CITY COUNCIL MEETING AGENDA - VERSION 1
February 10, 2014

7:30PM

1. **MOMENT OF SILENCE**
2. **PLEDGE OF ALLEGIANCE**
3. **CALL TO ORDER**
4. **LATE FILE ITEMS**
5. **PUBLIC COMMENT**
6. **MAYOR'S 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.

7. **APPROVAL OF MINUTES**
   January 27, 2013 (Approve)

8. **TRANSFERS**
   1. Full Time Parks Director (Budget & Finance)

9. **COMMUNICATIONS**
   1. Samantha Young, Girl Scout cookie selling, Pleasant Street, 2/15/2014 (Appr)
   2. Greater Newburyport Chamber of Commerce 2014 festivals and events (Public Safety)
   3. Soldiers Assistance Fund Flag Day 5k June 14, 2013 (Public Safety)
   4. Movable Sign Application Newburyport Brewing Company (License & Permits)
   5. Mark Janos, Esq. Ltr Re: Harnch's Way (Planning & Development)
   6. City Clerk Contract (Budget & Finance)

10. **APPOINTMENTS-First Reading**

Appointment

1.	Linda Smiley	7 Atwood Street	Community Preservation Act Com.	April 1, 2014
2.	Adam R. Hayden	76 Longfellow Dr, Amesbury	Ass't Harbormaster/Spec. Pol Off	Dec. 31, 2014

Re-Appointment

3.	Steven D. Hines	54 Ferry Road	Harbor Commission	March 31, 2017
4.	Beverly MacBurnie	3 Magnolia St.	Atkinson Common Commission	March 31, 2017

END OF CONSENT AGENDA

REGULAR AGENDA

11. **STATE OF THE CITY ADDRESS – MAYOR**

12. **APPOINTMENTS-Second Reading**

Appointment

5.	Leslie Eckholdt	36 Warren Street	Fruit St. Local Hist. Dist. Com.	March 1, 2017

Re-Appointment

6.	David Zinck	6 Laurel Road	Electrical Inspector	January 31, 2015
7.	Anthony J. Furnari	10 Olsen Rd, Peabody	Director, Dept. Public Services	February 1, 2017
8.	James MCarthy	17 Russia Street	Planning Board	January 31, 2019

13. **MID-YEAR BUDGET REVIEW – CHAIR, BUDGET & FINANCE**

14. ORDERS

1. Acceptance of Ch. 59 §5 provision added by st. 1993, c.110, § 110 reduce residency of Veterans
2. G.L. c. 164 s. 134 Electrical Aggregator Resolution

15. ORDINANCES

1. NONE

16. COMMITTEE ITEMS

Budget & Finance

In Committee:

1. Mid-Year Budget Report **01/27/2014*

License & Permits :

In Committee:

1. Second Hand Motor Vehicle License Renewal – Chanard Limousine Sales, Inc **01/13/2014*

Planning & Development

In Committee:

1. Off-Street Parking Regulations – Zoning (and Committee of the Whole) **01/27/2014*
2. Interim Demolition Control Overlay District – Zoning **01/27/2014*
3. Interim Downtown Overlay District – (IDOD) (and Committee of the Whole) **01/27/2014*

Public Safety

In Committee:

1. Annual Amer. Diabetes Assoc. Tour de Cure May 18, 2014 **01/13/2014*
2. Amend Ord. 13-180 Parking Resident Fair St Temple St parking lot corner **01/13/2014*
3. One Fund 2.6 mi Charity Road Race – Winner's Circle, April 13, 2014 **01/27/2014*
4. 3rd Annual Pan Mass Challenge Kids Ride, June 22, 2014 **01/27/2014*
5. Amend Ord. 13-168 Franklin St., no parking westerly side between 10 & 6 and north to Water **01/27/2014*
6. Amend Ord. 13-180 Fair Street, Resident Parking between Water & Liberty **01/27/2014*

Rules Committee:

In Committee:

1. City Council Rule 8a **01/13/2014*

17. GOOD OF THE ORDER

18. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL MEETING MINUTES - VERSION 2
January 27, 2014

7:30PM

Council President O'Brien called the meeting to order at 7:30 pm. A moment of silence was held for Robert MacDonald, retired City firefighter. 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, Eigerman, Giunta, Heartquist, Herzog, Kinsey, Tontar, Vogel and O'Brien. 11 present.

1. LATE FILES – Communications #5, and #6 and Franklin St Ordinance Scrivener's Error
Motion to waive the rules and allow late files by Councillor Cameron, seconded by Councillor Herzog. So voted.

2. PUBLIC COMMENT

1) David McFarlane	20 57th Street	Water Sewer PI
2) Kristen Farrell	28 Spofford Street	NCOD Appointment
3) Jenne Donahue	18 Cherry Street	Commission on Disability
4) Josh Kusteler	15 Cutting Drive	Appointment

3. MAYOR'S COMMENT
The Mayor gave an update to the Council based upon Communication #6.

CONSENT AGENDA

4. APPROVAL OF MINUTES
January 13, 2014 (Approved)

5. COMMUNICATIONS
1. Second Hand Motor Vehicle License Renewal – Plum Autoworks, Inc. (Approved)
2. One Fund 2.6 mi Charity Road Race – Winner's Circle, April 13, 2014 (Public Safety)
3. 3rd Annual Pan Mass Challenge Kids Ride, June 22, 2014 (Public Safety)
4. Mid-Year Budget Report (Budget & Finance)

6. APPOINTMENTS-First Reading

Appointment

1. Leslie Eckholdt	36 Warren Street	Fruit St. Local Hist. Dist. Com.	March 1, 2017

Removed by Councillor Herzog.

Re-Appointment

2. David Zinck	6 Laurel Road	Electrical Inspector	January 31, 2015
3. Anthony J. Furnari	10 Olsen Rd, Peabody	Director, Dept. Public Services	February 1, 2017
4. James MCarthy	17 Russia Street	Planning Board	January 31, 2019

END OF CONSENT AGENDA
Motion to approve the Consent Agenda as amended by Councillor Cameron, seconded by Councillor Connell. So voted.

REGULAR AGENDA

7. ORDERS
3. Gift from Rotary Club for Roundabout
Motion to take out of order by Councillor Cameron, seconded by Councillor Connell. Motion to receive and file by Councillor Tontar, seconded by Councillor Cameron. So voted.

8. PRESENTATION ON WATER AND SEWER TREATMENT PLANTS
Pieter Hartford gave a presentation on the water and sewer treatment plants.

9. COMMUNICATIONS-LATE FILES

5. Transfer of Development Rights Report

Motion to receive and file by Councillor Connell, seconded by Councillor Herzog. So voted.

6. Mayor's Update

Motion to receive and file by Councillor Connell, seconded by Councillor Herzog. So voted.

10. APPOINTMENTS – First Reading

1. Leslie Eckholdt	36 Warren Street	Fruit St. Local Hist. Dist. Com.	March 1, 2017

Motion to R & F by Councillor Herzog, seconded by Councillor Cameron. So voted.

