § 33B of the Massachusetts General Laws, as well as some other relevant year-end financial matters that require action before the June 30th close of fiscal year 2019. Since some appropriations are interdepartmental, the Department of Revenue requires a vote of the City Council to be recorded.

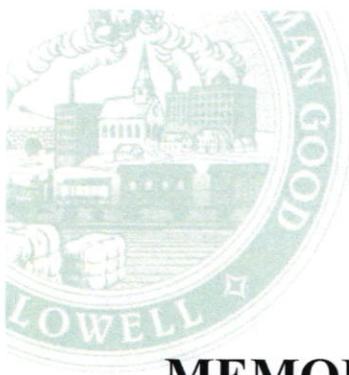
The fiscal controls imbedded in Lowell's operations are directly responsible for the availability of budgetary surpluses that will provide the Administration with the flexibility necessary to close the year successfully. Those measures include – the "vacancy review committee" to determine the cost-benefit of each vacancy created through attrition, and careful scrutiny of every purchase order. It is with those savings that we will be able to end the year in balance.

Enclosed is a memo from the Chief Financial Officer, which further details and analyzes the year-end transfers.

Sincerely,

Eileen Donoghue
City Manager

Cc: Conor Baldwin, Chief Financial Officer



Conor M. Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen Donoghue, City Manager
FROM: Conor Baldwin, Chief Financial Officer
DATE: June 14, 2020
SUBJECT: Fiscal Year 2020 Year End Transfers/ Votes

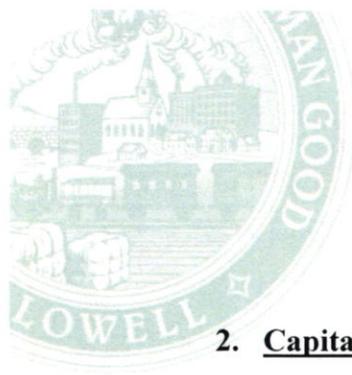
A number of financial matters need legislative action prior to the close of fiscal year 2020 on June 30th. The transfers are routine in nature and occur just prior to the June 30th close of the city's fiscal year. This memorandum provides a description of each transfer on the Council agenda. The amounts for the transfers are based on calculated projections to bring all city-side accounts in balance, but there may be a need at the next City Council meeting on July 9th to further transfer funds in order to cover any aberrations. The rules of the Department of Revenue allow for year-end housekeeping items to be acted upon by the local legislative body until the 15th of the subsequent fiscal year (July 15, 2020).

The following is a summary of each transfer and financial-related vote on the agenda for authorization by the City Council:

1. Year End Payroll Adjustments

This transfer is a blanket vote to cover various projected salary and wage deficits. Each fiscal year staffing turnover occurs in the various city departments, accounts in the 'salary and wage' statutory category either accumulate a surplus or accrue a deficit. Surpluses normally occur when positions remain unfilled and, conversely, a deficit may occur if an extraordinary number of employees separate employment with the city. In the latter example, accumulated vacation time must be paid and is charged to the employee's department salary budget. Most departments, however, have funded their FY2020 salaries through their own budgetary flexibility. Most of the transfers are relatively small, but require City Council approval because they are interdepartmental transfers.

The salary budgets for municipal departments in the current fiscal year (FY2020,) in the aggregate, are projected to end the fiscal year under budget by nearly \$1.5 million. The hiring freeze implemented in April has slowed spending, as the projected surplus in the closing period of the last fiscal year (FY2019) was only \$800,000. The surplus appropriations are more than sufficient to cover this transfer.



Conor M. Baldwin
Chief Financial Officer

2. Capital Debt Service Offset

This transfer is to offset debt service in the general fund associated with capital projects associated with improvements to LeLacheur Park. The amount is part of the lease agreement with the Spinners. To date, the city has funded the replacement of new LED lighting and a complete field replacement, as well as designer services for additional improvements. The dollar value of the transfer is equal to the amount paid in FY2020 by the General Fund for capital improvements at LeLacheur. The funding source for the transfer is the Ballpark Capital fund, whose revenue is comprised of lease payments by the Spinners for use of the stadium.

