

## CITY OF CAMBRIDGE

MAYOR MICHAEL J. NEVILLE MANOR

650 CONCORD AVENUE CAMBRIDGE, MASSACHUSETTS 02138  
(617) 349-4050



### MEDICAL DIRECTOR AGREEMENT

#### PURPOSE:

The purpose of this agreement is to arrange for a qualified physician to serve as Medical Director for Neville Manor to provide for the supervision of medical services. Those services will be furnished by Alan P. Abrams, M.D.

#### QUALIFICATION OF MEDICAL DIRECTOR:

Alan P. Abrams is a 1978 graduate of New York University School of Medicine and is a licensed physician #49657 under the laws of the Commonwealth of Massachusetts.

#### RESPONSIBILITIES:

##### Medical Director

1. The Medical Director will provide services and consultations as necessary to meet the roles and standards set by any state and/or federal agency with jurisdiction over long term care.
2. The Medical Director will arrange and approve all contracts and affiliation agreements with providers of medical services at Neville Manor Nursing Home, including but not limited to, group or individual physicians, ophthalmology, psychiatry, mental health, laboratory, podiatry, surgery, etc.
3. The Medical Director will be responsible for the provision of appropriate medical services, the evaluation of the quality of those services, and the smooth coordination of those services with the other services in the facility.
4. The Medical Director will be responsible for the institution and performance of an effective employee health program.
5. The Medical Director will work jointly with the Director of Patient Care Services and the Administrator in the development of policies, procedures, and other projects to ensure the highest quality of medical service for the residents at Neville Manor.

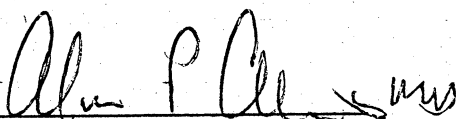
6. The Medical Director will provide the Administrator with regular reports of his activities, goals, objectives and plans.
7. The Medical Director will be provided with adequate space and equipment, as well as, services necessary to carry out his responsibilities.
8. The Medical Director will attend Nursing Home committees and other conferences as requested by the Administrator and mutually agreed upon.
9. The Medical Director will oversee all medical research and medial education occurring at Neville Manor.

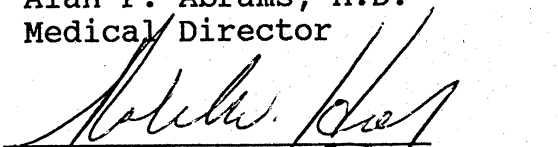
**TERMS OF AGREEMENT**

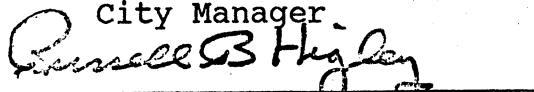
The facility agrees to pay the Medical Director as a fee for his services the sum of \$16,525.00 per year, payable in monthly installments of \$1,377.08 each, for a minimum of 12 hours per month. All professional fees due the Medical Director for his services for visitation and examination of patients/residents, on a basis other than general supervisory services, shall be paid as a fee for services by the patient/resident, family of other third party. In no case is the professional fee for individual care of a patient/resident a part of the fee for services as Medical Director.

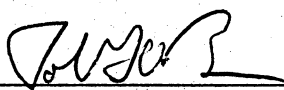
**TERMINATION OF AGREEMENT**


Should either party wish to terminate the foregoing agreement, thirty days written notice must be given to the other party, otherwise this agreement expires on June 30, 1994.

  
\_\_\_\_\_  
Alan P. Abrams, M.D.  
Medical Director

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

  
\_\_\_\_\_  
Russell Higley  
City Solicitor

  
\_\_\_\_\_  
John O'Brien  
Chief Executive Officer

  
\_\_\_\_\_  
Paul Hollings  
Adminstrator



# Cambridge Historical Commission

Cambridge Historical Commission, City Hall Annex, 57 Inman Street, Cambridge, Massachusetts 02139. 617/349-4683



William B. King, *Chairman*, Allison M. Crump, *Vice Chairman*, Charles M. Sullivan, *Executive Director*.  
Charles W. Eliot 2nd, Dorothy LeMessurier, Robert G. Neiley, Joseph G. Sakey, John W. Whisnant,  
*Commission Members*. M. Wyllis Bibbins, Suzanne R. Green, Anthony C. Platt, *Alternates*.

AGREEMENT BETWEEN

101-3510-00-56100

CITY OF CAMBRIDGE, MASSACHUSETTS

and

KRISTIN A. BARLOW

THIS AGREEMENT, entered into as of the first day of June, 1993, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Kristin A. Barlow of 120 School Street #8, Somerville, Massachusetts 02143, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain professional services in connection with the Commission's painting assistance programs:

NOW, THEREFORE, the parties mutually agree as follows:

## 1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission. The City agrees to provide the space, facilities and equipment necessary to carry out the work.

## 2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, administration of the Commission's painting assistance programs, including project publicity, processing of applications, supervision of contractors, and approval of payments. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. The Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for four months commencing the first day of June, 1993, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$7.50 per hour. Total compensation under this contract shall not exceed \$1,000.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of The City and shall not be used for any purpose without the expressed consent of the Commission.

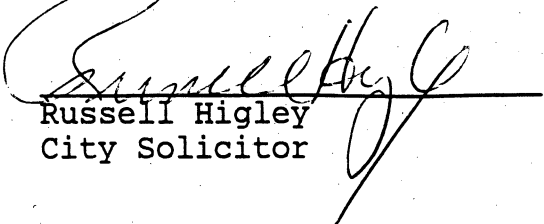
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

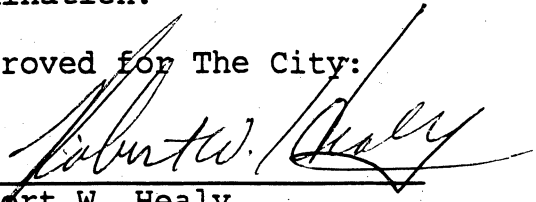
9. Termination

Either party may terminate this contract on fourteen days' written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.


Approved as to Form:

  
\_\_\_\_\_  
Russell Higley  
City Solicitor

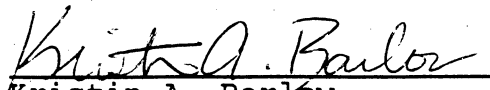
Approved for The City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
Allison Crump  
Vice Chairman

Employee:

  
\_\_\_\_\_  
Kristin A. Barlow

AGREEMENT BETWEEN  
CITY OF CAMBRIDGE, MASSACHUSETTS

and

KRISTIN A. BARLOW

THIS AGREEMENT, entered into as of the first day of July, 1994, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Kristin A. Barlow of 120 School Street #8, Somerville, Massachusetts 02143, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain professional services in connection with the Commission's painting assistance programs:

NOW, THEREFORE, the parties mutually agree as follows:

1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission. The City agrees to provide the space, facilities and equipment necessary to carry out the work.

2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, administration of the Commission's painting assistance programs, including project publicity, processing of applications, supervision of contractors, and approval of payments. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. The Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for five months commencing the first day of July, 1994, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$8.00 per hour. Total compensation under this contract shall not exceed \$3,000.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of the City and shall not be used for any purpose without the expressed consent of the Commission.

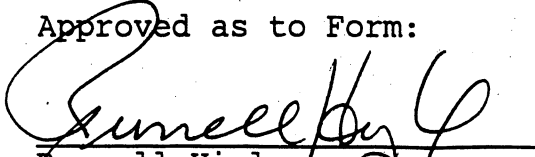
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

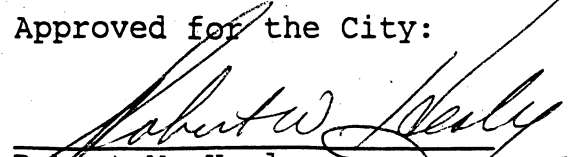
9. Termination

Either party may terminate this contract on fourteen days' written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.

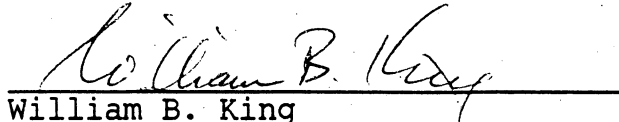
Approved as to Form:

  
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Russell Higley  
City Solicitor

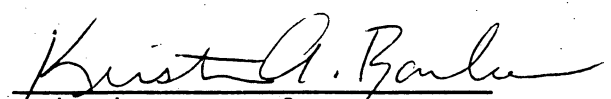
Approved for the City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
William B. King  
Chairman

Employee:

  
\_\_\_\_\_  
Kristin A. Barlow



# Cambridge Historical Commission

Cambridge Historical Commission, City Hall Annex, 57 Inman Street, Cambridge, Massachusetts 02139. 617/349-4683



William B. King, *Chairman*, Allison M. Crump, *Vice Chairman*, Charles M. Sullivan, *Executive Director*.  
Dorothy LeMessurier, Helen F. Moulton, Robert G. Neiley, Jo M. Solet, *Commission Members*.  
M. Wyllis Bibbins, Suzanne R. Green, Anthony C. Platt, *Alternates*.

419962

## AGREEMENT BETWEEN

CITY OF CAMBRIDGE, MASSACHUSETTS

and

ARTHUR F. BENNETT

THIS AGREEMENT, entered into as of the first day of October, 1993, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Arthur F. Bennett of 110 Cushing Street, Waltham, Massachusetts 02154, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain professional services in connection with supervision of Commission projects and activities:

NOW, THEREFORE, the parties mutually agree as follows:

### 1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission. The City agrees to provide the space, facilities and equipment necessary to carry out the work.

### 2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, supervision of Commission projects and activities, including capital budget projects, housing rehabilitation grants, and historic site marker installation and maintenance. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. The Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for four months commencing the first day of October, 1993, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$13.50 per hour. Total compensation under this contract shall not exceed \$1,000.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of the City and shall not be used for any purpose without the expressed consent of the Commission.

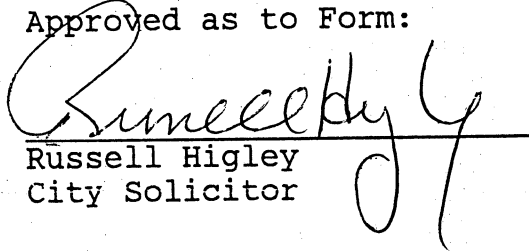
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

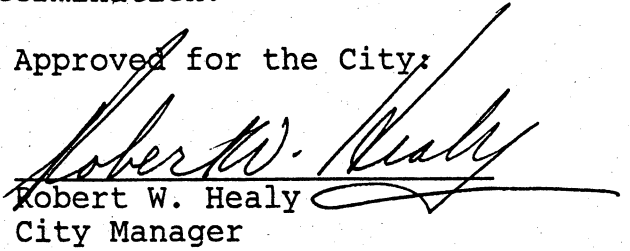
9. Termination

Either party may terminate this contract on fourteen days' written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.

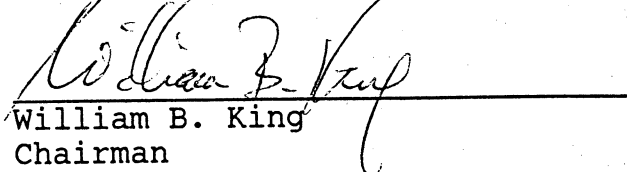
Approved as to Form:

  
\_\_\_\_\_  
Russell Higley  
City Solicitor

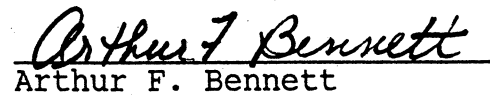
Approved for the City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
William B. King  
Chairman

Employee:

  
\_\_\_\_\_  
Arthur F. Bennett

413859-1

Contract No. 68-94

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
AND  
SARAH BOYER  
21 Walden Square Road #650  
Cambridge, MA 02140

THIS AGREEMENT effective as of the first day of May, 1994 by and between Sarah Boyer (hereinafter call the "Consultant") and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, the Congress and the President of the United States of America have respectively enacted and signed the Housing and Community Development Act of 1974 (hereinafter called the "Act"), under which monies are authorized and appropriated to support local community development activities; and

WHEREAS, the City, acting through its Department of Community Development (hereinafter called the "Department"), is funded under a Grant Agreement dated June 8, 1990 with the United States Department of Housing and Urban Development (hereinafter "HUD"), for the administration of a local Community Development Program; and

WHEREAS, the City has provided \$250,000 in its FY 93-94 budgets for North Cambridge Stabilization Program activities that meet the eligibility criteria of the Federal Community Development Block Grant Program and are selected by the North Cambridge Stabilization Committee and administered by the Department; and

WHEREAS, the North Cambridge Stabilization Committee has elected to allocate \$3350.00 to fund an activity entitled the North Cambridge Oral History Project and the Department has found this activity to be eligible under Federal Community Block Grants regulations; and

WHEREAS, the City desires to engage the consultant to render services in the execution of this Activity for the Department under this Act; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform, and

WHEREAS, the City has encumbered \$3350.00 the full amount payable under this contract with a City of Cambridge Purchase Order No. 413859-1 and assigned said Purchase Order to City Budget Code No. 394-3504-96-59000.

NOW, THEREFORE, the parties do mutually agree as follows:

## **A. SCOPE OF SERVICES**

The Contractor acting as Coordinator of the North Cambridge Oral History Project shall record, collect and disseminate the oral histories of seniors who are long-time or lifelong residents of the North Cambridge neighborhood, who grew up in North Cambridge, and/or who worked in the neighborhood, covering the time period from about 1910 to 1960. The following services to be undertaken as part of the project, are directed to achieving the primary objective of Title I of the U.S. Housing and Community Development Act of 1974 as amended - i.e. the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income:

1. Present the Oral History Project to individuals and groups to interest them in participating in the project.
2. Set up 10-15 interviews with subjects and tape record their oral histories.
3. Transcribe and edit the tapes, and reproduce the material.

## **B. TIME OF PERFORMANCE**

The services of the Consultant are to commence no sooner than October 1, 1993 but only after a receipt of a Notice to Proceed from the Department and shall be undertaken in such a sequence as to assure their expeditious completion, but in no event shall that date extend beyond June 30, 1994.

## **C. DATA TO BE FURNISHED TO THE CONSULTANT**

All information, data, reports and records as are existing, available and necessary for the carrying out of the services required hereunder shall be made available to the Consultant by the City and the latter shall cooperate with the Consultant in every way possible in the carrying out of the work without undue delay.

## **D. COMPENSATION AND METHOD OF PAYMENT**

The City agrees to pay the Consultant a maximum amount of \$3350.00 for the work undertaken under this agreement. The Consultant shall be paid in a lump sum on the basis of an itemized invoice. After transcription the Consultant shall retain and maintain documentation of expenditures, i.e. receipts and cancelled checks relating to the transcription.

## **E. CHANGES**

Either party may from time to time request changes in the Scope of Services of the Consultant to be performed hereunder. Such changes, except a specified below, which shall be mutually agreed upon between the City and the Consultant, shall be incorporated in written amendments to this contract. No changes, however, shall be binding unless and until approved by the parties.

**F. TERMINATION OF CONTRACT**

1. The City may, by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the City's convenience or because of the failure of the Consultant to fulfill his contract obligations. Upon receipt of such notice, the Consultant shall immediately discontinue all services affected unless the notice directs otherwise.
2. The Consultant may, by written notice to the City, terminate this Contract or it may be assigned to a successor to be chosen by the North Cambridge Stabilization Committee. At least one month's notice must be provided to the City before the Consultant's obligation ceases.

**G. Copyright and Publication Rights**

For value received, the Consultant agrees to assign, transfer and set over the manuscript of a certain book to the City of Cambridge which, when completed, will have incorporated the information acquired in the course of the hereinbefore described North Cambridge Oral History Project and will have been authored by the Consultant, together with all the Consultant's literary property, right, title, and interest in and to said book and all the profit, benefit, and advantage which shall or may arise from the printing, publishing, and selling of the said book.

The Consultant hereby gives to, and confers on, the City, its agents, servants, employees, and assigns, full power and authority in the Consultant's name or otherwise, but at the City's own cost and expense, to have the said book copyrighted in accord with the laws of the United States of America.

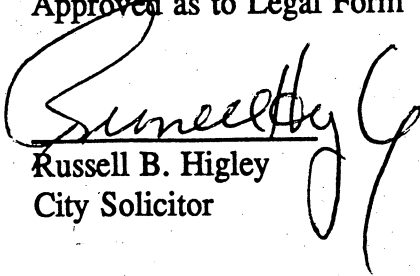
The City, its agents, servants, employees, and assigns, hereby agree that any and all publications which result from the Consultant's performance hereunder, whether copyrighted or not, will specifically acknowledge the Consultant as the contributor and author thereof.

**H. APPLICABLE LAWS, REGULATIONS AND PROCEDURES**

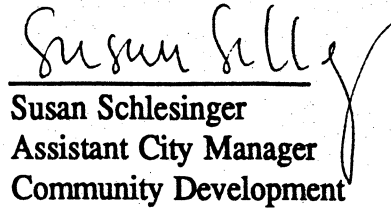
The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, the Act, the Anti-lobbying requirements and the Cambridge Employment Plan and other applicable laws and regulations, and all instructions now or hereafter provided in writing by the City. The Anti-lobbying requirements and the Cambridge Employment Plan are attached at the end of this contract.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first above written.

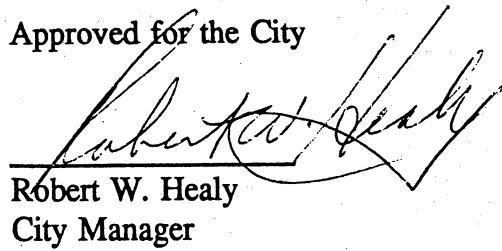
Approved as to Legal Form

  
Russell B. Higley  
City Solicitor

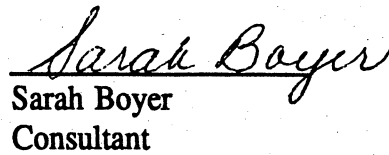
Approved for the Department

  
Susan Schlesinger  
Assistant City Manager  
Community Development

Approved for the City

  
Robert W. Healy  
City Manager

Approved by the Consultant

  
Sarah Boyer  
Consultant

021-36-5722  
Social Security Number



# Cambridge Arts Council

57 Inman Street Cambridge, MA 02139 (617) 349-4380

## AMENDMENT TO CONTRACT

September 10, 1993

The existing contract (July 12, 1993) between the CITY OF CAMBRIDGE, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, (hereinafter referred to as the City), acting by and through the CAMBRIDGE ARTS COUNCIL, and ROBERT B. BUCKLEY, residing at: 213 FAYERWEATHER STREET, CAMBRIDGE, MASSACHUSETTS (hereinafter referred to as the Consultant) is hereby amended to include four (4) additional weeks ending with October 17, 1993.

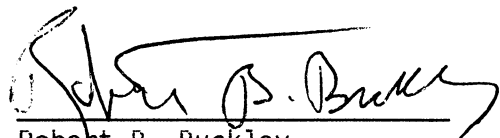
The Consultant shall be compensated for said services Four Hundred (\$400.00) Dollars per week for full-time work (40 hours per week). The amount paid for the four-week period shall not exceed One Thousand and Six Hundred (\$1,600.00) Dollars.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first written above.

APPROVED AS TO FORM:

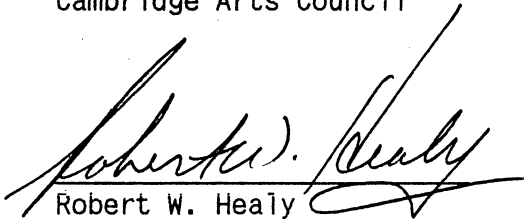


Pallas C. Lombardi  
Interim Director  
Cambridge Arts Council

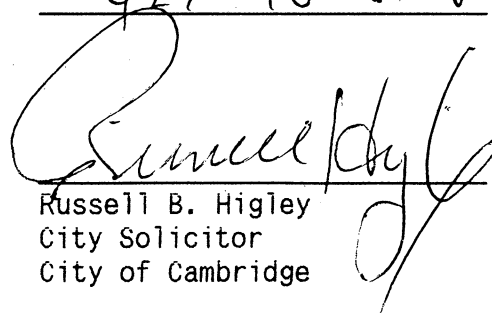


Robert B. Buckley  
SS #

427-90-8186



Robert W. Healy  
City Manager  
City of Cambridge



Russell B. Higley  
City Solicitor  
City of Cambridge



CITY OF CAMBRIDGE

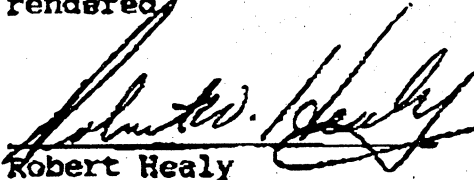
MAYOR MICHAEL J. NEVILLE MANOR

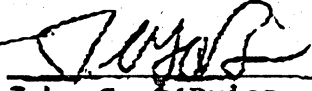
650 CONCORD AVENUE CAMBRIDGE, MASSACHUSETTS 02138  
(617) 349-4030

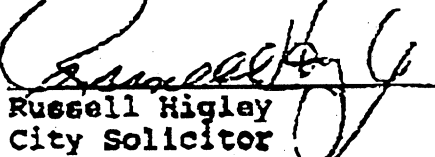


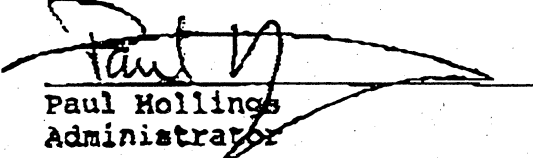
This agreement is made and executed in Cambridge, Massachusetts, effective May 1, 1994 through June 30, 1994 by and between the City of Cambridge, acting through Neville Manor, hereinafter "Neville", and Cecile Dumornay, hereinafter "Consultant"

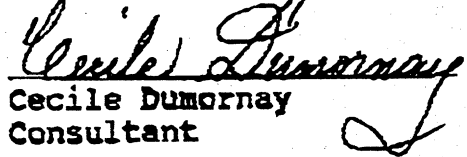
Consultant agrees to provide to Neville up to 25 hours of consultation on multicultural awareness issues, conflict resolution, and Haitian cultural awareness. Neville will compensate consultant at the rate of \$25/hour for services rendered

  
Robert Healy  
City Manager

  
John G. O'Brien  
Administrator, Cambridge Hospital

  
Russell Higley  
City Solicitor

  
Paul Hollings  
Administrator

  
Cecile Dumornay  
Consultant

Agreement by and Between  
THE CITY OF CAMBRIDGE  
AND  
ALICE H. DEJESUS  
9 1/2 Suffolk St.  
Cambridge, MA 02139  
SS# 132-22-8433

THIS AGREEMENT, made as of the first day of July 1993, by and between the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City"), and Alice DeJesus of Cambridge, Massachusetts (hereinafter called "Consultant"),

WITNESSETH THAT:

WHEREAS, The City has designated the Department of Human Service Programs (hereinafter called the "Department"), to carry out human service planning, development, and service delivery; and

WHEREAS, the City desires to engage the Consultant to render services in execution of these activities for the Department; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$2,000.00 the full amount payable under this Agreement, with a City of Cambridge Purchase Order Number and assigned said Purchase Order to City Budget Code Number 101-4665-04-56100.

NOW THEREFORE, the parties hereto do mutually agree to the following:

A. SCOPE OF SERVICES

Under the direction of the Department's Council on Aging Director, or that person's designee, the Consultant shall:

1. Provide receptionist services to the Pearl St. Senior Center at 15 Pearl St.

2. Handle administrative duties including: open (set up desk and plug in phone); answer, log, and direct telephone calls, taking messages for staff. Handle memberships to the center, complete all necessary paperwork, distribute information as requested, handle trip sign-up sheets; collect fees and give to administrative assistant for deposit, mail outgoing correspondence, and turn in time sheets at end of each week.

3. Close center: lock office area, lock all supplies and work materials in file, tell members that the center is closed and kindly ask them to leave, lock all cash receipts in the file,

lock main door.