11. APPOINTMENTS-Second Reading

Appointment

5. Josh Kasteler	15 Cutting Drive	Moseley Woods Commission	January 31, 2017
6. Barry J. McBride	5 Pine St, Salisbury	Ass't Wiring Inspector	January 31, 2015
7. Daniel J. Koen	16 Boyd Drive	Newburyport Housing Authority	January 1, 2019
8. Kristen M. Farrell	28 Spofford Street	Disabilities Commission	January 31, 2017
9. Mark E. Bilodeau	63 High Street	Historical Commission	May 1, 2017

Motion to approve collectively by Councillor Cameron, seconded by Councillor Tontar. So voted.

Re-Appointment

10. Andrew R. Port	12 Central Place, Saugus	Director Planning & Dev.	January 31, 2017

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

12. CITY COUNCIL APPOINTMENT-Second Reading

Re-Appointment

11. Richard B. Jones	283 High Street	City Clerk	January 31, 2017

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

13. ORDERS

1. Tree Commission Revolving Fund

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

2. Gift from Ken Jackman re: bollards

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

14. ORDINANCES

1. Franklin Street – Parking

Motion to refer to Public Safety by Councillor Heartquist, seconded by Councillor Herzog. So voted.

2. Fair Street, Resident Parking

Motion to refer to Public Safety by Councillor Eigerman, seconded by Councillor Herzog. So voted.

3. Interim Demolition Control Overlay District – Zoning

Motion to refer to Planning & Development by Councillor Eigerman, seconded by Councillor Herzog. So voted.

4. Off-Street Parking Regulations – Zoning

Motion to refer to Planning & Development and Committee of the Whole (COW), and Traffic Advisory Committee by Councillor Herzog, seconded by Councillor Kinsey. So voted.

5. Interim Downtown Overlay District – (IDOD)

Motion to refer to Planning & Development and Committee of the Whole (COW) by Councillor Herzog, seconded by Councillor Connell. So voted.

15. COMMITTEE ITEMS

Budget & Finance

In Committee:

1. Mayor Gen Fd Free Cash $25,000 to OPEB Trust Fund $25,000 **01/13/2014*

Motion to remove by Councillor Tontar, seconded by Councillor Connell. Motion to approve by Councillor Tontar, seconded by Councillor Vogel. 10 yes, 1 no (Herzog). So voted.

2. Mayor Gen Fd Free Cash $9,775 to Mayor Grant Writer $9,775 **01/13/2014*

Motion to remove by Councillor Tontar, seconded by Councillor Vogel. Motion to approve by Councillor Tontar, seconded by Councillor Vogel. So voted.

3. Creation of Trust Fund for Other Post-Employment Benefit Liabilities (OPEB) *01/13/2014

Motion to remove by Councillor Tontar, seconded by Councillor Vogel. Motion to approve by Councillor Tontar, seconded by Councillor Cameron. So voted.

License & Permits :

In Committee:

1. Second Hand Motor Vehicle License Renewal – LCA Motors *01/13/2014

Motion to remove by Councillor Herzog, seconded by Councillor Connell. Motion to approve by Councillor Herzog, seconded by Councillor Connell. So voted.

2. Second Hand Motor Vehicle License Renewal – Chanard Limousine Sales, Inc *01/13/2014

Planning & Development

Councillor Cameron stated that there is a meeting on 1/28/14 at 7:00pm in the City Hall Auditorium regarding the Waterfront.

Public Safety

In Committee:

1. Annual Amer. Diabetes Assoc. Tour de Cure May 18, 2014 *01/13/2014
2. Amend Ord. 13-180 Parking Resident Fair St *01/13/2014
3. Annual Rotary Club Annual Frigid Fiver 5 Miler Road Race Feb. 2, 2014 *01/13/2014

Motion to remove by Councillor Cronin, seconded by Councillor Connell. The route was clarified. Motion to approve by Councillor Cronin, seconded by Councillor Herzog. So voted.

Rules Committee:

In Committee:

1. City Council Rule 8a *01/13/2014

16. GOOD OF THE ORDER

Councillor Herzog stated that he will host a meeting on Comcast internet competition.

Councillor Kinsey challendged the Council to join in an exercise movement class with Mrs. Doyle's 1st grade class at the Bresnahan school 1/30 at 8:45am.

17. EXECUTIVE SESSION

The Mayor updated the Council before going into Executive Session. She expressed concern about the corrosion of the pipes, then talked about the test pits that have been dug. The Mayor called District Attorney Blodgett and met with him. She also presented the case to Inspector General after nine months and 58,000 pieces of documentation were put together by various departments in the City. She then met with CDM Smith, hired Attorneys Rubin & Rudman and is pleased with them. Needed to get clarity on certain issues and have been working with Mass Materials Research lab which is doing fabulous work. We had a Main break around Hurricane Sandy time. Met with Attorney General who has accepted the case. The case is now proceeding as both a civil matter and criminal matter. 18,000 bolts could be faulty. CDM Smith are changing out metals with PVC. DEP is now involved. 147 hydrants may need to be repaired. No flushing being done.

Motion to go into Executive Session at 9:07 by Councillor Cameron, seconded by Councillor Herzog. Roll call vote, 11 yes. So voted.

Motion to come out of Executive Session at 9:46 pm by Councillor Cameron, seconded by Councillor Herzog. Roll call vote, 11 yes. So voted.

18. ADJOURNMENT

Motion to adjourn at 9:46pm by Councillor Cameron, seconded by Councillor Herzog. So voted.

TRANSFERS

Transfer #1
February 10, 2014

City of Newburyport
FY 2014
BUDGET TRANSFER REQUEST

Department: Mayor / Finance
Submitted by: Mayor Donna D. Holaday **Date Submitted:** 2/4/2014
William Squillace, Finance Director

Transfer From:

Account Name	Unemployment Compensation	YTD Bal:	$ 29,395.00
Account Number:	01913001-51780	Trans In:	$ -
Amount:	$ 8,293.04	Trans Out:	$ -

Why are Funds Available: *FY 2014 unemployment claims have been few and an estimated surplus greater than $10,000 is anticipated at year-end.*

Transfer To:

Account Name	Parks Comm- Parks Administrator	YTD Bal:	$ 18,249.95
Account Number:	01630001-51166	Trans In:	$ -
Amount:	$8,293.04	Trans Out:	$ -

Why are Funds Required: *(See attached memo)*

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: 2/4/14
William B. Squillace, Auditor — William B. Squillace — Date: 2/4/14
City Council Approval: (Stamp)

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
2014 FEB -4 P 4:00

To: President and Members of the City Council

From: Mayor Donna D. Holaday

Date: February 4, 2014

Subject: Transfer Request – Full-time Parks Director

I have been committed to growing the budget to fund parks maintenance and capital improvements to meet long-standing and important needs City-wide. Over the years, I have also advocated for increasing parks staffing. With nearly 100 acres spread over 20 parks, I now believe that it is time for Newburyport to commit to formally establishing a Parks Department with a full-time Director. For the City to maximize its parks as assets, we need to establish a framework for growth and devote more human resources to moving that vision forward.

