CITY COUNCIL MEETING AGENDA - VERSION 1

January 28, 2013
7:30 PM

1. **OPENING MOMENT OF SILENCE**
2. **PLEDGE OF ALLEGIANCE**
3. **LATE FILE ITEMS**
4. **PUBLIC COMMENT**

CONSENT AGENDA

NOTE: ALL ITEMS LISTED UNDER CONSENT AGENDA WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

5. **APPROVAL OF MINUTES**
   January 14, 2013 (Approve)

6. **TRANSFERS**
   1. DPS/Sewer Retained earnings $4,536 to MIIA Municipal Ins. $4,536 (Approve)
   2. DPS/Water Retained earnings $822 to MIIA Municipal Ins. $822 (Approve)
   3. Veterans Free Cash $42,000 to Veterans Benefits $42,000 (Approve)
   4. Health Dept Green Initiatives Fd $8,975 to Health/Recycling Green Init. $8,975 (Approve)

7. **COMMUNICATIONS**
   1. 2nd Pan Mass Challenge Kids Ride June 23, 2013 Rail Trail & Cashman Park (PS)
   2. 2nd Flag Day 5K June 14, 2013 to benefit 1st Lt. Derek Hines Soldiers Asst fd (PS)
   3. Second Hand Motor Vehicle License Renewal –Chanard Limosine Sales Inc. (Approve)
   4. Green Stride Half Marathon & Relay October 20, 2013 (PS)
   5. Newburyport Cultural District (R&F)
   6. Girl Scout Troup #85378 Cookie Sale Feb. 9, 2013 Post Office sidewalk (Approve)
   7. FY 2013 Mid-Year Budget Report (R&F)
   8. Second Hand Motor Vehicle License Renewal –Great Bay Autobody - Marine (Approve)

8. **APPOINTMENTS - First Reading**

			Appointment	
1.	Katie Guildner	7 Broad St. #2	Moseley Woods Commission	January 1, 2014
2.	Sarah M. White	349 High Street	Historical Commission	January 1, 2016
3.	Deborah Woron-Masia	3 Moulton St.	Moseley Woods Commission	January 1, 2016
			Re-Appointment	
4.	Paul Dahn	343 High Street	Harbor Commission	January 31, 2016
5.	Joseph J. Donnelly	8 Bowlen Ave.	Library Board of Directors	January 1, 2020

END OF CONSENT AGENDA

REGULAR AGENDA

9. **COMMUNICATIONS**
   9. Dance Place Flash Mob at Market Square Feb. 14 & 16, 2013 for V-day/One Billion Rising

10. **APPOINTMENTS - First Reading**

6.	Susanne Marzi Cameron	17 Oakland St.	Affordable Housing Trust	January 1, 2015

11. **ORDERS**
   1. Tabled - Order Establishing HR and Finance Department
   2. Receipt of gift for Animal Control – Health Department

12. COMMITTEE ITEMS

Budget & Finance

In Committee:

1. DPS-Sewer I/I Reduction Prog. $100,000 to CIP-Plum Island Alarm Syst $100,000 **09/10/2012*
2. Free Cash $132,393.78 to Fund Union Contracts $132, 393.78 **01/14/2013*

General Government

In Committee:

1. Campaign Finance Reports – Municipal Forms website posting **05/14/2012*
2. Ordinance Review Committee Ordinances to be revised **1/14/2013*

Joint Education

In Committee:

1. Letter regarding World War II Memorial Stadium **10/23/2012*
2. NHS Baseball Alumni Assoc. re loss of baseball field **11/26/2012*

License & Permits

Neighborhoods & City Services

In Committee:

1. Amend Ord. 3-27 Animals, dogs, Licensing of dogs and kennels **06/25/2012*

Planning & Development

In Committee:

1. Communication regarding Zoning Changes on Storey Avenue **05/29/2012*
2. Order Cushing Park land transfer to Mayor for Municipal Parking **06/25/2012*
3. ORD Ch. 16 Sec.5 Local Historic District **09/24/2012*
4. ORD Ch. 5 Article X Building Demolition **09/24/2012*
5. Request for Discontinuance of Westerly Side of Harnch's Way **11/13/2012*
6. Revising Demolition Delay **11/26/2012*
7. Downtown Historic District/Demolition Control District **11/26/2012*

Public Safety

In Committee:

1. Amend Ord. 10-9 Miscellaneous offenses – use or consumption of marijuana **11/28/2011*
2. Amend Ord. 13-180 Parking Resident Harris St. **01/30/2012*
3. Community Giving Tree of Boxford donation box **04/30/2012*
4. Order Yankee Homecoming Parade **06/25/2012*
5. Parking, Russell Terrace, No Parking, 50 feet from Storey Ave **08/27/2012*
6. ORD Ch. 2 Sec.358 Fingerprint Criminal History Checks **09/24/2012*
7. Amer. Diabetes Assoc. Annual Tour de Cure Cycling event May 19, 2013 **12/10/2012*
8. Amend Ch. 13 Article IV Div 6 Sec. 13-175 2 hr zone Water St **1/14/2013*
9. Amend Ch. 13 Article IV Div 6 Sec. 13-176 1 hr zone Pleasant St **1/14/2013*
10. Amend Ch. 13 Article IV Div 6 Sec. 13-176.1 Thirty minutes **1/14/2013*

Public Utilities Committee

Rules Committee

13. GOOD OF THE ORDER

14. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL MEETING MINUTES - VERSION 1
January 14, 2013
7:30 PM

Council President O'Brien called the meeting to order at 7:30 pm. A moment of silence was held for former City Councillor C. Bruce Brown and retired police officer Wayne Hooper. This was followed by the Pledge of Allegiance. He then instructed the City Clerk to call the roll. The following Councillors answered present: Cameron, Connell, Cronin, Derrivan, Earls, Heartquist, Herzog, Jones, Sullivan and O'Brien. 10 present, 1 vacant.

1. CALL TO ORDER

a. Election of Council President

The City Clerk called the roll and each Councillor stated the name of their choice. 11 – 0 for Thomas F. O'Brien.

b. Committee Assignments

Moved to the end of the meeting.

c. City Council Meeting Schedule 2013

Motion to approve the schedule by Councillor Derrivan, seconded by Councillor Cronin. So voted.

d. City Council Rules 2013

Motion to approve the rules by Councillor Jones, seconded by Councillor Derrivan. So voted.

2. LATE FILE ITEMS – Transfer #2, Transfer #3

Motion to waive the rules and allow the late file transfers collectively by Councillor Cameron, seconded by Councillor Herzog. 9 yes, 1 no (Jones), 1 vacant. So voted.

Communication #12

Motion to waive the rules and allow the late file communication by Councillor Jones, seconded by Councillor Cameron. 10 yes, 1 vacant. So voted.

3. PUBLIC COMMENT

1. Stephanie Niketic	93 High Street	Local Historic District
2. Jared Eigerman	83 High Street	Local Historic District
3. Margaret Welch	82 Curzon Mill Rd	Local Historic District
4. Steve Rudolph	349 High Street	Local Historic District
5. Marc Cendron	91 High Street	Local Historic District
6. Leon Friedman	Reservation Terrace	Local Historic District
7. Nat Coughlin	22 Bromfield St	Drain Layer License
8. Bill Harris	56 Lime St	Local Historic District

4. Mayor's Proclamation of Poverty Day January 15, 2013

CONSENT AGENDA

5. APPROVAL OF MINUTES

December 10, 2012 (Approved)

6. TRANSFERS

1. Mayor/Parks Quail Run $4,950 to Park Maintenance $4,950 (Approved)

7. COMMUNICATIONS

1. Election Calendar 2013 (Approved)
2. Second Hand Motor Vehicle License Renewal –Newburyport Auto Brokers (License & Permits)
3. Second Hand Motor Vehicle License Renewal –GNFD, Inc. (License & Permits)
4. Second Hand Motor Vehicle License Renewal –LCA Motors (License & Permits)
5. Second Hand Motor Vehicle License Renewal –City Auto Wholesale (License & Permits)
6. Second Hand Motor Vehicle License Renewal –Autowerkes of Hampton Inc. (License & Permits)
7. Second Hand Motor Vehicle License Renewal – Plum Autoworks, Inc. (License & Permits)

Items 2 through 7 removed collectively by Councillor Earls.

8. Rotary Club Annual Frigid Fiver 5 Miler Road Race Feb. 3, 2013 (Public Safety)
Removed by Councillor Herzog.
9. Parks Commissioner Greenleaf Road Closure Feb. 2, 2013 (Public Safety)
Removed by Councillor Herzog.
10. Nbpt Brownie Tr #75336 Girl Scout Sales State St. Feb. 9, 2013 (Public Safety)
Removed by Councillor Herzog.
11. Ord. Review Committee Ordinances to be revised (General Gov't)

END OF CONSENT AGENDA

Motion to approve the Consent Agenda as amended by Councillor Jones, seconded by Councillor Herzog. 10 yes, 1 vacant. So voted.

REGULAR AGENDA

8. TRANSFERS

2. **LATE FILE** Free Cash $132,393.78 to Fund Union Contracts $132, 393.78

Motion to refer to Budget & Finance by Councillor Connell, seconded by Councillor Cameron. So voted.

3. **LATE FILE** DPS Highway Rsv Appr Cemetery Receipts $300.00 to DPS Cemetery Maint $300.00

Motion to approve by Councillor Herzog, seconded by Councillor Derrivan. So voted.

9. COMMUNICATIONS

2. Second Hand Motor Vehicle License Renewal –Newburyport Auto Brokers
3. Second Hand Motor Vehicle License Renewal –GNFD, Inc.
4. Second Hand Motor Vehicle License Renewal –LCA Motors
5. Second Hand Motor Vehicle License Renewal –City Auto Wholesale
6. Second Hand Motor Vehicle License Renewal –Autowerkes of Hampton Inc.
7. Second Hand Motor Vehicle License Renewal – Plum Autorworks, Inc.

Motion to take items 2 through 7 collectively by Councillor Earls, seconded by Councillor Derrivan. Motion to approve by Councillor Earls, seconded by Councillor Jones. So voted.

8. Rotary Club Annual Frigid Fiver 5 Miler Road Race Feb. 3, 2013

Motion to approve by Councillor Herzog, seconded by Councillor Cronin. Motion subject to insurance by Councillor Cronin, seconded by Councillor Derrivan. So voted.

9. Parks Commissioner Greenleaf Road Closure Feb. 2, 2013

Motion to approve by Councillor Herzog, seconded by Councillor Derrivan. Motion subject to approval of the Fire Chief and Police Marshall by Councillor Earls, seconded by Councillor Derrivan. So voted.

10. Nbpt Brownie Tr #75336 Girl Scout Sales State St. Feb. 9, 2013

Motion to approve by Councillor Herzog, seconded by Councillor Cameron. So voted.

12. **LATE FILE** Letter regarding Boards/Commissions vacancies

Motion to receive and file by Councillor Jones, seconded by Councillor Cameron. So voted.

10. APPOINTMENTS 2nd Reading

Appointment

1. Ann M. Lagasse	One Piper's Quarry	Moseley Woods Commission	December 1, 2014

Struck by the Clerk and replaced by the Mayor's appointment of Ann Lagasse to the Park's Commission.

2. Robin Reath-Graves	25 Lime Street	Parks Commission	December 1, 2017

Motion to approve by Councillor Derrivan, seconded by Councillor Earls. So voted.

Re-Appointment

3. Joseph Brown	6 Cutting Drive	Waterfront Trust	December 1, 2017
4. Karen B. Wiener	7 Lincoln Street	Nbpt Affordable Housing	September 1, 2013
5. Ruth Allen	60 Boardman Street	Cultural Council	December 14, 2015
6. Robert Uhlig	10 Ocean Street	Community Preservation Act Committee	Dec. 1, 2015

Motion to approve the second reading 3 to 6 collectively by Councillor Earls, seconded by Councillor Jones. So voted.

11. APPOINTMENTS 1ST Reading

7. Eric J. Andrukaitis 10 Primrose Way, #1302 Haverhill, MA Police Officer
8. Megan Muldowney 87 Fourteenth Ave. Haverhill, MA Police Officer

Motion to waive the rules and approve in one reading by Councillor Jones, seconded by Councillor Derrivan. So voted.

9. Ann M. Lagasse One Piper's Quarry Parks Commission February 1, 2018

Motion to waive the rules and approve in one reading by Councillor Jones, seconded by Councillor Herzog. So voted.

12. ORDERS

1. Tabled - Order Establishing HR and Finance Department

Motion to remove from the table by Councillor Jones, seconded by Councillor Connell. So voted. Motion to table by Councillor Jones, seconded by Councillor Cronin. 10 yes, 1 vacant. So voted.

2. Drain Layer/Utility Contractor L.D. Russo, Inc.

Motion to waive the rules and approve in one reading by Councillor Jones, seconded by Councillor Herzog. So voted.