B. TIME OF PERFORMANCE

The services of the Consultant are to commence no sooner than July 1, 1993 and shall be undertaken in such sequence as to ensure their expeditious completion, but in no event shall that date extend beyond June 30, 1994.

C. COMPENSATION AND METHOD OF PAYMENT

The City agrees to pay the Consultant at the rate of \$2.75 per hour for work performed under the terms of this Agreement. The total amount payable under this Agreement is not to exceed \$2,000.00.

The Consultant shall be paid on the basis of monthly invoices submitted to the Department. Said invoices shall be accompanied by documentation of the Consultant's hours worked.

D. CHANGES

Either party may from time to time request changes in the Scope of Services to be performed by the Consultant hereunder. Such changes, except as specified below, shall be mutually agreed upon by the City and the Consultant, and shall be incorporated in written amendments to this Agreement. No change shall be binding unless and until approved by both parties.

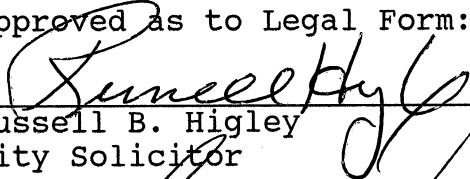
This Agreement may be cancelled without cause by either party by giving fourteen (14) day's written notice to the other party.

E. APPLICABLE LAWS, REGULATIONS, AND PROCEDURES

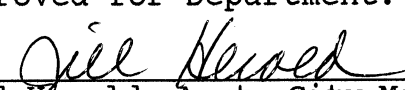
The Consultant shall provide the services required hereunder in accordance with the terms of the Agreement, other applicable laws and regulations, all policies and procedures of the Department, and all written instructions now or hereafter provided in writing by the City.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands as of the date first written above.

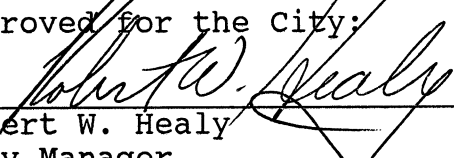
Approved as to Legal Form:

  
\_\_\_\_\_  
Russell B. Higley  
City Solicitor

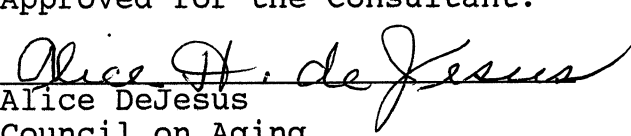
Approved for Department:

  
\_\_\_\_\_  
Jill Herold, Asst. City Manager  
for Human Services

Approved for the City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Approved for the Consultant:

X   
\_\_\_\_\_  
Alice DeJesus  
Council on Aging



# Cambridge Historical Commission

Cambridge Historical Commission, City Hall Annex, 57 Inman Street, Cambridge, Massachusetts 02139. 617/349-4683



William B. King, *Chairman*, Allison M. Crump, *Vice Chairman*, Charles M. Sullivan, *Executive Director*, Charles W. Eliot 2nd, Dorothy LeMessurier, Robert G. Neiley, Joseph G. Sakcy, John W. Whisnant, *Commission Members*, M. Wyllis Bibbins, Suzanne R. Green, Anthony C. Platt, *Alternates*.

## AGREEMENT BETWEEN

CITY OF CAMBRIDGE, MASSACHUSETTS

and

LUISE ERDMANN

THIS AGREEMENT, entered into as of the first day of May, 1993, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Luise Erdmann of 159 Appleton Street, Cambridge, Massachusetts 02138, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain professional services in connection with copy editing the manuscript of the second edition of Old Cambridge of the Survey of Architectural History in Cambridge:

NOW, THEREFORE, the parties mutually agree as follows:

### 1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission. The City agrees to provide the space, facilities and equipment necessary to carry out the work.

### 2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, twelve months. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. Cambridge Historical Commission and the Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for <sup>one year</sup> ~~\$30,000~~ commencing the first day of May, 1993, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$2,000.00 per hour. Total compensation under this contract shall not exceed . *Should be \$30.00*

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of The City and shall not be used for any purpose without the expressed consent of the Commission.

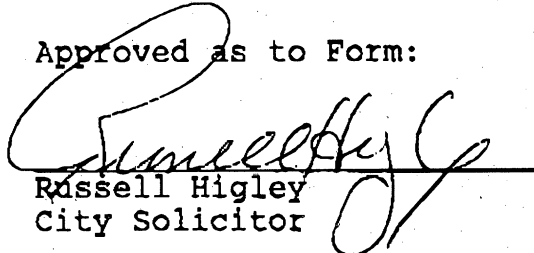
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

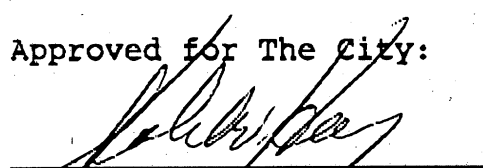
9. Termination

Either party may terminate this contract on fourteen days written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.


Approved as to Form:

  
Russell Higley  
City Solicitor

Approved for The City:

  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
Allison M. Crump  
Vice Chairman

Employee:

  
Luise Erdmann

4/31401

**FELONEY ASSOCIATES ARCHITECTS**

105 FRESH POND PARKWAY CAMBRIDGE MASSACHUSETTS 02138

PGFCONT2

January 3, 1994

Mr. Richard C. Rossi, Deputy City Manager  
City Hall  
Cambridge, MA 02139

Dear Mr. Rossi,

Pursuant to our recent conversations, this letter is intended to establish another contract (the initial one of Nov.29, 1993 having expired) between the City of Cambridge and myself under the following terms and conditions.

I will perform architectural services as required or requested by your office or your representative(s). These assignments may include such items as those listed below.

1. Golf Club House-Coordination/inspection as required.
2. Senior Center and reduced City Hall Project-Coordination as required until construction.
3. Coordination of designer selection processes as required.

As compensation for such service I will be reimbursed at the rate of \$35.00 per hour. The use of my automobile will be reimbursed at the rate of \$.20 per mile. Out of pocket expenses shall be reimbursed at cost.

This agreement shall expire at the close of business on February 28, 1994. It may be terminated at the convenience of either party upon 24 hours written notice and may be extended or otherwise modified by the mutual written consent of both.

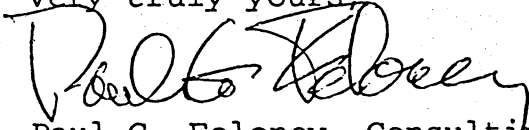
See P.2

I specifically wish to acknowledge the limitation placed on my earnings due to my status as a City pensionee. That limit is in the close vicinity of \$18,000 for 1994 although that limit will not be approached either through this contract or my own expectations.

The total amount including reimbursables to be expended under this contract shall not exceed eight thousand five hundred dollars (\$8,500.00).

If this is satisfactory please sign and return all copies and I will distribute them appropriately.

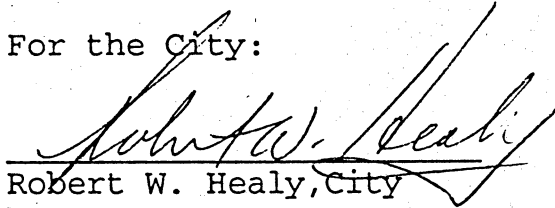
Very truly yours,



Paul G. Feloney, Consulting Architect  
d/b/a Feloney Associates Architects

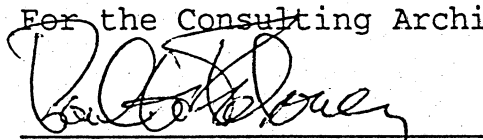
APPROVED AND ACCEPTED:

For the City:

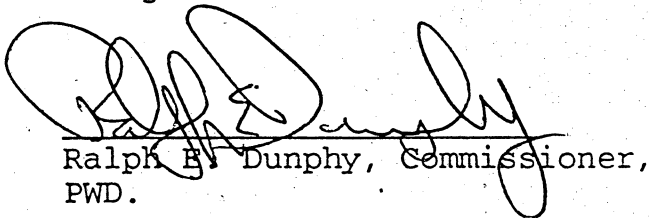


Robert W. Healy, City  
Manager

For the Consulting Architect:

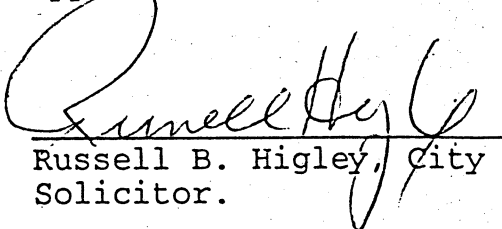


Paul G. Feloney, d/b/a  
Feloney Associates Architects



Ralph B. Dunphy, Commissioner,  
PWD.

Approved As To Form:



Russell B. Higley, City  
Solicitor.

**FELONEY ASSOCIATES ARCHITECTS**

105 FRESH POND PARKWAY CAMBRIDGE MASSACHUSETTS 02138

4212241  
Ⓟ 7100

PGFCONT3

March 1, 1994

Mr. Ralph E. Dunphy, Commissioner  
Cambridge Public Works Department  
147 Hampshire Street  
Cambridge, MA 02139

Dear Mr. Dunphy,

Pursuant to our recent conversation, this letter is intended to establish another contract (the previous one dated January 4, 1994 having expired) between the City and myself under the following terms and conditions.

I will perform architectural services as required or requested by your office or your representative(s).

As compensation for such service I will be reimbursed at the rate of \$35.00 per hour. The use of my automobile will be reimbursed at the rate of \$.20 per mile. Out of pocket expenses will be reimbursed at cost.

This agreement shall expire at the close of business on June 30, 1994. It may be terminated at the convenience of either party upon 24 hours written notice and may be extended or otherwise modified by the mutual written consent of both.

The total amount including reimbursables to be expended under this contract shall not exceed eleven thousand dollars (\$11,000.00).

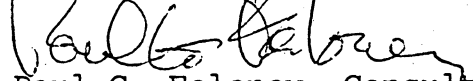
See P. 2

City/Feloney Agreement March 1, 1994, P.2

If this is satisfactory please sign all copies and forward them to City for the other signatures.

Thank you for your assistance.

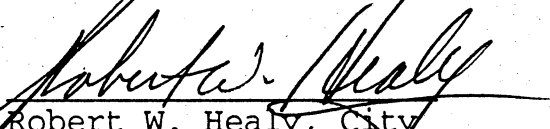
Very truly yours,



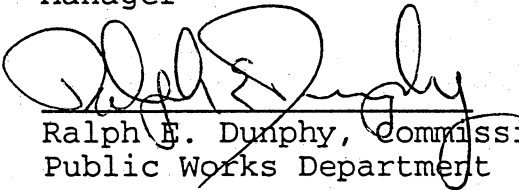
Paul G. Feloney, Consulting Architect  
d/b/a Feloney Associates Architects

APPROVED AND ACCEPTED:

FOR THE CITY:

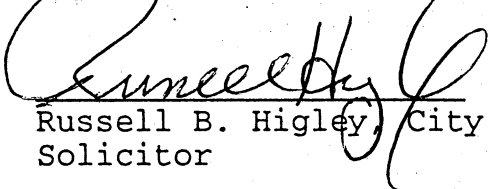


Robert W. Healy, City  
Manager



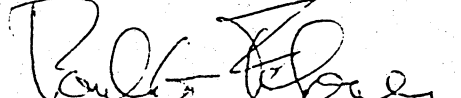
Ralph E. Dunphy, Commissioner,  
Public Works Department

Approved As To Form:



Russell B. Higley, City  
Solicitor

FOR THE CONSULTING  
ARCHITECT:



Paul G. Feloney, d/b/a  
Feloney Associates Architects

Contract No. 55-94

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
AND  
DAVID FICHTER  
20 WORCESTER STREET  
CAMBRIDGE MA. 02139

THIS AGREEMENT entered into as of the 1st day of July, 1993, by and between David Fichter of Cambridge, Massachusetts, (hereinafter called the "Artist",) and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City").

WITNESSETH THAT:

WHEREAS the City of Cambridge was the recipient of a \$1,000,000 Urban Development Action Grant (hereinafter called "UDAG"), for the renovation and expansion of the U.S.Trust building (formerly the Cambridge Paper Box Company), developed by Kendall Square Entity Inc., at the corner of Broadway and Portland Street; and

WHEREAS the City Council on March 18, 1985 designated that the loan receipts (hereinafter called "program income") from above referenced UDAG would be expended in the area of said Cambridge known as "Neighborhood Four"; and

WHEREAS the City has designated the Neighborhood Four Coalition as the community organization that will recommend the projects which will receive funding under said program income and the amount each project shall receive; and

WHEREAS the City acting through its Community Development Department (hereinafter called the "Department") and the Neighborhood Four Coalition agree to allocate \$5,000.00 of said program income to David Fichter for the purpose of directing the design of and painting a mural of life in Neighborhood Four in conjunction with the Fletcher After School Program; and

WHEREAS the Artist has agreed to use said \$5,000.00 for said purposes agreed upon with the Department and the Coalition; and

WHEREAS the City has encumbered \$5,000.00 the full amount payable under this contract with a City of Cambridge Purchase Order No. 413774-1 and assigned said Purchase Order to City Budget Code No. 392-3505-29-59490;

NOW THEREFORE the parties do mutually agree as follows:

**A. SCOPE OF ACTIVITIES**

The Artist agrees to use said \$5,000.00 to design and paint a mural depicting a community theme, and will combine images drawn and painted by children and large-scale portraits of local children painted by the Artist, as described in the Artist's proposal. (See Attachment A).

**B. TIME OF PERFORMANCE**

Said activities are to commence no sooner than July 1, 1993 but only after a receipt of a notice to proceed from the Department and shall be taken in such sequence as to assure their expeditious completion, but in no event shall that date extend beyond December 31, 1994.

**C. COMPENSATION AND METHOD OF PAYMENT**

The City agrees to pay the Artist a maximum of \$5,000.00 for performance of the Scope of Activities specified in Paragraph A of this Agreement and detailed, as to cost, in the Project Budget incorporated herein as Attachment B. At the request of the Artist, the City will provide an advance of funds to cover the cost of materials specified in the Project Budget. The City will, in a separate letter, advise the Artist of the procedure for providing an advance of funds under Federal regulations. The City will pay the Artist for his work at \$25/hour, as specified in the Project Budget, on the basis of itemized invoices submitted monthly. Ten percent (\$500.00) of the total contract amount shall be withheld until the painting of the mural has been completed to the satisfaction of the Neighborhood Four Coalition and the City.

**D. CHANGES**

Either party may from time to time request changes in the scope of activities of the Artist to be performed hereunder. The Neighborhood Four Coalition may also request such changes of the Department in writing. Such changes, except as specified below, which shall be mutually agreed upon between the City, the Artist, and the Neighborhood Four Coalition, shall be incorporated in written amendments to this contract. No changes, however, shall be binding unless and until approved by the parties.

**E. TERMINATION OF CONTRACT**

1. The City may, by written notice to the Artist, terminate this contract in whole or in part at any time, either for the City's convenience or because of the failure of the Artist to fulfill his contract obligations. Upon receipt of such notice, the Artist shall immediately discontinue all activities affected (unless the notice directs otherwise).

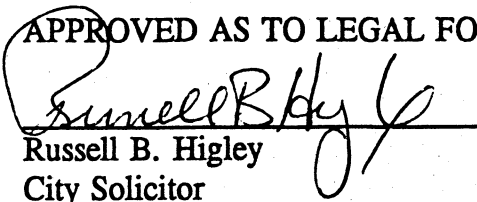
2. The Artist may, by written notice to the City, terminate this contract. At least one month's notice must be provided to the City before the Artist's obligations cease.

F. APPLICABLE LAWS, REGULATIONS, AND PROCEDURES

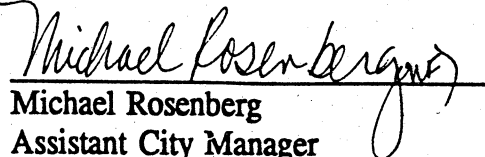
The Artist shall provide the project services required hereunder in accordance with the terms of this Agreement and other applicable laws and regulations, and all instructions now or hereafter provided in writing by the City.

IN WITNESS WHEREOF the parties hereto have hereunder set their hands as of the date first above written.

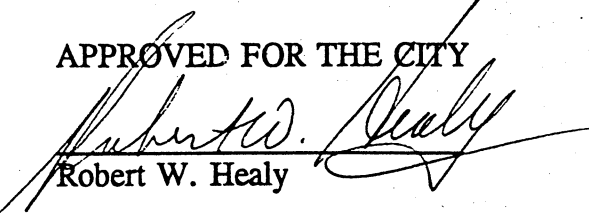
APPROVED AS TO LEGAL FORM

  
Russell B. Higley  
City Solicitor

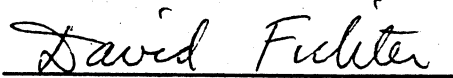
APPROVED FOR THE DEPARTMENT

  
Michael Rosenberg  
Assistant City Manager  
for Community Development

APPROVED FOR THE CITY

  
Robert W. Healy

APPROVED FOR THE ARTIST

  
David Fichter

281-52-6409  
Social Security or Tax ID No.

Contract No. 55-94

David Fichter



CITY OF CAMBRIDGE

MAYOR MICHAEL J. NEVILLE MANOR

650 CONCORD AVENUE CAMBRIDGE, MASSACHUSETTS 02138  
(617) 349-4050



SERVICE AGREEMENT

417997

This agreement is made between the City of Cambridge, Mayor Michael J. Neville Manor and Cynthia R. Finn, Educational Consultant, 12-1 Apple Ridge Road, Maynard, MA 01754.

Ms. Finn, an independent contractor will provide supervision skills training on April 13, 20 and 27, 1994 from 8:00am to 4:00pm each day. The cost for these services will be \$1,000.00 per day for a total of \$3,000.00, travel and planning included.

Payment shall be made not more than three weeks after the agreed upon services are completed.

Cynthia R. Finn  
Cynthia R. Finn  
Educational Consultant

Paul Hollings  
Paul Hollings, Administrator  
M. J. Neville Manor

John O'Brien  
John O'Brien, Administrator  
The Cambridge Hospital

Russell Higley  
Russell Higley, City Solicitor  
City of Cambridge

Robert W. Healy  
Robert Healy, City Manager  
City of Cambridge

4/1/94  
Date

4179972  
\$ 2000



# CITY OF CAMBRIDGE

MAYOR MICHAEL J. NEVILLE MANOR

850 CONCORD AVENUE CAMBRIDGE, MASSACHUSETTS 02138  
(617) 349-4050



This agreement is made and executed in Cambridge, Massachusetts effective May 1, 1994 through June 30, 1994 by and between the City of Cambridge, acting through Neville Manor, hereinafter "Neville" and Cynthia Finn, hereinafter "educational consultant".

Educational Consultant agrees to provide Neville Manor up to two days of education, training, and consultation on issues of team building, conflict resolution, and management skills. Neville will compensate educational consultant at the rate of \$1,000 per day for services rendered.

Robert Healy  
City Manager

John G. O'Brien  
Administrator, Cambridge Hospital

Russell Higley  
City Solicitor

Paul Hollings  
Administrator

Cynthia Finn  
Educational Consultant

DEPARTMENT OF HUMAN SERVICE PROGRAMS

#2

Temporary, part-time consultant, paid hourly or weekly from tuition funds.

Address: 5 Union Ave. #58  
Jamaica Plain, MA 0213

SOC. SEC. #: 017-666282

Cost Center XXXXX

That I, Anara Frank will work for the Community and Youth Division at the Willis Mass Youth Center in the position of Gymnastics Instructor at the rate of \$ 15 per hour for 10 hours per week, beginning April 10<sup>th</sup> 93 and ending June 14 93, not to exceed \$ 999.00. I agree to perform the following duties:

Teach gymnastics

This Agreement may be cancelled without cause by either party by giving fourteen (14) days written notice to the other party.

The undersigned is an independent contractor. It is agreed between the parties that the said independent contractor shall acquire no rights pursuant to the provisions of General Laws, Chapter 31 and Chapter 152. I have read the above, understand and agree.  
Anara Frank  
Independent Contractor

SIGNED: Anara Frank  
(Independent Contractor)

Date: 3/18/93

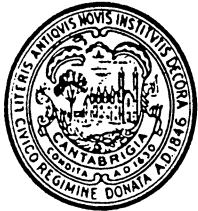
[Signature]  
(Coordinator/Supervisor)

(Council Chairperson)

[Signature]  
(Division Head)

Approved as to form:  
Russell E. Higley  
RUSSELL E. HIGLEY, CITY SOLICITOR

PO # 4178951



CITY OF CAMBRIDGE

MAYOR MICHAEL J. NEVILLE MANOR

650 CONCORD AVENUE CAMBRIDGE, MASSACHUSETTS 02138

SERVICE AGREEMENT

PURPOSE:

THIS AGREEMENT IS ENTERED INTO BETWEEN NEVILLE MANOR AND DEBORAH GOSS OF FIT AS A FIDDLE FOR THE FOLLOWING SERVICES:

1. DEBORAH GOSS AGREES TO PROVIDE THE PROGRAM 'FIT AS A FIDDLE TWO TIMES A MONTH FOR THE RESIDENTS.

2. THE FEE FOR SERVICES SHALL BE AT THE CURRENT RATE OF \$1200 FOR THE FISCAL YEAR, JULY 1, 1993 THROUGH JUNE 30, 1993 (\$50 PER PROGRAM).

Deborah Goss  
DEBORAH GOSS

Paul Hollings  
PAUL HOLLINGS  
ADMINISTRATOR

Robert W. Healy  
ROBERT W. HEALY  
CITY MANAGER

Russel B. Higley  
RUSSEL B. HIGLEY  
CITY SOLICITOR

John O'Brien  
JOHN O'BRIEN  
ADMINISTRATOR  
THE CAMBRIDGE HOSPITAL

10/07/93  
DATE



## CITY OF CAMBRIDGE

362 GREEN STREET, CAMBRIDGE MASSACHUSETTS 02139 • TEL (617) 349-4361

BOARD OF  
ELECTION COMMISSIONERS

October 8, 1993

Mr. George Goverman  
1643 Cambridge Street  
Cambridge, MA 02138

Dear Mr. Goverman

I am pleased to inform you that the Board of Election Commissioners has appointed you Auditor for Cambridge's Plan "E" Count. The terms and conditions for your appointment are set forth below.

Your appointment will begin on Wednesday, November 3, 1993 at 7:30am. Your appointment continues from day to day, excluding Sunday, until the Count of City Council ballots and School Committee ballots is completed. The anticipated completion date is Tuesday, November 9, 1993.

Your salary will be at a rate of \$17.50 per hour for each eight hour working day, not including a lunch period. If you work beyond eight working days during any one day, your salary will be at the rate of \$26.25 per hour for each additional hour worked, pro-rated to the quarter hour for any fraction thereof, but not including a supper period. The eight hour working day will include Saturdays. No day shall extend beyond 12:00 o'clock midnight.

If these terms are satisfactory to you, please sign the enclosed copy and return it to me as soon as possible.

Yours truly,

A handwritten signature in cursive script that reads "Joseph H. Kaplan".

Joseph H. Kaplan

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
AND  
Stephanie Harrington  
37 Mansfield Street  
Allston, MA 02134

THIS AGREEMENT entered into as of the 15th day of January 1994, by and between Stephanie Harrington of Allston, Massachusetts (hereinafter called the "Consultant"), and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, the City, acting through its Department of Community Development (hereinafter called the "Department"), is undertaking a comprehensive housing development and rehab program; and

WHEREAS, the City has appropriated funds in the amount of \$97,400 for Housing Planning and Program Development; and

WHEREAS, the City desires to engage the Consultant to render services in the execution of Housing Planning and Program Development; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform; and

WHEREAS, the City has encumbered ~~\$3,600.00~~ the full amount payable under this contract with a City of Cambridge Purchase Order No. 413732-1 and assigned said Purchase Order to City Budget Code No. 101-3502-03-56100;

NOW THEREFORE, the parties do mutually agree as follows:

A. SCOPE OF SERVICES

The Consultant shall perform the following services for the City under the direction of the Department:

1. Complete the loan inventory of City loans and the Department's obligations with respect to loan servicing.
2. Investigate how other organizations (such as MHFA, Harvard, banks and other cities) manage loans.
3. Provide assistance in public outreach associated with the City's homebuyer course.