The City's current Open Space and Recreation Plan (OSRP), drafted in 2012, repeatedly references the need for increasing parks staffing (relevant sections attached). In fact, the first priority of the report's seven-year action plan is to "expand Park Administrator position to full time." The OSRP also states "increasing the staff hours ... is an important first step toward: 1) improving customer service by ensuring Parks staff is available during regular City Hall hours; 2) improving coordination of maintenance and scheduling of city fields and facilities."

Over the past seven years, Lisë Reid has been doing her best with limited resources of time and funding to meet the expectations of the community. In FY06, Lisë began working 12 hours a week as a contractor for the Parks Commission for $6,660 a year. Now a City staff member being paid for 29 hours a week at $37,047 annually, Lisë's workload continues to stretch well beyond her allotted hours. Her job currently entails: maintaining 20 parks including the Rail Trail; managing park improvement projects from grant writing to construction management; organizing and publicizing community events; public relations

for promotion of parks and events; field and facility scheduling and permitting for seasonal league requests as well as special events; general administration and financial management; managing volunteers through creation and management of support-a-spot program; coordinating with the Bartlett Mall and Moseley Woods Commissions; administering the Mayor Gayden W. Morrill Charitable Foundation (MGWMCF); managing the Newburyport Parks Conservancy; managing the dog waste contract and off-leash program in conjunction with the Health Department.

In addition, Lisë's responsibilities have been expanded of late to include:

- **Managing field improvement initiative.** Coordinating improvements to existing fields and new construction projects, creating and managing centralized field scheduling, and oversight of City-wide field maintenance, including school athletic facilities.
- **Managing Adult Recreation programs.** Adult recreation was identified as a need by the recent Open Space and Recreation Plan study. The Parks Department is launching its first recreation programs this coming spring and summer.
- **More active participation in Atkinson Park maintenance.** The Atkinson Common Commissioners, also trustees of the Belleville Improvement Society, need more support from City staff and additional City funding and can no longer sustain their level of commitment the park.

A full job description of her current expanded role is attached.

Lisë has invested a tremendous amount of time building strong relationships with City staff, members of local foundations, and key school and athletic league personnel. She has worked with the trustees of the MGWMCF to shift their focus from only funding capital projects to supplementing ongoing parks maintenance needs. She has created the Newburyport Parks Conservancy as an important alternative funding vehicle. She has been key in moving the city forward in establishing improved athletic fields. She spearheaded the task force that studied the need for additional field space in Newburyport and continues to lead efforts to expand fields, improve existing fields, and establish solid maintenance plans to keep our facilities in better condition in the future.

Given this workload, it is no longer realistic to expect a part-time employee to deliver this level of service. We need to support the creation of a Director position with a salary more in line with similar positions around the state and with other City Department Heads. A survey of 15 cities and towns similar in population size to Newburyport revealed that FY2012 Parks Director salaries averaged about $71,000[1]. Accordingly, I am proposing that

[1] *Comparison of Parks Salaries in Other Massachusetts Cities & Towns,* excerpted from Massachusetts Municipal Personnel Association FY2012 BENCHMARK SALARY SURVEY

the new full-time Parks Director position will be funded at $64,000 annually. The transfer request that I have submitted will cover Lisë's increased hours and pay rate effective March 1, 2014. If approved, she will not receive any COLA increases until July 1, 2015 at the earliest.

The Parks Commission strongly supports bringing on Lisë full-time (letter attached), as they are well aware of the dedication that she brings to the job and the value that she adds to the community. Residents have responded positively to the increased attention being given to our parks. They recognize that parks are essential to building a healthy and sustainable community. According to the National Recreation and Parks Association, living close to parks is consistently related to higher physical activity levels for both adults and youth. Increasing access to recreation facilities is an essential strategy for preventing childhood obesity as well. Economically, parks attract tourists and increase tax revenues. More than 30 studies nationwide have showed that placing a house next to a park increases that property's value by up to 25%.

We have all witnessed the many positive effects of having a sufficiently funded parks system and I am appreciative for the support that the Council has shown in increasing the Parks budget over the past several years. The difference that this funding has made in improving our parks has been impressive. I consider it to be a hallmark of my administration to date. I ask for your support in recognizing the need to have a full-time Parks Director and to compensate the position at a level in line with other similar positions in comparable communities in order to continue our commitment to enhancing our parks and field space.

City of Newburyport
Parks Director
Job Description

Position Purpose:

The Parks Director will plan, direct, manage, develop and oversee the activities and operations of the Parks Department including maintenance, rehabilitation and expansion of all municipal parks and trails, programs and capital projects; will provide project management for parks projects; supervise, assign, coordinate, review, and promote the work of staff, volunteers and contractors responsible for providing recreation programs, services, and activities; develop and manage volunteer programs; plan special events; contribute to local master planning; and provide highly responsible and complex support to the Office of the Mayor while professionally and effectively managing department resources within the policies and standards prescribed by the Mayor, City Council and Newburyport Parks Commission. This position will coordinate activities with other City departments, commissions and outside agencies and coordinate with local community members and businesses. This position will be directly responsible for organizing, coordinating and overseeing the Newburyport Parks Conservancy and for organizing, coordinating and overseeing the city's administrative responsibilities and relationship with The Mayor Gayden W. Morrill Charitable Foundation.

Supervision:

Supervision Scope:

Performs a variety of responsible functions of a supervisory, administrative, and technical nature requiring the exercise of judgment, diplomacy, and self-direction; work at this level requires a working knowledge of departmental operations, local and state laws; work involves both standard and non-standard practices and techniques providing highly responsible and complex support to the Office of the Mayor, professionally and effectively managing department resources within the policies and standards prescribed by the Mayor, City Council and Newburyport Parks Commission.

Supervision Received:

Works under the general direction of the Mayor; follows established general and special orders, rules, regulations, policies and procedures of the City and general laws of the State of Massachusetts.

Supervision Given:

Provides supervision to parks staff, volunteers and contractors.