3. Revolving Fund Spending Limits for FY2021

This vote, while not a transfer vote like the previous items outlined in this memorandum, is similar in that it is an annual housekeeping item at year-end. The revolving funds statute, G.L. c. 44, § 53E½, was amended by the Municipal Modernization Act to provide more flexibility by allowing revolving funds to be established once by ordinance, rather than on an annual basis and eliminating the departmental per fund and total fund caps. These changes were effective beginning in FY2018.

However, before July 1 of each year, the City Council must vote to set the spending limit for the upcoming fiscal year for each fund so established. This spending limit can be increased, as needed, during the fiscal year with approval of the City Council upon recommendation by the City Manager.

4. Energy Transfers in Parking and Wastewater Enterprise Funds

There are two votes requiring City Council approval related to FY2020 energy costs. The first is in the wastewater enterprise fund and the second in the parking enterprise fund. Because the funding sources are in other statutory categories within each fund, it requires approval from the Council. There are sufficient surplus balances in other FY2020 budget accounts to cover the anticipated costs without the need to impact rates.

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To fix the maximum amount that may be spent during fiscal year 2021 beginning on July 1, 2020 for the revolving funds established in city ordinances for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

ORDERED,

By the City Council of the City of Lowell, as follows:

That the City of Lowell hereby sets the maximum amount that may be spent during fiscal year 2021 beginning on July 1, 2020 for the revolving funds established in city ordinances for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, as follows:

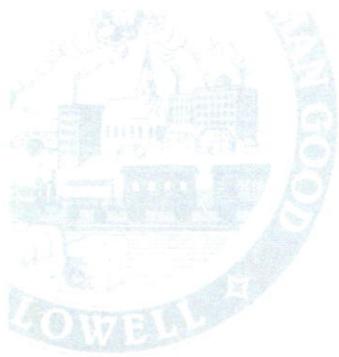
Revolving Fund	Department, Board, Committee, Agency or Officer	FY2021 Spending Limit
Property Maintenance	ACM DPD, CFO	\$500,000
Vacant/ Foreclosed Prop.	ACM DPD, CFO	\$500,000
Disability Commission	City Treasurer, Disab. Comm., CFO	\$100,000
Traffic Enforcement	Superintendent LPD	50% MVE fines
Police Training	Superintendent LPD, CFO	\$200,000

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager

V: revolving.fund.spending.limit.fy2021



Eileen Donoghue
City Manager

June 15, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council consider a number of votes to balance various accounts in deficit by utilizing other budgetary accounts with surpluses, pursuant to Chapter 44 § 33B of the Massachusetts General Laws, as well as some other relevant year-end financial matters that require action before the June 30th close of fiscal year 2019. Since some appropriations are interdepartmental, the Department of Revenue requires a vote of the City Council to be recorded.

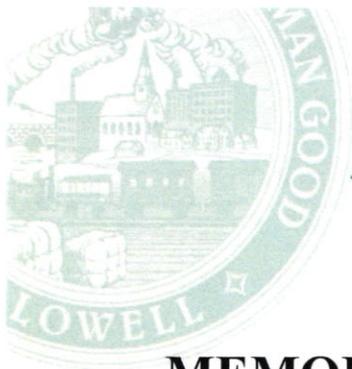
The fiscal controls imbedded in Lowell's operations are directly responsible for the availability of budgetary surpluses that will provide the Administration with the flexibility necessary to close the year successfully. Those measures include – the "vacancy review committee" to determine the cost-benefit of each vacancy created through attrition, and careful scrutiny of every purchase order. It is with those savings that we will be able to end the year in balance.

Enclosed is a memo from the Chief Financial Officer, which further details and analyzes the year-end transfers.

