

City of Salem, Massachusetts



**"Know Your Rights Under the Open Meeting Law, M.G.L. c. 39 §23B, and  
City Ordinance Sections 2-2028 through 2-2033."**

The City Council Committee on Administration & Finance

met in the Council Chamber on Thursday, February 23, 2012 at 6:00 P.M.

for the purpose of discussing the matter(s) listed below. Notice of this meeting was posted on

February 16, 2012 at 5:54 PM.

(This meeting is being recorded.)

**ATTENDANCE**

ABSENT WERE: Cavallaro Carr

**SUBJECT(S)**

#91 - \$216,850.00 appropriation from Capital Outlay Renovation & Repair to be expended  
for the City portion of the renovation of Splaine Park

Lynn Duncan presented the preliminary plans for the  
proposed renovations for Splaine Park.  
The match for this program is 33% of the total  
637,777 to be expended at the Park.

Stan Swartz spoke to the project and how he is  
instrumental in working to get this grant process  
rolling with the Federal Street Neighborhood Association.  
They have done fundraisers and participated in Clean Sweeps  
to start cleaning up the Park. They have identified past  
dependents of the Splaine family and are going to dedicate  
a flag pole in the family's honor. They are looking into

the Liberty Elm Project to get new trees planted  
He has also started a new site splarepark.org.

Councillor Ryan asked if there will be environmental  
testing of the land prior to beginning of the project.

Ray Cuedis vice president of Salem Little League  
said he has been involved in the league for 25 years  
and this will be the third renovation of the Park.  
He wants to look into maybe having CUS increases lighting  
and installing a camera. Little League is committed  
to keeping up the Park.

Liza Spence from Community Gardens spoke to working with  
everyone to get it moving forward.

Councillor Ryan moves approval  
Councillor Tinsell seconds

motion Approved.

On the motion of C.

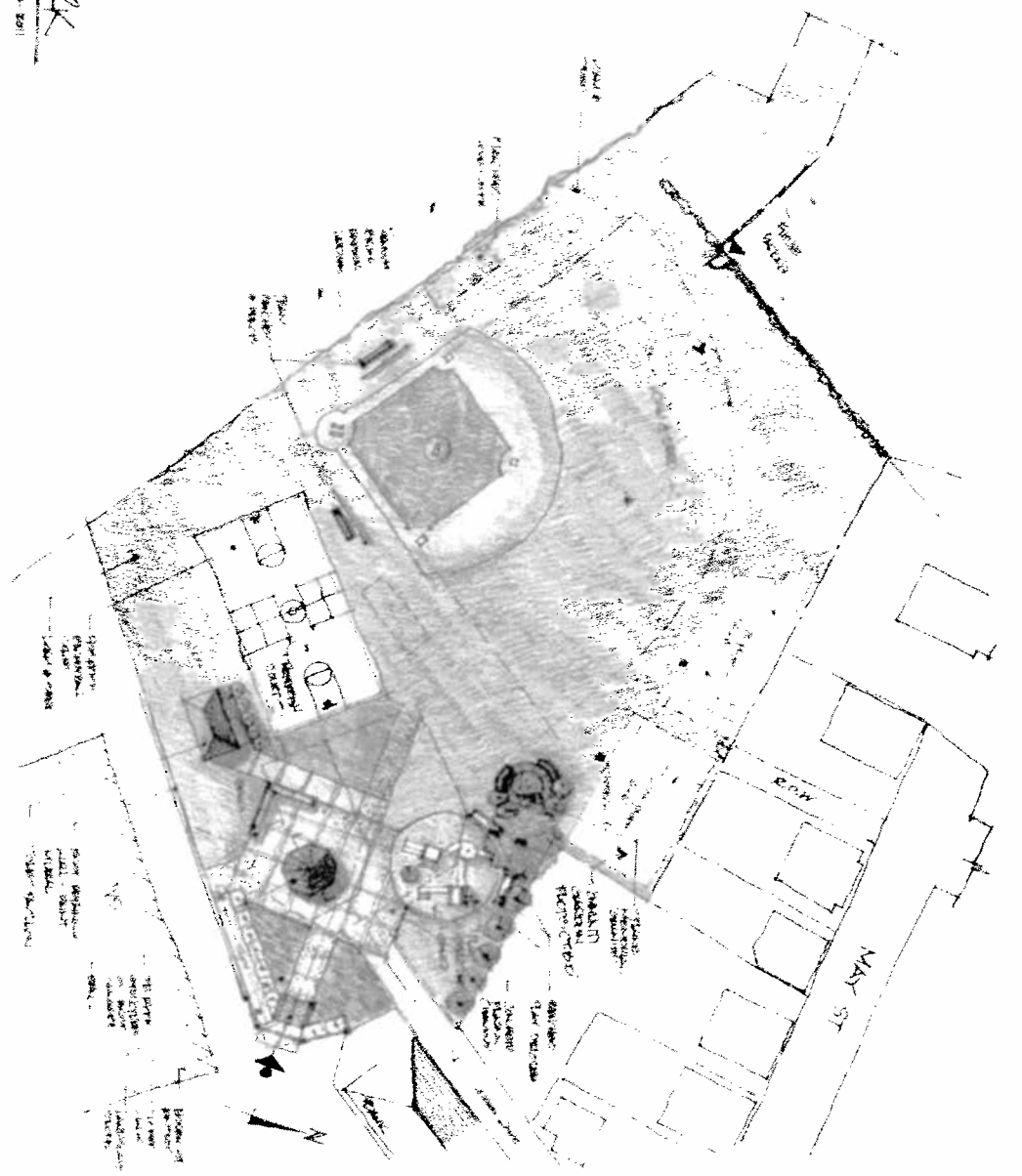
the meeting adjourned at 6:30 P.M.

