



CITY OF NEW BEDFORD

JONATHAN F. MITCHELL, MAYOR

January 7, 2016

City Council President Linda Morad
Honorable Members of the City Council
133 William Street
New Bedford, MA 02740

Dear Council President Morad and Honorable Members of the City Council:

I am submitting for your approval a LOAN ORDER in the amount of \$520,000.00 to pay the costs of improving Hazelwood Park for recreational purposes including new pedestrian entrances and walkways, enhanced lighting, benches, tables and other amenities and all other costs incidental and related thereto (the "Project") for which project the City has been awarded a grant from the Commonwealth of Massachusetts in the amount of \$24,500 for design costs and \$339,500 for construction costs.

Sincerely,

Jonathan F. Mitchell
Mayor

JFM/smt



CITY OF NEW BEDFORD

PARKS, RECREATION & BEACHES

JONATHAN F. MITCHELL, MAYOR



Memo for Mayor's Papers

City Council Meeting

Submitted for consideration January 6, 2016

I am pleased to inform you that we have been awarded \$364,000 for the Hazelwood Park Renovations by the Executive Office of Energy and Environmental Affairs Parkland Acquisitions and Renovations for Communities (PARC) grant. A sum of \$24,500 is set aside for design services in FY16 with \$339,500 designated for construction in FY17. The PARC grant is on a reimbursement basis. Our reimbursement rate is 70% of our total expenses.

I appreciate your consideration of the attached request for authorization of funds. We will make improvements to Hazelwood Park based on community input during the design process including improved pedestrian walks, lighting, redesigned parking, and other amenities.

Respectfully submitted January 6, 2016

By Mary S. Rapoza

Director of Parks Recreation & Beaches

ADMINISTRATIVE OFFICES
181 HILLMAN STREET, BLDG. #3
NEW BEDFORD, MA 02740
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181 HILLMAN STREET
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CITY OF NEW BEDFORD

CITY COUNCIL

January 14, 2016

ORDERED, that \$520,000 is appropriated to pay the costs of improving Hazelwood Park belonging to the City of New Bedford (the "City"), and shown on Assessor's Map 9 and 11 for recreational purposes including, new pedestrian entrances and walkways, enhanced lighting, benches, tables and other amenities and all other costs incidental and related thereto (the "Project") for which project the City has been awarded a grant from the Commonwealth of Massachusetts in the amount of \$24,500 for design costs and \$339,500 for construction costs; that to meet this appropriation the Treasurer with the approval of the Mayor and the Committee on Finance is authorized to borrow \$520,000 provided that the amount authorized to be borrowed for the Project by this order shall be reduced by the amount of any grant funds, donations, funds appropriated from the City budget or any other funds for the Project received by the City prior to the issuance of bonds or notes for the Project; that said land be developed for municipal purposes, namely open space and recreation purposes under the provisions of Massachusetts General Laws, Chapter 45, Section 14, and as it may hereafter be amended and other Massachusetts statutes relating to recreation, to be managed and controlled by the Park Commission of the City and that the Mayor be authorized to file on behalf of the City any and all applications or agreements deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts under the Urban Self-Help Act (301 CMR 5.00) and/or from any other source in any way connected with the scope of this Article, and that the Mayor be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the City to affect said Project.



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

Charles D. Baker
GOVERNOR

Karyn E. Polito
LIEUTENANT GOVERNOR

Matthew A. Beaton
SECRETARY

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

December 4, 2015

Mary Rapoza
Department of Parks, Recreation & Beaches
181 Hillman Street, Bldg 3
New Bedford, MA 02740

Re: Hazelwood Park Renovation, PARC #13

Dear Ms. Rapoza:

I am pleased to officially confirm that the Hazelwood Park Renovation project has been selected by the Executive Office of Energy and Environmental Affairs (EEA) to receive up to \$364,000 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.

Project deadline is June 1, 2017

Be advised that the sum of \$24,500 for design costs has been set aside for encumbrance and expenditure in FY16. Please note that this figure is solely for expenditure in FY16. The remaining \$339,500 for construction will be executed for encumbrance of funds in FY17, which begins July 1, 2016. All construction work must be completed and closed out by June 1, 2017. PARC grants work on a reimbursement basis. Your community's reimbursement rate is 70%. We can only reimburse your community for 70% of what you spend, even if this figure does not reach the maximum value of the grant award for that specific fiscal year.

The project must be completed by June 1, 2017 because your grant award amount has been budgeted by EEA in the fiscal years requested in your application. If you anticipate any difficulties in meeting this spending target and schedule at any time, please contact Melissa without delay.