Sincerely,

Eileen Donoghue
City Manager

cc: Conor Baldwin, Chief Financial Officer



Conor M. Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen Donoghue, City Manager
FROM: Conor Baldwin, Chief Financial Officer
DATE: June 14, 2020
SUBJECT: Fiscal Year 2020 Year End Transfers/ Votes

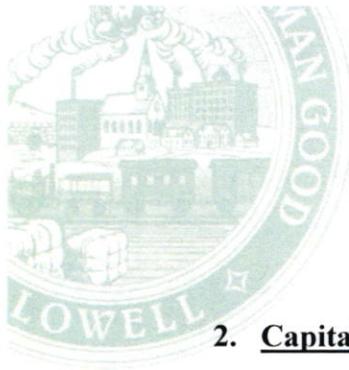
A number of financial matters need legislative action prior to the close of fiscal year 2020 on June 30th. The transfers are routine in nature and occur just prior to the June 30th close of the city's fiscal year. This memorandum provides a description of each transfer on the Council agenda. The amounts for the transfers are based on calculated projections to bring all city-side accounts in balance, but there may be a need at the next City Council meeting on July 9th to further transfer funds in order to cover any aberrations. The rules of the Department of Revenue allow for year-end housekeeping items to be acted upon by the local legislative body until the 15th of the subsequent fiscal year (July 15, 2020).

The following is a summary of each transfer and financial-related vote on the agenda for authorization by the City Council:

1. Year End Payroll Adjustments

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The salary budgets for municipal departments in the current fiscal year (FY2020,) in the aggregate, are projected to end the fiscal year under budget by nearly \$1.5 million. The hiring freeze implemented in April has slowed spending, as the projected surplus in the closing period of the last fiscal year (FY2019) was only \$800,000. The surplus appropriations are more than sufficient to cover this transfer.



Conor M. Baldwin
Chief Financial Officer

2. Capital Debt Service Offset

This transfer is to offset debt service in the general fund associated with capital projects associated with improvements to LeLacheur Park. The amount is part of the lease agreement with the Spinners. To date, the city has funded the replacement of new LED lighting and a complete field replacement, as well as designer services for additional improvements. The dollar value of the transfer is equal to the amount paid in FY2020 by the General Fund for capital improvements at LeLacheur. The funding source for the transfer is the Ballpark Capital fund, whose revenue is comprised of lease payments by the Spinners for use of the stadium.

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This vote, while not a transfer vote like the previous items outlined in this memorandum, is similar in that it is an annual housekeeping item at year-end. The revolving funds statute, G.L. c. 44, § 53E½, was amended by the Municipal Modernization Act to provide more flexibility by allowing revolving funds to be established once by ordinance, rather than on an annual basis and eliminating the departmental per fund and total fund caps. These changes were effective beginning in FY2018.

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There are two votes requiring City Council approval related to FY2020 energy costs. The first is in the wastewater enterprise fund and the second in the parking enterprise fund. Because the funding sources are in other statutory categories within each fund, it requires approval from the Council. There are sufficient surplus balances in other FY2020 budget accounts to cover the anticipated costs without the need to impact rates.

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To preserve funding to complete the Bicycle Master Plan Study by transferring funds

ORDERED,

By the City Council of the City of Lowell, as follows:

That the amount of thirty two thousand four hundred and twenty one dollars and eighty seven cents (\$32,421.87) be transferred:

FROM: 01824170-588401 as described in "Attachment A"

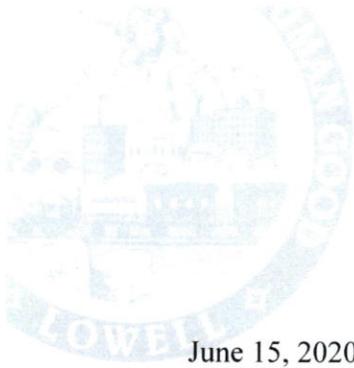
TO: Various Accounts, described in "Attachment A"

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager

V: fy2021.year-end.trans.rideshare



Eileen M. Donoghue
City Manager

June 15, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer \$32,421.87 to the special revenue fund for ride share assessments from the DPD budget pursuant to a request by the Transportation Engineer, Natasha Vance.