4. Assist the housing Project Planner in the coordination of the review of the Blouin site proposals.
5. Other duties as needed.

B. TIME OF PERFORMANCE

The services of the Consultant are to commence no sooner than January 15, 1994, but only after receipt of a Notice to Proceed from the Department and shall be undertaken in such sequence as to assure their expeditious completion, but in no event shall that date extend beyond June 30, 1994.

C. DATA TO BE FURNISHED TO THE CONSULTANT

All information, data, reports and records as are existing, available, and necessary for the carrying out of the services required hereunder shall be made available to the Consultant in every way possible in the carrying out of the work without undue delay.

D. COMPENSATION AND METHOD OF PAYMENT

The City agrees to pay the Consultant at the rate of \$12.00 per hour for work performed under the terms of this Agreement and on the basis of itemized invoices submitted to the Department. The maximum amount payable under this contract shall be \$3,600.00.

E. CHANGES

Either party may from time to time request changes in the Scope of Services of the Consultant to be performed hereunder. Such changes, except as specified below, which shall be mutually agreed upon between the City and the Consultant, shall be incorporated in written amendments to this contract. No change, however, shall be binding unless and until approved by the parties.

F. TERMINATION

1. The City may, by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the City's convenience or because of the failure of the Consultant to fulfill his contract obligations. Upon receipt of such notice, the Consultant shall: (a) immediately discontinue all services affected (unless the notice directs otherwise), and (b) deliver to the City all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing this

contract, whether completed or in process.

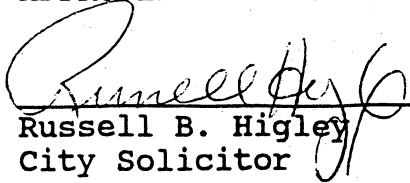
2. If the termination is for the convenience of the City, an equitable adjustment in the fixed fee shall be made, but no amount shall be allowed for anticipated profit on unperformed services. In addition to the adjusted fixed fee, the City shall pay the Consultant the allowable costs incurred prior to termination and any other costs reasonably incurred by the Consultant to implement the termination.
3. If the termination is due to the failure of the Consultant to fulfill his contract obligations, the City may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Consultant shall be liable to the City for any additional cost occasioned to the City thereby.
4. If, after notice of termination for failure to fulfill contract obligations, it is determined that the Consultant has not so failed, the termination shall be deemed to have been effected for the convenience of the City. In such event, adjustment shall be made as provided in paragraph 2 of this clause.
5. The rights and remedies of the City provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

G. APPLICABLE LAWS, REGULATIONS, AND PROCEDURES

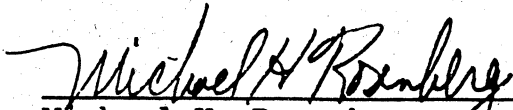
The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, and other applicable laws and regulations, and all instructions now or hereafter provided in writing by the City.

IN WITNESS WHEREOF the parties hereto have hereunder set their hands as of the date first above written.

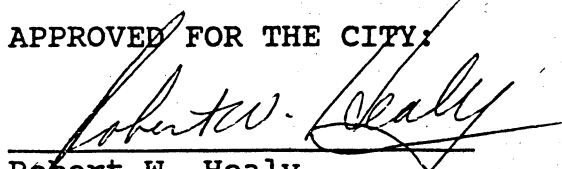
APPROVED AS TO LEGAL FORM:

  
Russell B. Higley  
City Solicitor

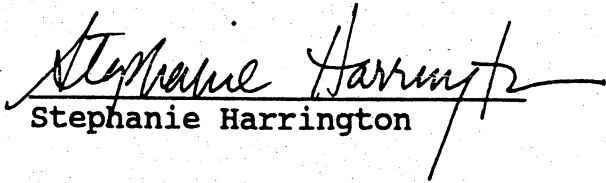
APPROVED FOR THE DEPARTMENT:

  
Michael H. Rosenberg  
Assistant City Manager for  
Community Development

APPROVED FOR THE CITY:

  
Robert W. Healy  
City Manager

APPROVED BY THE CONSULTANT:

  
Stephanie Harrington

008-50-8224  
Tax ID or Social Security No.

Contract No. 49-94  
Stephanie Harrington

4138561

Contract No. 67-94

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
AND  
Stephanie Harrington  
37 Mansfield Street  
Allston, MA 02134

THIS AGREEMENT entered into as of the 26th day of May 1994, by and between Stephanie Harrington of Allston, Massachusetts (hereinafter called the "Consultant"), and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, the City, acting through its Department of Community Development (hereinafter called the "Department"), is undertaking a comprehensive housing development and rehab program; and

WHEREAS, the City has appropriated funds in the amount of \$69,000 for Housing Project Execution; and

WHEREAS, the City desires to engage the Consultant to render services in the execution of Housing Planning and Program Development; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$4,500.00 the full amount payable under this contract with a City of Cambridge Purchase Order No. 413856-1 and assigned said Purchase Order to City Budget Code No. 393-3504-11-59710;

NOW THEREFORE, the parties do mutually agree as follows:

A. SCOPE OF SERVICES

The Consultant shall perform the following services for the City under the direction of the Department:

1. Complete the loan inventory of City loans and the Department's obligations with respect to loan servicing.
2. Draft Aids Housing Report.
3. Provide assistance in public outreach associated with the City's First-time Homebuyer courses; administer individual or group counselling program, and attend

course(s) if required.

4. Provide assistance in the publicity and marketing of the City's new Delead Program.
5. Expand and improve Housing Access system database.
6. Perform other duties as requested from time to time by the Department.

B. TIME OF PERFORMANCE

The services of the Consultant are to commence no sooner than May 26, 1994, but only after receipt of a Notice to Proceed from the Department and shall be undertaken in such sequence as to assure their expeditious completion, but in no event shall that date extend beyond August 31, 1994.

C. DATA TO BE FURNISHED TO THE CONSULTANT

All information, data, reports and records as are existing, available, and necessary for the carrying out of the services required hereunder shall be made available to the Consultant in every way possible in the carrying out of the work without undue delay.

D. COMPENSATION AND METHOD OF PAYMENT

The City agrees to pay the Consultant at the rate of \$12.00 per hour for up to 37.5 hours per week, for work performed under the terms of this Agreement and on the basis of itemized invoices submitted to the Department. The maximum amount payable under this contract shall be \$4,500.00.

E. CHANGES

Either party may from time to time request changes in the Scope of Services of the Consultant to be performed hereunder. Such changes, except as specified below, which shall be mutually agreed upon between the City and the Consultant, shall be incorporated in written amendments to this contract. No change, however, shall be binding unless and until approved by the parties.

F. TERMINATION

1. The City may, by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the City's convenience or because of the failure of the Consultant to fulfill her contract obligations. Upon receipt of such notice, the Consultant shall: (a) immediately discontinue all

services affected (unless the notice directs otherwise), and (b) deliver to the City all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the Consultant in performing this contract, whether completed or in process.

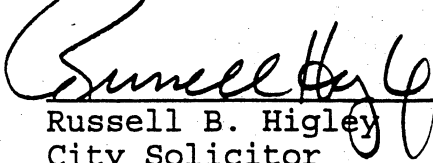
2. If the termination is for the convenience of the City, an equitable adjustment in the fixed fee shall be made, but no amount shall be allowed for anticipated profit on unperformed services. In addition to the adjusted fixed fee, the City shall pay the Consultant the allowable costs incurred prior to termination and any other costs reasonably incurred by the Consultant to implement the termination.
3. If the termination is due to the failure of the Consultant to fulfill his contract obligations, the City may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Consultant shall be liable to the City for any additional cost occasioned to the City thereby.
4. If, after notice of termination for failure to fulfill contract obligations, it is determined that the Consultant has not so failed, the termination shall be deemed to have been effected for the convenience of the City. In such event, adjustment shall be made as provided in paragraph 2 of this clause.
5. The rights and remedies of the City provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

G. APPLICABLE LAWS, REGULATIONS, AND PROCEDURES

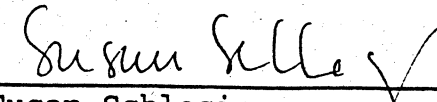
The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, and other applicable laws and regulations, and all instructions now or hereafter provided in writing by the City.

IN WITNESS WHEREOF the parties hereto have hereunder set their hands as of the date first above written.

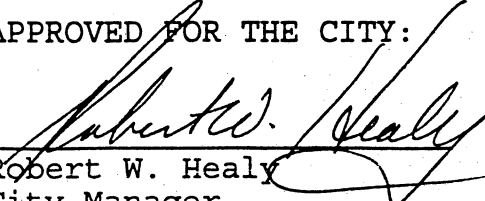
APPROVED AS TO LEGAL FORM:

  
\_\_\_\_\_  
Russell B. Higley  
City Solicitor

APPROVED FOR THE DEPARTMENT:

  
\_\_\_\_\_  
Susan Schlesinger  
Acting Assistant City Manager for  
Community Development

APPROVED FOR THE CITY:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

APPROVED BY THE CONSULTANT:

  
\_\_\_\_\_  
Stephanie Harrington

008-50-8224  
Tax ID or Social Security No.

Contract No. 67-94  
Stephanie Harrington

AGREEMENT BETWEEN  
CITY OF CAMBRIDGE, MASSACHUSETTS

and

KATHERINE S. HEROLD

THIS AGREEMENT, entered into as of the first day of April, 1993, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Katherine S. Herold of 36 Buena Vista Road, Arlington, Massachusetts 02174, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain graphic design services in connection with the African-American History Project:

NOW, THEREFORE, the parties mutually agree as follows:

1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission.

2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, the provision of graphic design services for the African-American History Project. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. Cambridge Historical Commission and the Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for one year commencing the first day of April, 1993, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$25.00 per hour. Total compensation under this contract shall not exceed \$2000.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of The City and shall not be used for any purpose without the expressed consent of the Commission.

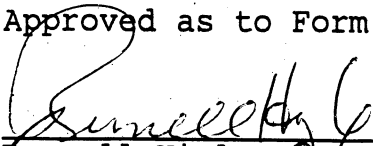
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

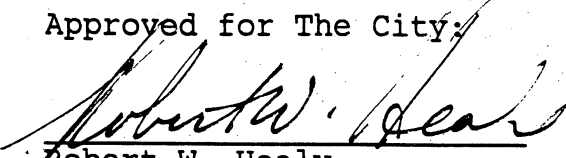
9. Termination

Either party may terminate this contract on fourteen days written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.

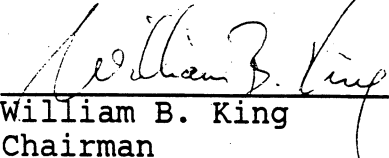
Approved as to Form:

  
\_\_\_\_\_  
Russell Higley  
City Solicitor

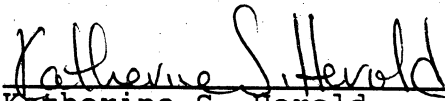
Approved for The City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
William B. King  
Chairman

Employee:

  
\_\_\_\_\_  
Katherine S. Herold

AGREEMENT BETWEEN  
CITY OF CAMBRIDGE, MASSACHUSETTS

and

KATHERINE S. HEROLD

THIS AGREEMENT, entered into as of the first day of April, 1993, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Katherine S. Herold of 36 Buena Vista Road, Arlington, Massachusetts 02174, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain graphic design services:

NOW, THEREFORE, the parties mutually agree as follows:

1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission.

2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, the provision of graphic design services for various Cambridge Historical Commission projects. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. Cambridge Historical Commission and the Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for one year commencing the first day of April, 1993, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$25.00 per hour. Total compensation under this contract shall not exceed \$1000.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of The City and shall not be used for any purpose without the expressed consent of the Commission.

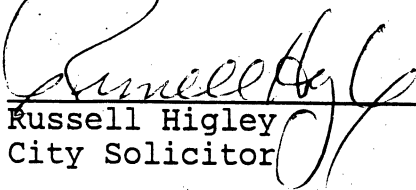
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

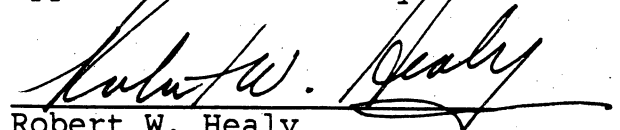
9. Termination

Either party may terminate this contract on fourteen days written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.

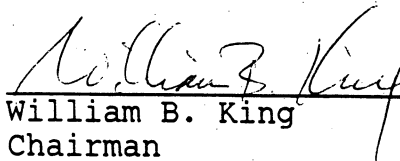
Approved as to Form:

  
\_\_\_\_\_  
Russell Higley  
City Solicitor

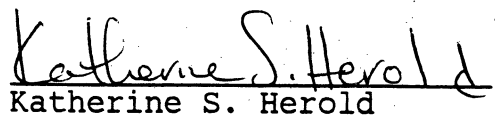
Approved for The City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
William B. King  
Chairman

Employee:

  
\_\_\_\_\_  
Katherine S. Herold



# Cambridge Historical Commission

Cambridge Historical Commission, City Hall Annex, 57 Inman Street, Cambridge, Massachusetts 02139, 617-349-1083.



William B. King, *Chairman*. Allison M. Crump, *Vice Chairman*. Charles M. Sullivan, *Executive Director*. Charles W. Eliot 2nd, Dorothy LeMessurier, Robert G. Neiley, Joseph G. Sakey, John W. Whisnant, *Commission Members*. M. Wyllis Bibbins, Suzanne R. Green, Anthony C. Platt, *Alternates*.

## AGREEMENT BETWEEN

CITY OF CAMBRIDGE, MASSACHUSETTS

and

KATHERINE SHOREY HEROLD

THIS AGREEMENT, entered into as of the first day of July, 1992, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Katherine Shorey Herold of 36 Buena Vista Road, Arlington, Massachusetts 02174, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain professional services in connection with graphic design and layout of mechanicals for historic district markers:

NOW, THEREFORE, the parties mutually agree as follows:

### 1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission. The City agrees to provide the space, facilities and equipment necessary to carry out the work.

### 2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, preparation of mechanical art for historic district markers, including typesetting, layout, and paste-up for production. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. Cambridge Historical Commission and the Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for three months commencing the first day of July, 1992, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$25.00 per hour. Total compensation under this contract shall not exceed \$900.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of The City and shall not be used for any purpose without the expressed consent of the Commission.

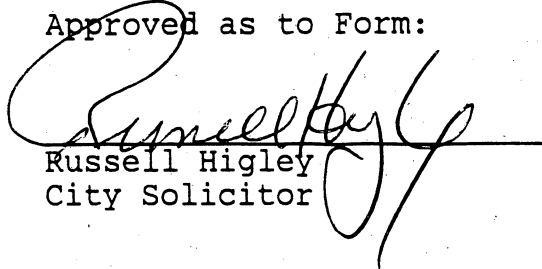
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

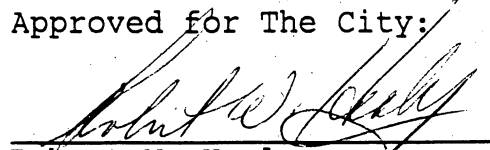
9. Termination

Either party may terminate this contract on fourteen days written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.

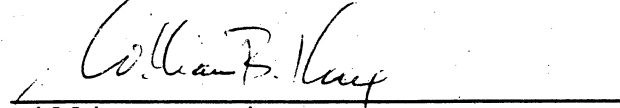
Approved as to Form:

  
\_\_\_\_\_  
Russell Higley  
City Solicitor

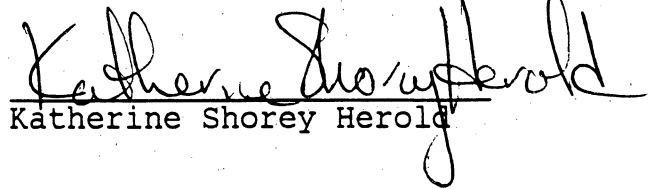
Approved for The City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
William B. King  
Chairman

Employee:

  
\_\_\_\_\_  
Katherine Shorey Herold

4136281

Contract No. 40-94

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
AND  
JERRY HOWARD  
North Cambridge News  
P.O. Box 342  
Porter Square Station  
Cambridge, Massachusetts 02140-0004

THIS AGREEMENT effective as of the first day of October, 1993 by and between Jerry Howard acting on behalf of the North Cambridge News of Cambridge, Massachusetts (hereinafter called the "Consultant") and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, the Congress and the President of the United States of America have respectively enacted and signed the Housing and Community Development Act of 1974 (hereinafter called the "Act"), under which monies are authorized and appropriated to support local community development activities; and

WHEREAS, the City, acting through its Department of Community Development (hereinafter called the "Department"), is funded under a Grant Agreement dated June 8, 1990 with the United States Department of Housing and Urban Development (hereinafter "HUD"), for the administration of a local Community Development Program; and

WHEREAS, the City has provided \$250,000 in its FY 93-94 budgets for North Cambridge Stabilization program activities that meet the eligibility criteria of the Federal Community Development Block Grant Program and are selected by the North Cambridge Stabilization Committee and administered by the Department; and

WHEREAS the North Cambridge Stabilization Committee has selected to allocate \$24,553.33 to fund an activity entitled the North Cambridge News and the Department has found this activity to be eligible under Federal Community Block Grants regulations; and

WHEREAS, the City desires to engage the Consultant to render services in the execution of this Activity for the Department under the Act; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$24,553.33 the full amount payable under this contract with a City of Cambridge Purchase Order No. 413698-1 and assigned said Purchase Order to City Budget Code No. 394-3504-55-59000;

NOW, THEREFORE, the parties do mutually agree as follows:

A. SCOPE OF SERVICES

The Contractor acting as editor of the North Cambridge News shall produce five issues of the North Cambridge News by undertaking the following services directed to achieving the primary objective of Title I of the U.S. Housing and Community Development Act of 1974 as amended - i.e. the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income:

1. Work with neighborhood residents to solicit, edit, and/or write articles for each newsletter which promotes the stabilization of the North Cambridge and Cambridge Highlands neighborhoods, to bring items of interest to the attention of the newsletter volunteers, and to develop editorial policies and guidelines.
2. Produce and mail five issues of an eight-page newsprint tabloid to every household in North Cambridge and Cambridge Highlands on a timely schedule.
3. Make reasonable efforts to achieve the overall goals and objectives as outlined in the attached proposal document (Attachment A) as voted on by the North Cambridge Stabilization Committee and the Cambridge Highlands Neighborhood Association.

B. TIME OF PERFORMANCE

The services of the Consultant are to commence no sooner than October 1, 1993 but only after a receipt of a Notice to Proceed from the Department and shall be undertaken in such sequence as to assure their expeditious completion, but in no event shall that date extend beyond June 30, 1994.

C. DATA TO BE FURNISHED TO THE CONSULTANT

All information, data, reports and records as are existing, available and necessary for the carrying out of the services required hereunder shall be made available to the Consultant by the City and the latter shall cooperate with the Consultant in every way possible in the carrying out of the work without undue delay.

#### D. COMPENSATION AND METHOD OF PAYMENT

The City agrees to pay the Consultant a maximum amount of \$24,553.33 for the work undertaken under this Agreement. The Consultant shall be paid in advance in the amount of \$4,910.66 for each issue, on the basis of itemized invoices. After publication of each issue, the Consultant shall retain and maintain documentation of expenditures, i.e. receipts and cancelled checks relating to the published issue.

#### E. CHANGES

Either party may from time to time request changes in the Scope of Services of the Consultant to be performed hereunder. Such changes, except as specified below, which shall be mutually agreed upon between the City and the Consultant, shall be incorporated in written amendments to this contract. No changes, however, shall be binding unless and until approved by the parties.

#### F. TERMINATION OF CONTRACT

1. The City may, by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the City's convenience or because of the failure of the Consultant to fulfill his contract obligations. Upon receipt of such notice, the Consultant shall immediately discontinue all services affected unless the notice directs otherwise.

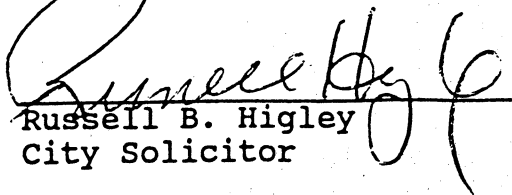
2. The Consultant may, by written notice to the City, terminate this Contract or it may be assigned to a successor to be chosen by the North Cambridge Stabilization Committee, who will serve as editor. At least one month's notice must be provided to the City before the Consultant's obligation ceases.

#### G. APPLICABLE LAWS, REGULATIONS AND PROCEDURES

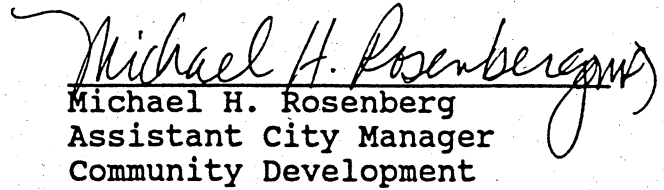
The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, the Act, the Anti-lobbying requirements and the Cambridge Employment Plan and other applicable laws and regulations, and all instructions now or hereafter provided in writing by the City. The Anti-lobbying requirements and the Cambridge Employment Plan are attached at the end of this contract.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first above written.

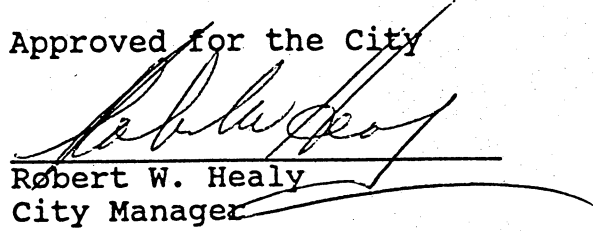
Approved as to Legal Form

  
Russell B. Higley  
City Solicitor

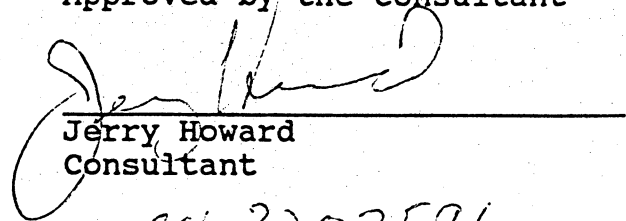
Approved for the Department

  
Michael H. Rosenberg  
Assistant City Manager  
Community Development

Approved for the City

  
Robert W. Healy  
City Manager

Approved by the Consultant

  
Jerry Howard  
Consultant

04-3203596  
Social Security Number

Contract No. 40-94  
Jerry Howard  
North Cambridge News

## ANTI-LOBBYING

The Agency/Contractor entering into this Agreement certifies as follows:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of ~~Paragraph 1 of~~ this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

THE NORTH CAMBRIDGE NEWS  
P.O. BOX 342 - PORTER SQUARE STATION  
CAMBRIDGE MA 02140  
617/661-6121

THE NORTH CAMBRIDGE NEWS  
PROPOSAL FOR FUNDING, FY 93-94

Submitted to the  
North Cambridge Stabilization Committee, 8 April 1993

SUMMARY INTRODUCTION

Since 1986, the North Cambridge News has served the community of North Cambridge. This year, with a 6% increase in our funding, we propose to continue the scope of service. In addition, we will continue to pursue alternative funding sources for the News, understanding that FY 94-95 is the final year of the Stabilization funding program.

This proposal comes directly from the Contractor and it outlines specific goals and objectives that will shape the News in the coming year.

In the past year, the News has strengthened itself as an institution with the purchase and installation of a laser printer in the office, enabling production of the paper to proceed more smoothly and quickly. As well, the laser printer is available for Stabilization projects such as the annual meeting program advertisements. The News also instituted modest fees for articles in this fiscal year, which our volunteer writers understand to be a token of the Stabilization Committee's appreciation for their work. And, finally, we added business addresses in the zip area 02140 to our mailing list, expanding outreach to the business community of North Cambridge. This was followed up by a letter of welcome and ad rate sheet to all the businesses in the neighborhood.