13. ORDINANCES

1. 2n Reading ORD Ch. 16 Sec.5 Local Historic District

Motion to approve by Councillor Jones, seconded by Councillor Sullivan. 2 yes (Cameron, Connell), 7 no, 1 present (Earls), 1 vacant. Motion failed.

2. 2nd Reading Amend an ordinance to designate Belcher St as a stop intersection

Motion to approve by Councillor Jones, seconded by Councillor Cronin. 10 yes, 1 vacant. So voted.

3. Amend Ch. 13 Article IV Div 6 Sec. 13-175 2 hr zone Water St

Motion to refer to Public Safety by Councillor Cronin, seconded by Councillor Jones. So voted.

4. Amend Ch. 13 Article IV Div 6 Sec. 13-176 1 hr zone Pleasant St

Motion to refer to Public Safety by Councillor Cronin, seconded by Councillor Jones. So voted.

5. Amend Ch. 13 Article IV Div 6 Sec. 13-176.1 Thirty minutes

Motion to refer to Public Safety by Councillor Cronin, seconded by Councillor Jones. So voted.

14. COMMITTEE ITEMS

Budget & Finance

In Committee:

1. DPS-Sewer I/I Reduction Prog. $100,000 to CIP-Plum Island Alarm Syst $100,000 **09/10/2012*

General Government

In Committee:

1. Campaign Finance Reports – Municipal Forms website posting **05/14/2012*

Joint Education

In Committee:

1. Letter regarding World War II Memorial Stadium **10/23/2012*
2. NHS Baseball Alumni Assoc. re loss of baseball field **11/26/2012*

License & Permits

In Committee:

1. Placement

Neighborhoods & City Services

In Committee:

1. Amend Ord. 3-27 Animals, dogs, Licensing of dogs and kennels **06/25/2012*

Planning & Development

In Committee:

1. Communication regarding Zoning Changes on Storey Avenue **05/29/2012*
2. Order Cushing Park land transfer to Mayor for Municipal Parking **06/25/2012*
3. ORD Ch. 16 Sec.5 Local Historic District **09/24/2012*

4. ORD Ch. 5 Article X Building Demolition *09/24/2012
5. Request for Discontinuance of Westerly Side of Harnch's Way *11/13/2012
6. Revising Demolition Delay *11/26/2012
7. Downtown Historic District/Demolition Control District *11/26/2012

Public Safety
In Committee:

1. Amend Ord. 10-9 Miscellaneous offenses – use or consumption of marijuana *11/28/2011
2. Amend Ord. 13-180 Parking Resident Harris St. *01/30/2012
3. Community Giving Tree of Boxford donation box *04/30/2012
4. Order Yankee Homecoming Parade *06/25/2012
5. Parking, Russell Terrace, No Parking, 50 feet from Storey Ave *08/27/2012
6. ORD Ch. 2 Sec.358 Fingerprint Criminal History Checks *09/24/2012
7. Amer. Diabetes Assoc. Annual Tour de Cure Cycling event May 19, 2013 *12/10/2012

Public Utilities Committee
Rules Committee

15. ELECTION OF CITY COUNCILLOR AT LARGE

Candidates Paula Hudson Chambers, Larry Giunta, Steven Hutcheson, Robert Rothberg, and Warren Russo made personal statements to the Council. Councillor Jones read a statement from Ralph Orlando. Councilor O'Brien read a statement from Mary Zinck.

On the first roll call vote, 2 y Larry Giunta, 5 y Steven Hutcheson, 1 y Orlando, 2 y Rothberg.
On the second roll call vote, 2 y Larry Giunta, 6 y Steven Hutcheson, 2 y Rothberg.
Steven Hutcheson voted in as City Councillor.

5 MINUTE RECESS

SWEARING IN OF COUNCILLOR HUTCHESON

ANNOUNCEMENT OF COMMITTEE ASSIGNMENTS FOR 2013, ON FILE AT THE CLERK'S OFFICE.

16. GOOD OF THE ORDER

17. ADJOURNMENT

Motion to adjourn at 9:10 pm by Councillor Jones, seconded by Councillor Derrivan.

TRANSFERS

Transfer #1
January 28, 2013

City of Newburyport
FY 2013
BUDGET TRANSFER REQUEST

RECEIVED
CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 22 P 2:23

Department: DPS - SEWER DIVISION

Submitted by: Anthony Furnari, Director **Date Submitted:** 1/15/2013

Transfer From:

Account Name	RETAINED EARNINGS	YTD Bal:	$ 1,871,203.00
Account Number:	61-35900	Trans In:	$ -
Amount:	$4,536.00	Trans Out:	$ -
Why are Funds Available:	*Certified retained earnings balance as of 7/1/12.*		

Transfer To:

Account Name	MIIA MUNICIPAL INSURANCE	YTD Bal:	$ -
Account Number:	61-440007	Trans In:	$ -
Amount:	$4,536.00	Trans Out:	$ -

Why are Funds Required: *To fund increased insurance costs for the remainder of the fiscal year due to the ongoing renovations at the Water Pollution Control Facility that have increased the replacement value of the facility.*

Donna D Holaday, Mayor — Donna D Holaday — Date: 1/22/13

William B. Squillace, Auditor — William B Squillace — Date: 1/22/13

City Council Approval: (Stamp)

Transfer #2
January 28, 2013

City of Newburyport
FY 2013
BUDGET TRANSFER REQUEST

RECEIVED
CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 22 P 2:23

Department: DPS - WATER DIVISION

Submitted by: Anthony Furnari, Director **Date Submitted:** 1/15/2013

Transfer From:

Account Name	RETAINED EARNINGS	YTD Bal:	$ 1,356,971.00
Account Number:	60-35900	Trans In:	$ -
Amount:	$822.00	Trans Out:	$ -
Why are Funds Available:	*Certified retained earnings balance as of 7/1/12.*		

Transfer To:

Account Name	MIIA MUNICIPAL INSURANCE	YTD Bal:	$ -
Account Number:	60-4501007	Trans In:	$ -
Amount:	$822.00	Trans Out:	$ -

Why are Funds Required: *To fund increased insurance costs for the remainder of the fiscal year due to the ongoing renovations at the Water Treatment Plant that have increased the replacement value of the facility.*

Donna D Holaday, Mayor — Donna D Holaday — Date: 1/22/13

William B. Squillace, Auditor — William B Squillace — Date: 1/22/13

City Council Approval: (Stamp)

Transfer #3
January 28, 2013

City of Newburyport
FY 2013
BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2013 JAN 22 P 2:17

Department: Veterans
Submitted by: Kevin Hunt, Agent **Date Submitted:** 1/22/2013

Transfer From:

Account Name	Free Cash	YTD Bal:	$1,879,152.23
Account Number:	35900	Trans In:	$ -
Amount:	$42,000.00	Trans Out:	$ 362,798.77

Why are Funds Available: *Free Cash is available for any legal expenditure with the approval of the Mayor and a majority vote of the City Council. The City will receive a 75% reimbursement from the state.*

Transfer To:

Account Name	Veterans Benefits	YTD Bal:	$43,469.21
Account Number:	0154300757700	Trans In:	
Amount:	$42,000.00	Trans Out:	

Why are Funds Required: *This transfer will carry Chapter 115 payments through the end of May. We can assess at the end of the FY what is accurately needed to finish the FY.*

Transfer To:

Account Name		YTD Bal:	
Account Number:		Trans In:	
Amount:		Trans Out:	

Why are Funds Required:

Transfer To:

Account Name		YTD Bal:	
Account Number:		Trans In:	
Amount:		Trans Out:	

Why are Funds Required:

Donna Holaday, Mayor — Donna D. Holaday — Date: 1/22/13
William B. Squillace, Auditor — [signature] — Date: 1/22/13
City Council Approval: (Stamp)

Transfer #4
January 28, 2013

City of Newburyport
FY 2013
BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2013 JAN 22 P 3:32

Department: Health Department

Submitted by: Molly Ettenborough **Date Submitted:** 1/21/2013

Transfer From:

Account Name	Green Initiatives Fund	YTD Bal:	$ 342,838.60
Account Number:	2755-59600	Trans In:	$ -
Amount:	$8,975.00	Trans Out:	$ -

Why are Funds Available: *Special Revenue fund to cover the costs of activities and expenses associated with green initiatives through-out the city. Initial funding came from a rebate received from the Nock solar energy project.*

Transfer To:

Account Name	Health/Recycling -Green Initiatives	YTD Bal:	$ 217.60
Account Number:	01510002- 57400	Trans In:	$ -
Amount:	$8,975.00	Trans Out:	$ -

Why are Funds Required: *To complete DPS and City Hall energy audit for Green Communities Grant application.*

Transfer To:

Account Name		YTD Bal:	
Account Number:		Trans In:	
Amount:		Trans Out:	

Why are Funds Required:

Transfer To:

Account Name		YTD Bal:	
Account Number:		Trans In:	
Amount:		Trans Out:	

Why are Funds Required:

Donna D. Holaday, Mayor — Donna D. Holaday — Date: 1/22/13
William B. Squillace, Auditor — William B. Squillace — Date: 1/22/13
City Council Approval: (Stamp)

COMMUNICATIONS

Communication #1
January 28, 2013

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 14 A 10: 30

Tara Mahon McQuaid
5 Silver Ledge Road
Newbury, MA 01951

Newburyport City Council
Newburyport City Hall
60 Pleasant Street
Newburyport, MA 01950

January 11, 2013

Dear City Council Members,

I am writing to request authorization to hold a second Greater Newburyport Pan Mass Challenge Kids Ride in Newburyport in June 2013. Last year our inaugural ride went very well, and we raised over $8,000.00 for The Jimmy Fund. In November 2012, The Pan Mass Challenge presented Dana Farber Cancer Institute's Jimmy Fund with a check for **36,000,000.00!** We are proud to have contributed to the ongoing mission of the PMC to fund critical cancer research and innovative patient care. The proposed date for this year's ride is June 23, 2013. The proposed time is 9am-1pm. The proposed location is on the Clipper City Rail Trail for approximately 1-2 hours as well as Cashman Park for a post-event gathering for 1-2 hours.
If you would like to view a photo gallery from last year's ride, please visit www.kids.pmc.org, click on gallery, 2012, then find Newburyport on the drop down menu. I hope you will once again support this event. Please let me know if I can provide you with any additional information. Thank you for your consideration.

Respectfully,

Tara Mahon McQuaid

Tara Mahon McQuaid
(978)809-1241
tnmmcquaid@comcast.net

1ST LT DEREK HINES
SOLDIERS
ASSISTANCE
FUND

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 14 P 7:11

January 2, 2013
Mr. Thomas F O'Brien, City Council President
Newburyport City Council
60 Pleasant St.
Newburyport, MA 01950

Dear Mr. O'Brien and City Council Members,

RE: Flag Day 5K to benefit the 1st Lt. Derek Hines Soldiers Assistance Fund

On behalf of the 1st Lt. Derek Hines Soldiers Assistance Fund I would like your permission to host our second annual Flag Day 5K to benefit the fund. The proposed date would be on June 14, 2013. The race registration would start at 6:00 PM and the actual race would start at 6:30 PM. The pre and post race registration will be held at the North End Boat Club on 1 Manson Avenue Newburyport, MA. The starting point of the race will be 260 Merrimac St. in front of the Towle Building. The race will start going right onto Merrimac Street toward Jefferson St... The race will then take a left onto Jefferson Street and another left onto High Street. The race will continue on High street and then take a left onto Kent Street. The race will then take a right turn onto Washington Street and then a left onto the rail trail. The finishing point of the race will be at Cashman Park right before the entrance to the North End Boat Club. After the conclusion of the race we will be holding a post race party at the Boat Club. The post race party will include a food and drink, a possible DJ, and a presentation from the President of The 1st Lt. Derek Hines Soldiers Assistance Fund; Steve Hines.

The 1st Lt. Derek Hines Soldiers Assistance Fund is a non for profit 501 (c) (3) organization. The 1st Lieutenant Derek Hines Soldiers Assistance fund provides financial assistance for Massachusetts's soldiers, and their families. The fund was established in 2007 to honor 1st Lt. Derek Hines.

I am respectfully requesting your approval to hold the road race here in Newburyport to benefit The 1st Lt. Derek Hines Soldiers Assistance Fund. Thank you for your consideration in this matter.