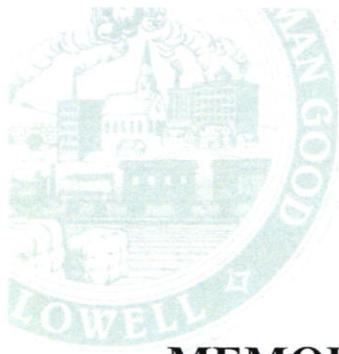
Pursuant to statute, the Transportation Network Company (TNC) Division of the Department of Public Utilities must collect a \$0.20 per-ride assessment on all TNC rides originating in the Commonwealth. In 2017, there were approximately 64.8 million rideshare trips started in Massachusetts which resulted in a \$12.8 million assessment from TNCs. Half of this amount was distributed to MassDevelopment and the Commonwealth's Transportation Fund while the other half was distributed to Massachusetts cities and towns based on the amount of rides started in each community. These funds proposed for appropriation are from monies distributed to Lowell.

Enclosed with this letter is a memorandum from the Chief Financial Officer which outlines the details of the transfer and a memorandum from DPD further explaining the necessity. Please do not hesitate to let me know if there are any questions.

Sincerely,

Eileen Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer
Natasha Vance, Transportation Engineer
Tina Masiello, City Auditor



Conor Baldwin
 Chief Financial Officer

Allison Chambers
 Deputy CFO

MEMORANDUM

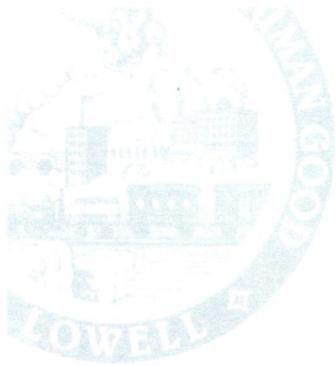
TO: Eileen Donoghue, City Manager
FROM: Conor Baldwin, Chief Financial Officer 
CC: Diane Tradd, DPD Director
DATE: June 15, 2020
SUBJECT: Year End Transfers – Rideshare Funding

The Department of Planning and Development has forwarded to me a request to transfer funding from the general fund to the special revenue fund for rideshare monies in order to preserve previously appropriated funding for the bicycle master plan. This transfer is administrative in nature, but requires City Council approval because the nature of the transfer is between two funds. Because the funds were encumbered, but remain unspent, execution of this transfer is the only way to preserve the funding for its intended use. Otherwise, the remaining balance would close to the undesignated fund balance of the general fund upon fiscal year end and be unavailable until the Department of Revenue certifies the city's FY2021 free cash total.

Below is a brief summary of the impacted account, including an updated balance of the special revenue fund for rideshare monies from the state. The city has not yet received the apportionment from the state for the FY2020 amount, which typically is received in the final weeks of the fiscal year. The amount received in FY2019 was \$67,722.50, received on 6/28/2019. It is possible that COVID-19 has impacted the volume of rides occurring between March and June, which may have impacted the amount the city will receive in FY2020.

Please let me know if there are any questions.

Account Name	Original	Previous	Revised	YTD	Balance	Balance	
	Budget/			Expenditures	Before		After
	Cash Balance	Transfers	Budget	(Actual)	Transfer	Transfer	Transfer
Fund #1707 - RIDESHAR	\$ 36,761	\$ -	\$ 36,761	\$ -	\$ 36,761	\$ 32,422	\$ 69,183
DPD - Transp Improve	\$ -	\$ 80,000	\$ 80,000	\$ 47,578	\$ 32,422	\$ (32,422)	\$ -



Diane Nichols Tradd
Assistant City Manager/DPD Director

Craig Thomas
Deputy Director

MEMORANDUM

TO: Eileen M. Donoghue, City Manager
Conor Baldwin, CFO

FROM: Diane N. Tradd, Assistant City Manager/DPD Director

DATE: June 17, 2020

SUBJECT: Transfer of Funds for Go Lowell Project to Comply with TNC Fund Regulations

In August 2019, the City Council approved a request from the Department of Planning and Development (DPD) to authorize the use of \$80,000 from the Transportation Network Companies (TNC) (Uber/Lyft) fees that the City of Lowell received from the State to fund a Bicycle Master Plan (BMP). The BMP is well underway and DPD anticipates having a final plan by late fall 2020/early spring 2021. Thus far, \$47,578.13 has been expended in FY20, with \$32,421.87 as the balance remaining on the PO. The City of Lowell is required to submit an annual report before December 31 each year to explain how the funds have been or will be used. Note that the use of the funds is restricted as follows.