If you need more information or have any questions, please call me at 661-6121.

Prepared by Sue Hyde: *Sue Hyde*

Date: 8 April 1993

## 1. PROJECT DESCRIPTION

The *News* is requesting \$26764, an increase of just 6% over last year's allocation of \$25,109.

This will be our eighth year serving as the primary organ of communication between the North Cambridge Stabilization Committee and the 11,000 or so people who live in the neighborhood. This will be the fifth year the *News* has operated as a revenue-generating community newspaper.

Currently, the *News* is comprised of one paid coordinator/managing editor and about one dozen volunteers who help plan each issue, report, write, make editorial decisions, contribute photographs, and provide support and guidance.

The *News* started in 1986 as a volunteer project of Stabilization Committee member Jill Norton. In 1988, she turned the project over to Kiko Denzer, who had been selected as contractor by the Stabilization Committee. After a year, he proposed to reorganize the budget and use the \$4,000 in savings to expand the paper and develop a volunteer organization. The effort was so successful that the expansion doubled in size and the paper grew from four to eight pages.

Since the expansion of the *News*, it has filled an important niche in the stabilization process by educating the neighbors about critical neighborhood issues, keeping people informed of the activities of the NCSC, making many different kinds of people feel that North Cambridge is their neighborhood, and conducting outreach to families through publicity for the Parents Forum program and the Substance Abuse Task Force work in North Cambridge.

In the past fiscal year, the North Cambridge News has provided our neighborhood with in-depth coverage of the following issues:

- \* the Midas permit/license controversy
- \* the proposed sale of Alewife Reservation land to Arthur D. Little
- \* the Alewife Master Plan
- \* the clean-up of Blair Pond
- \* closing of the Stop n Shop at Fresh Pond
- \* formation of the Mayor's Unity and Justice Commission
- \* feature articles that profile people and places of interest to the neighborhood
- \* a regular column by the Stabilization Committee chairperson
- \* a series about the real estate market in the neighborhood, including advice to people wishing to buy or sell a home.

The core group of volunteers has made a commitment to quality community journalism in North Cambridge and they contribute their own vision of the neighborhood to the paper.

In the next year, I will continue to lay the groundwork for a smooth transition from a paper subsidized by the Stabilization Committee to a paper supported by other funding sources. While completing this transition will take a few years, I believe that we started the project by making a few fundamental changes. Already, we have purchased a laser printer and begun to modestly compensate our writers.

Last month, I participated in the city's CDBG hearings, suggesting to CDD that both the North Cambridge News and the East Cambridge News be given continued funding through that program. Michael Rosenberg has responded to my suggestion

in writing, promising that further discussions will take place with Eileen Woodford, the chief neighborhood planner.

## 2. ADMINISTRATIVE PROCEDURES

**ORGANIZING & DEVELOPMENT:** The contractor is responsible for developing and maintaining a working knowledge of the North Cambridge area and its needs. Coordinating and producing the *News*, however, is primarily an organizing job that focuses broadly on the goal of stabilization. In that light, the contractor is responsible for organizational development, especially as the *News* begins the transition to other means of support.

**FINANCES:** The contractor maintains a North Cambridge *News* checking account at the North Cambridge Co-op Bank. All contract revenues and other revenues are deposited into and paid out of this account. The contractor is responsible for negotiating and managing the contract with the City, managing revenues and expenditures, record-keeping, and reporting. The contractor will provide the NCSC with reports, at the request and convenience of the NCSC.

**MANAGEMENT:** The contractor is responsible for coordinating volunteers, organizing and running *News* meetings, reporting to *News* and NCSC members, and managing the editorial and production process of the newspaper.

Editorial planning is coordinated according to a participatory process. As editor, the contractor has final authority on editorial decisions which are, however, subject to review in monthly planning and editorial meetings. All planning and editorial meetings are open to all interested persons.

The contractor is responsible for designing and producing the paper itself.

Printing is sub-contracted to Harwich Lithograph in Hyde Park, but may be otherwise sub-contracted if necessary, according to budget. Current considerations remain in favor of this sub-contractor, especially because Harwich is a union shop that uses recycled paper. Our former printing company, Bay State Graphics, was burned out of its business location in early January, 1993.

The contractor is responsible for distributing the paper to neighborhood residents. This is currently accomplished by third class bulk mail. The *News* owns a bulk mailing permit and list of every household and business address in Neighborhoods 11 and 12, which is the contractor's responsibility to manage, maintain, and protect from misuse. Labelling and delivery to the Post Office is currently sub-contracted to Germaine Valentin of Cogswell Ave.

## 3. BENEFITS TO LOW & MODERATE INCOME RESIDENTS AND OTHER TARGET POPULATIONS

The primary benefit of the *News* is to bring information and a sense of being a part of the neighborhood to all the members of all the households in North Cambridge. As with Stabilization, the only requirement for working on the *News* is to attend meetings or participate in some other way.

The *News* offers a unique opportunity to draw people into greater participation and an enhanced sense of belonging by appealing to their own situations: asking them to tell their own story, helping them identify and describe their needs, or simply creating a community space where they can contribute as much or as little as they choose.

Target populations include:

- \* Seniors, many who are low- to moderate-income;
- \* Youth, many of them low-income residents of Jeff. Park & the Towers;
- \* Linguistic & ethnic minorities, in particular Haitian-Americans;
- \* Low-income persons and their families.

#### 4. BENEFITS/ STABILIZING EFFECTS ACCRUED BY THE NEIGHBORHOOD

The ideas of stabilization are at the heart of our mission. As a community-controlled and run organization, the *News* provides a place where people not only participate in a stabilizing activity, but also learn who their neighbors are, learn about how the neighborhood works, and learn about Stabilization.

A community paper produced by neighbors can serve as a model for neighbors working for other goals. But, greater autonomy for the paper does not mean that the *News* will abandon Stabilization goals and objectives. As long as NCSC members want to participate, the *News* will be available to them as an organizing and educational tool, as it will be for every interested resident. As "community space" and a community resource, the *News* is a place for individuals and collective expression from every part of the neighborhood.

Promoting stabilization means constantly examining and refining the term. Since it means different things to different people, the *News* will have to fairly and fully represent the range of views, opinions, and needs in the neighborhood. Including different views means including different people which brings the *News* back to its first principle of participation.

#### 5. QUANTIFY BENEFITS

About 6000 households and businesses in Neighborhoods 11 and 12 receive the North Cambridge *News*, reaching upwards of 11,000 people. We have over 30 paid subscribers, both individual and institutional. In addition, we mail the paper at no cost to various local and state governmental officials and members of the broader journalism community in greater Boston.

This year, at the urging of Kathy Leman, NCSC vice chair, the business addresses in zip code 02140 were added to the *News* mailing list which expanded our outreach to people who make the neighborhood home for their businesses.

Participation in the *News* has included the following individuals (alphabetical by first name):

Anne Tennis, CHNA

Carolyn Mieth, NCSC member and news source, and Editorial Advisor

Christine Young, real estate columnist

Craig Harris, writer and photographer

Dick Clarey, NCSC chair and columnist

Don McMath, NCSC Chair and news source

Dottie McMath, NCSC member and Editorial Adviser

Eve Sullivan, Parents Forum organizer and contributor

George McCray, NC Crime Task Force

George Spartichino, CHNA and Tobin School parent

Germaine Valentin, mailing contractor

Ginny Berkowitz, Board Member, Jeff. Park Writing Center  
Gregory Cluster, photographer  
Harry Johnston and Larry Burke, NC Crime Task Force  
Helene Coury, North Cambridge Senior Center  
Jackie Clarke, Substance Abuse Task Force  
Jesse Rabin, North Cambridge Public Library  
Joe Grassi, Gately Youth Center director  
John Gimigliano, columnist and legend  
Kathleen Brennan, Special Need Recreation Program director  
Kathy Leman, NCSC vice chair  
Katie Cusack, NCSC secretary  
Margo Deane, Substance Abuse Task Force  
Michael Impastato, contributor and Editorial adviser  
Pat Daley, Community Schools coordinator  
Regine Valentin, contributor  
Sarah Boyer, contributor  
Sarah Gruppe, contributor  
Susan Landon, Cambridge Highlands, contributor  
Zoe Perry, photographer  
...and more than one dozen loyal advertisers reaching about 11,000 loyal readers.

#### **6. BUDGET (see detail, attached)**

The budget detail reflects an anticipated 20% decrease in revenue, with a negligible increase in expenses. The grant request of \$26,764 will cover the gap in expenses over income, \$1655 over FY 92-93.

#### **7. OTHER FUNDING AND IN-KIND DONATIONS**

Subscriptions and donations in the coming year will bring in approximately \$430.

Advertising revenues are projected to be \$6300 in 93-94.

The Cambridge Highlands Neighborhood Association will be asked to renew its funding commitment of \$2700 for the 93-94 year to cover costs associated with distributing to the households of Neighborhood 12.

The Cambridge Recreational Department provides free office space at the Gately Shelter.

#### **8. ACCOMPLISHMENTS AND REMAINING NEEDS**

Over the last year, the following progress on goals has been made:

Increased neighborhood visibility by:

instituting the regular column by the NCSC chair which helps to articulate and personalize the work of the Stabilization Committee.

Improved outreach by:

1. improving and expanding the calendar/announcement section of the paper;
2. working with staff of the Substance Abuse Task Force to publicize their work and educate people in the neighborhood about the goals of prevention work;
3. working with the organizer of Parents Forum to publicize and popularize her project;
4. sent a welcoming letter and ad rate sheet to all businesses in 02140 zip code;

## REMAINING NEEDS:

1. Despite Stabilization Committee's request to do so, we have been unable to organize a publishing project that works in conjunction with the Gately Youth Center. Joe Grassi has expressed interest in working on this, but has not identified a staffperson to work with the youth.

2. The *News* must continue to move towards other sources of funding. I will pursue the CDBG funding idea with Eileen Woodford and others at CDD.

## 9. MAINTENANCE

Responsibilities for office maintenance rest with the staff of the Gately Shelter and the contractor. Office equipment is maintained by the contractor.

## 10. AGREEMENTS WITH OTHER AGENCIES

Except for our no-cost rental agreement with Cambridge Recreation for office space, the *News* has one other agreement with another agency: the Cambridge Highlands Neighborhood Association has funded Neighborhood 12 distribution of the paper at a level of \$2700/year.

## 11. ATTACHMENTS

A. Budget Detail

B. Job Description: Coordinator/Managing Editor

## Attachment A.

BUDGET DETAIL, compared to previous year's projected revenues and expenses, w/% change

REVENUES	93-94	92-93	%+/-
Advertising	6300	8000	-21%
Subscriptions	180	209	-14%
Donations	250	250	0%
Total Revenues	6730	8495	-20%

---

EXPENSES	93-94	92-93	%+/-
Bank Svc. Chges.	50	50	NA
Advertising Commissions (13.5%)	851	1080	-21%
Distribution (labelling, PO drop)	810	720	+13%
Coordinator/Manager Editor	21000	21000	0%
Postage & permit fee	5253	5644	-6%
Printing (Harwich Litho, Hyde Park)	3300	2799	+20%
Supplies & reproduction	900	1200	-25%
Telephone	480	762	-37%
Writer's Fees	1050	1050	NA
Laser Printer	0	2000	NA
Research	2500	0	NA
Total Expenses	36194	36305	NA

---

EXPENSES OVER INCOME	29464	27810	+6%
NCSC Budget Request	26764	25109	+6%

### NOTES:

Revenues: The 21% drop in ad revenues is estimated and based on advertisers' decisions of the past year that indicate tighter ad budgets. For example, Palmer Video, a regular and loyal advertiser, reduced the size of its ad; BayBank now advertises only irregularly, instead of each issue.

Coordinator/Managing Editor: This cost is based on 165 hours per issue, six issues per year, at a rate of \$21 per hour, which includes a 33% allowance for social security self employment tax, health insurance, vacation, and sick pay. The effective pre-tax rate is \$14.21. A pre-tax pay scale of \$14.21 per hour represents a full time equivalent salary of just over \$29,000/year. I am not requesting a salary increase this year.

Postage: No bulk mail fee increases have been announced by the U.S. Postal Service.

**Writer's Fees:** The *News* pays a modest fee per article to writers. The formula used here is: \$35/article, 5 articles per 6 issues = \$1050.

**Research:** This is a new line item in this year's budget. The *News* has begun paying fees for articles and writers have found that to be very helpful as a token compensation for time they spend researching and writing stories. I am requesting additional funds, to be used at my discretion, to compensate writers and reporters for time actually spent researching a story. Some of the detailed news stories require a great deal of time to research, especially if the writer also attends relevant government/neighborhood meetings. I suggest that writers be compensated \$10/hour for research time, to be paid for only when prior approval has been given by the editor/coordinator.

## **ATTACHMENT 5 : JOB DESCRIPTION, Coordinator/Managing Editor, North Camb. News**

The position is responsible for all aspects of managing & producing the North Cambridge *News*, including monitoring the impacts of neighborhood development; working on each issue of the paper with volunteer writers, editorial advisors, & others; developing revenues, funding sources and programs; administering the budget; and managing production & publishing.

The *News* is published by the North Cambridge Stabilization Committee, a volunteer citizen group funded by the City of Cambridge "...to select and appropriate...up to \$250,000 annually for 14 years for specific programs which...will best address the local impacts of the Red Line Extension and potential development in the Alewife area on the North Cambridge Community. Specifically, these programs shall be targeted toward preserving the existing character and diversity of the neighborhood..." (bylaws).

### **RESPONSIBILITIES**

- 1. Recruit & work w/ volunteers**
  - Recruit & coordinate volunteer contributors.
  - Organize and run planning & editorial meetings.
  - Provide contributors with information, leads, ideas, and technical support & training.
  - Work with all volunteers to insure full participation in planning, goal-setting, and program development.
- 2. Edit & produce a desktop published newspaper**
  - Manage and coordinate overall editing of each issue according to established participatory process; research and write articles as necessary.
  - Provide for production of each issue according to group editorial decisions (design, typesetting, graphics (including advertisements), layout, pasteup, and delivery of camera-ready copy to printer).
  - Sub-contract, schedule, and manage printing & distribution of 7,000 copies; manage bulk mail permit & mailing lists for approx. 5,700 North Cambridge households, businesses, complementary and paid subscriptions.
  - Develop advertising plan & policy; solicit advertising according to policy; provide design production services; manage accounts; develop and uphold standard advertising policy with all advertisers.
- 3. Manage & administer a volunteer community organization**
  - Maintain working knowledge of the North Cambridge area & its needs, including: development issues; the activities of Stabilization and other neighborhood groups and City departments; and commercial development.
  - Report to the NCSC and attend meetings as necessary; work with NCSC to insure the paper upholds the mission of Stabilization and related principles of democratic participation.
  - Insure that all funding proposals, including annual NCSC proposal and budget, are prepared and delivered on schedule according to established participatory process.
  - Maintain accounts; manage funds according to budget; pay bills, collect revenues, maintain complete records; provide regular financial reports to editorial advisors & NCSC members and other funders, as necessary; produce and mail monthly reports and agendas.
  - Develop and implement long- and short-term goals & strategies, including: publishing an editorial priorities; annual proposal & other fundraising; program development; etc.
  - Assist & coordinate organizational development with the NCSC and *News* as necessary.

**NORTH CAMBRIDGE NEWS**  
**PO BOX 342-PORTER SQUARE STATION**  
**CAMBRIDGE MA 02140**

April 8, 1993

George Spartichino  
President, Cambridge Highlands Neighborhood Association  
93 Normandy Avenue  
Cambridge MA 02138

Dear George,

Cambridge Highlands residents have received another great year of the North Cambridge*News*. I hope that *News* coverage of important issues like the CHNA budget decisions for FY 92-93, the Blair Pond clean-up, the important work of the Alewife Steering Committee, the ongoing story of the proposed sale of Alewife Reservation land to Arthur D. Little Company and other issues has contributed to a sense of common purpose and vision in the Highlands neighborhood. I know that residents in Neighborhood 11 have benefitted from knowing more about the Highlands neighborhood.

This letter is to request that the Cambridge Highlands Neighborhood Association continue its support of the North Cambridge*News* by allocating \$2700 from its annual budget of stabilization funds. This figure does not represent an increase in the*News* request of FY 92-93.

The allocation of \$2700 would cover the costs associated with production and distribution of the*News* to households in the Cambridge Highlands neighborhood. Projected per issue costs in the next fiscal year are \$1.09.

It also represents welcome additional support to a project whose mission, in part, is to erase the boundary of Alewife Brook Parkway that lies between Neighborhoods 11 and 12.

CHNA's assistance is greatly appreciated, especially as the*News* begins the difficult transition into life after Stabilization.

If you have any questions, please don't hesitate to call me. I look forward to meeting with the Cambridge Highlands Neighborhood Association.

Sincerely,

  
Sue Hyde, Coordinator/Editor

## Attachment A.

BUDGET DETAIL, compared to previous year's projected revenues and expenses, w/% change

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Contract No. 24-94

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
AND  
SUE HYDE  
North Cambridge News  
P.O. Box 342  
Porter Square Station  
Cambridge, Massachusetts 02140-0004

THIS AGREEMENT effective as of the first day of July, 1993 by and between Sue Hyde acting on behalf of the North Cambridge News of Cambridge, Massachusetts (hereinafter called the "Consultant") and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, the Congress and the President of the United States of America have respectively enacted and signed the Housing and Community Development Act of 1974 (hereinafter called the "Act"), under which monies are authorized and appropriated to support local community development activities; and

WHEREAS, the City, acting through its Department of Community Development (hereinafter called the "Department"), is funded under a Grant Agreement dated June 8, 1990 with the United States Department of Housing and Urban Development (hereinafter "HUD"), for the administration of a local Community Development Program; and

WHEREAS, the City has provided \$250,000 in its FY 93-94 budgets for North Cambridge Stabilization program activities that meet the eligibility criteria of the Federal Community Development Block Grant Program and are selected by the North Cambridge Stabilization Committee and administered by the Department; and

WHEREAS the North Cambridge Stabilization Committee has selected to allocate \$29,464 to fund an activity entitled the North Cambridge News and the Department has found this activity to be eligible under Federal Community Block Grants regulations; and

WHEREAS, the City desires to engage the Consultant to render services in the execution of this Activity for the Department under the Act; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$29,464 the full amount payable under this contract with a City of Cambridge Purchase Order No. 413615-1 and assigned said Purchase Order to City Budget Code No. 394-3504-55-59000;

NOW, THEREFORE, the parties do mutually agree as follows:

#### A. SCOPE OF SERVICES

The Contractor acting as editor of the North Cambridge News shall produce six issues of the North Cambridge News by undertaking the following services directed to achieving the primary objective of Title I of the U.S. Housing and Community Development Act of 1974 as amended - i.e. the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income:

1. Work with neighborhood residents to solicit, edit, and/or write articles for each newsletter which promotes the stabilization of the North Cambridge and Cambridge Highlands neighborhoods, to bring items of interest to the attention of the newsletter volunteers, and to develop editorial policies and guidelines.
2. Produce and mail six issues of an eight-page newsprint tabloid to every household in North Cambridge and Cambridge Highlands on a timely schedule.
3. Make reasonable efforts to achieve the overall goals and objectives as outlined in the attached proposal document (Attachment A) as voted on by the North Cambridge Stabilization Committee and the Cambridge Highlands Neighborhood Association.

#### B. TIME OF PERFORMANCE

The services of the Consultant are to commence no sooner than July 1, 1993 but only after a receipt of a Notice to Proceed from the Department and shall be undertaken in such sequence as to assure their expeditious completion, but in no event shall that date extend beyond June 30, 1994.

#### C. DATA TO BE FURNISHED TO THE CONSULTANT

All information, data, reports and records as are existing, available and necessary for the carrying out of the services required hereunder shall be made available to the Consultant by the City and the latter shall cooperate with the Consultant in every way possible in the carrying out of the work without undue delay.

#### D. COMPENSATION AND METHOD OF PAYMENT

The City agrees to pay the Consultant a maximum amount of \$29,464 for the work undertaken under this Agreement. The Consultant shall be paid in advance in the amount of \$4,910.66 for each issue, on the basis of itemized invoices. After publication of each issue, the Consultant shall retain and maintain documentation of expenditures, i.e. receipts and cancelled checks relating to the published issue.

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1. The City may, by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the City's convenience or because of the failure of the Consultant to fulfill his contract obligations. Upon receipt of such notice, the Consultant shall immediately discontinue all services affected unless the notice directs otherwise.

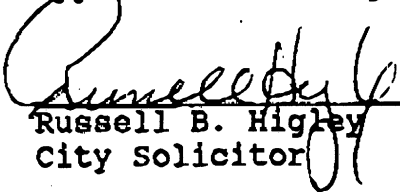
2. The Consultant may, by written notice to the City, terminate this Contract or it may be assigned to a successor to be chosen by the North Cambridge Stabilization Committee, who will serve as editor. At least one month's notice must be provided to the City before the Consultant's obligation ceases.

#### G. APPLICABLE LAWS, REGULATIONS AND PROCEDURES

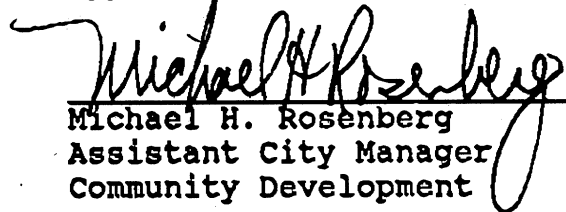
The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, the Act, the Anti-lobbying requirements and the Cambridge Employment Plan and other applicable laws and regulations, and all instructions now or hereafter provided in writing by the City. The Anti-lobbying requirements and the Cambridge Employment Plan are attached at the end of this contract.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first above written.

Approved as to Legal Form

  
 \_\_\_\_\_  
 Russell B. Higley  
 City Solicitor


Approved for the Department

  
 \_\_\_\_\_  
 Michael H. Rosenberg  
 Assistant City Manager  
 Community Development

Approved for the City

  
 \_\_\_\_\_  
 Robert W. Healy  
 City Manager

Approved by the Consultant

  
 \_\_\_\_\_  
 Sue Hyde  
 Consultant

360-46-5747

\_\_\_\_\_  
 Social Security Number

Contract No. 24-94  
 Sue Hyde  
 North Cambridge News

## CAMBRIDGE EMPLOYMENT PLAN

The Agency/Contractor entering into this Agreement shall comply with Article II of the City's Cambridge Employment Plan, which is provided below. It shall also include said Article II in any applicable CDBG-funded construction contract into which it enters with a third party, and shall be responsible for third-party compliance.

### Article II. Construction Projects

#### 2.66.060 Construction projects—Worker qualifications.

A. On any construction project which is funded in whole or in part by City, State or federal funds, or funds which, in accordance with a federal grant, the City expends or administers, or in which the City is a signatory to the construction contract, the worker hours shall be performed as follows:

1. No less than twenty-five percent of the total employee worker hours shall be performed by bona fide Cambridge residents.

2. No less than twenty-five percent of the total employee worker hours shall be performed by minority persons.

3. No less than ten percent of the total employee worker hours shall be performed by women.

B. This section shall not apply to housing rehabilitation projects including eight or fewer. (Ord. 1053 (part), 1987; prior code § 24-6)

#### 2.66.070 Compliance, enforcement, sanctions.

A. All contractors entering into construction

contracts covered by Article II of this chapter shall:

1. Certify that they know of the provisions of said Article and that they intend to comply with them;

2. List all job openings with the Employment and Training Agency or Agencies and keep accurate records as to action taken on referrals from these agencies;

3. Maintain personnel records listing the names, addresses, sex and race of their employees; and require their subcontractors to do likewise.