Sincerely,

Sue Hines

cc: Richard B. Jones, City Clerk

Enclosure

Communication #3
January 28, 2013

THE COMMONWEALTH OF MASSACHUSETTS

CITY OF NEWBURYPORT

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2013 JAN 15 A 10: 56

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE OR ASSEMBLE SECOND HAND MOTOR VEHICLES OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a _____ class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? CHANARD LIMOUSINE SALES INC

Business address of concern. No. 18 CENTER ST St.,
NEWBURYPORT MA 01950 City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? CORPORATION

3. If an individual, state full name and residential address.

4. If a co-partnership, state full names and residential addresses of the persons composing it.
THOMAS H HOARE JR

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President THOMAS H HOARE JR PRESIDENT

Secretary MARY A HOARE SECRETARY

Treasurer THOMAS H HOARE JR TRESSURER

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? YES

If so, is your principal business the sale of new motor vehicles? NO

Is your principal business the buying and selling of second hand motor vehicles? YES

Is your principal business that of a motor vehicle junk dealer? NO

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

OFFICE AT 18 CENTER ST
NO CARS ARE ON DISPLAY
WHOLESALE ONLY AT AUCTIONS

8. Are you a recognized agent of a motor vehicle manufacturer? NO
(Yes or No)

If so, state name of manufactuer _____

9. Have you a signed contract as required by Section 58, Class 1? NO
(Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? YES
(Yes or No)

If so, in what city — town NEWBURYPORT MA

Did you receive a license? YES (Yes or No) For what year? _____

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? NO
(Yes or No)

Sign your name in full _____
(Duly authorized to represent the concern herein mentioned)

THOMAS H HOARE JR
10 COFFIN ST
Residence WEST NEWBURY MA 01985

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

NOTICE OF PREMIUM DUE
****

CNA SURETY

Phone: 1-888-866-2666
Fax: 1-605-335-0357
Email: uwservices@cnasurety.com

Bond/Policy#: **0601 69655968**
Billing Date: 11/30/2012
Due Date: **02/03/2013**

CHANARD LIMOUSINE SALES, INC.
351 HIGH ST., STE. 101
NEWBURYPORT, MA 01950

Premium: $250.00

Amount Due: $250.00

Bond/Policy#: **0601 69655968**
Effective Date: 02/03/2013 Anniversary Date: 02/03/2014
Bond amount: $25,000.00
Name: CHANARD LIMOUSINE SALES, INC.
Description: MA SECOND HAND MOTOR VEHICLE DEALER

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. If this is a renewal, please submit payment at least two weeks prior to the due date to ensure proper and timely renewal of your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (978)977-4884
Agency: 20-00502

Elliot Whittier Insurance Services, L L C
75 Sylvan St., Ste. B-202
Danvers, MA 01923

Please detach and return the coupon below with your payment. Please send payment to the address below.

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 17 A 9:34

January 16th, 2013

Eli Bailin
55 Prospect St.
Amesbury, MA 01913

Dear Office of the Newburyport City Clerk and Council,

I am writing to request the approval for the 2013 Newburyport Green Stride Half Marathon & Relay for October 20th at approximately 11:00am. Please see a map of the course that is attached. We will be using the same course from 2012 as it worked well for the city police and local traffic. Also attached is a letter from Arthur Page Insurance confirming the details of the policy in which the city of Newburyport is named and insured. I appreciate your time and look forward to another successful event.

Sincerely,

Eli Bailin

Atlantic Casualty Insurance Company

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

RECEIVED CITY CLERK'S OFFICE NEWBURYPORT, MA

2013 JAN 17 A 9:35

Renewal of Number NEW

Policy No. L205000268

Named Insured and Mailing Address (No., Street, Town or City, County, State, Zip Code)*
Green Stride Newburyport Half Marathon

260 Merrimac Street
Newburyport MA 01950

Policy Period *: From 10/21/2012 to 10/22/2012 at 12:01 A.M. Standard Time at your mailing address shown above.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

LIMITS OF INSURANCE

Each Occurrence Limit	$ 1,000,000	
Damages To Premises Rented To You Limit	$ 100,000	Any one premises
Medical Expense Limit	$ 5,000	Any one person
Personal and Advertising Injury Limit	$ 1,000,000	Any one person or organization
General Aggregate Limit		$ 2,000,000
Products / Completed Operations Aggregate Limit		$ 1,000,000

RETROACTIVE DATE (CG 00 02 ONLY)

Coverage A of this Insurance does not apply to "bodily injury" or "property damage" which occurs before the Retroactive Date, if any, shown here: _____
(Enter Date or "None" if no Retroactive Date applies)

DESCRIPTION OF BUSINESS AND LOCATION OF PREMISES

Form of Business:
☐ Individual ☐ Joint Venture ☐ Partnership ☒ Organization (Other than Partnership or Joint Venture)

Business Description*:
Road Race

Location of All premises You Own, Rent or Occupy:

260 Merrimac Street NewburyPort MA 01950

PREMIUM

Classification	Code No.	Premium Basis		Territory	Rate Pr/Co	Rate All Other	Advance Premium Pr/Co	Advance Premium All Other
Athletic Games Sponsored by the Insured (Not-For-Profit)	40061	T AT	2,500	016	0	325	$0	$325
				Extension Subtotal			$	
Minimum Premium Applies				Total or Minimum Premium			$ 350.00	

**(a) area (c) total cost (m) admission (p) payroll (s) gross sales (u) units (t) other

FORMS AND ENDORSEMENTS applying to this Coverage part and made part of this policy at time of issue +:
SEE SCHEDULE OF FORMS AND ENDORSEMENTS

Countersigned:*

By Kevin Bronscombe
Authorized Representative

*Entry optional if shown in Common Policy Declarations.

+Forms and Endorsements applicable to this Coverage Part omitted if shown elsewhere in the policy.

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

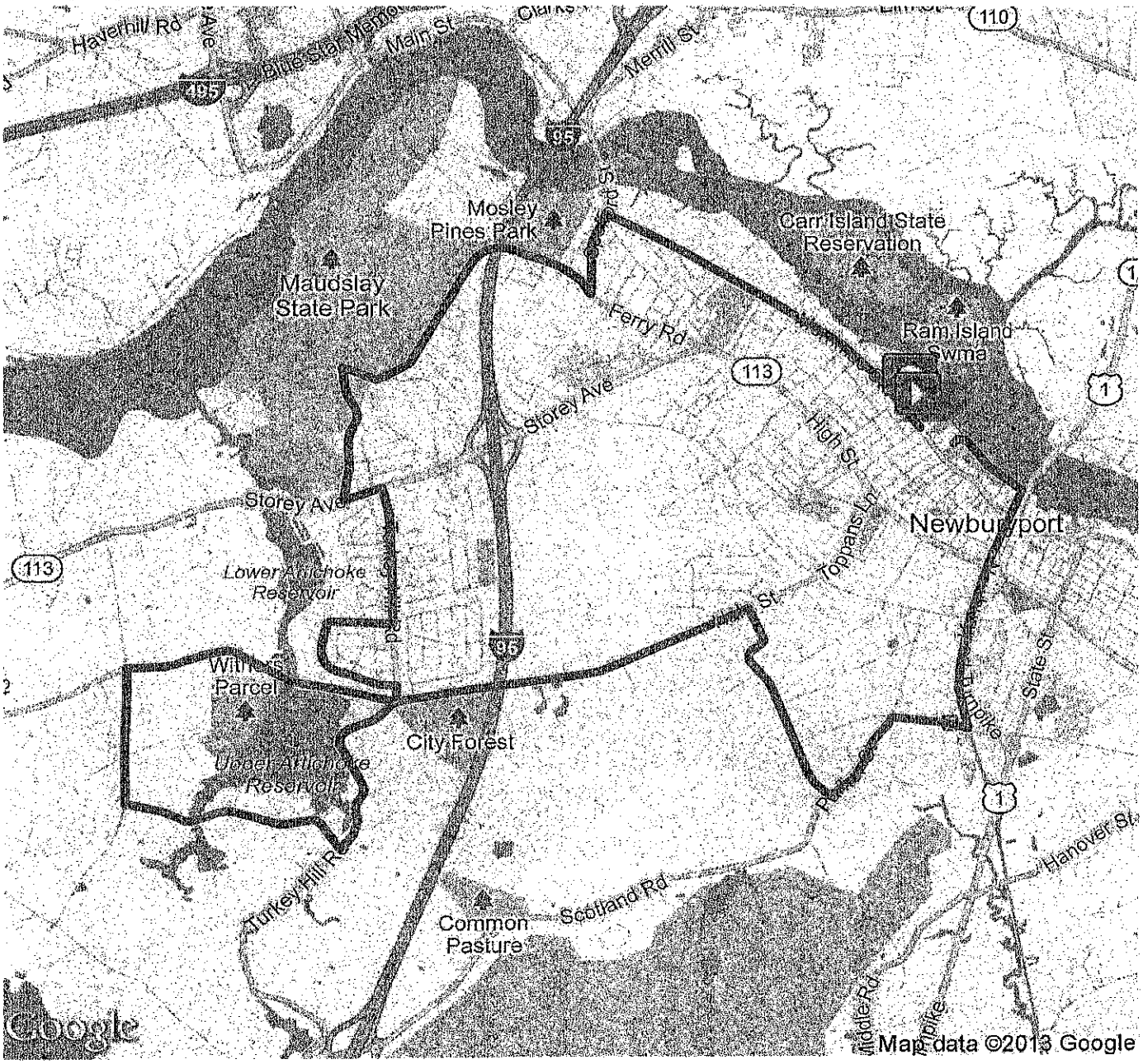
Includes copyrighted material of Insurance Services Office, Inc., with its permission.
Copyright, Insurance Services Office, Inc.

mapmyrun

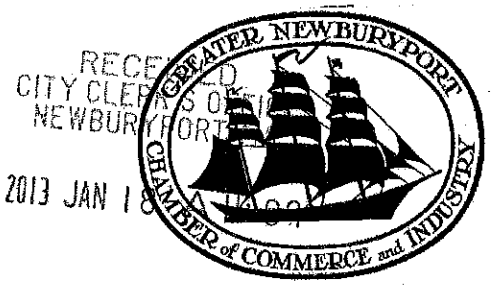
A run mapped on 03/06/2012

Distance: 13.31 mi

Elevation: 187.01 ft (Max: 141.08 ft)



Communication #5
January 28, 2013



RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT
2013 JAN 18

NEWBURYPORT CULTURAL DISTRICT

January 18, 2013

President and Members of the City Council:

We wish to kindly inform you of our intention to submit an application to the Massachusetts Cultural Council to begin the process of being designated a Cultural District in Massachusetts. The first course of action is to hold a public hearing and adopt a Resolution from the City Council proclaiming our interest in establishing a State-designated Cultural District. Once this has been achieved, an application will be submitted to the Massachusetts Cultural Council.

A state-authorized Cultural District is a mixed-use geographical area that has a concentration of cultural facilities and assets. A city or town is required to form a committee with a broad and diverse partnership of stakeholders committed to cultural, community and economic development to provide oversight of the district. A Cultural District will endorse the State-sponsored Cultural District goals: attracting artists and cultural enterprises, encouraging business and job development, establishing tourist destinations, preserving and reusing historic buildings, enhancing property values and fostering local cultural development. It is our intent, after much discussion, that the District would include the area between Federal, High and Merrimac/Water Streets across to Winter Street.

As of January 2013 there are 14 Cultural Districts in the Commonwealth. We feel strongly that this designation would enhance our visibility in the travel/tourism markets throughout the State. For more information on State-designated Cultural Districts, please see www.masscultural council.org.

We cordially invite you to attend a public hearing scheduled for Tuesday, February 19th at 7:00 p.m. in the City Hall Auditorium. Following the public hearing a Resolution will be submitted to you for your approval at your next meeting on Monday, February 25, 2013. We hope you will join us on February 19th. In the interim you have any questions, please contact either one of us.

Thank you.

Sincerely yours,

City of Newburyport

Lois Honegger
Cultural Liaison

Greater Newburyport Chamber of Commerce

Ann Ormond
President

Communication #6
January 28, 2013

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 22 P 1:50

1/19/13

To Whom It May Concern,

Our Girl Scout Troop is seeking permission to set up a booth and sell cookies in front of the post office on Saturday February 9th, 11am –1pm. The post office is aware and has approved, we just want to confirm that this is allowed.

Thank You,
Sue Turner
Katherine Perrin
Troop # 85378
508-878-1163

Communication #7
January 28, 2013

RECEIVED
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NEWBURYPORT, MA

2013 JAN 22 P 2:17

CITY OF NEWBURYPORT

FISCAL YEAR 2013
MID-YEAR BUDGET REPORT

Donna D. Holaday
Mayor

CITY AUDITOR'S OFFICE
MEMORANDUM

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 22 P 2:17

Donna D. Holaday
Mayor

William B. Squillace
City Auditor

TO: MAYOR DONNA D. HOLADAY
CITY COUNCIL PRESIDENT THOMAS O'BRIEN AND
MEMBERS OF THE CITY COUNCIL

FROM: WILLIAM B. SQUILLACE, CITY AUDITOR

DATE: JANUARY 17, 2013

RE: FY 2013 MID-YEAR BUDGET REPORT

Attached is the FY 2013 Mid-Year Budget Report that includes a summary of budget expenditures and revenue collections for the period July 1, 2012 through December 31, 2012. The purpose of the report is to provide City officials with information relative to budget spending levels and revenue collections at the mid-year mark. This information is a budget management tool used to alerts City officials if modifications in spending and/or /services are required in order to maintain a balanced budget through year-end, which is required by state law.