  
(Chairperson)

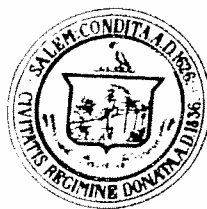
# SP LAINE PARK

PROPOSED LAYOUT  
C 88 2011

- 1. FUTURE OPERATIONS & MAINTENANCE
- 2. FUTURE OPERATIONS & MAINTENANCE
- 3. FUTURE OPERATIONS & MAINTENANCE
- 4. FUTURE OPERATIONS & MAINTENANCE
- 5. FUTURE OPERATIONS & MAINTENANCE
- 6. FUTURE OPERATIONS & MAINTENANCE
- 7. FUTURE OPERATIONS & MAINTENANCE
- 8. FUTURE OPERATIONS & MAINTENANCE
- 9. FUTURE OPERATIONS & MAINTENANCE
- 10. FUTURE OPERATIONS & MAINTENANCE



A



# 91

# CITY OF SALEM

In City Council,  
February 9, 2012

Ordered:

That the sum of Two Hundred Sixteen-Thousand Eight Hundred and Fifty Dollars (\$216,850.00) is hereby appropriated within the "Capital Outlay Renovation and Repair" account (20003-5846) to be expended for the City portion of the renovation of Splaine Park by the Planning Department in accordance with the recommendation of Her Honor the Mayor.

In City Council February 9, 2012  
Referred to the Committee on Administration and Finance under the rules

ATTEST:

CHERYL A. LAPOINTE  
CITY CLERK



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll  
Mayor

February 9, 2012

Honorable Salem City Council  
Salem City Hall  
93 Washington Street  
Salem, MA 01970

Re: Splaine Park PARC Grant Resolution

Ladies and Gentlemen of the Council:

As you know, the City has been awarded a Parkland Acquisitions and Renovations for Communities (PARC) Grant by the Commonwealth's Division of Conservation Services (DCS) to assist in funding the renovation of Splaine Park. As part of the grant's requirements, the City Council must adopt the attached resolution which authorizes the project and funding and affirms the park will be permanently dedicated to park use.

In addition, the project's total cost is \$637,797 and the PARC Grant will reimburse 66% of this, or \$420,797. The remaining amount, \$216,850 is the City's required match. As such, you will also find a request to transfer the sum of Two Hundred Sixteen-Thousand Eight Hundred and Fifty Dollars (\$216,850.00) from the "Capital Outlay Renovations & Repairs" account (20003-5846).

Proposed improvements to the park include the removal of overgrown vegetation, the construction of a stone dust bike/walking path along the park perimeter, the enhancement of the two main entrances, the construction of play structures, the installation of a new baseball field and irrigation system, and the rebuilding of the bleachers and dugouts. In addition, the project will include partnerships with local organizations, including Salem Community Gardens, the Liberty Elm Project, and the Federal Street Neighborhood Association.

I wholeheartedly support this project and recommend passage of the accompanying order and resolution.

Very truly yours,

A handwritten signature in black ink that reads "Kim Driscoll".

Kimberley Driscoll  
Mayor

**CITY OF SALEM**  
**Capital Outlay Expenditure Request Form**

To: MAYOR

From: Department: DPCD

Date 1/31/2012

Expense Line To : 20003-5860 - Equipment

Amount: \$

Expense Line To : 20003-5846 - Renovations & Repairs

Amount: \$ 216,850

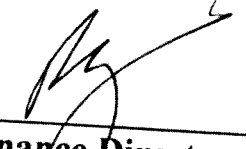
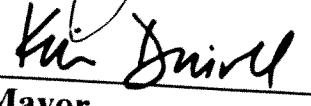
Description: Renovation of Splaine Park. The PARC Grant is a reimbursement program in which the City is reimbursed by the State Division of Conservation Services (DCS) for 66% of approved expenditures for the project. The total project cost is \$637,797. DCS will reimburse \$420,946, leaving \$216,850 as the City's share. City's Reimbursements from DCS will come in approximately 4 or 5 installments throughout the project duration.