Job Environment:

Parks Director position is performed both outdoors in city parks and in a moderately noisy office with regular interruptions during the day from the general public to deal with citizens' or volunteers or contractors issues and problems;

Make constant and periodic contact with other municipal departments, vendors, attorneys, engineers, construction contractors, developers, various state agencies, various boards and commissions and the general public; communication is frequently in person, by telephone, and e-mail

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Maintain and manage 20+ parks including coordinating with Department of Public Services, Essex County Sherriff's Department and managing private contracts
- Manage and supervise parks staff, volunteers and contractors
- Manage park improvement projects including planning and design, grant writing, procurement, permitting and construction management
- Organize, publicize, and execute community and fundraising events such as Clean Sweep, Winter Carnival, other parks cleanups and annual conservancy Wine Tasting
- Perform public relations ongoing for promotion of parks and events using all media including press, social media, video and television
- Schedule and permit fields and other facilities under Parks Commission jurisdiction for seasonal league requests as well as special events
- Perform general administrative and financial management
- Administer The Mayor Gayden W. Morrill Charitable Foundation (MGWMCF) managing relationships with trustees, organizing their annual meeting with the city and maintaining cyclic procedures for receiving their annual donation; developing and designing presentation materials for city's recommendations to foundation; publicizing and processing grant round applications.
- Recruit and manage volunteers to fill labor gaps for parks projects and management of Support-a-Spot program
- Oversee satellite parks commissions for Atkinson Common, Bartlet Mall and Moseley Woods
- Manage Park Conservancy administration, bookkeeping, reporting, web design and maintenance, publicity, fundraising and event organization, creation of and coordination with a conservancy board
- Manage dog waste contract and off leash program in conjunction with the Health Department
- Manage city-wide parks and non-parks field improvement initiative including managing field improvement projects
- Manage centralized field scheduling
- Work with schools to oversee city-wide field maintenance
- Create and manage adult recreation programs in cooperation with Youth Services and Council on Aging as necessary
- Attend regular public and non-public meetings during business and non-business hours
- Identify and secure sources of funding for park improvement projects, ongoing maintenance, and recreation programming
- Respond to the public's inquiries and comments

Other Functions:

- Provide web design and content

- Provide graphic design services for Newburyport Parks and Newburyport Parks Conservancy fundraising and public relations initiatives, recreation promotion and programming, parks events, etc.
- Create and produce video programming and coordinate with public access TV to publicize parks activities

Minimum Required Qualifications:

Education, Training and Experience:
The Park's Director work history must include well rounded experience across parks with five (5) or more years of successful and progressive levels of responsibility culminating in a role equivalent to Director or an Assistant or Division Director. Municipal parks experience and a bachelor's degree are required while a relevant master's degree and CPRP certification are highly preferred. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check.

Special Requirements:

Knowledge, Ability and Skill:

- Knowledge of Parks management practices
- Knowledge of applicable state and municipal laws
- Experience negotiating, executing and managing construction and maintenance contracts
- Ability to address the public's concerns with diplomacy
- Skilled in all applicable computer applications and preferable knowledge of social media and graphic design

Errors and Omissions:
Errors in judgment or omissions could result in delays in service, loss of funds and legal ramifications.

Physical and Mental Requirements:
The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, use hands, and talk or hear; occasionally required to kneel, handle objects; and reach with hands and arms. The position involves often moving from a sitting position to standing position for counter work. The employee must occasionally lift and/or move up to 50 pounds and rarely has to lift and/or move more than 50 pounds. Specific vision abilities required by this job include close and distance vision. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Comparison of Parks Salaries in Other Massachusetts Cities & Towns

City	Population	FY12 budget	Parks	Recreation Dir	% of budget
Abington	15,823	$ 44,429,369	$ 56,715		0.128%
Amesbury	16,283	$ 55,170,000		$ 63,518	0.115%
Auburn	16,188	$ 48,344,392	$ 59,754		0.124%
Bedford	14,503	$ 75,007,328	$ 79,628	$ 79,628	0.212%
Bourne	20,256	$ 52,731,640		$ 74,238	0.141%
Burlington	24,985	$ 102,624,110	$ 77,269	$ 82,587	0.156%
Canton	20,775	$ 82,000,000		$ 83,075	0.101%
Concord	16,200	$ 80,117,211	highway dept	$ 118,101	0.147%
Foxborough	17,319	$ 59,274,085		$ 82,098	0.139%
North Reading	14,906	$ 50,269,185	$ 67,530	$ 51,204	0.236%
Rockland	17,644	$ 50,400,000	$ 57,693		0.114%
Sandwich	23,000	$ 66,000,000		$ 66,659	0.101%
Scituate	18,234	$ 54,413,570		$ 78,274	0.144%
Sharon	17,929	$ 66,993,160	$ 75,712	$ 77,139	0.228%
Westford	23,000	$ 92,278,754	$ 92,297		0.100%
AVERAGE SALARY			**$ 70,824.70**	**$ 77,865.53**	

Newburyport FY13	**17,594**	**$ 49,945,371**	**$ 31,500**		0.063%

Historic Summary of Operating Budget
Newburyport Parks Commission

Year	Budget Amount	Line Items	Waterfront Trust	Supplemental Funding	Percent of total budget
1998	**7,500**				
1999	**8,000**				
2000	**14,500**				
		Waterfront Trust	6,500		44.8%
		Tree Planting	1,000		6.9%
		Tennis Nets	500		3.4%
		Other Supplies	1,000		6.9%
		Cashman	5,500		37.9%
2001	**22,500**				
		Waterfront Trust	7,500		33.3%
		Tree Planting	2,000		8.9%
		Cashman	5,000		22.2%
		Park Maintenance	2,000		8.9%
		Maintenance Athletic Fields	6,000		26.7%
2002	**23,500**				
		Waterfront Trust	7,500		31.9%
		Tree Planting	2,000		8.5%
		Other Supplies	1,000		4.3%
		Cashman	3,500		14.9%
		Park Maintenance	2,000		8.5%
		Maintenance Athletic Fields	2,500		10.6%
		Bartlet Mall	5,000		21.3%
2003	**28,500**				
		Waterfront Trust	7,500		26.3%
		Tree Planting	5,000		17.5%
		Tennis nets	1,000		3.5%
		Other Supplies	1,000		3.5%
		Cashman	9,500		33.3%
		Park Maintenance	2,000		7.0%
		Maintenance Athletic Fields	2,500		8.8%
2004	**12,500**				
		Waterfront Trust	7,500		60.0%
		Other Supplies	500		4.0%
		Park Maintenance	2,000		16.0%
		Maintenance Athletic Fields	2,500		20.0%
2005	**11,000**				
		Waterfront Trust	4,000		36.4%
		Park Maintenance	7,000		63.6%
2006	**9,000**				
		Waterfront Trust	2,000		22.2%
		Park Maintenance	7,000		77.8%
2007	**26,608**				
		Other Supplies	1,000		3.8%
		Park Maintenance	6,000		22.5%
		Maintenance Athletic Fields	4,608		17.3%
		Bartlet Mall	1,000		3.8%