In FY 2013 the City implemented a new budget format in accordance with the best practices recognized by the Government Finance Officers Association (GFOA). The new format calls for the Mayor and City Council to present and approve the budget by general categories such as: Personal Services, Purchase of Services, Supplies, Capital Outlay, etc. Once approved, spending in each category cannot exceed the total appropriation for that category unless additional funding is provided. However, department managers are allowed to manage individual line items within each category just as long as they do not exceed the total category appropriation. This has proven to be an effect tool that has helped to reduce the need for the City Council to approve routine budget transfers and allows greater focus on broader budget issues. If you wish to see line item details, please contact me and they will be provided to you.

BUDGET EXPENDITURES

Mid-year budget expenditures within the General Fund, and the Water, Sewer, and Harbormaster Enterprise Fund, were all on target. General Fund expenditures were 46.6% of appropriations, Water 47.3% of appropriations, Sewer 37.1% of appropriations, and Harbormaster 41.5% of budget appropriations. Typically, the major portions of budget expenditures occur during the third and fourth quarters of the year. This accounts for expenditure levels that may be less than 50% at the mid-year point. This is particularly true in the Water and Sewer Departments because many capital projects commence toward the end of the fiscal year. In addition, some accounts may have expenditure levels that exceed 50% at mid-year because spending is required in the first half of the year. This can also be true of personnel related appropriations due to contractual payments that occur during the first half of the fiscal year, such as longevity.

Additional funding may be required in some accounts such as snow and ice and various salary accounts due to personnel changes and contractual agreements that were signed after the budget was approved in June.

In accordance with State law, the City is allowed to exceed the budget appropriation for Snow and Ice removal due to the unpredictability of winter weather. However, any deficit must be removed prior to year-end through the use of reserves or other available funds. If the deficit is not removed prior to year-end, then the shortage must be made-up in the next fiscal year.

Although the Snow and Ice account was not overdraw at mid-year, the need for additional funding is likely before the winter is over. In the past, Free Cash has been the source of funding to cover Snow and Ice deficits, which have exceeded $200,000 in recent years. However, last year additional funding was not required due to mild weather conditions.

REVENUES

Revenue collections within the General Fund and the three enterprise funds were all on target. A greater portion of revenues is collected during the second half of the year, which accounts for collections that are less than 50% at mid-year. This is particularly true with motor vehicle excise taxes which are collected after January 1st. Governor Patrick has announced potential mid-year cuts in State Aid that could result in a reduction of $25,000 in anticipated State Aid. A detailed report of revenue collections is contained on page 12 of the attached report.

RESERVE ACCOUNTS

At Mid-Year, the General Stabilization Trust Fund had a balance of $2,483,633.04: the Capital Improvements Stabilization Fund balance totaled $112,819.35, the Budget Reserve Stabilization Fund balance totaled $14,354, and the Equipment Replacement Stabilization Fund totaled $747. FY 2013 is the first year in recent history that the Mayor's Proposed Budget did not require funding from the General Stabilization Account or Free Cash to balance the Proposed City budget. However, it is anticipated that reserve funds will be required for expenses not included in the original City Budget, such as retirement buy-backs and collective bargaining agreements.

Based on City guidelines, a balance equal to 5% of the General Fund budget should be maintained in Stabilization Fund reserves. At mid-year the City has exceeded this target.

FY 2013 Free Cash was certified by the Department of Revenue at $2,241,951. This is the highest amount in many years and is an indication that sound financial management, and an improving economy, has increased financial stability in the City.

As of December 31, 2012, $362,798.77 has been spent from Free Cash leaving an available balance of $1,879,152.23. $308.330 of the amount spent was returned to property owners and used to lower the property tax rate. In past years, Free Cash has been also been used to cover potential Snow and Ice deficits. If this is the case again this year, then a portion of Free Cash must be reserved for that purpose.

In additional, it is advisable to reserve a portion of Free Cash going into the next year's certification in order to provide additional assurance that the City will remain in a positive Free Cash position at year-end. A year-end balance of $500,000 is advisable. This strengthens the City's overall financial position and is viewed in a positive light by the bond rating agencies.

Although the likelihood that Free Cash will also be available in FY 2014 to fund City expenses, it should be kept in mind that the expenditure of Free Cash should be limited to one-time non-recurring items. Page 14 on the attached report contains more details on Reserve Accounts.

REVOLVING ACCOUNTS AND RESERVE FOR APPROPRIATION FUNDS

Revolving Funds are derived from fees and charges that are collected for specific City services and programs. Revolving Funds have set spending caps that must be approved by the City Council each year. At mid-year the combine balance of all Revolving Accounts was $925,453.87. There was a significant increase over the prior year because $602,014.25 of this balance is from the new paid parking program. See page 13 for details on Revolving Fund activity at mid-year.

Reserves for Appropriation Accounts are also derived from fees and charges that are collected for specific purposes. Unlike Revolving Funds, City Council must approve each expenditure through a budget transfer request. This year at mid-point, the combined balances for all Reserve for Appropriation Accounts were $741,537.97. These balances are carried over from one fiscal year to the next . Account details are contained on page 13 of the attached report.

Please feel free to contact me if you have any questions.

Respectfully submitted,

William B. Squillace

William B. Squillace, City Auditor

CITY OF NEWBURYPORT

FISCAL YEAR 2013

MID-YEAR BUDGET REPORT

TABLE OF CONTENTS

DEPARTMENT	PAGE
ANIMAL CONTROL	4
ASSESSOR	1
AUDITOR	1
BOARD OF REGISTRARS	2
BUILDING	4
CITY CLERK	2
CITY COUNCIL	1
COUNCIL ON AGING	5
DEBT EXCLUSION	6
DEBT SERVICE	7
EMERGENCY MANAGEMENT	4
FIRE	3
GENERAL ADMININSTRATION	1
HEALTH	5
INFORMATION TECHOLOGY	1
INSURANCE GROUP HEALTH	7
INTERFUND TRANSFERS	8
LEGAL DEPARTMENT	2
LIBRARY	6
LICENSE COMMISSION	2
MAYOR	1

DEPARTMENT	PAGE
PARKING CLERK	4
PARKS COMMISSION	6
PLANNING AND DEVELOPMENT	2
POLICE	3
PUBLIC SERVICES HIGHWAY	5
RETIREMENT	7
SCHOOL	4
SNOW AND ICE	5
STABILIZATION OUTLAY	8
TREASURER	2
UNEMPLOYMENT INSURANCE	7
VETERANS	6
WHITTIER VO TECH	5
WORKERS COMPENSATION	7
YOUTH SERVICES	6
GENERAL FUND TOTALS	**8**
HARBORMASTER ENTERPRISE FUND	11
SEWER ENTERPRISE FUND	10
WATER ENTERPRISE FUND	9
REVENUE REPORT	12
SPECIAL REVENUE FUNDS	13
RESERVE FUNDS	14

CITY OF NEWBURYPORT

MID- YEAR BUDGET EXPENDITURE REPORT
FISCAL YEAR 2013

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
111 CITY COUNCIL							
001 PERSONAL SERVICES	60,600	.00	60,600.00	30,300.03	.00	30,299.97	50.0%
002 PURCHASE OF SERVICES	4,000	.00	4,000.00	2,832.50	.00	1,167.50	70.8%
TOTAL CITY COUNCIL	64,600	.00	64,600.00	33,132.53	.00	31,467.47	51.3%
121 MAYOR'S DEPARTMENT							
001 PERSONAL SERVICES	204,000	.00	204,000.00	99,749.96	.00	104,250.04	48.9%
002 PURCHASE OF SERVICES	14,100	.00	14,100.00	382.50	.00	13,717.50	2.7%
007 OTHER CHARGES & EXPENSES	13,500	.00	13,500.00	4,147.10	.00	9,352.90	30.7%
TOTAL MAYOR'S DEPARTMENT	231,600	.00	231,600.00	104,279.56	.00	127,320.44	45.0%
129 GENERAL ADMINISTRATION							
001 PERSONAL SERVICES	43,371	.00	43,371.00	19,115.40	.00	24,255.60	44.1%
002 PURCHASE OF SERVICES	156,200	.00	156,200.00	64,840.39	.00	91,359.61	41.5%
004 SUPPLIES	5,500	6,942.50	12,442.50	3,204.57	.00	9,237.93	25.8%
007 OTHER CHARGES & EXPENSES	148,620	5,000.00	153,620.00	146,529.25	.00	7,090.75	95.4%
TOTAL GENERAL ADMINISTRATION	353,691	11,942.50	365,633.50	233,689.61	.00	131,943.89	63.9%
135 AUDITOR'S DEPARTMENT							
001 PERSONAL SERVICES	232,328	.00	232,327.64	118,501.18	.00	113,826.46	51.0%
002 PURCHASE OF SERVICES	40,250	.00	40,250.00	.00	.00	40,250.00	.0%
004 SUPPLIES	1,251	.00	1,250.64	517.86	.00	732.78	41.4%
007 OTHER CHARGES & EXPENSES	230	.00	230.00	225.00	.00	5.00	97.8%
TOTAL AUDITOR'S DEPARTMENT	274,058	.00	274,058.28	119,244.04	.00	154,814.24	43.5%
141 ASSESSORS DEPARTMENT							

FOR 2013 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 PERSONAL SERVICES	186,663	.00	186,662.56	95,167.90	.00	91,494.66	51.0%
002 PURCHASE OF SERVICES	19,750	.00	19,750.00	13,639.00	.00	6,111.00	69.1%
004 SUPPLIES	3,600	.00	3,600.00	2,334.05	.00	1,265.95	64.8%
TOTAL ASSESSORS DEPARTMENT	210,013	.00	210,012.56	111,140.95	.00	98,871.61	52.9%
145 TREASURER'S DEPARTMENT							
001 PERSONAL SERVICES	270,774	.00	270,773.52	133,548.30	.00	137,225.22	49.3%
002 PURCHASE OF SERVICES	50,300	.00	50,300.00	8,385.00	.00	41,915.00	16.7%
004 SUPPLIES	4,250	.00	4,250.00	2,398.43	.00	1,851.57	56.4%
007 OTHER CHARGES & EXPENSES	154,765	.00	154,765.00	52,202.01	.00	102,562.99	33.7%
TOTAL TREASURER'S DEPARTMENT	480,089	.00	480,088.52	196,533.74	.00	283,554.78	40.9%
151 INFO TECHNOLOGY DEPT							
001 PERSONAL SERVICES	72,467	.00	72,467.15	36,265.13	.00	36,202.02	50.0%
002 PURCHASE OF SERVICES	155,023	10,000.00	165,023.00	131,761.38	.00	33,261.62	79.8%
004 SUPPLIES	1,600	.00	1,600.00	519.73	.00	1,080.27	32.5%
TOTAL INFO TECHNOLOGY DEPT	229,090	10,000.00	239,090.15	168,546.24	.00	70,543.91	70.5%
161 CITY CLERK'S DEPARTMENT							
001 PERSONAL SERVICES	184,595	.00	184,595.20	94,458.52	.00	90,136.68	51.2%
002 PURCHASE OF SERVICES	10,750	.00	10,750.00	7,263.12	.00	3,486.88	67.6%
TOTAL CITY CLERK'S DEPARTMENT	195,345	.00	195,345.20	101,721.64	.00	93,623.56	52.1%
163 BOARD OF REGISTRARS							
001 PERSONAL SERVICES	4,000	.00	4,000.00	1,916.51	.00	2,083.49	47.9%
007 OTHER CHARGES & EXPENSES	36,000	3,900.00	39,900.00	24,294.24	.00	15,605.76	60.9%
TOTAL BOARD OF REGISTRARS	40,000	3,900.00	43,900.00	26,210.75	.00	17,689.25	59.7%
165 LICENSE COMMISSION							

FOR 2013 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 PERSONAL SERVICES	5,340	.00	5,340.00	2,670.00	.00	2,670.00	50.0%
007 OTHER CHARGES & EXPENSES	1,500	.00	1,500.00	420.00	.00	1,080.00	28.0%
TOTAL LICENSE COMMISSION	6,840	.00	6,840.00	3,090.00	.00	3,750.00	45.2%
182 PLANNING & DEVELOPMENT							
001 PERSONAL SERVICES	252,587	.00	252,586.71	118,410.66	.00	134,176.05	46.9%
002 PURCHASE OF SERVICES	10,000	.00	10,000.00	.00	.00	10,000.00	.0%
004 SUPPLIES	6,050	2,000.00	8,050.00	2,123.81	.00	5,926.19	26.4%
TOTAL PLANNING & DEVELOPMENT	268,637	2,000.00	270,636.71	120,534.47	.00	150,102.24	44.5%
191 LEGAL DEPARTMENT							
002 PURCHASE OF SERVICES	70,000	.00	70,000.00	25,345.26	.00	44,654.74	36.2%
TOTAL LEGAL DEPARTMENT	70,000	.00	70,000.00	25,345.26	.00	44,654.74	36.2%
210 POLICE DEPARTMENT							
001 PERSONAL SERVICES	2,860,961	8,250.00	2,869,210.77	1,529,629.86	.00	1,339,580.91	53.3%
002 PURCHASE OF SERVICES	164,866	785.84	165,651.84	76,092.35	.00	89,559.49	45.9%
004 SUPPLIES	95,600	1,890.00	97,490.00	37,748.32	.00	59,741.68	38.7%
007 OTHER CHARGES & EXPENSES	9,448	.00	9,448.00	4,007.26	.00	5,440.74	42.4%
008 CAPITAL OUTLAY	47,300	.00	47,300.00	28,152.76	.00	19,147.24	59.5%
TOTAL POLICE DEPARTMENT	3,178,175	10,925.84	3,189,100.61	1,675,630.55	.00	1,513,470.06	52.5%
220 FIRE DEPARTMENT							
001 PERSONAL SERVICES	2,828,077	41,916.02	2,869,993.02	1,454,642.33	.00	1,415,350.69	50.7%
002 PURCHASE OF SERVICES	179,944	.00	179,944.00	72,775.81	.00	107,168.19	40.4%
004 SUPPLIES	73,700	.00	73,700.00	16,038.35	.00	57,661.65	21.8%
007 OTHER CHARGES & EXPENSES	5,470	.00	5,470.00	1,584.00	.00	3,886.00	29.0%