- St. 2016, c. 187, § 8(d) **requires** that communities that receive funds report to the Division how they have spent or how they plan to spend the funds, in accordance with the requirements of the law.
- St. 2016, c. 187, § 8(c) **requires** that the funds be used “to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in section 1 of chapter 90I of the General laws and other programs that support alternative modes of transportation...”
- The Division must post the projects and amounts reported to its website.

The Transportation Engineer, on behalf of the City, submitted the annual reports regarding the intent to use the funds for the BMP. In order to avoid the PO expiring and the funds being swept into the General Fund on June 30, 2020, which would be an inappropriate use of the TNC funds, DPD requests that the remaining funds be transferred back to MUNIS Account # 1707 RIDESHAR. In FY21, the funds will be transferred back to the Go Lowell account to complete the BMP.

NV/ns

Attachment

cc: Natasha Vance, Transportation Engineer

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To repurpose a portion of funding from an Earmark accepted by the City Council on March 26, 2019 to support a 9-11 Memorial in the City of Lowell

ORDERED,

By the City Council of the City of Lowell, as follows:

That the amount of twenty five thousand and 00/100 (\$25,000) Dollars be transferred:

FROM: 20080005-588400-VTRNS – Grant Account as described in “Attachment A”

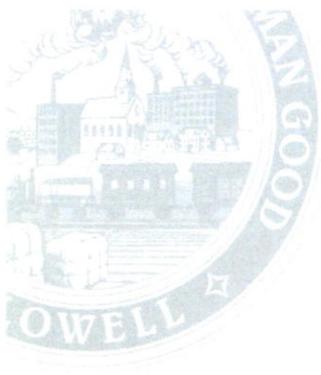
TO: 20080005-588400-00911 as described in “Attachment A”

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager

V: fy2021.year-end.trans.911.memorial



Eileen M. Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

June 23, 2020

Mayor John Leahy
and
Members of the City Council

Dear Mayor Leahy and Members of the City Council:

I am hereby requesting the City Council vote to transfer \$25,000 from the Veteran's Memorial Park project account to support the 9-11 Memorial project at Liberty Park.

The City of Lowell was the recipient of state earmark funding for a new Veterans Park to appropriately honor those in our community who have served their country. The City is already working on plans to create a Veteran's Park on Douglas Road and has been presented with an opportunity to assist in the creation of a 9-11 memorial site.

The intention of the earmark funds was a way to help the City create memorial locations to appropriately honor those in our community who have volunteered to serve their country. The 9-11 Memorial will also honor many who made the same decision, while also recognizing those who lost their lives to the tragic terrorist attacks. We believe visitors of both the Veterans Park and the 9-11 Memorial will find both locations to be beautiful memorials and worthy locations for this investment of funds.

The Veterans Park on Douglas Road will recognize all five branches of the military and provide a location where veterans of all military branches can be honored and remembered. The space will be a place to honor and remember our City's brave veterans.

In June 2017 the Lowell 9-11 Memorial Monument Committee was established for the purpose of raising funds and erecting a monument to honor the lives lost of first responders, veterans and civilians who died on 9-11 and resulting conflicts. The Committee has worked on several design ideas for the monument and explored several possible sites. On April 13, 2020, the 9-11 Memorial Monument Committee received approval from the City's Monument Committee for installation at Liberty Park.

Liberty Park is a small passive park across the street from the JFK Civic Center plaza, home to many of the City's existing cultural monuments. This site can provide easy access to visitors, and will provide a peaceful location for reflection.