Historic Summary of Operating Budget
Newburyport Parks Commission

Year	Budget Amount	Line Items	Waterfront Trust	Supplemental Funding	Percent of total budget
		Moseley Woods	5,000		18.8%
		Atkinson Common	5,000		18.8%
		Tractor	4,000		15.0%
2008	**27,608**				
		Waterfront Trust	1,000		3.6%
		Other Supplies	2,608		9.4%
		Park Maintenance	2,500		9.1%
		Maintenance Athletic Fields	10,000		36.2%
		Bartlet Mall	1,500		5.4%
		Moseley Woods	5,000		18.1%
		Atkinson Common	5,000		18.1%
2009	**37,650**				
		Waterfront Trust	3,000		8.0%
		Park Maintenance	6,300		16.7%
		Maintenance Athletic Fields	10,850		28.8%
		Bartlet Mall	1,500		4.0%
		Moseley Woods	8,000		21.2%
		Atkinson	8,000		21.2%
2010	**49,327**				
		Waterfront Trust	2,750		5.6%
		Other Supplies	10,000		20.3%
		Park Maintenance	9,604		19.5%
		Maintenance Athletic Fields	10,503		21.3%
		Bartlet Mall	1,470		3.0%
		Moseley Woods	7,500		15.2%
		Atkinson Common	7,500		15.2%
2011	**73,070**				
		Waterfront Trust	1,000		1.4%
		Other Supplies	30,000		41.1%
		Park Maintenance	12,900		17.7%
		Bartlet Mall	1,470		2.0%
		Moseley Woods	500		0.7%
		Atkinson Common	5,000		6.8%
		Park Administration	12,200		16.7%
		Rail Trail	10,000		
2012	**74,220**		-		
		Other Supplies	5,000	12,100	23.0%
		Park Maintenance	10,000	2,900	17.4%
		Bartlet Mall	1,470	2,250	5.0%
		Moseley Woods	500		0.7%
		Atkinson Common	3,000	2,000	6.7%
		Park Administration	25,000		33.7%
		Rail Trail	7,000	3,000	13.5%
2013	**110,758**		-		
		Other Supplies	5,000		4.5%
		Park Maintenance	12,900	49,388	56.2%

Historic Summary of Operating Budget
Newburyport Parks Commission

Year	Budget Amount	Line Items	Waterfront Trust	Supplemental Funding	Percent of total budget
		Bartlet Mall	1,470		1.3%
		Moseley Woods	500		0.5%
		Atkinson Common	3,000		2.7%
		Park Administration	31,500		28.4%
		Rail Trail	7,000		6.3%
FY2014	**126,875**	Other Supplies	5,000		3.9%
		Park Maintenance	52,760		41.6%
		Bartlet Mall	4,950	2,500	5.9%
		Moseley Woods	1,000		0.8%
		Atkinson Common	16,165		12.7%
		Park Administration	36,500		28.8%
		Rail Trail	8,000		6.3%

The highest regional demand for new facilities included playgrounds, neighborhood parks, and golf courses, and better access to agricultural lands, lakes and ponds, rivers and streams, and coastal beaches. Need was nearly as strongly expressed for bikeways and trails or greenways.

In response to funding preferences, residents support improving access for people with disabilities more strongly than in any other region. Support for maintaining existing facilities ranks at the top of this region's priority list, as is also the case statewide. Adding park staff received the lowest priority ranking, but still exceeds a two-thirds majority.

Management Needs

It is important for an Open Space and Recreation Plan to outline specific recommendations that will help the city meet its open space and recreation goals in a strategic manner. Specifically, it is necessary for the city to have the tools and policies, staff capacity, and financial availability at hand to implement the recommendations of the plan.

Like many other Essex County communities, Newburyport faces imminent development pressure in many locations at once. Perhaps the greatest management challenge in meeting goals under these circumstances involves limits on resources – both financial limits and limits in the time city employees, officials, and volunteer board members can work on these goals. Finding opportunities to help various city boards and officials understand open space and recreation issues, methods, and priorities is a substantial challenge. Sketching out ways to find bridge financing, additional sources of local "match" money, and otherwise leveraging funds is also a challenge.

Parks Management

The management and maintenance of parks within Newburyport are the responsibility of seven commissions. The Department of Public Services provides a basic level of maintenance support, including mowing and trash removal, at most parks. Atkinson Common is further supported by a dedicated non-profit organization that provides multiple services and generates income, and all parks and open spaces are eligible for financial support from the Mayor Gayden W. Morrill Charitable Foundation for capital improvements. Playgrounds and fields on school properties are the responsibility of the schools.

Many of the city's parks, in particular those with athletic fields and facilities, are programmed with city school, Youth Services and sports league activities. In addition, a number of parks one-day events. Requests for use of the fields and facilities are the responsibility of the various commissions and in one case (Bartlet Mall) the City Council, but the actual programming of the events is the responsibility of more than ten leagues in addition to school teams, Newburyport Youth Services and single day users.

Parks Staff

Currently, the city employs a part-time Parks Coordinator which the Mayor has increased from 13 hours per week to 25 hours per week with the goal to increase to full-time by 2013. The Parks Commission, Office of Planning and Development, and stakeholder groups have all expressed support for expanding that position to full-time. Proposed responsibilities are outlined in the Appendix. While increasing the staff hours and responsibilities would not solve all of the park management and maintenance issues, it is an important first step toward: 1) improving customer service by ensuring Parks staff is available during regular City Hall hours; 2) improving coordination of maintenance and scheduling of city fields and facilities.

Maintenance Staff

Maintenance of the city's parks, playgrounds and school grounds is the responsibility of the Department of Public Services. The Parks Commission also shares responsibility for parks and playgrounds and, for some parks, the responsibility is also shared with a commission or trust (as outlined below). The Parks Commission and other city commissions and trusts do not have staff to perform park maintenance duties, but rather coordinate with DPS regarding issues beyond routine mowing and trash removal.

The Department of Public Services (DPS) currently employs 17 full time employees (down from more than 40 employees 30 years ago) and six part time seasonal (May through August) employees (down from eight in the recent past). The Department's other major duties include: storm drain maintenance, street and sidewalk maintenance, street line painting, street sweeping, snow and ice removal, city cemetery maintenance and burials, tree planting and trimming, beach raking, and city-wide trash clean up. The staff and time dedicated to routine maintenance of parks, playgrounds and school grounds is highly variable, as it is dependent on and often subsidiary to the city's other maintenance needs as well as the weather. While the Department attempts to follow a weekly schedule for mowing and trash removal, calls for additional services, such as tree pruning or removal, playground and court equipment maintenance, and general clean-up, are difficult for the Department to respond to.

Due to serious budget cuts for maintenance beginning in 2002, it has been increasingly challenging to continue a high level of maintenance for the city's recreational resources. Maintenance is further challenged by the need to coordinate with various responsible commissions and other organizations that request services to support recreational facilities and programs.

Commissions and Trusts

The Parks Commission, a five member appointed commission was established in 1994. It is responsible for all municipal parks in Newburyport that are not part of a school property or under control of the Waterfront Trust. Approximately 15 parks (102 acres) fall under the jurisdiction of the Parks Commission and are maintained with the support of the city's Division of Public Services, the Board of Commissioners, and athletic leagues. Constraints of budget and staff capacity mean that regular maintenance provided by DPS is generally limited to lawn mowing and trash pick. An ongoing concern for the Parks Commission is lack of consistent funding or capacity to provide

The Department of Environmental Protection (DEP) provides grants through the *Drinking Water Supply Protection Grant Program.* The Department of Fish and Game (DFG) administers grants through the *Landowner Incentive Program.*

Other state grants include the *Agricultural Environmental Enhancement Program* (AEEP), *Environmental Education Grants* (EEG), *Massachusetts Environmental Trust General Grants*, and the *Massachusetts Preservation Projects Fund (MPPF).*

In addition, funding for transportation projects is available through *Chapter 90 Local Aid Funding* and the *Transportation Enhancement Program* (TEP).