FOR 2013 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
008 CAPITAL OUTLAY	6,425	.00	6,425.00	4,010.88	.00	2,414.12	62.4%
TOTAL FIRE DEPARTMENT	3,093,616	41,916.02	3,135,532.02	1,549,051.37	.00	1,586,480.65	49.4%
241 BUILDING DEPARTMENT							
001 PERSONAL SERVICES	133,012	.00	133,012.01	68,224.84	.00	64,787.17	51.3%
002 PURCHASE OF SERVICES	1,325	.00	1,325.00	835.58	.00	489.42	63.1%
TOTAL BUILDING DEPARTMENT	134,337	.00	134,337.01	69,060.42	.00	65,276.59	51.4%
291 EMERGENCY MANAGEMENT							
001 PERSONAL SERVICES	13,000	.00	13,000.00	6,500.00	.00	6,500.00	50.0%
002 PURCHASE OF SERVICES	10,000	.00	10,000.00	2,892.35	.00	7,107.65	28.9%
004 SUPPLIES	2,500	.00	2,500.00	140.07	.00	2,359.93	5.6%
007 OTHER CHARGES & EXPENSES	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
TOTAL EMERGENCY MANAGEMENT	27,500	.00	27,500.00	9,532.42	.00	17,967.58	34.7%
292 ANIMAL CONTROL							
001 PERSONAL SERVICES	32,783	.00	32,783.00	14,865.24	.00	17,917.76	45.3%
002 PURCHASE OF SERVICES	9,840	.00	9,840.00	2,158.58	.00	7,681.42	21.9%
004 SUPPLIES	2,290	1,598.02	3,888.02	2,687.37	.00	1,200.65	69.1%
TOTAL ANIMAL CONTROL	44,913	1,598.02	46,511.02	19,711.19	.00	26,799.83	42.4%
293 PARKING CLERK DEPARTMENT							
001 PERSONAL SERVICES	41,816	.00	41,816.00	21,207.99	.00	20,608.01	50.7%
TOTAL PARKING CLERK DEPARTMENT	41,816	.00	41,816.00	21,207.99	.00	20,608.01	50.7%
300 SCHOOL DEPARTMENT							

FOR 2013 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
002 PURCHASE OF SERVICES	22,550,436	.00	22,550,436.00	8,669,931.05	.00	13,880,504.95	38.4%
TOTAL SCHOOL DEPARTMENT	22,550,436	.00	22,550,436.00	8,669,931.05	.00	13,880,504.95	38.4%
399 WHITTIER VO TECH SCHOOL							
002 PURCHASE OF SERVICES	275,985	.00	275,985.00	137,992.00	.00	137,993.00	50.0%
TOTAL WHITTIER VO TECH SCHOOL	275,985	.00	275,985.00	137,992.00	.00	137,993.00	50.0%
421 PUBLIC SERVICES DEPARTMENT							
001 PERSONAL SERVICES	1,080,408	.00	1,080,407.79	504,290.60	.00	576,117.19	46.7%
002 PURCHASE OF SERVICES	365,150	19,580.00	384,730.00	210,490.31	.00	174,239.69	54.7%
004 SUPPLIES	180,200	103,727.25	283,927.25	137,060.93	.00	146,866.32	48.3%
008 CAPITAL OUTLAY	60,000	481,248.50	541,248.50	29,344.27	.00	511,904.23	5.4%
TOTAL PUBLIC SERVICES DEPARTME	1,685,758	604,555.75	2,290,313.54	881,186.11	.00	1,409,127.43	38.5%
423 SNOW & ICE							
001 PERSONAL SERVICES	85,000	.00	85,000.00	1,878.16	.00	83,121.84	2.2%
002 PURCHASE OF SERVICES	85,000	.00	85,000.00	19,310.22	.00	65,689.78	22.7%
TOTAL SNOW & ICE	170,000	.00	170,000.00	21,188.38	.00	148,811.62	12.5%
510 HEALTH DEPARTMENT							
001 PERSONAL SERVICES	226,763	.00	226,762.64	123,134.23	.00	103,628.41	54.3%
002 PURCHASE OF SERVICES	1,120,644	30,000.00	1,150,644.00	446,521.16	.00	704,122.84	38.8%
004 SUPPLIES	4,500	.00	4,500.00	1,447.33	.00	3,052.67	32.2%
007 OTHER CHARGES & EXPENSES	2,000	.00	2,000.00	75.40	.00	1,924.60	3.8%
TOTAL HEALTH DEPARTMENT	1,353,907	30,000.00	1,383,906.64	571,178.12	.00	812,728.52	41.3%
541 COUNCIL ON AGING							

FOR 2013 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 PERSONAL SERVICES	176,142	.00	176,142.00	88,246.12	.00	87,895.88	50.1%
002 PURCHASE OF SERVICES	18,900	.00	18,900.00	7,234.04	.00	11,665.96	38.3%
004 SUPPLIES	4,500	.00	4,500.00	2,414.08	.00	2,085.92	53.6%
TOTAL COUNCIL ON AGING	199,542	.00	199,542.00	97,894.24	.00	101,647.76	49.1%
542 YOUTH SERVICES							
001 PERSONAL SERVICES	120,341	.00	120,341.00	55,237.19	.00	65,103.81	45.9%
002 PURCHASE OF SERVICES	8,800	.00	8,800.00	3,200.00	.00	5,600.00	36.4%
007 OTHER CHARGES & EXPENSES	69,810	.00	69,810.00	44,723.90	.00	25,086.10	64.1%
TOTAL YOUTH SERVICES	198,951	.00	198,951.00	103,161.09	.00	95,789.91	51.9%
543 VETERANS' DEPARTMENT							
001 PERSONAL SERVICES	44,070	.00	44,070.46	22,135.99	.00	21,934.47	50.2%
002 PURCHASE OF SERVICES	3,500	.00	3,500.00	682.84	.00	2,817.16	19.5%
007 OTHER CHARGES & EXPENSES	173,780	.00	173,780.00	109,676.42	.00	64,103.58	63.1%
TOTAL VETERANS' DEPARTMENT	221,350	.00	221,350.46	132,495.25	.00	88,855.21	59.9%
610 LIBRARY DEPARTMENT							
001 PERSONAL SERVICES	957,089	12,552.75	969,641.44	460,639.71	.00	509,001.73	47.5%
002 PURCHASE OF SERVICES	303,840	.00	303,840.00	214,080.61	.00	89,759.39	70.5%
TOTAL LIBRARY DEPARTMENT	1,260,929	12,552.75	1,273,481.44	674,720.32	.00	598,761.12	53.0%
630 PARKS COMMISSION							
001 PERSONAL SERVICES	31,500	.00	31,500.00	15,750.02	.00	15,749.98	50.0%
002 PURCHASE OF SERVICES	24,870	56,387.66	81,257.66	33,504.60	.00	47,753.06	41.2%
004 SUPPLIES	5,000	.00	5,000.00	2,460.24	.00	2,539.76	49.2%
TOTAL PARKS COMMISSION	61,370	56,387.66	117,757.66	51,714.86	.00	66,042.80	43.9%
710 DEBT EXCLUSION							

FOR 2013 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
009 DEBT SERVICE	970,106	.00	970,105.52	135,052.76	.00	835,052.76	13.9%
TOTAL DEBT EXCLUSION	970,106	.00	970,105.52	135,052.76	.00	835,052.76	13.9%
720 ORDINARY DEBT SERVICE							
009 DEBT SERVICE	1,067,681	.00	1,067,680.71	500,262.23	.00	567,418.48	46.9%
TOTAL ORDINARY DEBT SERVICE	1,067,681	.00	1,067,680.71	500,262.23	.00	567,418.48	46.9%
911 RETIREMENT BOARD							
001 PERSONAL SERVICES	3,356,233	.00	3,356,233.06	3,355,602.68	.00	630.38	100.0%
TOTAL RETIREMENT BOARD	3,356,233	.00	3,356,233.06	3,355,602.68	.00	630.38	100.0%
912 WORKERS' COMPENSATION							
001 PERSONAL SERVICES	54,604	.00	54,604.00	54,604.00	.00	.00	100.0%
TOTAL WORKERS' COMPENSATION	54,604	.00	54,604.00	54,604.00	.00	.00	100.0%
913 UNEMPLOYMENT CLAIMS							
001 PERSONAL SERVICES	30,000	.00	30,000.00	1,075.00	.00	28,925.00	3.6%
TOTAL UNEMPLOYMENT CLAIMS	30,000	.00	30,000.00	1,075.00	.00	28,925.00	3.6%
914 INSURANCE GROUP							
001 PERSONAL SERVICES	7,504,201	.00	7,504,200.80	3,612,545.19	.00	3,891,655.61	48.1%
002 PURCHASE OF SERVICES	15,000	.00	15,000.00	4,605.00	.00	10,395.00	30.7%
004 SUPPLIES	20,000	.00	20,000.00	1,731.76	.00	18,268.24	8.7%
TOTAL INSURANCE GROUP	7,539,201	.00	7,539,200.80	3,618,881.95	.00	3,920,318.85	48.0%

FOR 2013 06

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
942 STABILIZATION OUTLAY							
007 OTHER CHARGES & EXPENSES	5,000	.00	5,000.00	.00	.00	5,000.00	.0%
TOTAL STABILIZATION OUTLAY	5,000	.00	5,000.00	.00	.00	5,000.00	.0%
990 INTERFUND TRANSFERS OUT							
010 OTHER FINANCING USES	0	105,000.00	105,000.00	105,000.00	.00	.00	100.0%
TOTAL INTERFUND TRANSFERS OUT	0	105,000.00	105,000.00	105,000.00	.00	.00	100.0%
TOTAL GENERAL FUND	49,945,371	890,778.54	50,836,149.41	23,699,602.77	.00	27,136,546.64	46.6%

FOR 2013 06

ACCOUNTS FOR: 060 WATER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450 WATER DEPARTMENT							
001 PERSONAL SERVICES	1,798,244	.00	1,798,243.70	991,842.65	.00	806,401.05	55.2%
002 PURCHASE OF SERVICES	808,686	.00	808,686.49	296,294.02	.00	512,392.47	36.6%
004 SUPPLIES	218,800	.00	218,800.00	75,848.41	.00	142,951.59	34.7%
007 OTHER CHARGES & EXPENSES	67,086	.00	67,086.00	40,436.82	.00	26,649.18	60.3%
008 CAPITAL OUTLAY	188,000	.00	188,000.00	72,347.06	.00	115,652.94	38.5%
009 DEBT SERVICE	840,061	.00	840,060.88	379,708.97	.00	460,351.91	45.2%
TOTAL WATER DEPARTMENT	3,920,877	.00	3,920,877.07	1,856,477.93	.00	2,064,399.14	47.3%
TOTAL WATER FUND	3,920,877	.00	3,920,877.07	1,856,477.93	.00	2,064,399.14	47.3%

FOR 2013 06

ACCOUNTS FOR: 061 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
440 SEWER DEPARTMENT							
001 PERSONAL SERVICES	1,853,279	.00	1,853,279.33	952,993.99	.00	900,285.34	51.4%
002 PURCHASE OF SERVICES	1,380,278	.00	1,380,277.88	339,615.65	.00	1,040,662.23	24.6%
004 SUPPLIES	340,460	.00	340,460.00	71,322.78	.00	269,137.22	20.9%
007 OTHER CHARGES & EXPENSES	16,350	.00	16,350.00	15,207.00	.00	1,143.00	93.0%
008 CAPITAL OUTLAY	537,120	.00	537,120.00	36,855.46	.00	500,264.54	6.9%
009 DEBT SERVICE	1,188,204	.00	1,188,203.96	554,946.65	.00	633,257.31	46.7%
TOTAL SEWER DEPARTMENT	5,315,691	.00	5,315,691.17	1,970,941.53	.00	3,344,749.64	37.1%
TOTAL SEWER FUND	5,315,691	.00	5,315,691.17	1,970,941.53	.00	3,344,749.64	37.1%