Sincerely,

A handwritten signature in black ink that reads "Eileen M. Donoghue". The signature is written in a cursive, flowing style.

Eileen M. Donoghue
City Manager

EMD/ns

Attachment

cc: Conor Baldwin, CFO
Christine P. O'Connor, City Solicitor
Diane N. Tradd, Assistant City Manager/DPD Director

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer available surplus funding in salary and debt service accounts to cover anticipated expenses in energy accounts in the wastewater utility

ORDERED,

By the City Council of the City of Lowell, as follows:

That the amount of four hundred and twenty eight thousand and 00/100 (\$428,000) Dollars be transferred:

FROM: Various Accounts as described in "Attachment A"

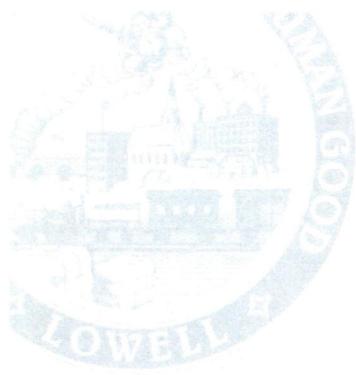
TO: 60000060-520102 Utilities as described in "Attachment A"

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager

V: fy2021.year-end.trans.wwtp.energy



Eileen Donoghue
City Manager

June 15, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council consider a number of votes to balance various accounts in deficit by utilizing other budgetary accounts with surpluses, pursuant to Chapter 44 § 33B of the Massachusetts General Laws, as well as some other relevant year-end financial matters that require action before the June 30th close of fiscal year 2019. Since some appropriations are interdepartmental, the Department of Revenue requires a vote of the City Council to be recorded.

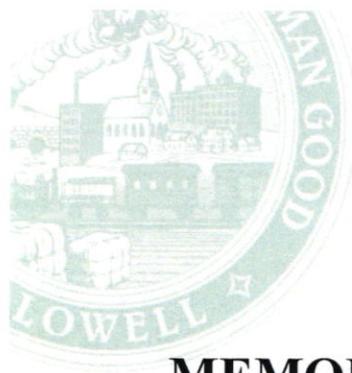
The fiscal controls imbedded in Lowell's operations are directly responsible for the availability of budgetary surpluses that will provide the Administration with the flexibility necessary to close the year successfully. Those measures include – the “vacancy review committee” to determine the cost-benefit of each vacancy created through attrition, and careful scrutiny of every purchase order. It is with those savings that we will be able to end the year in balance.

Enclosed is a memo from the Chief Financial Officer, which further details and analyzes the year-end transfers.

Sincerely,

Eileen Donoghue
City Manager

Cc: Conor Baldwin, Chief Financial Officer



Conor M. Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen Donoghue, City Manager
FROM: Conor Baldwin, Chief Financial Officer
DATE: June 14, 2020
SUBJECT: Fiscal Year 2020 Year End Transfers/ Votes

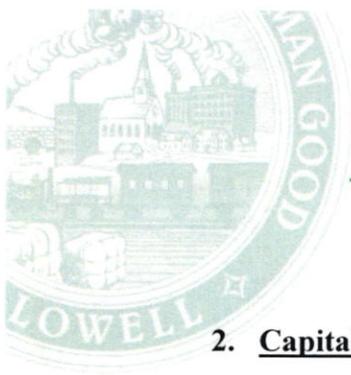
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The salary budgets for municipal departments in the current fiscal year (FY2020,) in the aggregate, are projected to end the fiscal year under budget by nearly \$1.5 million. The hiring freeze implemented in April has slowed spending, as the projected surplus in the closing period of the last fiscal year (FY2019) was only \$800,000. The surplus appropriations are more than sufficient to cover this transfer.



Conor M. Baldwin
Chief Financial Officer

2. Capital Debt Service Offset

This transfer is to offset debt service in the general fund associated with capital projects associated with improvements to LeLacheur Park. The amount is part of the lease agreement with the Spinners. To date, the city has funded the replacement of new LED lighting and a complete field replacement, as well as designer services for additional improvements. The dollar value of the transfer is equal to the amount paid in FY2020 by the General Fund for capital improvements at LeLacheur. The funding source for the transfer is the Ballpark Capital fund, whose revenue is comprised of lease payments by the Spinners for use of the stadium.