Next Steps

53. Take a **City Council or Town Meeting** vote if you have not done so already. Melissa must have the vote in hand by December 31, 2015. If you have not had her review the vote language, please do so immediately.
54. 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 or Recreation 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 Melissa for signature by Matthew Beaton, Secretary of EEA. One original will be returned to you to record, along with the town meeting or city council vote, at the Registry of Deeds, and to be copied for your audit file.
55. 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. The Contractor Authorized Signatory Listing Form should be signed by whoever signed contract.

Be sure to fill out both sides of the document. Only two names should appear on this document – the signatory and the notary. A sample form has been enclosed – please review it closely so that your form is filled out correctly.

56. After the state contract has been signed and returned to you, you may proceed with the final design of your project. You may not start construction until July 1, 2016. Please note that we are unable to reimburse your community for any costs incurred prior to the execution of the State Standard Contract.

Reimbursement Procedures

The reimbursement procedures will be discussed in detail at the Grants Management Workshop (information below). 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:

45. 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, 2016.
46. A copy of the **PARC Project Agreement**, which has been recorded at the Registry of Deeds (along with the town meeting or city council vote for the project) and a marginal notation entered on the deed to the property, is returned.
47. The construction must be started on July 1, 2016 and closed out by June 1, 2017.
48. A site inspection form is completed for all Land and Water Conservation Fund projects in New Bedford. The list of LWCF projects and forms are enclosed.
49. Completion of CRs on parcels acquired with the use of Community Preservation Act funds. Communities that have purchased real property interest for open space or recreational purposes using money from the Community Preservation Fund must show evidence that conservation restrictions as required by Section 12 of Chapter 44B have been approved by the Secretary of Energy and Environmental Affairs and recorded. Please submit to DCS documentation showing the conveyance of CRs to an appropriate entity on properties acquired with CPA funds. Documentation should include the grantee, date of conveyance, and registry book/page of the CR document.

Legally Protected Recreation Land – New Bedford'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 Wednesday, January 6, 2016 at 12:00 pm at the Department of Agricultural Resources office in Amherst at 101 University Drive, Suite C4. The second will be held on Thursday, January 7, 2016 at 12:00 pm at 100 Cambridge Street, 9th 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.

Hazelwood Park PARC 16

12/17/2015

Materials List and Budget	Size	Qty.	Total Cost	Fiscal year
Secure a landscape design firm to produce a Master Plan for Hazelwood Park			\$24,500.00	FY16
Passive and active recreational opportunities to be determined through a public process during the design phase				
Remove skate ramp obstruction and random concrete pads in the park			\$ 7,000.00	FY16
Add a pedestrian walkway around and throughout park			\$1,500.00	FY16
Remove post and chain on NW entrance, replace with removable bollards to create a pedestrian and bicyclist entrance from West Rodney French Blvd	yds	approx. 4500 lin ft	\$110,000.00	FY17
Add granite curbing to the vehicular entrance drive from Brock Ave and in the redesigned parking lot	sq ft		\$10,000.00	FY17
Add "Welcome to Hazelwood Park" signs to entrances on Brock Ave. and West Rodney French Blvd.		2	\$2,000.00	FY17
Rehabilitate stone retaining wall on West Rodney French Blvd property line, rebuilding the existing break in the wall		approx. 800 lin ft	\$25,000.00	FY17
Remove existing lights and add approx. 15 Washingtonian style lights on the drives and walkways for improved safety		15	\$55,500.00	FY17
Regrade and rehabilitate the bowling green			\$20,000.00	FY17
Create an amphitheater on the western facing lawn with a small stage			\$49,650.00	FY17
Install a new decorative wooden fence and gate around the bowling Green on 3 sides to replace existing chain link fence and gate. Every consideration will be given to incorporating wood products grown and manufactured in Massachusetts		approx 600 lin ft	\$12,000.00	FY17
Archaeological Reconnaissance Survey per MHC (950 CMR 70)			\$10,000.00	FY16
Repair chain link fence at the north and south property lines to existing chain link fence that is in disrepair		approx. 2200 lin ft	\$20,000.00	FY17
6' thermoplastic coated picnic tables in ground mount		5	\$3,750.00	FY17
benches in ground mount		10	\$6,000.00	FY17
trash barrels		7	\$5,600.00	FY17
trees 3" cal		30	\$10,000.00	FY17
shrubs 3-4'		80	\$3,000.00	FY17
this amount needs to be distributed in the construction costs			\$104,500.00	
Total estimated cost for this project			\$520,000.00	

Funding for design	(\$24,500)
State reimbursement for construction	(\$339,500)
local contributions confirmed 12-17-15	\$ (17,000.00)
city loan amount estimate	\$139,000.00