B. The Cambridge Community Development Department shall develop, in consultation with the Employment Training Agency or Agencies, good-faith measures by which to judge the affirmative actions of contractors operating under the provisions of this Article II. All records required to be maintained by this section shall be made available on request to representatives of said Department. All such records shall be maintained for the duration of the construction project and for one year thereafter.

C. Should a contractor be deemed not to have complied with the provisions of this Article II, nor to have made a good-faith effort to do so, it shall not be actively considered for future public construction contracts.

**ANTI-LOBBYING**

The Agency/Contractor entering into this Agreement certifies as follows:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of ~~paragraph 3.1~~ this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**THE NORTH CAMBRIDGE NEWS  
P.O. BOX 342 - PORTER SQUARE STATION  
CAMBRIDGE MA 02140  
617/661-6121**

**THE NORTH CAMBRIDGE NEWS  
PROPOSAL FOR FUNDING, FY 93-94**

Submitted to the  
North Cambridge Stabilization Committee, 8 April 1993

**SUMMARY INTRODUCTION**

Since 1986, the North Cambridge News has served the community of North Cambridge. This year, with a 6% increase in our funding, we propose to continue the scope of service. In addition, we will continue to pursue alternative funding sources for the News, understanding that FY 94-95 is the final year of the Stabilization funding program.

This proposal comes directly from the Contractor and it outlines specific goals and objectives that will shape the News in the coming year.

In the past year, the News has strengthened itself as an institution with the purchase and installation of a laser printer in the office, enabling production of the paper to proceed more smoothly and quickly. As well, the laser printer is available for Stabilization projects such as the annual meeting program advertisements. The News also instituted modest fees for articles in this fiscal year, which our volunteer writers understand to be a token of the Stabilization Committee's appreciation for their work. And, finally, we added business addresses in the zip area 02140 to our mailing list, expanding outreach to the business community of North Cambridge. This was followed up by a letter of welcome and ad rate sheet to all the businesses in the neighborhood.

If you need more information or have any questions, please call me at 661-6121.

Prepared by Sue Hyde: *Sue Hyde*

Date: 8 April 1993

## 1. PROJECT DESCRIPTION

The *News* is requesting \$26764, an increase of just 6% over last year's allocation of \$25,109.

This will be our eighth year serving as the primary organ of communication between the North Cambridge Stabilization Committee and the 11,000 or so people who live in the neighborhood. This will be the fifth year the *News* has operated as a revenue-generating community newspaper.

Currently, the *News* is comprised of one paid coordinator/managing editor and about one dozen volunteers who help plan each issue, report, write, make editorial decisions, contribute photographs, and provide support and guidance.

The *News* started in 1986 as a volunteer project of Stabilization Committee member Jill Norton. In 1988, she turned the project over to Kiko Denzer, who had been selected as contractor by the Stabilization Committee. After a year, he proposed to reorganize the budget and use the \$4,000 in savings to expand the paper and develop a volunteer organization. The effort was so successful that the expansion doubled in size and the paper grew from four to eight pages.

Since the expansion of the *News*, it has filled an important niche in the stabilization process by educating the neighbors about critical neighborhood issues, keeping people informed of the activities of the NCSC, making many different kinds of people feel that North Cambridge is their neighborhood, and conducting outreach to families through publicity for the Parents Forum program and the Substance Abuse Task Force work in North Cambridge.

In the past fiscal year, the North Cambridge *News* has provided our neighborhood with in-depth coverage of the following issues:

- \* the Midas permit/license controversy
- \* the proposed sale of Alewife Reservation land to Arthur D. Little
- \* the Alewife Master Plan
- \* the clean-up of Blair Pond
- \* closing of the Stop n Shop at Fresh Pond
- \* formation of the Mayor's Unity and Justice Commission
- \* feature articles that profile people and places of interest to the neighborhood
- \* a regular column by the Stabilization Committee chairperson
- \* a series about the real estate market in the neighborhood, including advice to people wishing to buy or sell a home.

The core group of volunteers has made a commitment to quality community journalism in North Cambridge and they contribute their own vision of the neighborhood to the paper.

In the next year, I will continue to lay the groundwork for a smooth transition from a paper subsidized by the Stabilization Committee to a paper supported by other funding sources. While completing this transition will take a few years, I believe that we started the project by making a few fundamental changes. Already, we have purchased a laser printer and begun to modestly compensate our writers.

Last month, I participated in the city's CDBG hearings, suggesting to CDD that both the North Cambridge *News* and the East Cambridge *News* be given continued funding through that program. Michael Rosenberg has responded to my suggestion

in writing, promising that further discussions will take place with Eileen Woodford, the chief neighborhood planner.

## 2. ADMINISTRATIVE PROCEDURES

**ORGANIZING & DEVELOPMENT:** The contractor is responsible for developing and maintaining a working knowledge of the North Cambridge area and its needs. Coordinating and producing the *News*, however, is primarily an organizing job that focuses broadly on the goal of stabilization. In that light, the contractor is responsible for organizational development, especially as the *News* begins the transition to other means of support.

**FINANCES:** The contractor maintains a North Cambridge *News* checking account at the North Cambridge Co-op Bank. All contract revenues and other revenues are deposited into and paid out of this account. The contractor is responsible for negotiating and managing the contract with the City, managing revenues and expenditures, record-keeping, and reporting. The contractor will provide the NCSC with reports, at the request and convenience of the NCSC.

**MANAGEMENT:** The contractor is responsible for coordinating volunteers, organizing and running *News* meetings, reporting to *News* and NCSC members, and managing the editorial and production process of the newspaper.

Editorial planning is coordinated according to a participatory process. As editor, the contractor has final authority on editorial decisions which are, however, subject to review in monthly planning and editorial meetings. All planning and editorial meetings are open to all interested persons.

The contractor is responsible for designing and producing the paper itself.

Printing is sub-contracted to Harwich Lithograph in Hyde Park, but may be otherwise sub-contracted if necessary, according to budget. Current considerations remain in favor of this sub-contractor, especially because Harwich is a union shop that uses recycled paper. Our former printing company, Bay State Graphics, was burned out of its business location in early January, 1993.

The contractor is responsible for distributing the paper to neighborhood residents. This is currently accomplished by third class bulk mail. The *News* owns a bulk mailing permit and list of every household and business address in Neighborhoods 11 and 12, which is the contractor's responsibility to manage, maintain, and protect from misuse. Labelling and delivery to the Post Office is currently sub-contracted to Germaine Valentin of Cogswell Ave.

## 3. BENEFITS TO LOW & MODERATE INCOME RESIDENTS AND OTHER TARGET POPULATIONS

The primary benefit of the *News* is to bring information and a sense of being a part of the neighborhood to all the members of all the households in North Cambridge. As with Stabilization, the only requirement for working on the *News* is to attend meetings or participate in some other way.

The *News* offers a unique opportunity to draw people into greater participation and an enhanced sense of belonging by appealing to their own situations: asking them to tell their own story, helping them identify and describe their needs, or simply creating a community space where they can contribute as much or as little as they choose.

Target populations include:

- \* Seniors, many who are low- to moderate-income;
- \* Youth, many of them low-income residents of Jeff. Park & the Towers;
- \* Linguistic & ethnic minorities, in particular Haitian-Americans;
- \* Low-income persons and their families.

#### 4. BENEFITS/ STABILIZING EFFECTS ACCRUED BY THE NEIGHBORHOOD

The ideas of stabilization are at the heart of our mission. As a community-controlled and run organization, the *News* provides a place where people not only participate in a stabilizing activity, but also learn who their neighbors are, learn about how the neighborhood works, and learn about Stabilization.

A community paper produced by neighbors can serve as a model for neighbors working for other goals. But, greater autonomy for the paper does not mean that the *News* will abandon Stabilization goals and objectives. As long as NCSC members want to participate, the *News* will be available to them as an organizing and educational tool, as it will be for every interested resident. As "community space" and a community resource, the *News* is a place for individuals and collective expression from every part of the neighborhood.

Promoting stabilization means constantly examining and refining the term. Since it means different things to different people, the *News* will have to fairly and fully represent the range of views, opinions, and needs in the neighborhood. Including different views means including different people which brings the *News* back to its first principle of participation.

#### 5. QUANTIFY BENEFITS

About 6000 households and businesses in Neighborhoods 11 and 12 receive the North Cambridge *News*, reaching upwards of 11,000 people. We have over 30 paid subscribers, both individual and institutional. In addition, we mail the paper at no cost to various local and state governmental officials and members of the broader journalism community in greater Boston.

This year, at the urging of Kathy Leman, NCSC vice chair, the business addresses in zip code 02140 were added to the *News* mailing list which expanded our outreach to people who make the neighborhood home for their businesses.

Participation in the *News* has included the following individuals (alphabetical by first name):

Anne Tennis, CHNA

Carolyn Mieth, NCSC member and news source, and Editorial Advisor

Christine Young, real estate columnist

Craig Harris, writer and photographer

Dick Clarey, NCSC chair and columnist

Don McMath, NCSC Chair and news source

Dottie McMath, NCSC member and Editorial Adviser

Eve Sullivan, Parents Forum organizer and contributor

George McCray, NC Crime Task Force

George Spartichino, CHNA and Tobin School parent

Germaine Valentin, mailing contractor

Ginny Berkowitz, Board Member, Jeff. Park Writing Center  
 Gregory Cluster, photographer  
 Harry Johnston and Larry Burke, NC Crime Task Force  
 Helene Coury, North Cambridge Senior Center  
 Jackie Clarke, Substance Abuse Task Force  
 Jesse Rabin, North Cambridge Public Library  
 Joe Grassi, Gately Youth Center director  
 John Gimigliano, columnist and legend  
 Kathleen Brennan, Special Need Recreation Program director  
 Kathy Leman, NCSC vice chair  
 Katie Cusack, NCSC secretary  
 Margo Deane, Substance Abuse Task Force  
 Michael Impastato, contributor and Editorial adviser  
 Pat Daley, Community Schools coordinator  
 Regine Valentin, contributor  
 Sarah Boyer, contributor  
 Sarah Gruppe, contributor  
 Susan Landon, Cambridge Highlands, contributor  
 Zoe Perry, photographer  
 ...and more than one dozen loyal advertisers reaching about 11,000 loyal readers.

#### **6. BUDGET (see detail, attached)**

The budget detail reflects an anticipated 20% decrease in revenue, with a negligible increase in expenses. The grant request of \$26,764 will cover the gap in expenses over income, \$1655 over FY 92-93.

#### **7. OTHER FUNDING AND IN-KIND DONATIONS**

Subscriptions and donations in the coming year will bring in approximately \$430.

Advertising revenues are projected to be \$6300 in 93-94.

The Cambridge Highlands Neighborhood Association will be asked to renew its funding commitment of \$2700 for the 93-94 year to cover costs associated with distributing to the households of Neighborhood 12.

The Cambridge Recreational Department provides free office space at the Gately Shelter.

#### **8. ACCOMPLISHMENTS AND REMAINING NEEDS**

Over the last year, the following progress on goals has been made:

Increased neighborhood visibility by:

instituting the regular column by the NCSC chair which helps to articulate and personalize the work of the Stabilization Committee.

Improved outreach by:

1. improving and expanding the calendar/announcement section of the paper;
2. working with staff of the Substance Abuse Task Force to publicize their work and educate people in the neighborhood about the goals of prevention work;
3. working with the organizer of Parents Forum to publicize and popularize her project;
4. sent a welcoming letter and ad rate sheet to all businesses in 02140 zip code;

**REMAINING NEEDS:**

1. Despite Stabilization Committee's request to do so, we have been unable to organize a publishing project that works in conjunction with the Gately Youth Center. Joe Grassi has expressed interest in working on this, but has not identified a staffperson to work with the youth.
2. The *News* must continue to move towards other sources of funding. I will pursue the CDBG funding idea with Eileen Woodford and others at CDD.

**9. MAINTENANCE**

Responsibilities for office maintenance rest with the staff of the Gately Shelter and the contractor. Office equipment is maintained by the contractor.

**10. AGREEMENTS WITH OTHER AGENCIES**

Except for our no-cost rental agreement with Cambridge Recreation for office space, the *News* has one other agreement with another agency: the Cambridge Highlands Neighborhood Association has funded Neighborhood 12 distribution of the paper at a level of \$2700/year.

**11. ATTACHMENTS**

- A. Budget Detail
- B. Job Description: Coordinator/Managing Editor

**Attachment A.**

**BUDGET DETAIL**, compared to previous year's projected revenues and expenses, w/% change

REVENUES	93-94	92-93	%+/-
Advertising	6300	8000	-21%
Subscriptions	180	209	-14%
Donations	250	250	0%
<b>Total Revenues</b>	<b>6730</b>	<b>8495</b>	<b>-20%</b>

---

EXPENSES	93-94	92-93	%+/-
Bank Svc. Chges.	50	50	NA
Advertising Commissions (13.5%)	851	1080	-21%
Distribution (labelling, PO drop)	810	720	+13%
Coordinator/Manager Editor	21000	21000	0%
Postage & permit fee	5253	5644	-6%
Printing (Harwich Litho, Hyde Park)	3300	2799	+20%
Supplies & reproduction	900	1200	-25%
Telephone	480	762	-37%
Writer's Fees	1050	1050	NA
Laser Printer	0	2000	NA
Research	2500	0	NA
<b>Total Expenses</b>	<b>36194</b>	<b>36305</b>	<b>NA</b>

---

<b>EXPENSES OVER INCOME</b>	<b>29464</b>	<b>27810</b>	<b>+6%</b>
<b>NCSC Budget Request</b>	<b>26764</b>	<b>25109</b>	<b>+6%</b>

**NOTES:**

**Revenues:** The 21% drop in ad revenues is estimated and based on advertisers' decisions of the past year that indicate tighter ad budgets. For example, Palmer Video, a regular and loyal advertiser, reduced the size of its ad; BayBank now advertises only irregularly, instead of each issue.

**Coordinator/Managing Editor:** This cost is based on 165 hours per issue, six issues per year, at a rate of \$21 per hour, which includes a 33% allowance for social security self employment tax, health insurance, vacation, and sick pay. The effective pre-tax rate is \$14.21. A pre-tax pay scale of \$14.21 per hour represents a full time equivalent salary of just over \$29,000/year. I am not requesting a salary increase this year.

**Postage:** No bulk mail fee increases have been announced by the U.S. Postal Service.

**Writer's Fees:** The *News* pays a modest fee per article to writers. The formula used here is: \$35/article, 5 articles per 6 issues = \$1050.

**Research:** This is a new line item in this year's budget. The *News* has begun paying fees for articles and writers have found that to be very helpful as a token compensation for time they spend researching and writing stories. I am requesting additional funds, to be used at my discretion, to compensate writers and reporters for time actually spent researching a story. Some of the detailed news stories require a great deal of time to research, especially if the writer also attends relevant government/neighborhood meetings. I suggest that writers be compensated \$10/hour for research time, to be paid for only when prior approval has been given by the editor/coordinator.

## **ATTACHMENT 5: JOB DESCRIPTION, Coordinator/Managing Editor, North Camb. News**

The position is responsible for all aspects of managing & producing the *North Cambridge News*, including monitoring the impacts of neighborhood development; working on each issue of the paper with volunteer writers, editorial advisors, & others; developing revenues, funding sources, and programs; administering the budget; and managing production & publishing.

The *News* is published by the North Cambridge Stabilization Committee, a volunteer citizen group funded by the City of Cambridge "...to select and appropriate...up to \$250,000 annually for 14 years for specific programs which...will best address the local impacts of the Red Line Extension and potential development in the Alewife area on the North Cambridge Community. Specifically, these programs shall be targeted toward preserving the existing character and diversity of the neighborhood..." (bylaws).

### **RESPONSIBILITIES**

1. **Recruit & work w/ volunteers**
  - Recruit & coordinate volunteer contributors.
  - Organize and run planning & editorial meetings.
  - Provide contributors with information, leads, ideas, and technical support & training.
  - Work with all volunteers to insure full participation in planning, goal-setting, and program development.
2. **Edit & produce a desktop published newspaper**
  - Manage and coordinate overall editing of each issue according to established participatory process; research and write articles as necessary.
  - Provide for production of each issue according to group editorial decisions (design, typesetting, graphics (including advertisements), layout, pasteup, and delivery of camera-ready copy to printer).
  - Sub-contract, schedule, and manage printing & distribution of 7,000 copies; manage bulk mail permit & mailing lists for approx. 5,700 North Cambridge households, businesses, complementary and paid subscriptions.
  - Develop advertising plan & policy; solicit advertising according to policy; provide design & production services; manage accounts; develop and uphold standard advertising policy with all advertisers.
3. **Manage & administer a volunteer community organization**
  - Maintain working knowledge of the North Cambridge area & its needs, including: development issues; the activities of Stabilization and other neighborhood groups and City departments; and commercial development.
  - Report to the NCSC and attend meetings as necessary; work with NCSC to insure the paper upholds the mission of Stabilization and related principles of democratic participation.
  - Insure that all funding proposals, including annual NCSC proposal and budget, are prepared and delivered on schedule according to established participatory process.
  - Maintain accounts; manage funds according to budget; pay bills, collect revenues, maintain complete records; provide regular financial reports to editorial advisors & NCSC members, and other funders, as necessary; produce and mail monthly reports and agendas.
  - Develop and implement long- and short-term goals & strategies, including: publishing and editorial priorities; annual proposal & other fundraising; program development; etc.
  - Assist & coordinate organizational development with the NCSC and *News* as necessary.

**NORTH CAMBRIDGE NEWS  
PO BOX 342-PORTER SQUARE STATION  
CAMBRIDGE MA 02140**

April 8, 1993

George Spartichino  
President, Cambridge Highlands Neighborhood Association  
93 Normandy Avenue  
Cambridge MA 02138

Dear George,

Cambridge Highlands residents have received another great year of the North Cambridge*News*. I hope that *News* coverage of important issues like the CHNA budget decisions for FY 92-93, the Blair Pond clean-up, the important work of the Alewife Steering Committee, the ongoing story of the proposed sale of Alewife Reservation land to Arthur D. Little Company and other issues has contributed to a sense of common purpose and vision in the Highlands neighborhood. I know that residents in Neighborhood 11 have benefitted from knowing more about the Highlands neighborhood.

This letter is to request that the Cambridge Highlands Neighborhood Association continue its support of the North Cambridge*News* by allocating \$2700 from its annual budget of stabilization funds. This figure does not represent an increase in the*News* request of FY 92-93.

The allocation of \$2700 would cover the costs associated with production and distribution of the*News* to households in the Cambridge Highlands neighborhood. Projected per issue costs in the next fiscal year are \$1.09.

It also represents welcome additional support to a project whose mission, in part, is to erase the boundary of Alewife Brook Parkway that lies between Neighborhoods 11 and 12.

CHNA's assistance is greatly appreciated, especially as the*News* begins the difficult transition into life after Stabilization.

If you have any questions, please don't hesitate to call me. I look forward to meeting with the Cambridge Highlands Neighborhood Association.

Sincerely,



Sue Hyde, Coordinator/Editor

**Attachment A.**

**BUDGET DETAIL, compared to previous year's projected revenues and expenses, w/% change**

REVENUES	93-94	92-93	%+/-
Advertising	6300	8000	-21%
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Writer's Fees	1050	1050	NA
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NCSC Budget Request	26764	25109	+6%
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DEPARTMENT OF HUMAN SERVICE PROGRAMS

#2. Temporary, part-time consultant, paid hourly or weekly from funds excluding tuition funds.

Address: 11 Cottage Ave.  
Somerville, MA 02144  
SOC. SEC. #: 019-18-9717

Cost Center \_\_\_\_\_

That I, Mary Kelley will work for the Council on Aging Division at the Dept. of Human Services in the position of Receptionist at the rate of \$ 150 per ~~XXXX~~ month for 27 hours per week, beginning 12/1/93 and ending 6/30/94, not to exceed \$ 900. I agree to perform the following duties:

1. Answer phones for COA.
2. Assist with Taxi Coupons, Buylines Cards, and other programs as needed.
3. Respond to walk-in requests from senior citizens
4. Assists with administrative duties including xeroxing, mail, etc.
5. Other related duties as assigned.

This Agreement may be cancelled without cause by either party by giving fourteen (14) days written notice to the other party.

The undersigned is an independent contractor. It is agreed between the parties that the said independent contractor shall acquire no rights pursuant to the provisions of General Laws, Chapter 31 and Chapter 152. I have read the above, understand and agree.  
  
\_\_\_\_\_  
Independent Contractor

SIGNED: Mary A. Kelley  
(Independent Contractor)  
Date: 12/1/93

\_\_\_\_\_  
(Coordinator/Supervisor)  
  
\_\_\_\_\_  
(Council Chairperson)  
  
Esther Filsinger  
(Division Head)

Approved as to form:  
Russell B. Higley  
RUSSELL B. HIGLEY, CITY SOLICITOR

AGREEMENT BETWEEN  
CITY OF CAMBRIDGE, MASSACHUSETTS  
and  
DEBORAH KERSHNER

THIS AGREEMENT, entered into as of the first day of June, 1993, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Deborah Kershner of 97 Henry Street, Cambridge, Massachusetts 02139, (hereinafter called the "Employee"),  
WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain professional services in connection with the Commission's historic marker programs:

NOW, THEREFORE, the parties mutually agree as follows:

1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission. The City agrees to provide the space, facilities and equipment necessary to carry out the work.

2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, administration of the Commission's historic marker programs, including project publicity, meeting with property owners, and selecting marker locations. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. The Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for four months commencing the first day of June, 1993, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$7.50 per hour. Total compensation under this contract shall not exceed \$2,820.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of The City and shall not be used for any purpose without the expressed consent of the Commission.

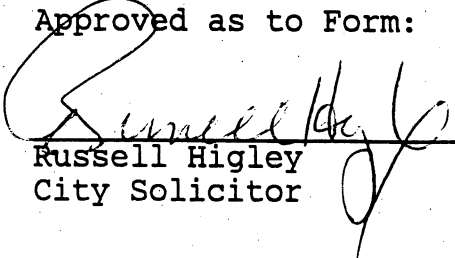
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

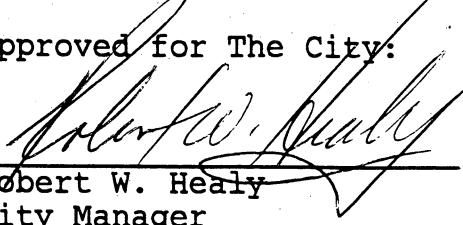
9. Termination

Either party may terminate this contract on fourteen days' written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.

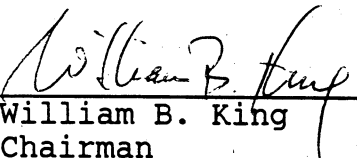
Approved as to Form:

  
\_\_\_\_\_  
Russell Higley  
City Solicitor

Approved for The City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
William B. King  
Chairman

Employee:

  
\_\_\_\_\_  
Deborah Kershner

**CITY OF CAMBRIDGE**

Purchasing Department  
795 Massachusetts Avenue  
City Hall - Room 303  
Cambridge, MA 02139  
(617) 349-4310

**REQUEST FOR  
PRICE QUOTATION**

THIS IS NOT AN ORDER.

DATE 102993  
REQ. NO. 00421279 RENT CONTRO

You are invited to quote pricing on the following items subject to the terms and conditions set forth on the face and reverse side hereof.

Price quotations must be submitted by 5:00 P.M. on: 110593

RETURN TO ATTENTION OF: **MARIE KILLACKEY**

TO:   
Julia Longcope  
8 Newton St.  
Northboro, Ma. 01532

DELIVERY POINT: **831 MASSACHUSETTS AVENUE  
2ND FLOOR** TERMS: **2% - 10 DAYS UNLESS OTHERWISE STATED:**  
F.O.B. DESTINATION **CAMBRIDGE MA 02139**

QUANTITY	UNIT	DESCRIPTION	MFG. & MODEL NO.	UNIT PRICE	TOTAL
		COMPUTER PROGRAMMING SERVICE AS PER THE ATTACHED SPECIFICATIONS. YOUR ATTENTION IS CALLED TO THE MINIMUM EVALUATION CRITERIA, THE CITY OF CAMBRIDGE WILL REJECT ANY BID THAT DOES NOT MEET THE MINIMUM EVALUATION CRITERIA. A "NO" RESPONSE OR A FAILURE TO RESPOND TO ANY OF THE MINIMUM EVALUATION CRITERIA WILL RESULT IN A REJECTION OF YOUR BID.			