FOR 2013 06

ACCOUNTS FOR: 6520 HARBORMASTER	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
295 HARBORMASTER DEPARTMENT							
001 PERSONAL SERVICES	216,870	.00	216,870.46	117,714.91	.00	99,155.55	54.3%
002 PURCHASE OF SERVICES	40,750	.00	40,750.00	8,803.73	.00	31,946.27	21.6%
004 SUPPLIES	18,800	.00	18,800.00	6,165.99	.00	12,634.01	32.8%
007 OTHER CHARGES & EXPENSES	5,825	.00	5,825.00	5,075.00	.00	750.00	87.1%
008 CAPITAL OUTLAY	30,000	.00	30,000.00	1,865.50	.00	28,134.50	6.2%
009 DEBT SERVICE	27,000	.00	27,000.00	1,000.00	.00	26,000.00	3.7%
TOTAL HARBORMASTER DEPARTMENT	339,245	.00	339,245.46	140,625.13	.00	198,620.33	41.5%
TOTAL HARBORMASTER	339,245	.00	339,245.46	140,625.13	.00	198,620.33	41.5%

CITY OF NEWBURYPORT

MID- YEAR REVENUE REPORT
FISCAL YEAR 2013

	ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND					
401 MOTOR VEHICLE EXCISE	1,950,000.00	1,950,000.00	291,718.86	1,658,281.14	15.0%
402 OTHER EXCISE	450,000.00	450,000.00	175,017.81	274,982.19	38.9%
403 PEN/INT ON TAX & EXCISE	425,000.00	425,000.00	150,093.45	274,906.55	35.3%
404 PAYMENT IN LIEU TAXES	75,000.00	75,000.00	.00	75,000.00	.0%
410 FEES	45,000.00	45,000.00	89,567.03	-44,567.03	199.0%
411 PER PROP TAX REVENUE	737,341.55	737,341.55	338,949.02	398,392.53	46.0%
412 REAL ESTATE TAX REVENUE	42,262,015.23	42,262,015.23	20,838,243.66	21,423,771.57	49.3%
416 OTHER DEPARTMENT REVENUE	55,000.00	55,000.00	27,642.65	27,357.35	50.3%
417 LICENSES/PERMITS	525,000.00	525,000.00	258,087.91	266,912.09	49.2%
419 FINES & FORFEITS	18,000.00	18,000.00	3,747.50	14,252.50	20.8%
420 INVESTMENT INCOME	147,000.00	147,000.00	36,025.81	110,974.19	24.5%
421 MISCELLANEOUS RECURRING	130,000.00	130,000.00	25,037.64	104,962.36	19.3%
422 MISCELLANEOUS NON-RECURRIN	.00	.00	29,575.65	-29,575.65	100.0%
460 CHERRY SHT - EDUCATION	3,479,878.00	3,479,878.00	809,080.00	2,670,798.00	23.3%
462 CHERRY SHT - GEN GOVT	2,577,892.00	2,577,892.00	804,122.00	1,773,770.00	31.2%
464 CHERRY SHT - ASSESSMENT	-2,585,344.00	-2,585,344.00	-62,166.00	-2,523,178.00	2.4%
497 INTERFUND TRANSFERS IN	.00	.00	181,567.86	-181,567.86	100.0%
TOTAL GENERAL FUND	50,291,782.78	50,291,782.78	23,996,310.85	26,295,471.93	47.7%

ENTERPRISE FUNDS	ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
60 TOTAL WATER FUND	3,920,877.07	3,920,877.07	2,844,476.71	1,076,400.36	73.00%
61 TOTAL SEWER FUND	5,315,691.17	5,315,691.17	3,495,696.60	1,819,994.57	66.00%
6520 TOTAL HARBORMASTER	339,245.46	339,245.46	102,077.99	237,167.47	30.00%

FY 2013 MID-YEAR BUDGET REPORT
REVOLVING AND RESERVE FOR APPROPRIATION FUNDS

	BEG. BALANCE	RECEIPTS	EXPENDITURES	END BALANCE
REVOLVING FUNDS				
ENGINEERING SERVICES	$ 49,068.96	$ 14,330.00	$ (6,911.00)	$ 56,487.96
COUNCIL ON AGING	$ 16,525.52	$ 14,563.53	$ (11,516.99)	$ 19,572.06
RECREATION SERVICES	$ 146,471.80	$ 72,106.18	$ (165,491.00)	$ 53,086.98
HISTORICAL COMMISSION	$ 5,917.08	$ 1,525.00	$ (370.00)	$ 7,072.08
ELECTRICAL /WIRE INSPECTIONS	$ 59,413.22	$ 33,044.00	$ (21,118.56)	$ 71,338.66
PLUMBING INSPECTIONS	$ 29,706.09	$ 21,262.00	$ (21,657.77)	$ 29,310.32
GAS INSPECTIONS	$ 15,589.26	$ 15,935.00	$ (11,350.22)	$ 20,174.04
DISABILITIES COMMISSION	$ 1,045.82	$ 100.00	$ -	$ 1,145.82
SOUTH END BRANCH LIBRARY	$ 17,409.14	$ -	$ (16,580.76)	$ 828.38
MIDDLE SCHOOL DROP IN CENTER	$ 3,316.15	$ 29,114.91	$ (15,985.67)	$ 16,445.39
TEMPORARY VENDOR PERMITS	$ 17,983.13	$ 13,650.00	$ (5,456.55)	$ 26,176.58
PLANNING AND ZONING	$ 9,501.12	$ 13,447.99	$ (16,773.49)	$ 6,175.62
ANIMAL CONTROL	$ 12,002.96	$ 1,340.00	$ (1,204.40)	$ 12,138.56
VETERANS	$ 4,225.02	$ -	$ (1,527.85)	$ 2,697.17
DOWNTOWN PAID PARKING	$ 378,427.70	$ 377,756.65	$ (154,170.10)	$ 602,014.25
CITY HALL REVOLVING	$ 240.00	$ 550.00	$ -	$ 790.00
TOTAL	**$ 766,842.97**	**$ 608,725.26**	**$ (450,114.36)**	**$ 925,453.87**
RESERVE FOR APPROPRIATION FUNDS				
CEMETERY RECEIPTS	$ 18,148.62	$ 3,400.00	$ -	$ 21,548.62
DPW GASOLINE	$ 122,042.89	$ 91,224.39	$ (100,000.00)	$ 113,267.28
ASSESSOR SERVICE FEES	$ 789.00	$ 125.00	$ -	$ 914.00
WETLANDS PROTECTION	$ 10,656.65	$ 3,997.50	$ (3,030.50)	$ 11,623.65
GREEN INITIATIVES	$ 342,838.60	$ -	$ -	$ 342,838.60
INSURANCE CLAIMS	$ 16,930.48	$ 25,586.65	$ (2,383.86)	$ 40,133.27
LIBRARY	$ 12,358.24	$ -	$ (5,580.87)	$ 6,777.37
SOLID WASTE FEES	$ 199,047.77	$ 35,387.41	$ (30,000.00)	$ 204,435.18
TOTAL	**$ 722,812.25**	**$ 159,720.95**	**$ (140,995.23)**	**$ 741,537.97**

FY 2013 MID-YEAR BUDGET REPORT
RESERVE FUNDS

GENERAL FUND	BEG. BALANCE	CREDITS	EXPENDITURES	BALANCE
FREE CASH	$ 2,241,951.00	$ -	$ (362,798.77)	$ 1,879,152.23
GENERAL STABILIZATION	$ 2,483,633.04	$ 6,017.35	$ -	$ 2,489,650.39
CAPITAL IMPROVE STABILIZATION	$ 139,399.35	$ -	$ (26,580.00)	$ 112,819.35
BUDGET RESERVE STABILIZATION	$ 14,353.81	$ -	$ -	$ 14,353.81
EQUIPMENT STABILIZATION	$ 747.05	$ -	$ -	$ 747.05
ENTERPRISE FUNDS				
RETAINED EARNINGS (Free Cash)				
WATER	$ 1,356,971.00	$ -	$ -	$ 1,356,971.00
SEWER	$ 1,871,203.00	$ -	$ -	$ 1,871,203.00
HARBORMASTER	$ 382,800.00	$ -	$ -	$ 382,800.00

Communication #8
January 28, 2013

THE COMMONWEALTH OF MASSACHUSETTS.

City OF Newburyport

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE OR ASSEMBLE SECOND HAND MOTOR VEHICLES OR PARTS THEREOF

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2013 JAN 23 A 8:

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a _____ class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? Stephen K. Jayne - Great Bay Autobody - Maine

Business address of concern. No. 2 Melvin Court St.,
Newburyport City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? _____
Limited Liability Partnership (LLP)

3. If an individual, state full name and residential address.
Stephen K. Jayne, 2 Melvin Ct, Newburyport MA 01950

4. If a co-partnership, state full names and residential addresses of the persons composing it.
Stephen K. Jayne, 2 Melvin Ct. Newburyport, MA 01950
Cynthia L Jayne, 2 Melvin Ct. Newburyport, MA 01950

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President _____

Secretary _____

Treasurer _____

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? _____

If so, is your principal business the sale of new motor vehicles? _____

Is your principal business the buying and selling of second hand motor vehicles? _____

Is your principal business that of a motor vehicle junk dealer? _____

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

Purchase and sell motor vehicles on line. No vehicles will be on premises at anytime.

8. Are you a recognized agent of a motor vehicle manufacturer? No (Yes or No)

If so, state name of manufactuer

9. Have you a signed contract as required by Section 58, Class 1? NO (Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? yes (Yes or No)

If so, in what city — town Newburyport

Did you receive a license? yes (Yes or No) For what year? 2012 and previous years

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? NO (Yes or No)

Sign your name in full Pauline R. Jayne
(Duly authorized to represent the concern herein mentioned)

Residence 2 Melvin Ct Newburyport MA

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

NOTICE OF PREMIUM DUE
****

CNA SURETY

3 yrs. Exp. 1/22/2014

P. O. Box 5077
Sioux Falls, SD 57117-5077
1-888-866-2666

Bond/Policy#: 0601 70447087

Billing Date: 11/19/2010
Filing Date: 01/22/2011

STEPHEN K. JAYNE
2 MELVIN CT.
NEWBURYPORT, MA 01950

Premium: $625.00

Amount Due: $625.00

Bond/Policy#: **0601 70447087**
Effective Date: 01/22/2011 Anniversary Date: 01/22/2014
Penalty: $25,000.00
Name: STEPHEN K. JAYNE
Description: MA SECOND HAND MOTOR VEHICLE DEALER

Written By: WESTERN SURETY COMPANY

Your agent has requested that we bill your bond/policy directly from our office. PLEASE PAY THE AMOUNT INDICATED to CNA Surety. Prompt payment allows us to issue or continue your bond/policy coverage.

If you have any questions, please contact your agent with whom the bond/policy was written.

Phone: (978)657-5100
Agency: 20-01301

Hub International New England, L L C
299 Ballardvale St., Unit 1
Wilmington, MA 01887

ase detach and return the original coupon below with your payment

GREAT BAY AUTOBODY-MARINE CO. 16207

12/21/2010

625.00

CNA Surety

3 yr. Bond Car Dealer Bond Renewal

0601 70447087

Great Bay AUTOBODY-MARINE

Check GB

APPOINTMENTS

Appointment #1
January 28, 2013

City of Newburyport
Office of the Mayor
Donna D. Holaday, Mayor

60 Pleasant Street - P.O. Box 550
Newburyport, MA 01950
978-465-4413 phone
978-465-4402 fax

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 22 P 2:06

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 22, 2013

Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Moseley Woods Commission. This term will expire on January 1, 2014.

Katie Guildner
7 Broad Street #2
Newburyport, MA 01950

Katie Guildner
7 Broad Street #2
Newburyport, MA 01950
617-869-7807
kgnbpt7@hotmail.com

January 4, 2013

Donna Holaday
Mayor
60 Pleasant Street
Newburyport, MA 01950

Dear Mrs. Mayor:

Ann Dykes, a current member of the Moseley Pines Commission, suggested that I contact you regarding becoming a part of the Moseley Pines Commission. My educational background in Business Administration, along with my professional experience, makes me an excellent candidate for this important role in our community.

As you will see from the enclosed resume, I have more than 15 years of experience in the field of purchasing and inventory management. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my commitment to personal and professional excellence, and my excellent written and oral communication skills.

Over the past year I have also participated in the town's Off-Leash Committee and recently co-chaired our first annual fundraiser along with Joppa Flats Running Club. These experiences, along with my professional knowledge, have given me the skills and desire to participate further in my community.

If you have questions, or if you want to schedule an interview, please contact me at 617-869-7807. I look forward to meeting you to further discuss opportunities with the Moseley Pines Commission.