3. Revolving Fund Spending Limits for FY2021

This vote, while not a transfer vote like the previous items outlined in this memorandum, is similar in that it is an annual housekeeping item at year-end. The revolving funds statute, G.L. c. 44, § 53E½, was amended by the Municipal Modernization Act to provide more flexibility by allowing revolving funds to be established once by ordinance, rather than on an annual basis and eliminating the departmental per fund and total fund caps. These changes were effective beginning in FY2018.

However, before July 1 of each year, the City Council must vote to set the spending limit for the upcoming fiscal year for each fund so established. This spending limit can be increased, as needed, during the fiscal year with approval of the City Council upon recommendation by the City Manager.

4. Energy Transfers in Parking and Wastewater Enterprise Funds

There are two votes requiring City Council approval related to FY2020 energy costs. The first is in the wastewater enterprise fund and the second in the parking enterprise fund. Because the funding sources are in other statutory categories within each fund, it requires approval from the Council. There are sufficient surplus balances in other FY2020 budget accounts to cover the anticipated costs without the need to impact rates.

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer available FY2020 surplus funding in certain salary accounts to other salary accounts needing supplemental appropriations.

ORDERED,

By the City Council of the City of Lowell, as follows:

That the amount of Eighty Nine Thousand and 00/100 (\$89,000) Dollars be transferred:

FROM: 02104151-511000 LPD S&W as described in "Attachment A"

TO: Various Accounts, described in "Attachment A"

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue, City Manager

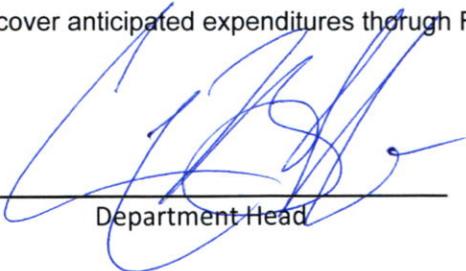
V: fy2021.year-end.trans.payroll

Transfer Form - "Attachment A"

Department:	Various - Year End			
TRANSFER TO:				
Account #			Description	Amount
Org.	Object	Project		
01114151	511000		Council S&W	\$ 2,000.00
01244151	511000		CASE S&W	\$ 1,000.00
01414151	511000		Assessor S&W	\$ 5,000.00
01624151	511000		Elections S&W	\$ 6,000.00
01234151	514000		City-wide - Sick leave buyback	\$ 75,000.00
			TOTAL	\$ 89,000.00
TRANSFER FROM:				
Account #			Description	Amount
Org.	Object	Project		
02104151	511000		Police S&W	\$ 89,000.00
			TOTAL	\$ 89,000.00

Reason for Transfer:

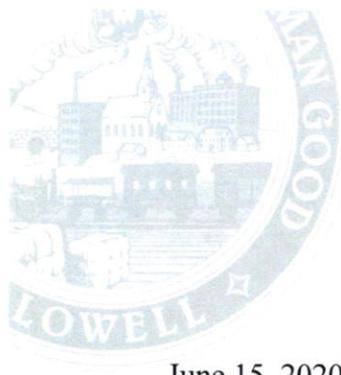
To cover anticipated expenditures through FY2020 year end



Department Head



Chief Financial Officer



Eileen Donoghue
City Manager

June 15, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council consider a number of votes to balance various accounts in deficit by utilizing other budgetary accounts with surpluses, pursuant to Chapter 44 § 33B of the Massachusetts General Laws, as well as some other relevant year-end financial matters that require action before the June 30th close of fiscal year 2019. Since some appropriations are interdepartmental, the Department of Revenue requires a vote of the City Council to be recorded.