NOV 3 12 24 PM '93  
CITY OF CAMBRIDGE  
PURCHASING DEPARTMENT

**BID PRICES SHALL INCLUDE TRANSPORTATION AND DELIVERY CHARGES, IF ANY, PREPAID TO THE CITY OF CAMBRIDGE DESTINATION.**

I certify under the penalties of perjury that I have complied with all laws of the Commonwealth relating to taxes.

ALL QUOTATIONS MUST BE SIGNED.

SCHEDULE OF DELIVERY:

Julia C. Longcope  
FIRM NAME OF BIDDER  
Julia C. Longcope  
SIGNATURE OF BIDDER  
8 Newton Street Northboro, MA 01532  
ADDRESS ZIP CODE  
(508) 393-6037  
TELEPHONE NO.  
006-34-1771  
SOCIAL SECURITY # OR FEDERAL IDENTIFICATION #

## **BID SUBMISSION REQUIREMENTS:**

1. The minimum evaluation criteria checklist (see below) must be submitted.
2. The Bid Proposal Sheet must be submitted. Costs not included in the bid will not be considered.

## **MINIMUM EVALUATION CRITERIA:**

The contract will be awarded to the responsible and responsive bidder meeting all of the minimum evaluation criteria and offering the lowest price. The City reserves the right to contact the references provided in determining whether the bidder is responsible.

## **TERMS AND CONDITIONS:**

1. The awarding authority has the right to terminate the contract at any time upon thirty (30) days' written notice.
2. The City of Cambridge reserves the right to reject any and all bids.
3. Failure to answer any question or provide the documentation required will be deemed non-responsive and result in an automatic rejection of the bid, unless such failure constitutes a minor informality.

## **SPECIFICATIONS:**

The following is required of the successful bidder:

1. All services must be provided at the offices of the Cambridge Rent Control Board unless arranged with and approved in advance by Rent Control management staff. Said approval will be granted only if an alternative arrangement is of significant value to the Rent Control Board.
2. Bidder must be able to develop an interactive system to fully automate a condominium report generating processes using the ADMIS programming language in the following manner: interact with end-users to design, develop, document, and deliver the product tested and error-free. Time frame for each phase of the development should be as follows: 15 hours for preliminary investigation and design, 15 hours for detailed design, 45 hours for program development and implementation, 10 hours for testing and 10 hours for documentation and user training.

Bidder understands that the number of hours listed in this paragraph are estimates only and that actual hours for each segment may vary; however, the total number of hours under this contract shall not exceed one hundred (100).

**BID PROPOSAL SHEET**  
**City of Cambridge**  
**Purchasing Department**

**ADMINS Programming Support**

**TO: Diane Wynshaw-Boris, Purchasing Agent**  
**City Hall, Cambridge, MA 02139**

The undersigned agrees to furnish the following software development and support from January 1, 1994 through June 30, 1994 to the Cambridge Rent Control Board, all in accordance with the specifications outlined in this bid. One award will be made as a result of this bid proposal. The contract will be awarded by November 30, 1993, unless award date is extended by consent of all parties concerned.

Brief, but important bidding information is attached for bidders to review prior to bid submission.

\*\*\*\*\*

**Consulting Service Required**

<b>Estimated Number of Hours</b>	<b>Price per Hour</b>	<b>Total Price</b>
<u>100</u>	<u>\$50.00</u>	<u>\$5,000.00</u>

\*\*\*\*\*

The undersigned certifies under pains and penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Julia C. Longcope  
**Name of person signing bid or proposal**

\_\_\_\_\_  
**Name of business**

8 Newton Street  
**Address**

Northboro, MA 01532  
**Address** **Zip Code**

**MINIMUM EVALUATION CRITERIA: THE CITY OF CAMBRIDGE WILL REJECT ANY BID THAT DOES NOT MEET THE MINIMUM EVALUATION CRITERIA. A "NO" RESPONSE OR FAILURE TO RESPOND TO THE FOLLOWING MINIMUM EVALUATION CRITERIA WILL RESULT IN A REJECTION OF YOUR BID.**

**YES OR NO**  
Yes

**Bidder has a minimum of 10 years ADMINS programming and technical support experience.**

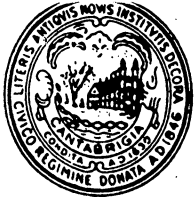
**YES OR NO**  
Yes

**Bidder has a minimum of 5 years of technical experience with VAX equipment.**

**Bidder should provide names, addresses, and telephone numbers of several clients.**

Valarie Roman  
M.I.S. Director  
City of Cambridge  
795 Massachusetts Avenue  
Cambridge, MA 02139 (617) 393-4140

Suzanne Marchand  
Town Accountant  
Town of Pepperell  
Pepperell, MA 01463 (508) 433-0320



# CITY OF CAMBRIDGE

MASSACHUSETTS

OFFICE OF PURCHASING AGENT • CITY HALL, CAMBRIDGE, MA 02139

## PURCHASE ORDER

NUMBER: 4212791

DATE: 110893

THIS NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, CORRESPONDENCE & PACKAGES.

MAIL INVOICES TO:

RENT CONTROL  
831 MASSACHUSETTS AVENUE  
2ND FLOOR  
CAMBRIDGE, MA 02139

SHIP TO:

RENT CONTROL  
831 MASSACHUSETTS AVENUE  
2ND FLOOR  
CAMBRIDGE, MA 02139

CMW

PLEASE INVOICE IN TRIPLICATE

SAME AS "INVOICE TO" UNLESS OTHERWISE SHOWN.

VENDOR:

JULIA LONGCOPE  
8 NEWTON STREET  
NORTHBORO, MA 01532

TERMS: 2% 10 DAYS FROM RECEIPT OF INVOICE.  
F.O.B. DESTINATION (UNLESS OTHERWISE SHOWN HERE.)

540870

DATE REQUIRED	CONFIRMATION ORDER		ORDER ISSUE 1/A/W	SEALED BID FILE NUMBER	DATE	CONTRACT NO.	CONTRACT ENCLOSED		QUOTE	PHONE QUOTE	AGREEMENT
	YES	NO					YES	NO			
BELOW	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	Y		

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1			101 3546 00 56010 LINE# 1 COMPUTER PROGRAMMING SUPPORT SERVICE (ESTIATED HOURS:100) PER HOUR \$50.00		5000.00

Sch.	Date	Amount	Enc.
42	5/3/94	\$ 750.00	\$4250.00
45	6/7/94	1250.00	\$ 3,000.00
3	8/15/94	600.00	\$ 2,400.00
7	9/20/94	600.00	\$ 1,800.00
13	11/21/94	400.00	1,400.00

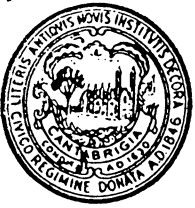
Page Total: 5,000.00

ALL SHIPMENTS MUST BE PREPAID. PACKING SLIP MUST ACCOMPANY SHIPMENT  
TAX EXEMPT NO: E046 001 383

TOTAL AMOUNT NOT TO EXCEED 5,000.00

APPROVED: \_\_\_\_\_  
CITY AUDITOR

BY: \_\_\_\_\_  
PURCHASING AGENT



# CITY OF CAMBRIDGE

831 MASSACHUSETTS AVENUE  
CAMBRIDGE, MASSACHUSETTS 02139  
TEL (617) 349-6161

## RENT CONTROL BOARD

TERRENCE P. MORRIS,  
EXECUTIVE DIRECTOR

**To:** Diane Wynshaw-Boris, Purchasing Agent  
**From:** Joan Klan Rastani, Ass't Director, Rent Control *JKR*  
**Subject:** Request for General Computer Support Services  
**Date:** October 7, 1993

We would like to obtain a blanket purchase order for General Computer Support Services in the amount of \$5000 for the period January 1, 1994, thru June 30, 1994. The Rent Control computer systems were converted this past year from the VAX Basic-V language to the ADMINS language. The conversion was undertaken to ensure compatibility with the other systems in use throughout the City of Cambridge. However, the ADMINS language is not as readily adaptable to the quantitative nature of the functions undertaken at Rent Control. Until such time as our own staff is able to keep up with the demand for enhanced and new applications of this type, we will occasionally require support personnel to ensure the optimal use of the ADMINS language.

4197491

**AGREEMENT BETWEEN THE CITY OF CAMBRIDGE  
AND  
MARIANNE MALONE**

**THIS AGREEMENT** is made this 1st day of January, 1994, by and between the City of Cambridge, Massachusetts, having its principal offices at 795 Massachusetts Avenue, Cambridge, Massachusetts 02139 (hereinafter the "City") and Marianne Malone, having her principal office at 52 Whitney Road, Quincy, Massachusetts 02169.

**WITNESSETH:**

**WHEREAS**, Marianne Malone represents that she is duly qualified to be a part-time research assistant at Land Court who will enable the City to recover a large portion of the delinquent taxes and interest.

**NOW THEREFORE**, in consideration of the mutual covenants, promises and representations contained herein, the parties agree as follows:

**SCOPE OF SERVICES**

The City does hereby engage Marianne Malone to provide part-time research in connection with:

- (I) assistance with the implementation of improvements to the City's collection of delinquent taxes and interest.
- (II) reviewing cases recorded at Land Court for foreclosure. The process of foreclosure is a long and protracted one, requiring a great deal of research and follow-up in order to comply with the Land Court procedures.
- (III) research at the Registry of Deeds as needed.

**COMPENSATION:**

Marianne Malone shall submit detailed invoices each month for all services performed under this contract.

- A. Compensation for all work described in this Agreement has been agreed upon by the parties. Marianne Malone will provide her services to the City on the basis of a fixed retainer of \$9,500.00, payable in monthly installments beginning on January 1, 1994. This fee will cover all activities set for in the Scope of Services.

**PERSONNEL:**

Marianne Malone is not allowed to subcontract any of the work described in the agreement without written permission from the City.

**TERMINATION:**

This agreement may be terminated by either party upon thirty (30) days written notice to the other party at the address specified herein. Upon receipt of such written notice from the City, Marianne Malone shall immediately cease work on any and all City projects, unless otherwise directed by the City.

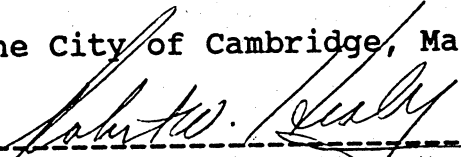
In the event of a termination under this Article, the City shall pay Marianne Malone for services rendered, until the date on which notice of the contract's termination was received by Marianne Malone.

**COMPLIANCE WITH CONTROLLING LAW**

This agreement is governed by laws of the Commonwealth of Massachusetts.

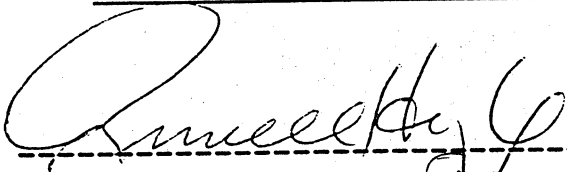
**ON WITNESS THEREOF**, the parties hereto have caused this Agreement to be executed at the place and as of the date hereinabove first written.

The City of Cambridge, Massachusetts

  
-----

Robert W. Healy  
City Manager

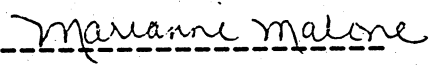
Date 1-3-94

  
-----

Russell B. Higley  
City Solicitor

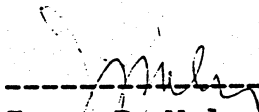
Date 1-3-94

Marianne Malone

  
-----

Marianne Malone

Date 3 January 1994

  
-----

James P. Maloney, Jr.  
Assistant City Manager

Date 1/3/94



4/8599

# Cambridge Arts Council

57 Inman Street Cambridge, MA 02139 (617) 349-4380

## AGREEMENT BETWEEN

THE CITY OF CAMBRIDGE  
A MUNICIPAL CORPORATION IN THE COMMONWEALTH OF MASSACHUSETTS  
CAMBRIDGE, MA

AND

**MARIE MANIS**  
**13 SACRAMENTO STREET**  
**CAMBRIDGE, MA 02138**

THIS AGREEMENT, entered into this **20th day of May, 1994** by and between the CITY OF CAMBRIDGE, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, (hereinafter referred to as the City), acting by and through the CAMBRIDGE ARTS COUNCIL, and **MARIE MANIS**, residing at: **13 Sacramento Street, Cambridge, MA 02138** (hereinafter referred to as the Consultant).

WHEREAS, the City is in need of the services of the individual to perform as consultant: and,

WHEREAS, the Consultant is ready, willing and able to perform these services in connection with the above mentioned; and,

NOW THEREFORE, the parties do mutually agree as to follows:

### 1. SCOPE OF SERVICES:

The Consultant's duties and responsibilities shall include but not be limited to enforcement of City Ordinance No. 1142, section 12.16.170 entitled "Street Performers", by issuing tickets to performers in violation of the Ordinance (sound levels, etc.). Said Consultant shall be in the Harvard Square and other appropriate sites throughout Cambridge, where licensed street musicians perform, to take decibel readings and respond to complaints as well as respond to residents and business community concerns. If the Consultant is at the Arts Council Office at 57 Inman Street, She shall issue street performers permits.

The Consultant shall spend 25 hours per week, including but not limited to evenings and weekends, monitoring performers at peak hours, set-up and breakdown times. If the Consultant requires a police officer to enforce the Ordinance, she shall contact one at the site.

The Consultant shall report to the Director of the Cambridge Arts Council supplying her with timesheets and a short written report weekly. Although specific hours to be at various sites shall be determined by the Consultant, the Consultant shall keep close records of times/sites for reporting purposes on a weekly basis and at the end of the contract term.

By the first week of October, 1994 the Consultant shall present a written report to the Director with her comments and recommendations regarding the Consultancy.

2. Work Period:

Work shall begin on May 23, 1994 and continue through June 30, 1994.

3. Compensation:

The Consultant shall be compensated for said services Two Hundred Fifty (\$250.00) Dollars per week for Part-time work (25 hours per week). The amount paid for the six week period shall not exceed one thousand five hundred (\$1500.00) Dollars.

4. Severability:

The invalidity or unenforceability of any provision hereof, shall in no way affect the validity or enforceability of any other provision.

5. Integration:

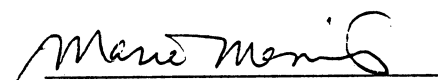
This instrument contains the entire agreement between the parties. However, either party may, from time to time, request changes in the scope of services of the Consultant to be performed hereunder. Such changes which shall be mutually agreed upon between the City and the Consultant shall be incorporated in written amendments to this agreement. No change, however, shall be binding upon the City unless and until approved by said City. Any changes in the Terms and conditions of this Agreement must be considered with the Federal, State and Local laws and in accordance with the Ordinances of the City of Cambridge.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first written above.

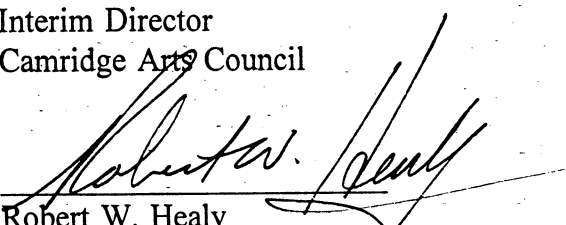
APPROVED TO FORM:



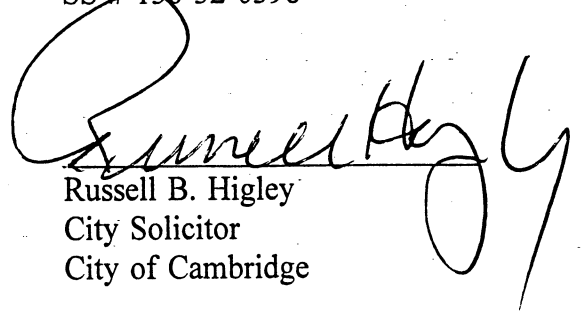
Pallas C. Lombardi  
Interim Director  
Cambridge Arts Council



Marie Manis  
SS # 130-32-0398



Robert W. Healy  
City Manager  
City of Cambridge



Russell B. Higley  
City Solicitor  
City of Cambridge



# City of Cambridge Police Department



TELEPHONE  
(617) 349-3300

FAX  
(617) 349-3320

ADDRESS ALL COMMUNICATIONS TO  
5 WESTERN AVENUE, CAMBRIDGE, MASSACHUSETTS 02139

## Police Detention Attendants

### Service Agreement

Whereas the Cambridge Police Department requires the services of Detention Attendants to perform the services indicated in Attachment I of this agreement; and

Whereas Eila Matteo has been selected after an advertising and screening process to provide Detention Attendant services; now

Therefore, the parties do mutually agree as follows:

The Cambridge Police Department agrees to:

1. Provide twenty-four hours of training pertaining to Detention Attendant services and duties.
2. Call the Detention Attendant on a rotating basis when detention attendant services are required. These services may be required any time, 24 hours a day, seven days a week, regardless of weather, holidays, etc.
3. Pay the Detention attendant for the hours actually worked at the rate of \$ 8.50 per hour based on time sheets certified by the various Front Desk Supervisors and submitted to the Office of the Commissioner. The Detention Attendant will be paid a minimum of three (3) hours per call and will not be required to perform services for longer than eight (8) consecutive hours. Payments will be on a monthly basis.

The Detention Attendant agrees to:

1. Respond to the Police Station at 5 Western Avenue and report to the Front Desk Supervisor within twenty (20) minutes after accepting the assignment.
2. Perform the services and duties of a Detention Attendant as defined in Attachment I of this Agreement.
3. Inform the Cambridge Police Department of any changes in address, telephone number, etc. in writing to the Office of the Commissioner.

continued

4. Comply with all applicable rules, regulations, policies, and procedures of the Cambridge Police Department.
5. Comply with the Statutes of Massachusetts and the ordinances of the City of Cambridge which are incorporated by reference herein.
6. Inform the Office of the Commissioner of any activities or provision of services to other parties that might lead to a conflict of interest with the duties under this Agreement, and not to engage in such activities without the explicit consent of the City.

This Agreement may be terminated without penalty by either party on thirty days written notice.

Ella Matteo  
Detention Attendant

6-20-92  
Date

John C. Hunter  
Commissioner of Police

6-30-92  
Date

Robert W. Kealy  
City Manager

\_\_\_\_\_  
Date

Runeel Hogg  
Approved as to form  
City Solicitor

\_\_\_\_\_  
Date



City of Cambridge  
Police Department  
Office of the Commissioner

TELEPHONE  
(617) 349-3300  
FAX  
(617) 349-3320

Perry L. Anderson, Jr.  
Police Commissioner

Robert W. Healy  
City Manager

**POLICE DETENTION ATTENDANTS**

**SERVICE AGREEMENT**

Walter Boyle  
Superintendent

Harold Murphy  
Superintendent

David Degou  
Deputy Superintendent

Michael Giacoppo  
Deputy Superintendent

Yvonne Hall  
Deputy Superintendent

Gloria Pimentel  
Deputy Superintendent

Lt. Thomas O'Connor  
Quality Control Detail

Mr. Raymond Santilli  
Planning, Budget & Personnel

Mr. Frank Pasquarello  
Aide to the Commissioner

Whereas the Cambridge Police Department requires the services of Detention Attendants to perform the services indicated in Attachment I of this agreement; and

Whereas ELLA MATTEO has been selected after an advertising and screening process to provide Detention services; now

Therefore, the parties do mutually agree as follows:

The Cambridge Police Department agrees to:

- 1.) Provide twenty-four hours of training pertaining to Detention Attendant Services and duties.
- 2.) Call the Detention Attendant on a rotating basis when detention attendant services are required. These services may be required any time, 24 hours a day, seven days a week, regardless of weather, holidays, etc.
- 3.) Pay the Detention Attendant for the hours actually worked at a rate of \$ 8.50 per hour based on time sheets certified by the various Front Desk Supervisors and submitted to the Office of the Commissioner. The Detention Attendant will be paid a minimum of three (3) hours per call and will not be required to perform services for longer than eight (8) consecutive hours. Payments will be on a monthly basis.

The Detention Attendant agrees to:

- 1.) Respond to the Police Station a 5 Western Avenue and report to the Front Desk Supervisor within Twenty (20) minutes after accepting the Assignment.

Sandy Coppola, Secretary  
(617) 349-3377



ADDRESS ALL COMMUNICATIONS TO  
5 WESTERN AVENUE, CAMBRIDGE, MASSACHUSETTS 02139



- 2.) Perform the services and duties of a Detention Attendant as defined in Attachment I of this Agreement.
- 3.) Inform the Cambridge Police Department of any changes in address, telephone number, etc. in writing to the Office of the Commissioner.
- 4.) Comply with all applicable rules, regulations, policies, and procedures of the Cambridge Police Department.
- 5.) Comply with the Statutes of Massachusetts and the ordinances of the City of Cambridge which are incorporated by reference herein.
- 6.) Inform the Office of the Commissioner of any activities or provision of services to other parties that might lead to a conflict of interest with the duties under this agreement, and not to engage in such activities without the explicit consent of the City.

This Agreement may be terminated without penalty by either party on thirty days written notice. Agreement is valid for a one (1) year period; from July 1, 1994 to June 30, 1995.

Ellen Matteo  
Detention Attendant

8/15/94  
Date

Perry J. Kelly  
Commissioner of Police

8/15/94  
Date

Robert W. Dealy  
City Manager

\_\_\_\_\_  
Date

Samuel B. Doyle  
Approved as to form - City Solicitor

\_\_\_\_\_  
Date

# 4178941



CITY OF CAMBRIDGE

MAYOR MICHAEL J. NEVILLE MANOR

650 CONCORD AVENUE CAMBRIDGE, MASSACHUSETTS 02138

SERVICE AGREEMENT

PURPOSE:

THIS AGREEMENT IS ENTERED INTO BETWEEN NEVILLE MANOR AND JUDITH MAYER FOR THE FOLLOWING SERVICES:

1. JUDITH MAYER AGREES TO PROVIDE POTTERY CLASSES TO THE RESIDENTS OF NEVILLE MANOR BI-WEEKLY.

2. THE FEE FOR SERVICES SHALL BE AT THE CURRENT CHARGE OF \$2,040 FOR THE FISCAL YEAR (JULY 1, 1993 THROUGH JUNE 30, 1994).

*Judith Mayer*  
\_\_\_\_\_  
JUDITH MAYER

*Paul Hollings*  
\_\_\_\_\_  
PAUL HOLLINGS  
ADMINISTRATOR

*Robert W. Healy*  
\_\_\_\_\_  
ROBERT W. HEALY  
CITY MANAGER

*Russell B. Higley*  
\_\_\_\_\_  
RUSSELL B. HIGLEY  
CITY SOLICITOR

*John O'Brien*  
\_\_\_\_\_  
JOHN O'BRIEN  
ADMINISTRATOR  
THE CAMBRIDGE HOSPITAL

*October 12, 1993*  
\_\_\_\_\_  
DATE



City of Cambridge  
Police Department  
Office of the Commissioner

TELEPHONE  
(617) 349-3300

FAX  
(617) 349-3320

Perry L. Anderson, Jr.  
Police Commissioner

Robert W. Healy  
City Manager

**POLICE DETENTION ATTENDANTS**

**SERVICE AGREEMENT**

Walter Boyle  
Superintendent

Harold Murphy  
Superintendent

David Degou  
Deputy Superintendent

Michael Giacoppo  
Deputy Superintendent

Yvonne Hall  
Deputy Superintendent

Gloria Pimentel  
Deputy Superintendent

Lt. Thomas O'Connor  
Quality Control Detail

Mr. Raymond Santilli  
Planning, Budget & Personnel

Mr. Frank Pasquarello  
Aide to the Commissioner

Whereas the Cambridge Police Department requires the services of Detention Attendants to perform the services indicated in Attachment I of this agreement; and

Whereas **KATHERINE MORIN** has been selected after an advertising and screening process to provide Detention services; now

Therefore, the parties do mutually agree as follows:

The Cambridge Police Department agrees to:

- 1.) Provide twenty-four hours of training pertaining to Detention Attendant Services and duties.
- 2.) Call the Detention Attendant on a rotating basis when detention attendant services are required. These services may be required any time, 24 hours a day, seven days a week, regardless of weather, holidays, etc.
- 3.) Pay the Detention Attendant for the hours actually worked at a rate of \$ 8.50 per hour based on time sheets certified by the various Front Desk Supervisors and submitted to the Office of the Commissioner. The Detention Attendant will be paid a minimum of three (3) hours per call and will not be required to perform services for longer than eight (8) consecutive hours. Payments will be on a monthly basis.