For Finance Dept and Mayor's Use Only:

City Council Approval

Recommendation:

Approved  Denied

  
\_\_\_\_\_  
Finance Director  
  
\_\_\_\_\_  
Mayor

Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

CO # \_\_\_\_\_ JE# \_\_\_\_\_ Trans # \_\_\_\_\_



# CITY OF SALEM

In City Council,

## Resolved

### A RESOLUTION TO FILE AND ACCEPT GRANTS WITH AND FROM THE COMMONWEALTH OF MASSACHUSETTS, EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS FOR THE PARC PROGRAM FOR IMPROVEMENTS TO SPLAINE PARK

Whereas: The Splaine Park is by and far a community wide asset and the preservation and improvements to this facility are a City priority as evidenced in the most recent Open Space and Recreation Plan; and

Whereas: The Splaine Park redevelopment will greatly enhance this facility with improved infrastructure, path systems, site lighting, universal access, etc.; and

Whereas: This overall cost and fiscal budget constraints prevented the City from proceeding forward with implementation of the project; and

Whereas: The project was instead viewed as feasible only when fiscal resources were available, with the intention of securing grant funding, when and if available, to assist in this effort; and

Whereas: The Executive Office of Energy and Environmental Affairs (EOEEA) is offering reimbursable grants to cities and towns to support the preservation and restoration of urban parks through the PARC Program, Chapter 933 Acts of 1977, as amended; and

Whereas: The Splaine Park Project will cost a total of \$ \$637,797

NOW, THEREFORE, BE IT RESOLVED

1. That the Mayor be and is hereby authorized to file and accept grants from the Executive Office of Energy and Environmental Affairs; and
2. That the Mayor be and is hereby authorized to expend from available funds an amount equal to the total project cost to be reimbursed up to a maximum amount of \$420,946 by the Executive Office of Energy and Environmental Affairs; and
3. That the Mayor be and is hereby authorized to take such other actions as are necessary to carry out the terms, purposes, and conditions of this grant to be administered by the Department of Planning and Community Development; and
4. That Splaine Park shall be dedicated to park purposes under M.G.L. chapter 45, section 14; and
5. That this resolution shall take effect upon passage.

CITY OF SALEM, MASSACHUSETTS  
DEPARTMENT OF PLANNING AND  
COMMUNITY DEVELOPMENT

KIMBERLEY DRISCOLL  
MAYOR

LYNN GOONIN DUNCAN, AICP  
DIRECTOR

120 WASHINGTON STREET ♦ SALEM, MASSACHUSETTS 01970  
TELE: 978-619-5685 ♦ FAX: 978-740-0404

February 2, 2012

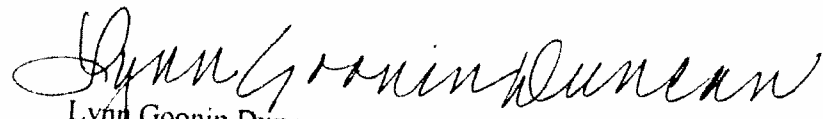
Dear Mayor Driscoll,

The Department of Planning and Community Development requests \$216,850 in Capital Improvement Project (CIP) funds to cover the city's share of the project to renovate Splaine Park.

As you are aware, the city was recently awarded a Parkland Acquisitions and Renovations for Communities (PARC) Grant from the state's Division of Conservation Services (DCS). The PARC Grant is a reimbursement program in which DCS will reimburse the city for 66% of approved expenditures. Of the total \$637,797 project cost, DCS will reimburse the city for \$420,946, leaving the city responsible for \$216,850.

Please let me know if you have any questions about this project.

Sincerely,

  
Lynn Goonin Duncan  
Director

Cc: Nina Bridgman





The Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114

Deval L. Patrick  
GOVERNOR

Timothy P. Murray  
LIEUTENANT GOVERNOR

Richard K. Sullivan, Jr.  
SECRETARY

Tel: (617) 626-1000  
Fax: (617) 626-1181

January 17, 2012

Tom Devine  
Department of Planning and Community Development  
93 Washington Street  
Salem, MA 01970

Re: Splaine Park, PARC #7

Dear Mr. Devine:

I am pleased to officially confirm that the Splaine Park project has been selected by the Executive Office of Energy and Environmental Affairs (EEA) to receive up to \$420,946 in state Parkland Acquisitions and Renovations for Communities (PARC) assistance. You will be working with Melissa Cryan of my staff on this project. She can be reached at (617) 626-1171 or [melissa.cryan@state.ma.us](mailto:melissa.cryan@state.ma.us).