Case Studies / Models

Potential Models for Park Management

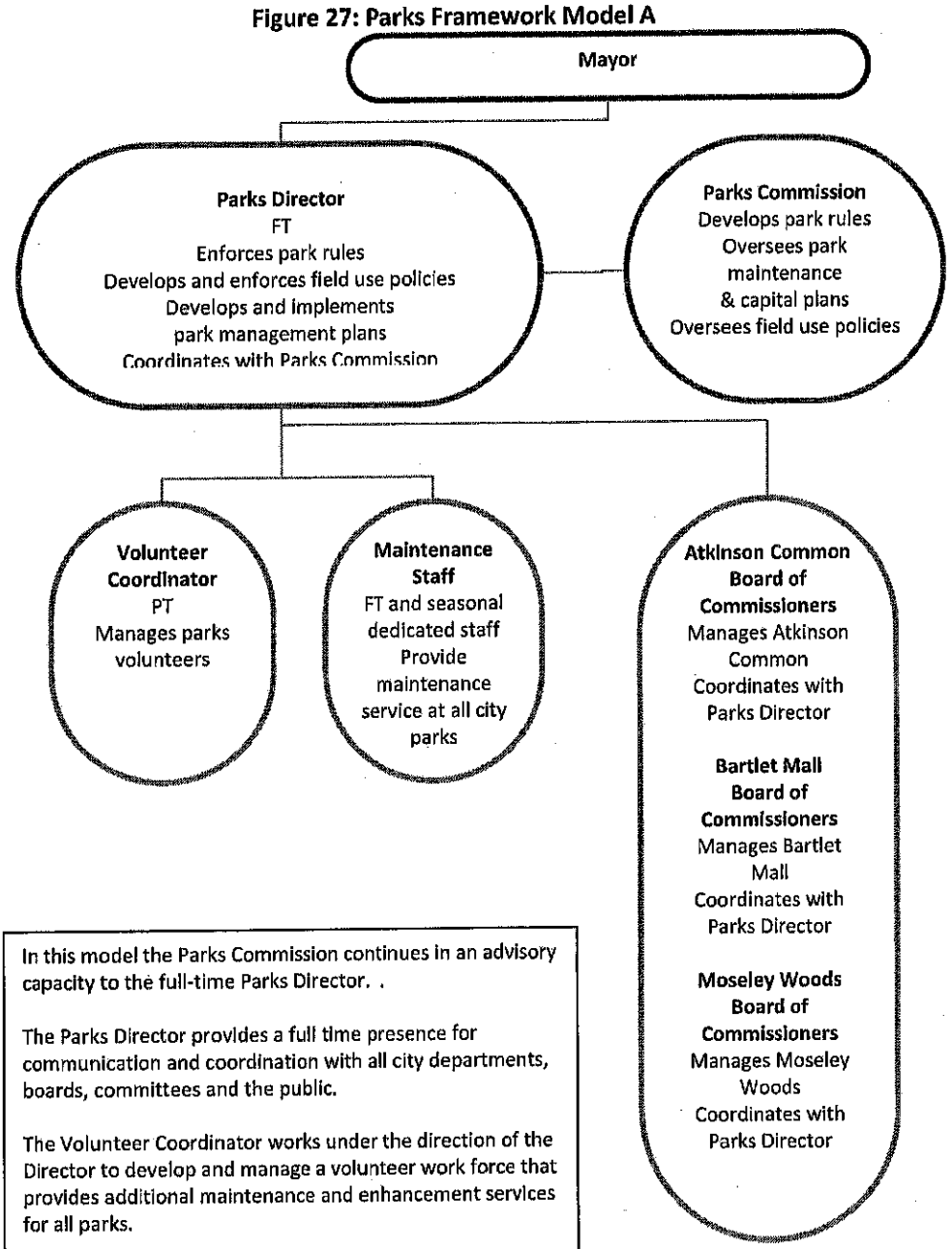
The following two models for a park management framework keep the general components of Newburyport's current framework and adjust with realignments and additions. In both instances, the Parks Commission has oversight responsibilities for the City's parks system and advises a Parks Director who is supported by staff capable of day-to-day management that will improve the condition of the system and lead to long-term sustainability.

The models also retain existing satellite park boards that have varying degrees of responsibility and capacity. Consideration should be given to eliminating boards whose responsibilities can be assumed by friends' groups and the Parks Commission. Eliminating redundancy within the management framework will create greater efficiency and less confusion.

The models assume that city funding will be appropriated to fund the expanded and new positions. However the models also create a framework that will increase the city's capacity to maintain and improve parks and increase resident and business involvement through the development of a volunteer work force.

Another model to consider, as recommended by this Plan, would be a Parks and Recreation Department with a paid director and other staff and with or without advisory boards (Parks, Atkinson Common, Moseley and Bartlet Mall).

Figure 27: Parks Framework Model A



In this model the Parks Commission continues in an advisory capacity to the full-time Parks Director. .

The Parks Director provides a full time presence for communication and coordination with all city departments, boards, committees and the public.

The Volunteer Coordinator works under the direction of the Director to develop and manage a volunteer work force that provides additional maintenance and enhancement services for all parks.

Maintenance staff dedicated to park maintenance and directed by the Director to perform routine maintenance as outlined in maintenance plans and to support volunteer efforts as feasible.

Parks boards retain existing responsibilities and report to and coordinate with the Parks Director.

COMMUNICATIONS

Lynn Varney

From: Samantha Young <sam@dymv.com>
Sent: Wednesday, February 05, 2014 7:17 AM
To: Richard Jones
Cc: Lynn Varney; thedivine@comcast.net; bradfordgs68093@hotmail.com
Subject: request to have a cookie booth in Newburyport

Good morning,

I have been asked by Lynn Varney to provide you with information for my request to hold a cookie booth in Newburyport.

My daughter is a member of Girl Scout Troop #68093 out of Bradford, MA. My good friend, Cheryl Judge, is one of the owners of Ivy Lane, on Pleasant Street in Newburyport and she has given us permission to hold a cookie booth in front of her store.

Here is the information you have requested:

Event: To sell Girl Scout cookies in front of Ivy Lane on Pleasant Street
Group: Girl Scout Troop 68093
Date: Saturday, February 15, 2014
Time: 11-4 pm
Contact information: Samantha Young – 617-548-6821

Please let me know if this gets approved at the next City Council meeting on February 10.

Should you need further information, please do not hesitate to contact me.