The Detention Attendant agrees to:

- 1.) Respond to the Police Station at 5 Western Avenue and report to the Front Desk Supervisor within Twenty (20) minutes after accepting the Assignment.

Sandy Coppola, Secretary  
(617) 349-3377



ADDRESS ALL COMMUNICATIONS TO  
5 WESTERN AVENUE, CAMBRIDGE, MASSACHUSETTS 02139



- 2.) Perform the services and duties of a Detention Attendant as defined in Attachment I of this Agreement.
- 3.) Inform the Cambridge Police Department of any changes in address, telephone number, etc. in writing to the Office of the Commissioner.
- 4.) Comply with all applicable rules, regulations, policies, and procedures of the Cambridge Police Department.
- 5.) Comply with the Statutes of Massachusetts and the ordinances of the City of Cambridge which are incorporated by reference herein.
- 6.) Inform the Office of the Commissioner of any activities or provision of services to other parties that might lead to a conflict of interest with the duties under this agreement, and not to engage in such activities without the explicit consent of the City.

This Agreement may be terminated without penalty by either party on thirty days written notice. Agreement is valid for a one (1) year period; from August 1, 1994 to July 31, 1995.

Katherine T. Morin  
Detention Attendant

August 24, 1994  
Date

[Signature]  
Commissioner of Police

8/24/94  
Date

[Signature]  
City Manager

\_\_\_\_\_  
Date

[Signature]  
Approved as to form - City Solicitor

\_\_\_\_\_  
Date

AGREEMENT BETWEEN  
CITY OF CAMBRIDGE, MASSACHUSETTS

and

MARIA MULLER

THIS AGREEMENT, entered into as of the first day of August, 1992, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Maria Muller of 16 Teele Street, Arlington, Massachusetts 02174, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain professional services in connection with the Commission's archive of historic photographs:

NOW, THEREFORE, the parties mutually agree as follows:

1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission. The City agrees to provide the space, facilities and equipment necessary to carry out the work.

2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, consultation regarding the photographic archives of the Commission, including copy work, restoration, processing and printing of negatives. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. Cambridge Historical Commission and the Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for twelve months commencing the first day of August, 1992, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$7.50 per roll of 35mm film for development and contact sheets and 8x10 enlargements at \$7.00 each. All other services shall be charged at the rate of \$12.00 per hour. Total compensation under this contract shall not exceed \$3,000.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of The City and shall not be used for any purpose without the expressed consent of the Commission.

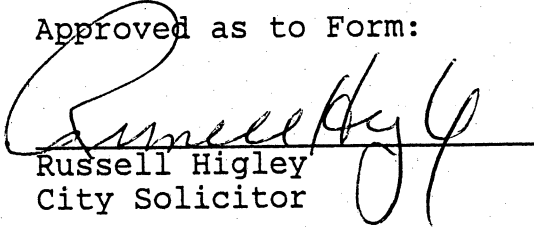
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

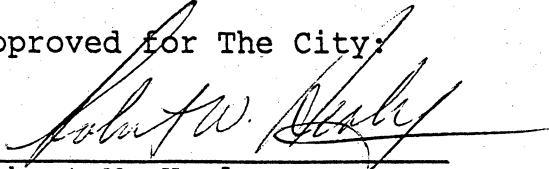
9. Termination

Either party may terminate this contract on fourteen days written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.

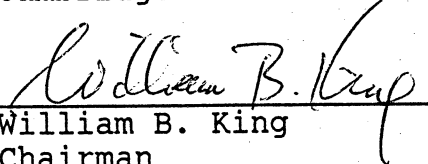
Approved as to Form:

  
\_\_\_\_\_  
Russell Higley  
City Solicitor


Approved for The City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
William B. King  
Chairman

Employee:

  
\_\_\_\_\_  
Maria Muller

419963

101-3510-00-56100



# Cambridge Historical Commission

Cambridge Historical Commission, City Hall Annex, 57 Inman Street, Cambridge, Massachusetts 02139. 617/349-4683



William B. King, *Chairman*, Allison M. Crump, *Vice Chairman*, Charles M. Sullivan, *Executive Director*.  
Dorothy LeMessurier, Helen F. Moulton, Robert G. Neiley, Jo M. Solet, *Commission Members*.  
M. Wyllis Bibbins, Suzanne R. Green, Anthony C. Platt, *Alternates*.

## AGREEMENT BETWEEN

CITY OF CAMBRIDGE, MASSACHUSETTS

and

CHARLOTTE PRESLER

THIS AGREEMENT, entered into as of the first day of September, 1993, by and between the City of Cambridge, Massachusetts, acting through the Cambridge Historical Commission of the City, and Charlotte Presler of 15 Clinton Street, Cambridge, Massachusetts 02139, (hereinafter called the "Employee"), WITNESSETH:

WHEREAS, the Cambridge Historical Commission desires to engage the Employee to perform certain professional services in connection with the day-to-day operations of the Commission:

NOW, THEREFORE, the parties mutually agree as follows:

### 1. Employment of Employee

The City hereby agrees to engage the Employee and the Employee agrees to perform the services hereinafter set forth. The Employee will work under the direct control and supervision of the Cambridge Historical Commission. The City agrees to provide the space, facilities and equipment necessary to carry out the work.

### 2. Scope of Services

The services provided by the Employee under this contract shall include, but shall not be limited to, assistance with the day-to-day operations of the Commission, including archival work, research, and assisting members of the public. In addition, the Employee shall carry out duties associated with this or other projects as assigned by the Executive Director of the Commission or his designee. The Employee shall consult with the Executive Director as may from time to time be reasonably required. All work by the Employee shall be performed to the standards and criteria established by the Executive Director.

3. Material to be Furnished to the Employee

All information, data, reports, images, and records as are part of existing available City records and are necessary for the carrying out of the work as outlined above shall be furnished to the Employee without charge by the City. All other information and data must be supplied by the Employee as a part of her or his services. The Cambridge Historical Commission shall cooperate with the Employee in carrying out the work without undue delay.

4. Period of Work

The period of work shall be for ten months commencing the first day of September, 1993, or for such further time as may be mutually agreed upon. Working days and hours shall be as agreed between the Employee and the Executive Director, and may include performance at times other than normal working hours.

5. Compensation

The City shall compensate the Employee for the services described in this contract at the rate of \$6.25 per hour. Total compensation under this contract shall not exceed \$1,250.00.

6. Method of Payment

The City shall pay the compensation required herein every month on the basis of hours recorded on time sheets supplied by the City and a statement of other services performed to be submitted no later than the last day of each month by the Employee.

7. Rights to Work Performed

All materials gathered and reports, publications or images produced in the performance of this contract shall be the exclusive property of the City and shall not be used for any purpose without the expressed consent of the Commission.

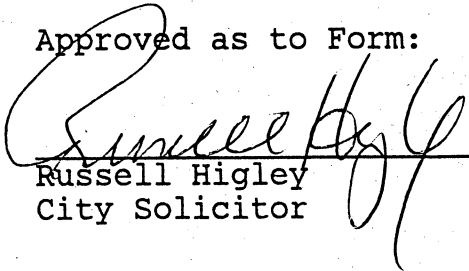
8. Statutory Requirements and Procedures

The Employee agrees in performing this contract to comply with the statutes of the Commonwealth of Massachusetts and ordinances of the City. These statutes and ordinances are made part of this contract by reference so far as they are applicable.

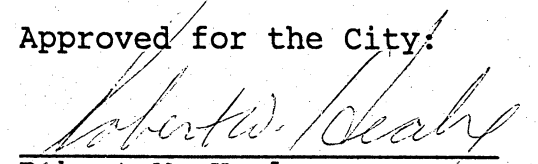
9. Termination

Either party may terminate this contract on fourteen days' written notice to the other. The Employee shall be entitled to compensation in accordance with this agreement for services performed to the date of termination.

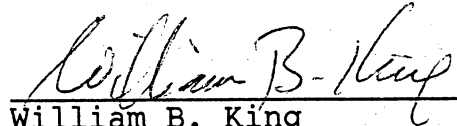
Approved as to Form:

  
\_\_\_\_\_  
Russell Higley  
City Solicitor

Approved for the City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Cambridge Historical Commission

  
\_\_\_\_\_  
William B. King  
Chairman

Employee:

  
\_\_\_\_\_  
Charlotte Presler

410/23-1

Agreement by and Between  
THE CITY OF CAMBRIDGE  
AND  
MYRNA RIVERA  
240 Albany St.  
Cambridge, MA 02139  
SS# 021-28-2019

THIS AGREEMENT, made as of the first day of July 1993, by and between the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City"), and Myrna Rivera of Cambridge, Massachusetts (hereinafter called "Consultant"),

WITNESSETH THAT:

WHEREAS, The City has designated the Department of Human Service Programs (hereinafter called the "Department"), to carry out human service planning, development, and service delivery; and

WHEREAS, the City desires to engage the Consultant to render services in execution of these activities for the Department; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$2,500.00 the full amount payable under this Agreement, with a City of Cambridge Purchase Order Number 410123 and assigned said Purchase Order to City Budget Code Number 101-4665-04-56100.

NOW THEREFORE, the parties hereto do mutually agree to the following:

A. SCOPE OF SERVICES

Under the direction of the Department's Council on Aging Director, or that person's designee, the Consultant shall:

1. Provide receptionist services to the Pearl St. Senior Center at 15 Pearl St.
2. Handle administrative duties including: open (set up desk and plug in phone); answer, log, and direct telephone calls, taking messages for staff. Handle memberships to the center, complete all necessary paperwork, distribute information as requested, handle trip sign-up sheets; collect fees and give to administrative assistant for deposit, mail outgoing correspondence, and turn in time sheets at end of each week.
3. Close center: lock office area, lock all supplies and work materials in file, tell members that the center is closed and kindly ask them to leave, lock all cash receipts in the file,

B. TIME OF PERFORMANCE

The services of the Consultant are to commence no sooner than July 1, 1993 and shall be undertaken in such sequence as to ensure their expeditious completion, but in no event shall that date extend beyond June 30, 1994.

C. COMPENSATION AND METHOD OF PAYMENT

The City agrees to pay the Consultant at the rate of \$2.75 per hour for work performed under the terms of this Agreement. The total amount payable under this Agreement is not to exceed \$2,500.00.

The Consultant shall be paid on the basis of monthly invoices submitted to the Department. Said invoices shall be accompanied by documentation of the Consultant's hours worked.

D. CHANGES

Either party may from time to time request changes in the Scope of Services to be performed by the Consultant hereunder. Such changes, except as specified below, shall be mutually agreed upon by the City and the Consultant, and shall be incorporated in written amendments to this Agreement. No change shall be binding unless and until approved by both parties.


This Agreement may be cancelled without cause by either party by giving fourteen (14) day's written notice to the other party.

E. APPLICABLE LAWS, REGULATIONS, AND PROCEDURES


The Consultant shall provide the services required hereunder in accordance with the terms of the Agreement, other applicable laws and regulations, all policies and procedures of the Department, and all written instructions now or hereafter provided in writing by the City.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands as of the date first written above.

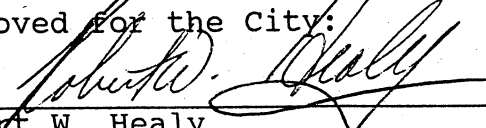
Approved as to Legal Form:

  
\_\_\_\_\_  
Russell B. Higley  
City Solicitor

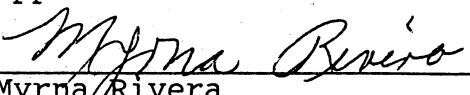
Approved for Department:

  
\_\_\_\_\_  
Jill Herold, Asst. City Manager  
for Human Services

Approved for the City:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

Approved for the Consultant:

  
\_\_\_\_\_  
Myrna Rivera  
Council on Aging

Contract No. 33-94

413635

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
THE CAMBRIDGE COMMUNITY HOUSING RESOURCE BOARD  
AND  
Jaqueline Sacks  
56 Highland Avenue  
Cambridge, Massachusetts 02138

THIS AGREEMENT entered into as of the 30th day of August, 1993 by and between Jaqueline Sacks of Cambridge, Massachusetts (hereinafter called the "Consultant") and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City") and the Cambridge Community Housing Resource Board (hereinafter called the "Board");

WITNESSETH THAT:

WHEREAS, consistent with its responsibilities under Title VIII of the Civil Rights Act of 1968, as amended, the U.S. Department of Housing and Urban Development (hereinafter called "HUD") has entered, since November, 1975, into Voluntary Affirmative Marketing Agreements (hereinafter called "VAMA") with the National Association of Real Estate Brokers to assure that housing will be marketed on a nondiscriminatory basis; and

WHEREAS, assistance in implementing VAMA commitments is provided to local Real Estate boards through HUD's establishment of Community Housing Resource Boards; and

WHEREAS, HUD organized the Cambridge Community Housing Resource Board in the City of Cambridge in September, 1981; and

WHEREAS, the Office of the Assistant Secretary for Administration of HUD signed an agreement on September 23, 1991 allocating \$39,995 to the Board; and

WHEREAS, the Board, acting through the City's Community Development Department (hereinafter called the "Department") engaged the Consultant to promote and execute Fair Housing activities in Cambridge, as specified in Part A of this Agreement; and

WHEREAS, the Consultant performed such services since March 2, 1992 and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$2,798.45 the full amount payable under this contract, with a City of Cambridge Purchase Order No. 413635-1 and assigned said Purchase Order to City Budget Code Nos. 216-3500-90-56100 (\$2,698.45); 216-3500-90-55020 (\$100.00);

NOW, THEREFORE, the parties do mutually agree as follows:

A. SCOPE OF SERVICES

The Consultant shall perform the following services for the Board under the direction of the Department and the Board:

1. Promote and publicize the VAMA and Fair Housing Goals and activities.
2. Continue a working relationship with the Greater Boston Real Estate Board in order to pursue the objectives of the HUD grant to the Board.
3. Determine the extent of participation in the signing and implementation of the VAMA among the Realtors of Cambridge.
4. Provide training in implementation of the VAMA and understanding of the principles of fair housing.
5. Develop a strategy to promote fair housing activities among owners and managers of rental properties.
6. Establish a Scholarship Program for minorities wishing to enter the Real Estate Industry, especially management.
7. Carry out appropriate activities in April, 1993, Fair Housing Month.
8. Organize an event celebrating fair housing in Cambridge.
9. Perform clean-up activities including preparation of a final report.

B. TIME OF PERFORMANCE

The Consultant shall be compensated for overtime for the period of March 15, 1993 through July 2, 1993 for additional work necessary to complete grant activities, including scholarship, fair housing month, celebration and VAMA work. Consultant shall be compensated for 5 hours a week at the rate of \$18.61 per hour for a total of \$1,488.80, additional to the \$372.20 already paid for each of those weeks. This clause supersedes the terms set out in contract No. 40-93 Section D1 which originally imposed a payment ceiling of \$372.20 per week.

The services of the Consultant are to continue as of September 22, 1993 but only after receipt of a notice to

proceed from the Department and shall be undertaken in such sequence as to assure their expeditious completion, but in no event shall that date extend beyond October 23, 1993.

C. DATA TO BE FURNISHED TO THE CONSULTANT

All information, data, reports and records that are existing, available and necessary for the carrying out of the services required hereunder shall be made available to the Consultant by the City and the latter shall cooperate with the Consultant in every way possible in the carrying out of the work without undue delay.

D. COMPENSATION AND METHOD OF PAYMENT

1. The Board and the City agree to pay the Consultant at the rate of \$18.61 per hour for work performed under the terms of the Agreement and on the basis of itemized invoices submitted weekly to the Department.
2. The Consultant shall work 20 hours a week and will not be paid for holidays or days when the Department is closed.
3. The Cambridge Community Housing Resource Board shall maintain a Worker's Compensation policy for the Consultant in an amount determined by the Commonwealth of Massachusetts.
4. The Consultant will receive no vacation, sick benefits, health benefits or any salary or benefit other than those described in Paragraphs B, D1, D2 and D3 and the Board and the Department have informed the Consultant that this employment is temporary so the Department and/or City therefore shall not be liable for unemployment benefits.
5. The Consultant, being aware that her compensation will come from a HUD grant to the Board, will maintain her daily time records in accordance with the Project Numbers assigned by the Department; and will turn in such time records to the Department when submitting itemized invoices as required in Paragraph D1 above.
6. In addition to amounts allocated under Contract 40-93 the City agrees to pay up to, \$100 for supplies for a total of \$100 for out-of-pocket incidental expenditures necessary to the carrying out of the consulting services and approved by the CCHRB. Expense billings shall include expense receipts. Such reimbursements will not be counted as income. Other expenses shall be billed separately.

E. CHANGES

Either party may from time to time request changes in the Scope of Services of the Consultant to be performed hereunder or in other provisions of this contract. Such changes, except as specified below, which shall be mutually agreed upon between the Board, the City and the Consultant, shall be incorporated in written amendments to this contract. No change, however, shall be binding unless and until approved by the parties.

The Consultant agrees that all work being paid in whole or in part by the HUD grant to the Board will be performed in accordance with the HUD rules and regulations then in effect. Any changes, in the terms and conditions of this contract, must be consistent with Federal, State and Local laws governing this HUD Community Housing Resource Board Program.

This Agreement is subject to the availability of grant funds from HUD. Moreover, this Agreement may be cancelled without cause by either party by giving fourteen (14) days written notice to the other party.

F. APPLICABLE LAWS, REGULATIONS AND PROCEDURES

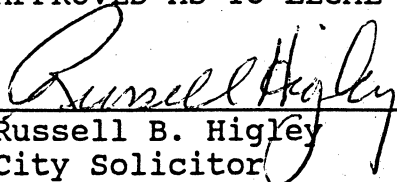
The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, the HUD grant and other applicable laws and regulations, and all instructions now or hereafter provided in writing by the Board and the City.

G. HUD REQUIREMENTS

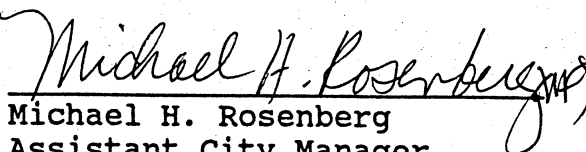
The Consultant hereby agrees to be bound by all applicable provisions of Agreement No. HG16353 between the Board and HUD dated September 23, 1991.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first above written.

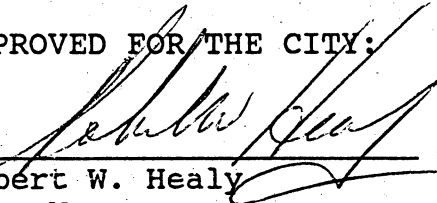
APPROVED AS TO LEGAL FORM:

  
\_\_\_\_\_  
Russell B. Higley  
City Solicitor

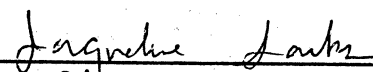
APPROVED FOR THE DEPARTMENT:

  
\_\_\_\_\_  
Michael H. Rosenberg  
Assistant City Manager  
for Community Development

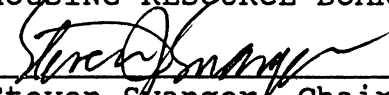
APPROVED FOR THE CITY:

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

APPROVED BY THE CONSULTANT:

  
\_\_\_\_\_  
Jaqueline Sacks

APPROVED FOR THE CAMBRIDGE HOUSING RESOURCE BOARD:

  
\_\_\_\_\_  
Steven Swanger, Chairperson  
Cambridge Community Housing  
Resource Board

031-42-2080  
Social Security No.

Contract No. 33-94  
Jaqueline Sacks

Contract No. 42-94

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS,  
THE CAMBRIDGE COMMUNITY HOUSING RESOURCE BOARD  
AND  
Jaqueline Sacks  
56 Highland Ave.  
Cambridge, MA 02139

413710

THIS AGREEMENT entered into as of the 22d day of October, 1993 by and between Jaqueline Sacks (hereinafter called the "Consultant"), the Cambridge Community Housing Resource Board (hereinafter called the "Board"), and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, consistent with its responsibilities under Title VIII of the Civil Rights Act of 1968, as amended, the U.S. Department of Housing and Urban Development (hereinafter called "HUD") has entered, since November 1975, into Voluntary Affirmative Marketing Agreements (hereinafter called "VAMA") with the National Association of Realtors to assure that housing will be marketed on a nondiscriminatory basis; and

WHEREAS, assistance in implementing VAMA commitments is provided to local Real Estate boards through HUD's establishment of Community Housing Resource Boards; and

WHEREAS, HUD organized the Cambridge Community Housing Resource Board in the City of Cambridge in September, 1981; and

WHEREAS, the Greater Boston Real Estate Board of Boston, MA and Wellesley, MA (hereinafter, "GBREB") donated \$4,500 over the past several years to the Cambridge Community Housing Resource Board for fair housing activities; and

WHEREAS, the Board, acting through the City's Community Development Department (hereinafter called the "Department") engaged the Consultant to promote and execute Fair Housing Activities in Cambridge, as specified in Part A of this Agreement; and

WHEREAS, the Consultant has agreed to perform such services under the direction of the Board, and has the ability to so perform; and

WHEREAS, the Consultant has performed such activities since March 2, 1992 and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$1358.53 the full amount payable under this contract, with a City of Cambridge Purchase Order No. 413710-1 and assigned said Purchase Order to City Budget Code No. 216-3500-01-56100 (\$1,358.53);

NOW THEREFORE, the parties do mutually agree as follows:

A. SCOPE OF SERVICES

The Consultant shall perform the following services for the Board under the direction of the Board:

1. Prepare 1994 Fair Housing calendar for printing.
2. Tie-up activities performed over the course of the past 2 years, including work with Realtors, landlord training and other fair housing activities.
3. Perform clean-up activities including preparation of a final report for U.S. Department of Housing and Urban Development.
4. Organize the Board's files.

B. TIME FOR PERFORMANCE

The services of the consultant are to continue as of October 22, 1993 but only after a notice to proceed from the Department and shall be undertaken in such sequence as to assure their expeditious completion, but in no event shall that date extend beyond December 15, 1993.

C. DATA TO BE FURNISHED TO THE CONSULTANT

All information, data, reports and records as are existing, available and necessary for the carrying out of the services required hereunder shall be made available to the Consultant by the Board and the latter shall cooperate with the Consultant in every way possible in the carrying out of the work without undue delay.

D. COMPENSATION AND METHOD OF PAYMENT

1. The Board, through its fiscal arrangement with the City, agrees to pay the Consultant at the rate of \$18.61 per hour for work performed under the terms of the Agreement and on the basis of itemized invoices submitted weekly to the Department. The Consultant will not be paid for holidays or when the Department is closed.
2. The Board will maintain a workers compensation policy covering the Consultant, in an amount to be determined by the Commonwealth of Massachusetts.
3. The Consultant will receive no vacation, sick benefits, health benefits or any salary or benefit other than those described in Paragraphs B, D1 and D2, and the Board and Department have informed the Consultant that this employment is temporary so the Department and/or City therefore shall not be liable for unemployment benefits.