Sincerely,

Katie Guildner

7 Broad Street #2, Newburyport, MA 01950•617-869-7807•kgnbpt7@hotmail.com

Katie Guildner

Objective

To obtain a position on the Moseley Pines Commission

Experience

Mar 2004 to Present — The Gem Group, Inc. — Lawrence, MA

Inventory, Planning Manager

- Develop & manage Sales Forecast for 1,000 SKUs to ensure customer requirements & company financial budget are met
- Develop & manage purchasing process for international and domestic purchases totaling over $18 million, annually
- Create and direct internal forecasting systems and processes to maximize product availability while minimizing costs
- Maintain optimum inventory levels to remain in balance with company budget & ensure on-time deliveries to meet customer requirements while minimizing carrying costs & premium transportation charges
- Work cross functionally with QC and Sourcing departments in US, China and Pakistan to manage and resolve Product Quality issues
- Establishes & maintains purchasing practices and policies to ensure honest, fair, and ethical relationships with vendors
- Work cross functionally with Product Development, Design, Marketing and Sourcing to develop and introduce new product four times annually while maintaining factory capacities, appropriate inventory levels and reasonable freight costs.
- Responsible for the motivation and development of subordinates to optimize their performance and their personal and professional growth

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Feb 2000 to Mar 2004 — The Gem Group, Inc. — Lawrence, MA

Senior Buyer/Planner

- Forecasted & planned optimum inventory levels to ensure on-time delivery to meet customer demand while minimizing carrying costs
- Managed over five hundred SKUs, including liquidation of excess inventory
- Established purchasing practices & built strong relationships with International Vendor Base including Hong Kong, China, Thailand, Sri Lanka, Philippines and Italy
- Instituted and maintained month-end, forecasting, and inventory reporting systems

---

Oct 1996 to Feb 2000 — **Honeywell Consumer Products** — **Southborough, MA**

Senior Buyer/Planner	October 1999 to February 2000
Buyer/Planner	June 1997 to September 1999
Purchasing Coordinator	October 1996 to June 1997

Education

1990 – 1994 — Bryant College — Smithfield, RI

Bachelor of Science

- Concentration in Business Administration
- Theta Phi Alpha Sorority
- Student Senate

References

References are available on request.

Appointment #2
January 28, 2013

City of Newburyport
Office of the Mayor
Donna D. Holaday, Mayor

60 Pleasant Street - P.O. Box 550
Newburyport, MA 01950
978-465-4413 phone
978-465-4402 fax

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 22 P 2:05

Donna D. Holaday

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 22, 2013

Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Historical Commission. This term will expire on January 1, 2016.

Sarah M. White
349 High Street
Newburyport, MA 01950

SARAH M. WHITE

349 High Street, Newburyport, MA 01950
cell: 978-317-7794 email: sarahmwhite1994@gmail.com

SUMMARY

- Professional with 16 years of combined experience in non-profit, academic, and corporate environments.
- Significant experience with historic preservation activities in private and public positions.
- Historic preservation domain expertise in education, advocacy, policy, organizational growth and programming, local historic district planning.
- Foreign languages: Native-level fluency in Spanish: speaking, reading, writing.
- MA certified K-12 teacher (Spanish and general education), 2010.
- Extensive experience teaching children and adults in formal and informal settings locally and abroad.
- Track record of success leading teams in project-oriented environments, developing and managing to budgets, and improving processes.
- Certificate in Historic Preservation Studies, completed Fall 2010, Boston Architectural College. Courses as follows: *Historic Preservation Law, Planning, and Finance, Philosophy of Preservation, Preservation Documentation and Research, History of Interior Design and Furniture, Architectural History: Medieval to Contemporary, Approaches to Historic Building Fabric: Materials, Assemblies and Design*

HISTORIC PRESERVATION

President, Vice-President, and Board Chair, Newburyport Preservation Trust, 11/2007 – 11/2011, Newburyport, MA

- Managed education, advocacy, and fundraising efforts for 501(c)3 organization. Grew membership base from 20 to 230 members.
- Planned and managed year-long public education series on historic preservation topics including window and masonry restoration, individual and municipal economic benefits of preservation, case study of a Federal home restoration. Each event drew standing-room only audiences.
- Directed three annual Preservation Week festivals, consistently drawing over 1,000 participants to week-long education-focused events. Managed planning, execution, and publicity efforts.
- Led efforts to raise over $80,000 for restoration and educational initiatives from grants, public and private institutions, and private donors. Funds used in phased restoration of Newburyport Powder House, creation of public education materials, special programs, and Preservation Week execution.
- Supervised implementation of history outreach programs at public middle and charter schools to create learning adventures centered on the Newburyport Powder House and other local historic assets.
- Secured board approval to acquire 99 year lease agreement with city, state, and military for Newburyport Powder House access, restoration and usage rights. This was the first major acquisition and project by the Trust.
- Led monthly board meetings and worked with committee chairs to manage volunteer committee activities and strategic goals for the organization.
- Developed strategic partnerships with local, regional and national preservation organizations to co-sponsor key preservation initiatives including ways to "green" the older home, home restoration series, scavenger hunts, and architectural tours. Partners included National Trust for Historic Preservation, Historic New England, Essex National Heritage Commission, Custom House Maritime Museum, Historical Society of Old Newbury.

Chair, Newburyport Local Historic District Study Committee, 2007 – present ***Newburyport, MA***

- Mayoral appointee to committee tasked with studying and proposing legislation for a Local Historic District (LHD) in Newburyport, MA.
- Led education efforts to inform public of LHD parameters. Educational efforts include public information sessions, print media materials and web design and content creation.
- Spearheaded efforts to study 300+ years of building and socio-economic trends in proposed district to determine district boundaries.
- Led creation and launch of on-line and direct-mail public opinion survey. Achieved a 37% response rate in a field where a 10% response rate is considered typical.
- Initiated analysis of 10 years of local permitting trends to estimate potential impact LHD permitting will have on affected city departments and future LHD commission.

SARAH M. WHITE

349 High Street, Newburyport, MA 01950
cell: 978-317-7794 email: sarahmwhite1994@gmail.com

- Instituted study of existing Planning and Building department processes and application flows. Worked with department heads and staff to determine LHD application flow, impact on department staff, and mechanisms to off-set increase in departmental workloads.

Co-founder Cultural Tourism Steering Committee, Newburyport Chamber of Commerce, 4/2008 – 9/2009

- Co-leader of Steering Committee dedicated to studying impact of cultural heritage tourism on the greater Newburyport area and to create a comprehensive cultural tourism plan for the area.
- Engaged with over 30 area non-profits, cultural organizations, and tourism-impacted businesses to provide representation to the study group.
- Co-managed sub-committees to create stakeholder surveys to gauge current opinion of local tourism-promotion efforts. Co-authored visitor survey to assess the needs and interests of the cultural heritage visitor.
- Co-wrote grant application resulting in award of Adams Planning Grant from the state of Massachusetts.

OTHER RELEVANT INDUSTRY EXPERIENCE

Senior QA Lead, *Houghton Mifflin Publishing Company, 5/2005 – 11/2007* *Boston, MA*

- Managed daily QA efforts for high-visibility Corporate Division projects. Projects included creation of online order and inventory control system and an SAP financials system conversion.
- Created and managed QA project plan, budgets and team member workstreams.

Senior QA Lead/Technical Advisor, *Harvard Business School, 8/2003 – 5/2005* *Cambridge, MA*

- Managed 17-member team of functional, integration, and user acceptance testers for HBS implementation of university-wide donor management system.
- Consulted for Harvard-affiliated Children's Hospital of Boston. Assessed current IT practices of the hospital, and presented quality assurance best practices relevant to the needs of hospital IT department.

Principal Lead, Software Quality Assurance, *USPowerSolutions, 3/2001- 7/2002* *Cambridge, MA*

- Led QA team of 5 engineers testing company's flagship product, a Web-based billing system for deregulated utilities industry. Managed QA efforts through all stages of product testing.
- Reduced acceptance testing time by 50% through implementing automated QA testing strategy.

Principal Lead, Software Quality Assurance, *Breakaway Solutions, 2/2000 – 2/2001* *Boston, MA*

- Established QA team in Boston headquarters. Managed and allocated resources over multiple, simultaneous Web-based engagements and integrated QA methods and processes into all Boston projects.

Senior Consultant, *Accenture (formerly Andersen Consulting) 11/1997-2/2000* *Wellesley, MA*

- Managed team of 12 clients and consultants to code and test client-server SAP Accounts Receivable and Payable modules, including lockbox functionality, and custom bank interfaces for pulp and paper customer.
- Led team of 10 clients and consultants to test web-based reservations application. Managed test budget, and supervised test resource allocation. Managed blackbox testing efforts throughout project lifecycle.

Project Manager, *Boston Language Institute, 7/1996-8/1997* *Boston, MA*

- Developed project budgets, scope, and timeframes for corporate and legal translation projects.
- Managed team of 20 off-site translators and simultaneous interpreters.

EDUCATION

- **Boston Architectural College:** Masters in Historic Preservation expected Spring 2012
- **Boston Architectural College:** Graduate Certificate, Historic Preservation Studies, completed Fall 2010.
- **University of Michigan-Ann Arbor**: MA equiv. (30 post-grad credits), 1996, Spanish Literature.
- **Smith College**: BA, 1994, Spanish.

OTHER

- Proficient in all MS Office products including MS Project, PowerPoint, Excel, Word, Publisher.

References available upon request.

Appointment #3
January 28, 2013

CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY, MAYOR

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2013 JAN 22 P 2:05

Donna D. Holaday

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 22, 2013

Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Moseley Woods Commission. This term will expire on January 1, 2016.

Deborah Woron-Masia
3 Moulton Street
Newburyport, MA 01950

Curricula vitae

Deborah Woron-Masia, MCA
Massachusetts Certified Arborist #2046
3 Moulton Street
Newburyport, MA
+1 978 465 6896
masias@comcast.net

Education:

- Newburyport High School, Newburyport, MA, High School Diploma
- Northern Essex Community College, Haverhill, MA
- Simmons College, Boston, MA, **BS** in Management/Finance
- Cambridge Community College, Cambridge, UK Horticultural classes
- Seminar with Robin Williams, U.K. Winner of several Chelsea Design Awards
- Essex Agricultural & Technical Institute, Hathorne, MA, **AAS** in Horticulture

Employment:

- Northern Essex Community College, Haverhill, MA
  - Office of financial aid
  - Office of the Registrar
- Unitrode Computer Products, Methuen, MA, Purchasing Agent and Assistant to the President
- Data Resources, Inc., Lexington, MA, Staff Accountant
- Anna Jacques Hospital, Newburyport, MA, Financial Analyst
- Town and Country Garden Designs, Owner

Volunteer:

- Town of West Newbury, MA
  - Member, Capital Improvements Committee
- Bellville Improvement Society, Newburyport, MA
  - Member Finance Committee
  - Member Horticultural Committee
  - Designed, installed, and maintained perennial and annual beds
- Newburyport Tree Committee
  - Hazardous tree determination
  - Mass Releaf Grants
  - Worked with Newburyport DPW on variety of tree maintenance and removal issues
  - Supervision tree planting
  - Enforcement of Street Tree Ordinances
  - Applied and obtained *Tree City USA* designation for the City of Newburyport
- Friends of Newburyport Trees
  - Treasurer
  - Created qualified tree list for annual street tree plantings sponsored by FONT
  - Created planting instructions
  - Educational presentations to the public on topics related to tree installation and maintenance

Appointment #4
January 28, 2013

City of Newburyport
Office of the Mayor
Donna D. Holaday, Mayor

60 Pleasant Street - P.O. Box 550
Newburyport, MA 01950
978-465-4413 phone
978-465-4402 fax

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 14 A 10: 27

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 13, 2013

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as an alternate member of the Harbor Commission. This term will expire on January 31, 2016.

Paul Dahn
343 High Street
Newburyport, MA 01950

Appointment #5
January 28, 2013

CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY, MAYOR

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 14 A 10: 27

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 13, 2014

Re: Re-Appointment

I hereby re-appoint, subject to your confirmation, the following named individual as a member of the Library Board of Directors. This term will expire on January 1, 2020.

Joseph J. Donnelly
8 Bowlen Avenue
Newburyport, MA 01950

END OF CONSENT AGENDA

REGULAR AGENDA

COMMUNICATIONS

Communication #9
January 28, 2013

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 22 A 11:50

The Dance Place
50 Water Street Newburyport, MA
(978)465-1485
www,danceplacenbpt.com

January 22nd, 2013

Dear Newburyport City Council,

I am submitting a proposal for a permit to hold a flash mob at Market Square on February 14th and 16th, weather permitting. The flash mob is in connection with V-Day and One Billion Rising, (a movement to end violence and abuse against women). Below is a description of the events going on all over the world. The Dance Place is collaborating with The Jeanne Geiger Crisis Center, Natural High Fitness and several other gyms and facilities in the area.

Description:

On V-Day's 15th Anniversary, 14 February 2013, we are inviting ONE BILLION women and those who love them to WALK OUT, DANCE, RISE UP, and DEMAND an end to this violence. ONE BILLION RISING will move the earth, activating women and men across every country.

V-Day wants the world to see our collective strength, our numbers, our solidarity across borders.