Regards,

Samantha Young

Communication #2
February 10, 2014

January 28, 2014

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

Dear Members of the Newburyport City Council:

The Greater Newburyport Chamber of Commerce & Industry kindly requests the use of the streets in the downtown for the following Chamber of Commerce sponsored festivals/events:

- Spring Invitation Nights, Fridays, May 2 and 9, 2014
- Newburyport Spring Fest, Sunday and Monday, May 25 & 26, 2014
- Tour d'Elegance, Saturday, July 26, 2014
- Cruisin the 50's, Thursday, August 14, 2014 (rain date August 21)
- Riverfront Music Festival, Saturday, August 30, 2014
- Oktoberfest, Saturday, September 27, 2014
- Fall Harvest Festival, Sunday and Monday, October 12 & 13, 2014
- Witches Night Out, Friday, October 17, 2014
- Pumpkin Lighting , Saturday, October 18, 2014
- Santa Parade and Tree Lighting, Sunday, November 30, 2014
- Invitation Nights, Fridays, December 5, 12 and 19, 2014
- Santa's Workshop, Saturdays and Sundays, December 6, 7, 13, 14, 20, and 21, 2014

Approximate times for each event are listed below.

The revenues generated from these Chamber fund raising events are used for marketing the city, tourism, maintenance of the seasonal information booth, beautification of the downtown and various other projects in the interest of the community. All funds are raised through sponsorships, artisans and vendor festival entry fees.

1. The decoration of the lampposts throughout the downtown with flower baskets begins in mid-May in preparation for Memorial Day weekend. Included in this effort are the cornstalks and hay bales that brighten up Market Square in the fall to the holiday decorations that adorn our streets in November and throughout the holiday season. The cost for the flower baskets and upkeep assumed by the Chamber and its marketing program is over $16,000.

2. **Spring Invitation Nights** – Kick off the spring in style with spring invitation nights on Friday, May 2 and 9 from 6 – 9 PM. Merchant hospitality, shopping and dining.

3. **Newburyport Spring Fest** is Memorial Day Weekend, May 25 & 26 runs from 7 AM – 7 There is a spring festival planning committee made up of chamber board members, members (both retail and non) as well as staff. Since 2008 we have worked with the city council at their request to make improvements to the food vendors booths. In 2012 we worked with the health department to comply with their new festival health requirements.

4. **Tour d'Elegance** - We are proud to be working with Endicott College on the second year of a new addition to their very successful Concours d'boutique car show. The Tour will begin in Newburyport on Saturday, July 26 from 9 – 11 AM and then will head to Endicott College down the scenic byway. Approval from the Newburyport Redevelopment Authority will be requested as the cars will be parked in the paved NRA East lot.

5. **Cruisin the 50's** – The 3rd annual Cruisin the 50's, August 14th event coordinated by the Chamber and WNBP will take place in downtown Newburyport. Due to the success of last year, we will work with the public safety committee and Police department to consider the closure of State and Pleasant Streets for this event which runs from 4 – 8 PM.

6. **Riverfront Music Festival** – The chamber is pleased to announce the 12th annual Riverfront Music Festival on Saturday, August 30 from 12 – 6 PM. The date has been confirmed with the Waterfront Trust.

7. The 4th annual **Oktoberfest,** will bring a fun family friendly atmosphere to Cashman Park on Saturday, September 27, complete with festive food vendors serving up bratwurst and pretzels, traditional live bands and games for the community to enjoy. We will be asking the Parks Commission for approval to utilize the space at Cashman Park.

8. **Fall Harvest Festival** is a mainstay of the fall season and a welcomed event. The festival planning committee will once again be working on this event. At this event we also ask permission to adorn the lampposts with scarecrows created by local residents and businesses. The festival is planned for Columbus Day Weekend, October 12 & 13. This event runs from 7 AM – 7 PM as well.

9. **Witches Night Out and Pumpkin Lighting** – The chamber's retail committee is pleased to present again two events geared for the communty at large. Witches Night Out an adult friendly event and the

Newburyport Great Pumpkin Lighting, a new tradition and a great family friendly event. Witches Night Out will be held from 6-9 PM and the Pumpkin Lighting from 6-8 PM.

10. **Holiday Activities** – The holidays kick off in Newburyport on Sunday, November 30 with the parade and tree lighting and continue throughout December with three evenings of Invitation Nights and Santa's Workshop. As we have done for the past thirty plus years we are asking for permission to erect a Chrsitmas tree donated by a local area resident.

We look forward to working with the city, retailers, restaurants and service providers while being mindful of the residents and hope that these fairs will be welcomed events for residents and visitors alike. As we work in conjunction with many partners, we are hopeful that this will be a great year for our City, the local businesses and the region as a whole.

Areas Requested:

- Use of the Inn Street Mall, State Street, Market Square (bullnose), Pleasant Street and sidewalks on areas in front of Waterfront Park and the Firehouse Center for the Arts.

- Use of the parking spaces and sidewalk on both sides of State Street from Market Square to Pleasant Street.

- Use of the parking spaces on the north side of Merrimac near the chamber information booth.

I look forward to answering any questions that the council may have. Thank you for your consideration.

Sincerely,

Ann Ormond
President

cc: Mayor Donna D. Holaday
Richard B. Jones, City Clerk

Communication #3
February 10, 2014

1ST LT DEREK HINES
SOLDIERS
ASSISTANCE
FUND

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2014 JAN 31 A 11: 11

January 27, 2014
Richard Jones
Clerk in City Hall
60 Pleasant St.
Newburyport, MA 01950

Dear Richard Jones,

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 third annual Flag Day 5K to benefit the fund. The proposed date would be on June 14, 2013. The race registration would start at 2:00 PM and the actual race would start at 4:00 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,

Adam Benoit

Communication #4
February 10, 2014

APPLICATION FOR MOVABLE SIGNAGE ON PUBLIC PROPERTY

Application Fee $50.00
Date: 2/4/14

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2014 FEB -4 A 10: 55

FOR CITY CLERK'S OFFICE ONLY
Date Recorded _____
Amount Paid _____

To the City Council of the City of Newburyport:

The undersigned requests that he/she may be granted permission to place one (1) movable sign on public property. This permission will only be effective for the listed location, and will be subject to all of the terms, conditions, and limitations set forth in the Newburyport Code of Ordinances, and any applicable State and Federal laws and any condition prescribed by the City Council and/or City Departments, including, but not limited to, those conditions appearing below.

Name of applicant Newburyport Brewing Company / Bill Fisher

Street address of applicant 4 New Pasture Rd.

City, State, Zip of applicant Newburyport MA 01950

Telephone of applicant 978 463 8700

Name of business Newburyport Brewing Company

Address of business - Same -

Telephone of business - Same -

Description of the location and movable sign to placed on the Public Way.

Piece of land at intersection of 4 New Pasture Rd and Graf Rd.

RELEASE AND INDEMNITY AGREEMENT TO ENCUMBER A PUBLIC WAY

I, the undersigned Applicant or Duly Authorized Agent, hereby agree to RELEASE, discharge and hold harmless, the City of Newburyport, a municipal corporation of the Commonwealth of Massachusetts, and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with the undersigned's use of the public way as described herein.