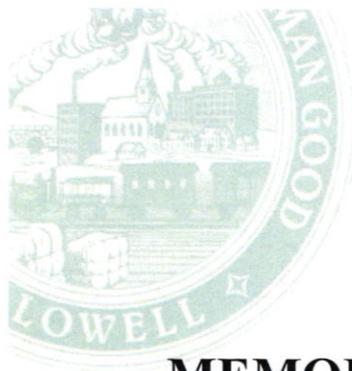
The fiscal controls imbedded in Lowell's operations are directly responsible for the availability of budgetary surpluses that will provide the Administration with the flexibility necessary to close the year successfully. Those measures include – the "vacancy review committee" to determine the cost-benefit of each vacancy created through attrition, and careful scrutiny of every purchase order. It is with those savings that we will be able to end the year in balance.

Enclosed is a memo from the Chief Financial Officer, which further details and analyzes the year-end transfers.

Sincerely,

Eileen Donoghue
City Manager

Cc: Conor Baldwin, Chief Financial Officer



Conor M. Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer

DATE: June 14, 2020

SUBJECT: Fiscal Year 2020 Year End Transfers/ Votes

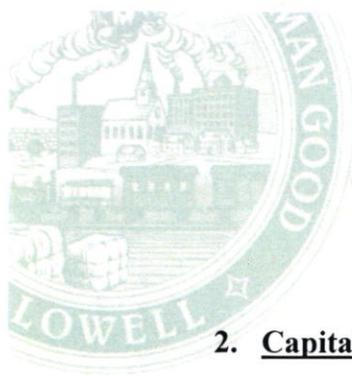
A number of financial matters need legislative action prior to the close of fiscal year 2020 on June 30th. The transfers are routine in nature and occur just prior to the June 30th close of the city's fiscal year. This memorandum provides a description of each transfer on the Council agenda. The amounts for the transfers are based on calculated projections to bring all city-side accounts in balance, but there may be a need at the next City Council meeting on July 9th to further transfer funds in order to cover any aberrations. The rules of the Department of Revenue allow for year-end housekeeping items to be acted upon by the local legislative body until the 15th of the subsequent fiscal year (July 15, 2020).

The following is a summary of each transfer and financial-related vote on the agenda for authorization by the City Council:

1. Year End Payroll Adjustments

This transfer is a blanket vote to cover various projected salary and wage deficits. Each fiscal year staffing turnover occurs in the various city departments, accounts in the 'salary and wage' statutory category either accumulate a surplus or accrue a deficit. Surpluses normally occur when positions remain unfilled and, conversely, a deficit may occur if an extraordinary number of employees separate employment with the city. In the latter example, accumulated vacation time must be paid and is charged to the employee's department salary budget. Most departments, however, have funded their FY2020 salaries through their own budgetary flexibility. Most of the transfers are relatively small, but require City Council approval because they are interdepartmental transfers.

The salary budgets for municipal departments in the current fiscal year (FY2020,) in the aggregate, are projected to end the fiscal year under budget by nearly \$1.5 million. The hiring freeze implemented in April has slowed spending, as the projected surplus in the closing period of the last fiscal year (FY2019) was only \$800,000. The surplus appropriations are more than sufficient to cover this transfer.



Conor M. Baldwin
Chief Financial Officer

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Geary, Michael

From: Judith Durant <judithdurant1@comcast.net>
Sent: Thursday, June 18, 2020 3:36 PM
To: Geary, Michael
Subject: Petition for June 23 CC Meeting

Hello Michael,

Here is the petition that the Lowell Democratic City Committee would like to present at the City Council meeting scheduled for June 23. Will the public be allowed to speak on the issue?

Thank you,

Judith Durant

judithdurant1@comcast.net

508-667-9230

The Lowell Democratic City Committee appreciates the excellent job that Elliott Veloso has done as Interim Director of Elections since his appointment. Pursuant to the House and Senate passage of An Act relative to voting options in response to COVID-19, the upcoming election will present challenges—a new system of mail-in voting and extended early voting. We ask that Mr. Veloso be relieved of all non-election related duties from August through November 2020 so he can devote his full-time efforts to election duties, ensuring an efficient, fair and open election.