ONE BILLION RISING IS:

A global strike
An invitation to dance
A call to men and women to refuse to participate in the status quo until rape and rape culture ends
An act of solidarity, demonstrating to women the commonality of their struggles and their power in numbers
A refusal to accept violence against women and girls as a given
A new time and a new way of being

We feel strongly that this is a crucial event to take part in, and we wish to commit to it 100%. We have downloaded choreography and we are now teaching it to any who want to join in. We are expecting 150 to 200 participants in the flash mob, to take place at Market Square Thursday, February 14th at 5:00pm and 16th at 1:00pm.

Specifically, the flash mob is a four minute dance to an original song, "Break the Chain" written for the event. It is a peaceful and joyous activity that raises awareness while helping to bring an end to violence.
We will need to connect our sound system in somewhere at the square; perhaps where the Christmas tree gets plugged in or at a business willing to assist. The council may advise.

More information is at www.onebillionrising.org.

Thank you,

Fontaine Dubus
Owner/Director of The Dance Place
(Fontaine Dubus and Tracey Kimball - Flash Mob Leaders)

APPOINTMENTS

Appointment #6
January 28, 2013

City of Newburyport
Office of the Mayor
Donna D. Holaday, Mayor

60 Pleasant Street - P.O. Box 550
Newburyport, MA 01950
978-465-4413 phone
978-465-4402 fax

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 22, 2013

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Affordable Housing Trust. This term will expire on January 1, 2015.

Susanne Marzi Cameron
17 Oakland Street
Newburyport, MA 01950

ORDERS

CITY OF NEWBURYPORT

IN CITY COUNCIL

ORDERED: MAY 29, 2012

THAT, in accordance with revisions to the Newburyport City Charter, the first administrative code that the Mayor is required to file an administrative code requiring the establishment of two new City department, a Finance Department to oversee the functions of the Auditor, Treasurer/Collector, Assessor, and purchasing, and a Human Resources department to develop and implement City personnel policies.

FURTHER, that the Mayor and City Council appoint a Finance Director and Human Resources Director to oversee the operations of each of these two departments.

THEREFORE, the following administrative codes are filed as follows:

CODE OF ORDINANCES
ARTICLE V. DEPARTMENTS
DIVISION VI. DEPARTMENT OF FINANCE

Sec. 2-316, Established.
There shall be established a Department of Finance consisting of the offices of the City Auditor, City Treasurer / Collector, Assessor, and Purchasing. The Department of Finance shall be under the direction of the Finance Director.

FULL TEXT AVAILABLE IN THE CITY CLERK'S OFFICE.

Councillor Edward C. Cameron
Budget & Finance Chairperson

Order #2
January 28, 2013

CITY OF NEWBURYPORT

IN CITY COUNCIL

ORDERED:

January 28, 2013

THAT the City Council of the City of Newburyport accepts a gift in the amount of $2,000 from Keith R. Attenborough, Trustee of the Attenborough Family Trust. Said gift is to be used to support animal control operations within the City of Newburyport, and to promote activities that contribute to the health and welfare of animals.

THAT, said gift shall be deposited in the Animal Control Revolving Fund and expended under the direction of the Health Department Director, and with the approval of the Mayor.

FURTHER, the City Council extends its thanks and gratitude to Keith R. Attenborough for his generous gift.

Councillor Edward C. Cameron
Budget and Finance

COMMITTEE ITEMS

LATE FILE Transfer #2
January 14, 2013

CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY, MAYOR

60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 JAN 14 P 2:55

Refer to B&F

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 14, 2013

Subject: Free Cash Transfer Request to Fund Union Contracts

After several months of productive negotiations, I am pleased to report that the City has reached agreement with five different bargaining units that had either expired contracts or a wage re-opener clause in their contract for FY13. The AFSCME union and the Teamsters Department Head union have both ratified tentative MOUs for contract extensions through June 30, 2015. The Teamsters Administrative Assistants, Police Superiors, and Fire Department have all agreed to the terms proposed by the City for their wage re-openers. The following is a brief summary of the terms that were agreed to as part of the collective bargaining process:

AFSCME

- 2.0% COLA effective January 1, 2013
  1.5% COLA effective July 1, 2013
  1.5% COLA effective July 1, 2014
- Step added for all employees with 10+ years of experience with the City
- Vacation: 5 days less vacation time per year for existing employees with less than 5 years employment or more than 15 years employment; 5 days less vacation time for all new employees
- Education stipend: Eliminated for all new employees
- Sick leave: Strengthened language to address sick leave abuse
- Overtime: Change in minimum hours paid for weekend/holiday emergency call in from 3 to 4 hours
- Additional issues: Language changes were made to clarify policies regarding vacation accrual, vacation time scheduling, longevity disbursement schedules, health insurance benefits, uniform requirements, and heat days. To the extent that they are applicable, these changes are being instituted to ensure consistency across union contracts in the interest of uniformity and improved labor relations.

Teamsters Department Heads

- 2.0% COLA effective January 1, 2013
  1.5% COLA effective July 1, 2013
  1.5% COLA effective July 1, 2014
- Vacation: 5 days less vacation time per year for all employees in exchange for one-time 2.0% adjustment to base salary (effective July 1, 2013)
- Sick leave buyback: Employees with less than 15 years employment will have their maximum buyback reduced from 90 days to 75; employees with more than 15 years employment will have their buyback reduced from 90 days to 85; the City will have the ability to delay payment for sick leave buybacks until the following fiscal year if proper advance notice has not been given (deadline: December 1 of the prior fiscal year)
- Veterans Affairs Director position ($5,329.50) and Harbormaster position ($5,000.00) were both granted base pay increases based on an evaluation of the job requirements and a salary survey for these positions in comparable communities
- Vehicle Reimbursement: $25 increase to both moderate-use and high-use monthly reimbursement rate schedule (effective July 1, 2013); elimination of DPS facility fueling policy; additional oversight of mileage reimbursement process
- Clothing allowance: minor increases for several members with a total cost impact across all departments of $950 per year (effective July 1, 2013)
- Additional issues: Similar language changes were made to clarify policies regarding vacation use and accrual, health insurance benefits, educational incentive pay, annual evaluation processes, bereavement leave, and longevity disbursement schedules.

Teamsters Administrative Assistants

- 1.5% COLA effective January 1, 2013

Police Superiors

- 2.0% COLA effective January 1, 2013

Firefighters

- 2.0% COLA effective January 1, 2013

Some of the short- and long-term implications of the concessions agreed to by those bargaining units that had expired contracts are as follows:

- Vacation time reduction: 33 additional weeks of manpower in FY14 from AFSCME employees; 14 additional weeks of manpower in FY14 from Department Heads

- Education stipend: Between $425-800/year in savings for each new AFSCME employee with an advanced degree
- Sick leave buyback: Approximately $4,500 in savings on sick leave buyback costs for Department Heads with less than 15 years employment; approximately $1,500 in savings for Department Heads who currently have more than 15 years employment

It is important to note that City employees received 2.0% in cumulative COLA increases over the past three fiscal years (FY10-FY12). During this same period of time, Newburyport School employees have received 5.0% in COLA raises. According to the Bureau of Labor Statistics, the cost of living for this region increased 4.5% over this time frame.

I am requesting a free cash transfer in the amount of $132,393.78 to cover all COLAs, step increases, overtime impacts, and grade adjustments that have resulted from the agreed upon terms of this negotiation process. This funding will also cover COLA adjustments made for non-union staff that traditionally follow these union wage patterns as well as a few minor personnel line item adjustments that were not accounted for in the FY13 budget. 187 City employees will be affected by these changes in total. Please see attached for greater details about the specific line items that will be impacted by this transfer request.

Total Request for Transfer from Free Cash		**$ 132,393.78**
Number of Impacted Employees		**187**
Police		
51142 Salary Officers (7 employees)	$	5,466.73
51120 Salary Admin Secretary	$	476.48
51152 Salary Clerical	$	492.95
51156 Salary F/T Dispatch (4 employees)	$	4,407.16
51166 Salary Custodial	$	212.48
51411 Dispatch Night Differential	$	416.00
51413 Dispatch Paid Holidays	$	847.68
51302 Dispatch Overtime	$	2,186.24
Departmental Total (14 employees)	**$**	**14,505.71**
Fire		
51102 Salary Deputy Chief	$	922.92
51142 Salary Firefighters (32 employees)	$	17,652.01
51156 Salary Dispatchers (3 employees)	$	2,697.55
Departmental Total (36 employees)	**$**	**21,272.49**
DPS Highway		
51101 Salary DPS Director	$	333.33
51102 Salary Deputy Director	$	280.50
51119 Salary City Engineer	$	264.00
51158 Salary Labor (22 employees)	$	17,052.42
51301 Overtime	$	1,750.00
Departmental Total (25 employees)	**$**	**19,680.25**
Water		
51101 Salary DPS Director	$	333.33
51102 Salary Deputy Director	$	280.50
51119 Salary City Engineer	$	264.00
51103 Salary Business Manager	$	300.00
51117 Salary Assistant Engineer	$	235.00
51118 Salary Superintendent Operations	$	753.36
51131 Admin Assistant	$	148.58
51132 Office Manager	$	199.35
51134 Salary Distribution Manager	$	517.45
51158 Salary Labor (15 employees)	$	9,951.97
Departmental Total (24 employees)	**$**	**12,983.54**

Sewer

51101	Salary DPS Director	$	333.33
51102	Salary Deputy Director	$	280.50
51119	Salary City Engineer	$	264.00
51103	Salary Business Manager	$	300.00
51117	Salary Assistant Engineer	$	235.00
51116	Salary Chief Operator	$	754.86
51122	Salary Collection System Manager	$	720.00
51131	Admin Assistant	$	148.58
51132	Office Manager	$	199.35
51158	Salary Labor (14 employees)	$	9,961.98
	Departmental Total (23 employees)	**$**	**13,197.59**

Mayor's Office

51120	Salary Director of Policy and Admin	$	650.00
51126	Salary Executive Aide	$	375.00
51150	Salary Custodian	$	911.13
	Departmental Total (3 employees)	**$**	**1,936.13**

Planning and Development

51101	Salary Planning Director	$	785.40
51102	Salary Planner	$	284.99
51103	Salary Project Planner	$	504.47
51104	Salary Admin Assistant	$	1,227.14
51105	Conservation Commission P/T	$	161.17
	Departmental Total (5 employees)	**$**	**2,963.17**

City Clerk

51101	Salary City Clerk	$	900.00
51102	Salary Assistant Clerk	$	427.12
51103	Salary Admin Secretary	$	321.49
51166	Salary P/T Office Help	$	199.52
51134	Salary Parking Officer	$	309.12
	Departmental Total (5 employees)	**$**	**2,157.25**

Health

51101	Salary Health Director	$	714.00
51103	Salary Admin Assistant	$	347.59
51160	Salary Energy/Recycling Coordinator	$	550.00
51102	Salary Animal Control Officer	$	2,540.44
	Departmental Total (4 employees)	**$**	**4,152.02**

Treasurer/Collector

51101	Salary Treasurer	$	710.17
51102	Salary Assistant Treasurer	$	375.95
51103	Staff Salaries (4 employees)	$	3,209.44
	Departmental Total (6 employees)	**$**	**4,295.56**

Habormaster

51101	Harbormaster	$	5,000.00
	Departmental Total (1 employee)	**$**	**5,000.00**

Youth Services

51101	Director Youth Services	$	2,033.39
51160	Salary Program Coordinator	$	279.90
51163	Salary Prevention Coordinator	$	251.25
51162	Salary Program Assistant	$	344.25
	Departmental Total (4 employees)	**$**	**2,908.79**

Council on Aging

51101	Salary COA Director	$	573.09
51156	Salary Van Drivers (2 employees)	$	1,401.60
51164	Receptionist	$	256.66
	Departmental Total (4 employees)	**$**	**2,231.36**

Assessor

51101	Salary Assessor	$	739.66
51102	Salary Assistant Assessor	$	452.79
51103	Salary Admin Assistant		$1,745.10
	Departmental Total (3 employees)	**$**	**2,937.55**

Auditor

51101	Salary Auditor/Finance Director	$	925.76
51102	Salary Assistant Auditor	$	639.55
51103	Salary Admin Assistant	$	402.53
51166	P/T Data Entry Clerk		$109.20
	Departmental Total (4 employees)	**$**	**2,077.04**

Building

51101	Salary Building Inspector	$	739.66
51103	Salary Admin Secretary	$	1,227.14
	Departmental Total (2 employees)	**$**	**1,966.79**

Human Resources

51101	Salary HR Coordinator	$	600.00
	Departmental Total (1 employee)	$	600.00

MIS			
51101	Salary Director	$	694.67
	Departmental Total (1 employee)	$	694.67
Library			
51156	Salary Staff	$	11,189.37
	Departmental Total (20 employees)	$	11,189.37
Parks			
51166	Park Administration	$	315.00
	Departmental Total (1 employee)	**$**	**315.00**
Veterans			
51101	Salary Veterans Director		$5,329.50
	Departmental Total (1 employee)		**$5,329.50**