4. The Consultant, being aware her compensation will come from the GBREB donation to the Board, shall maintain time records in accordance with the project number assigned by the Department; and will turn in such time records to the Department when submitting itemized invoices as required in Paragraph D1 above.

E. CHANGES

Either party may from time to time request changes in the Scope of Services of the Consultant to be performed hereunder. Such changes, except as specified below, which shall be mutually agreed upon between the Board, City and the Consultant, shall be incorporated in written amendments to this contract. No changes, however, shall be binding unless and until approved by the parties.

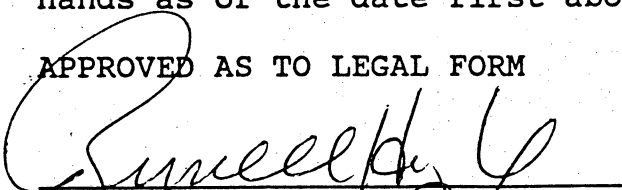
This agreement may be cancelled without cause by either party by giving fourteen (14) days written notice to the other parties.

F. APPLICABLE LAWS, REGULATIONS AND PROCEDURES

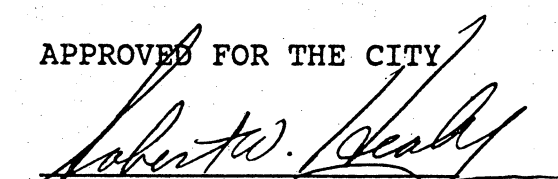
The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, and other applicable laws and regulations, and all instructions now or hereafter provided in writing by the Board.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first above written.


APPROVED AS TO LEGAL FORM

  
\_\_\_\_\_  
Russell B. Higley  
City Solicitor


APPROVED FOR THE CITY

  
\_\_\_\_\_  
Robert W. Healy  
City Manager

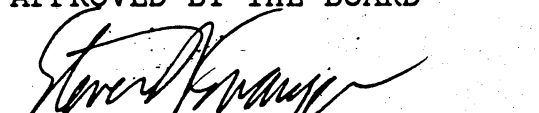
APPROVED FOR THE DEPARTMENT

  
\_\_\_\_\_  
Michael H. Rosenberg  
Assistant City Manager  
for Community Development

APPROVED BY THE CONSULTANT

  
\_\_\_\_\_  
Jaqueline Sacks  
031-42-2080  
\_\_\_\_\_  
Social Security No.

APPROVED BY THE BOARD

  
\_\_\_\_\_  
Steve Swanger, Chairperson  
Cambridge Community Housing  
Resource Board

AGREEMENT BETWEEN  
CITY OF CAMBRIDGE

and

WALLACE SHERWOOD

THIS AGREEMENT, entered into this first day of April 1994, by and between the City of Cambridge, a municipal corporation located at 795 Massachusetts Avenue, Cambridge, Massachusetts 02139 (hereinafter referred to as the City) and Wallace Sherwood, an attorney-at-law having a principal place of business at 10 Trowbridge Street, Cambridge, Massachusetts (hereinafter referred to as the Contractor).

WHEREAS the City, acting through its Affirmative Action Office desires to monitor compliance with Affirmative Action requirements at construction projects within the City of Cambridge which are funded by either Federal, State or City funds; and

WHEREAS the Contractor is ready, willing and able to assume said monitoring duties;

NOW, THEREFORE, the parties do mutually agree as follows:

1. Scope of Service:

The Contractor shall apprise himself of all invitations to bid on construction or renovation projects published by the City. The Contractor will attend all pre-bid conferences and go over with the successful bidder, in detail, the latter's obligation to employ minorities and report weekly on the project's workforce. If the project contractor needs an alternative plan for meeting the overall minority employment requirements, such alternative will be negotiated at this conference, before work actually begins.

The Contractor will visit each worksite to monitor in person its minority employment, and report his findings to the Affirmative Action Director. Each project will be so monitored at least once each month. (Project lasting less than two months will be visited at least one

time.)

The Contractor shall monitor the submission by contractors of manning projections and of weekly workforce utilization data to the City's Affirmative Action Office. When such reports are in arrears, incomplete, or out of compliance, the Contractor and the Affirmative Action Director will decide together on follow-up measures to be pursued by the Contractor.

Quarterly reports on minority employment will be prepared by the Contractor for submission to the Massachusetts Commission Against Discrimination.

The Contractor will report to the Affirmative Action Director each week, as follows:

- . new projects upcoming for which bids have been solicited
- . projects begun during the previous season, but not yet completed, on which work will be resuming
- . department and lead staff person who will be responsible for project
- . scheduling of upcoming pre-bid and pre-construction conferences
- . weekly workforce utilization reports received from contractors; reports overdue and follow-up efforts
- . on-site monitoring visits conducted; findings

In addition, the Contractor shall keep a log sheet on each project on which shall be recorded all compliance monitoring activities and outcomes for each project, from the solicitation of bids through completion of the work.

2. Time of Performance:

The term of this Agreement shall commence on the first day of April 1994 and continue for to September 30, 1994.

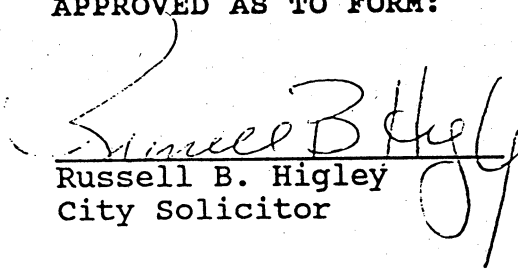
3. Compensation:

The City shall compensate the Contractor a total amount of Five Thousand Six Hundred and Twenty-Five Dollars (\$5,625.00) to be paid in six (6) monthly installments of \$937.50 (Nine Hundred Thirty Seven Dollars and Fifty Cents).

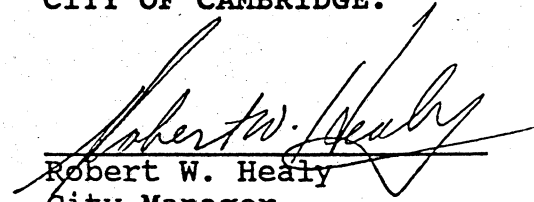
4. Upon the failure of the Contractor to perform the agreements and covenants in the manner described above,

the City may, at its option, terminate this agreement by giving the Contractor at least thirty (30) days written notice and if such default is not cured by date fixed by such notice, this agreement shall cease and come to an end on such fixed date.

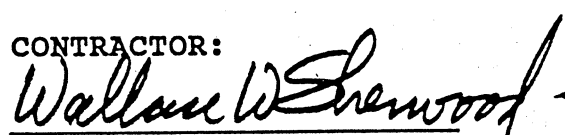
APPROVED AS TO FORM:

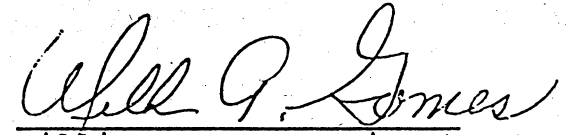
  
Russell B. Higley  
City Solicitor

CITY OF CAMBRIDGE:

  
Robert W. Healy  
City Manager

CONTRACTOR:

  
Wallace W. Sherwood, Esq.

  
William A. Gomes, Director  
Affirmative Action

AGREEMENT BETWEEN  
CITY OF CAMBRIDGE

and

WALLACE SHERWOOD

THIS AGREEMENT, entered into this first day of July 1992, by and between the City of Cambridge, a municipal corporation located at 795 Massachusetts Avenue, Cambridge, Massachusetts 02139 (hereinafter referred to as the City) and Wallace Sherwood, an attorney-at-law having a principal place of business at 10 Trowbridge Street, Cambridge, Massachusetts (hereinafter referred to as the Contractor).

WHEREAS the City, acting through its Affirmative Action Office desires to monitor compliance with Affirmative Action requirements at construction projects within the City of Cambridge which are funded by either Federal, State or City funds; and

WHEREAS the Contractor is ready, willing and able to assume said monitoring duties;

NOW, THEREFORE, the parties do mutually agree as follows:

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The Contractor shall apprise himself of all invitations to bid on construction or renovation projects published by the City. The Contractor will attend all pre-bid conferences and go over with the successful bidder, in detail, the latter's obligation to employ minorities and report weekly on the project's workforce. If the project contractor needs an alternative plan for meeting the overall minority employment requirements, such alternative will be negotiated at this conference, before work actually begins.

The Contractor will visit each worksite to monitor in person its minority employment, and report his findings to the Affirmative Action Director. Each project will be so monitored at least once each month. (Project lasting less than two months will be visited at least one

time.)

The Contractor shall monitor the submission by contractors of manning projections and of weekly workforce utilization data to the City's Affirmative Action Office. When such reports are in arrears, incomplete, or out of compliance, the Contractor and the Affirmative Action Director will decide together on follow-up measures to be pursued by the Contractor.

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- . department and lead staff person who will be responsible for project
- . scheduling of upcoming pre-bid and pre-construction conferences
- . weekly workforce utilization reports received from contractors; reports overdue and follow-up efforts
- . on-site monitoring visits conducted; findings

In addition, the Contractor shall keep a log sheet on each project on which shall be recorded all compliance monitoring activities and outcomes for each project, from the solicitation of bids through completion of the work.

2. Time of Performance:

The term of this Agreement shall commence on the first day of July 1992 and continue for a period of one year.

3. Compensation:

The City shall compensate the Contractor a total amount of Eleven Thousand Two Hundred and Fifty Dollars (\$11,250.00) to be paid in twelve (12) monthly installments of \$937.50 (Nine Hundred Thirty Seven Dollars and Fifty Cents).

4. Upon the failure of the Contractor to perform the agreements and covenants in the manner described above,

the City may, at its option, terminate this agreement by giving the Contractor at least thirty (30) days written notice and if such default is not cured by date fixed by such notice, this agreement shall cease and come to an end on such fixed date.

APPROVED AS TO FORM:

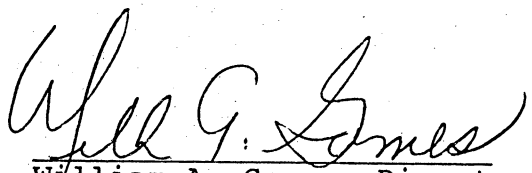
CITY OF CAMBRIDGE:

\_\_\_\_\_  
Russell B. Higley  
City Solicitor

\_\_\_\_\_  
Robert W. Healy  
City Manager

CONTRACTOR:

\_\_\_\_\_  
Wallace W. Sherwood, Esq.

  
\_\_\_\_\_  
William A. Gomes, Director  
Affirmative Action



MASSACHUSETTS OFFICE OF PURCHASING AGENT • CITY HALL, CAMBRIDGE, MA 02139

DATE: 032196 THIS NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING PAPERS, CORRESPONDENCE & PACKAGES.

MAIL INVOICES TO:

NEVILLE MANOR 650 CONCORD AVENUE CAMBRIDGE, MA 02138

SHIP TO: NEVILLE MANOR 650 CONCORD AVENUE CAMBRIDGE, MA 02138

PLEASE INVOICE IN TRIPLICATE

SAME AS "INVOICE TO" UNLESS OTHERWISE SHOWN.

VENDOR: SEAN SULLIVAN 20 BARTLETT PLACE APT. C BOSTON, MA 02113

858641

TERMS: 2% 10 DAYS FROM RECEIPT OF INVOICE F.O.B. DESTINATION (UNLESS OTHERWISE SHOWN HERE.)

DATE REQUIRED	CONFIRMATION ORDER		ORDER ISSUE WAY	SEALED BID FILE NUMBER	DATE	CONTRACT NO	CONTRACT ENCLOSED		QUOTE	PHONE QUOTE	AGREEMENT
	YES	NO					YES	NO			
BELOW	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>			

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
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1			858 4732 06 56100 LINE# 1 STATISTICAL CONSULTANT TO PROVIDE 16 HR OF EDUCATION AND TRAINING WITH SPSS DE AT THE RATE OF 15 PER HR		240.00
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Page total: 240.00

ALL SHIPMENTS MUST BE PREPAID. PACKING SLIP MUST ACCOMPANY SHIPMENT. TAX EXEMPT NO: E046 001 393

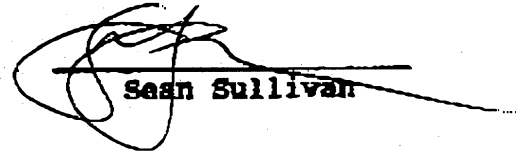
TOTAL AMOUNT NOT TO EXCEED 240.00

APPROVED: [Signature] CITY AUDITOR

BY: \_\_\_\_\_ PURCHASING AGENT

**Agreement for Education and Training at Neville Manor**

**Sean Sullivan, Statistical Consultant, has agreed to provide 16 hours of education and training with SPSS DE at the rate of \$15.00 an hour.**

  
**Sean Sullivan**

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
AND  
Mariana Webb  
98 Howard Street  
Cambridge, Massachusetts 02139

THIS AGREEMENT effective as of the first day of December, 1993 by and between Mariana Webb of Cambridge, Massachusetts (hereinafter called the "Consultant") and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, the City, acting through its Environmental Program (hereinafter called the "Program"), is undertaking the Bicycle and Pedestrian Mobility Program; and

WHEREAS, the City has appropriated \$25,000 in its FY 93-94 budget for the Bicycle and Pedestrian Mobility Program of the Cambridge Environmental Program and;

WHEREAS, the City desires to engage the Consultant to render services in the execution of projects for the Program; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$2400.00 the full amount payable under this contract with a City of Cambridge Purchase Order No. 311769; and assigned said Purchase Order to City Budget Code No. 101-1035-00-55010;

NOW, THEREFORE, the parties do mutually agree as follows:

A. SCOPE OF SERVICES

The Consultant shall perform the following services for the City under the direction of the Program as follows:

1. Perform site analysis of physical road and path systems and design bicycle and pedestrian facilities;
2. Perform behavioral analysis and counts of bicycles and pedestrians;
3. Assist in developing a plan for suggested bicycle routes;
4. Assist in developing a plan for accommodating bicycles and pedestrians on the Cambridge Common;

5. Attend bicycle committee meetings and take minutes, as directed;
6. Assist in developing a library of resource materials;
7. Identify funding sources for bicycle and pedestrian projects;
8. Writing educational and promotional materials to support the activities of the Bicycle/Pedestrian Program;
9. Other duties as directed by the Bicycle/Pedestrian Coordinator or the Director of the Environmental Program.

#### B. TIME OF PERFORMANCE

The services of the Consultant are to commence no sooner than Dec. 15, 1993 and shall not extend beyond June 30, 1994.

#### C. DATA TO BE FURNISHED TO THE CONSULTANT

All information, data, reports and records as are existing, available and necessary for the carrying out of the services required hereunder shall be made available to the Consultant by the City and the latter shall cooperate with the Consultant in every way possible in the carrying out of the work without undue delay.

#### D. COMPENSATION AND METHOD OF PAYMENT

The City agrees to pay the Consultant a maximum amount of \$2400.00 for the work undertaken under this Agreement. The Consultant shall be paid on the basis of submitted invoices, at a rate of \$10.00 per hour for up to 20 hours per week on average.

#### E. CHANGES

Either party may from time to time request changes in the Scope of Services of the Consultant to be performed hereunder. Such changes, except as specified below, which shall be mutually agreed upon between the City and the Consultant, shall be incorporated in written amendments to this contract. No changes, however, shall be binding unless and until approved by the parties.

#### F. TERMINATION OF CONTRACT

1. The City may, by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the City's convenience or because of the failure of the Consultant to fulfill his contract obligations. Upon receipt of such notice, the Consultant shall immediately discontinue all services affected unless the notice directs otherwise.

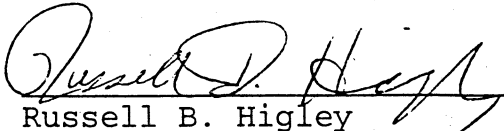
2. The Consultant may, by written notice to the City, terminate this Contract. At least one month's notice must be provided to the City before the Consultant's obligation ceases.

G. APPLICABLE LAWS, REGULATIONS AND PROCEDURES

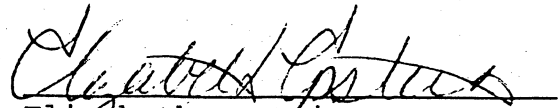
The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, other applicable laws and regulations, and all instructions now or hereafter provided in writing by the City.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first above written.

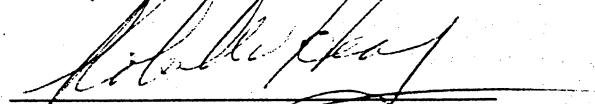
Approved as to Legal Form

  
Russell B. Higley  
City Solicitor

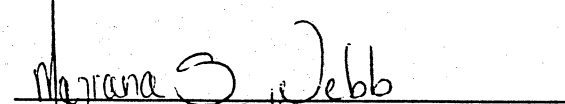
Approved for the Department

  
Elizabeth Epstein  
Director  
Cambridge Environmental  
Program

Approved for the City

  
Robert W. Healy  
City Manager

Approved by the Consultant

  
Mariana Webb  
Consultant

023-38-5198  
Social Security Number

Contract No. 1-94  
Mariana Webb

4217991

Contract No. 2-94

AGREEMENT BETWEEN  
THE CITY OF CAMBRIDGE, MASSACHUSETTS  
AND

Mariana Webb  
98 Howard Street  
Cambridge, Massachusetts 02139

THIS AGREEMENT effective as of the twenty-third day of May, 1994 by and between Mariana Webb of Cambridge, Massachusetts (hereinafter called the "Consultant") and the City of Cambridge, a municipal corporation in the Commonwealth of Massachusetts (hereinafter called the "City");

WITNESSETH THAT:

WHEREAS, the City, acting through its Environmental Program (hereinafter called the "Program"), is undertaking the Bicycle and Pedestrian Mobility Program; and

WHEREAS, the City has appropriated \$25,000 in its FY 93-94 budget for the Bicycle and Pedestrian Mobility Program of the Cambridge Environmental Program and;

WHEREAS, the City desires to engage the Consultant to render design services in the execution of projects for the Program; and

WHEREAS, the Consultant has agreed to perform such services and has the apparent ability to so perform; and

WHEREAS, the City has encumbered \$5200.00 the full amount payable under this contract with a City of Cambridge Purchase Order No. 421799; and assigned said Purchase Order to City Budget Code No. 101-1035-00-56010;

NOW, THEREFORE, the parties do mutually agree as follows:

A. SCOPE OF SERVICES

The Consultant shall perform the following design services for the City under the direction of the Program as follows:

1. Perform site analysis of physical road and path systems and design bicycle and pedestrian facilities;
2. Perform behavioral analysis and counts of bicycles and pedestrians;

3. Assist in developing a plan for suggested bicycle routes;
4. Assist in developing a plan for accommodating bicycles and pedestrians on the Cambridge Common;
5. Assist in developing a library of resource materials;
6. Identify funding sources for bicycle and pedestrian projects;
8. Writing educational and promotional materials to support the activities of the Bicycle/Pedestrian Program;
9. Assist in developing a Pedestrian Master Plan;
10. Assist in the work of the City's Street Enhancement Initiative;
11. Other duties as directed by the Bicycle/Pedestrian Coordinator or the Director of the Environmental Program.

#### B. TIME OF PERFORMANCE

The services of the Consultant are to commence no sooner than May 23, 1994 and shall not extend beyond December 31, 1994.

#### C. DATA TO BE FURNISHED TO THE CONSULTANT

All information, data, reports and records as are existing, available and necessary for the carrying out of the services required hereunder shall be made available to the Consultant by the City and the latter shall cooperate with the Consultant in every way possible in the carrying out of the work without undue delay.

#### D. COMPENSATION AND METHOD OF PAYMENT

The City agrees to pay the Consultant a maximum amount of \$5200.00 for the work undertaken under this Agreement. The Consultant shall be paid on the basis of submitted invoices, at a rate of \$12.00 per hour.

#### E. CHANGES

Either party may from time to time request changes in the Scope of Services of the Consultant to be performed hereunder. Such changes, except as specified below, which shall be mutually agreed upon between the City and the Consultant, shall be incorporated in written amendments to this contract. No changes, however, shall be binding unless and until approved by the parties.

F. TERMINATION OF CONTRACT

1. The City may, by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the City's convenience or because of the failure of the Consultant to fulfill his contract obligations. Upon receipt of such notice, the Consultant shall immediately discontinue all services affected unless the notice directs otherwise.

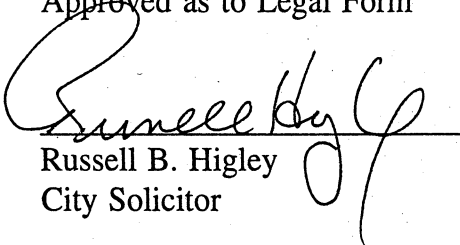
2. The Consultant may, by written notice to the City, terminate this Contract. At least one month's notice must be provided to the City before the Consultant's obligation ceases.

G. APPLICABLE LAWS, REGULATIONS AND PROCEDURES


The Consultant shall provide the services required hereunder in accordance with the terms of this Agreement, other applicable laws and regulations, and all instructions now or hereafter provided in writing by the City.

In Witness Whereof the parties hereto have hereunder set their hands as of the date first above written.

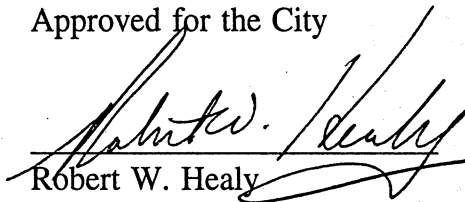
Approved as to Legal Form

  
Russell B. Higley  
City Solicitor

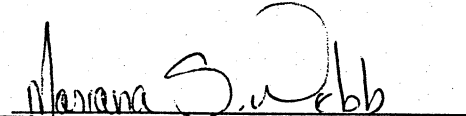
Approved for the Department

  
Elizabeth Epstein  
Director  
Cambridge Environmental Program

Approved for the City

  
Robert W. Healy  
City Manager

Approved by the Consultant

  
Mariana Webb  
Consultant

023.38.5198  
Social Security Number

Contract No. 2-94  
Mariana Webb



# City of Cambridge Police Department

TELEPHONE  
(617) 349-3300

FAX  
(617) 349-3320

Perry L. Anderson, Jr.  
Police Commissioner

Office of the Commissioner

Robert W. Healy  
City Manager

June 28, 1994

TO: Liz Dillon

Walter Boyie  
Superintendent

Harold Murphy  
Superintendent

David Degou  
Deputy Superintendent

Michael Giacoppo  
Deputy Superintendent

Yvonne Hall  
Deputy Superintendent

Gloria Pimentel  
Deputy Superintendent

Lt. Thomas O'Connor  
Quality Control Detail

Mr. Raymond Santilli  
Planning, Budget & Personnel

Mr. Frank Pasquarello  
Aide to the Commissioner

Sandy Coppola, Secretary  
(617) 349-3377

I am requesting payment for services rendered 6/28/94. I entered Domestic violence police reports into Database for 8 1/2 hrs at the agreed upon payment of \$7.50/hr. The amount requested is \$63.75.

Thank you,  
Kaner Zeltzer  
3 Lorraine Terr #8  
Allston, MA 02134

Approved  
M. Giacoppo  
7/29/94

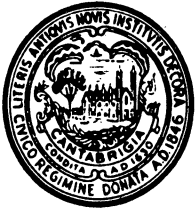
Approved 8/1/94  
Det. H. Boyle

Rec'd  
2/1/94



ADDRESS ALL COMMUNICATIONS TO  
5 WESTERN AVENUE, CAMBRIDGE, MASSACHUSETTS 02139





CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300

FAX 349-4307

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

RICHARD C. ROSSI  
Deputy City Manager

18.  
April 3, 1995

To The Honorable, The City Council:

In response to Awaiting Report Item No. 30, please find attached copies of personnel services contracts for FY94.

Very truly yours,

Robert W. Healy  
City Manager

RWH/mev  
attachments

Consent Agenda # 18

S-129

Response to Awaiting Report Item Number  
Thirty regarding personal services/  
employment contracts.

IN City Council,

April 3, 1995

*Placed on file*