**Project deadline is June 1, 2013**

Be advised that the sum of \$30,736 for design costs has been set-aside for encumbrance and expenditure in FY12. Please note that this figure is solely for expenditure in FY12. The remaining \$390,210 for construction will be executed for encumbrance of funds starting July 1, 2012 running through June 30, 2013. All construction work must be completed and closed out by June 1, 2013. PARC grants work on a reimbursement basis. Your community's reimbursement rate is 66%. We can only reimburse your community for 66% of what you spend, even if this figure does not reach the maximum value of the grant award.

The project must be completed by June 1, 2013 because the funds cannot be carried over into the following fiscal year. If you anticipate any difficulties in meeting this spending target and schedule at any time, please contact us without delay.

**Next Steps**

1. Execute the **PARC Project Agreements**. Enclosed are two copies of the PARC Project Agreement to be signed by your Chief Executive Officer and a majority of the Park Commission members. Review the agreement carefully to be sure that the project has been correctly described and contact Melissa immediately if any changes or updates need to be made. If the document is correct, please have both signed and return both originals to DCS for signature by Richard K. Sullivan, Jr., Secretary of EEA. One original will be returned to you to record at the Registry of Deeds, and to be copied for your audit file.
2. Execute a **State Standard Contract**. This document allows our fiscal department to establish an account for your project. No reimbursement request can be honored unless the State Standard Contract, including the **Contractor Authorized Signatory Listing**, which is also enclosed, are signed and returned to our office. This form should be signed by whoever signed your grant application. Be sure to fill out both sides of the document. Only two names should appear on this document - the signatory and the notary.
3. After the state contracts have been executed, you may proceed with the final design of your project. You may not start construction until after July 1, 2012. Please note that we are unable to reimburse the community for any costs incurred prior to the execution of the State Standard Contract.

RECEIVED

JAN 19 2012

DEPT. OF PLANNING &  
COMMUNITY DEVELOPMENT

**Reimbursement Procedures**

Please refer to the PARC regulations and the enclosed reimbursement instructions for information on requesting your reimbursement. A quarterly report form is also enclosed, which is due by the first business day of March, June, September, and December while the project is active.

Reimbursement will be contingent upon satisfying the following conditions:

1. Submit final designs and specifications before going to bid, together with required permits for the construction phase, and final billing for design work by June 1, 2012.
2. A copy of the PARC Project Agreement, which has been recorded at the Registry of Deeds and a marginal notation entered on the deed to the property.
3. The construction must be started after July 1, 2012 and must be closed out by June 1, 2013.
4. A site inspection form is completed for all Land and Water Conservation Fund projects in Salem. The list of LWCF projects and forms are enclosed.

**Legally Protected Recreation Land – Salem's Commitment**

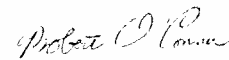
Please remember that according to Article 97 of the Massachusetts General Laws, acceptance of the state grant requires that this site remain open to the general public and prohibits any other use other than public outdoor recreation.

**Project Sponsor's Workshop**

Please carefully review all the enclosed information, and plan to attend the Project Sponsor's Workshop. This is a short, but important, mandatory meeting to review how to prepare your reimbursement request(s). If you cannot attend, please send someone to represent you since it would be very difficult to meet individually with each project sponsor. The same workshop will be offered in two different dates and locations. The first will be held on Tuesday, January 24, 2012 at 11:00 am at the Department of Agricultural Resources office in Amherst at 101 University Drive, Suite C4. The second will be held on Thursday, January 26, 2012 at 11:00 am at 100 Cambridge Street, 9<sup>th</sup> Floor. Please RSVP to Melissa as to who will be attending from your office.

Congratulations on your successful application to the PARC program, and I look forward to meeting with you this month.

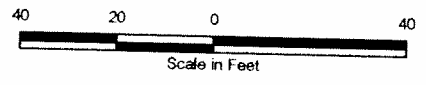
Sincerely,



Robert O'Connor  
Director

enc.

# SPLAINE PARK



**CITY OF SALEM**  
**MASSACHUSETTS**

Mayor  
Kimberley Driscoll

Map created by SalemGIS  
June 23, 2011  
Map No. 11-011

DATA SOURCES:  
Parcel & Easement Data:  
Citywide automation by Camp Dresser  
& McKee, 1999

Subsequent yearly parcel updates  
SalemGIS