Signature of Applicant or Duly Authorized Agent Bill Fisher Date 10/1/13

To the City Council of Newburyport,

On the corner of Graf Road and New Pasture Road they is a patch of land owned by the city where there is currently a Street Sign for New Pasture Road. In addition the business at 6 New Pasture Road, Compass Auto has a moveable A-Frame sign.

The Newburyport Brewing Company would also like to put a movable A-Frame sign on that piece of land so as to inform people of the location of the brewery.

Thank you and please call me with any questions.

Chris Webb

Co-founder/CEO

Newburyport Brewing Co

4 New Pasture Rd

Newburyport, MA 01950

781-710-0121

Communication #5
February 10, 2014

Law Office
of
MARK L. JANOS, P.C.
6 HARRIS STREET
NEWBURYPORT, MASSACHUSETTS 01950
www.janoslaw.com

MARK L. JANOS*
*ADMITTED IN MA & NH

(978) 465-2043
(603) 239-3148
FAX: (978) 465-6321

February 4, 2014

VIA EMAIL: rjones@cityofnewburyport.gov

Richard Jones, City Clerk
60 Pleasant Street – City Hall
Newburyport, MA 01950

Re: Request for Discontinuance – S&D Realty Trust of the Westerly Side of Harnch's Way

Dear Mr. Jones:

Please accept this letter as a formal request by S&D Realty Trust, 2 Storey Avenue, that the City abandon the westerly side of Harnch's Way, directly abutting the property of S&D Realty Trust in a variable width, from 15'along Harnch's Way to the end of the S&D Realty Trust property near Ferry Road containing approximately 731 sq. ft. according to the attached plan. Please place this matter on the next City Council agenda for your consideration being February 10, 2014.

The City Council, after a public hearing and upon a finding that the City property has become abandoned and unused for ordinary travel and that the common convenience and necessity no longer requires that the portion of the way be maintained, may declare that the City shall no longer be bound to keep the property in repair and discontinue same in accordance with Mass General Laws Ch. 82§32A.

Please contact me at your earliest convenience in order to discuss same. Thank you in advance for your kind consideration of this matter.

Very truly yours,

Mark L. Janos, Esq.
Atty. for S&D Realty Trust
Mark.janos@janoslaw.com

M:\Karen\Clients\Asprogianis\CL City Couns re Harnch's Way dtd 02042014.doc

Communication #6
February 10, 2014

City of Newburyport

DRAFT Contract

Between

The City Council

And

Richard B. Jones, City Clerk

This Agreement is made this 31st day of January by and between the City Council (herein after City Council) and Richard B. Jones (herein after City Clerk).

The City Council and the City Clerk hereby agree that the following terms and conditions shall govern, subject to annual appropriation, the salary and fringe benefits to which Richard B. Jones shall be entitled as City Clerk for the City of Newburyport.

1. Term of Contract and Termination

A. Term of Contract and Probation Period

This agreement is for a term of three years commencing on January 31, 2014 and ending on January 31, 2017. Reappointment is subject to the majority vote of City Council. In the event the City Clerk is re-appointed for another three (3) year term, this contract can be extended and amended with terms that are agreeable to the City Council and the City Clerk. This contract is also subject to amendment in the event of any significant changes in job responsibilities or duties.

If the City Clerk decides to resign from the position at any time during the three (3) year contract, the City Clerk *shall* provide the City at least sixty (60) calendar days written notice of said resignation.

B. Disciplinary Action and Dismissal

The City Council reserve and retain the right to discharge, suspend, or otherwise discipline for just cause the employee covered by this agreement. The City Council shall provide the City Clerk with written notification of any contemplated discipline or dismissal for just cause.

C. Non-Reappointment

The City Clerk position is subject to appointment. In the event that the City Clerk is not to be reappointed, the City Council shall ordinarily notify the City Clerk, in writing, ninety (90) days in advance. In the event such appointment is made by other City authorities, the appropriate City authority shall provide such said written notice. Such notice shall be hand delivered to the City Clerk with signed confirmation by the City Council President. The City shall provide one month severance pay to the City

Clerk if the ninety (90) days advance written notice of non-appointment is not provided by the City Council to the City Clerk.

2. Hours of Work

The City Clerk is a salaried position requiring at least a 40 hour work week. The days worked include all week days and also weekends as part of the Clerk's responsibilities extend to managing the paid parking program and its enforcement officers. The total hours worked will be based on the fulfillment of the duties and responsibilities of the position with full understanding the total number of hours of work may vary from week to week. The City Clerk is expected to attend evening and weekend meetings and events.

3. Essential Functions

The City Clerk serves as the official keeper of the municipal records. The City Clerk assembles the agenda packets with supporting documents for the City Council Meetings. The City Clerk is also responsible for overseeing local, state, and federal elections, maintaining financial records, serving as registrar of vital statistics, serving as a passport office manager, assuring the transparency of the munipality's conduct of business, and enforcement of Conflict of Interest policies.

The City Clerk manages four full-time employees (Assistant City Clerk, Administrative Assistant I, and Administrative Assistant II, Parking Enforcement Officer), 4 – 6 part-time Parking Enforcement Officers, and 40 election workers (event-related).

The City Clerk is also the Parking Clerk and therefore manages the Parking Department. The Parking Department includes the full-time parking enforcement officer and the part-time enforcement officers as well as the paid parking program. The paid parking program includes agreements to manage certain parking lots for the Newburyport Redevelopment Authority and the Waterfront Trust in addition to the City parking lots.

Additionally, the City Clerk manages the Passport Program which has two agents and one assistant.

The City Clerk shall perform his duties in accordance with all applicable local, state, and federal; regulations, laws, ordinances, and City Charter provisions.

4. Compensation

Subject to annual appropriation, the City Clerk currently receives $90,000 annually. The budget for this salary comes from the following areas:

City Clerk	Clerk of Council	Clerk Registrar	Registrar	Parking Clerk	Total
$62,500	$4000	$2000	$500	$21,000	$90,000

Subject to annual appropriation, for the next three next three Fiscal Years, at the beginning of the Fiscal Year, the City Clerk will receive a 2% Cost of Living Adjustment per the schedule below.

Fiscal Year	City Clerk	Clerk of Council	Clerk Registrar	Registrar	Parking Clerk	Total
FY 2014	$62,500.00	$4,000.00	$2,000.00	$500.00	$21,000.00	$90,000.00
FY 2015	$63,750.00	$4,080.00	$2,040.00	$510.00	$21,420.00	$91,800.00
FY 2016	$65,025.00	$4,161.60	$2,080.80	$520.20	$21,848.40	$93,636.00
FY 2017	$66,325.50	$4,244.83	$2,122.42	$530.60	$22,285.37	$95,508.72

5. Professional Development

Consistent with existing practice the City shall grant reasonable time off without loss of pay and without charge to any other leave to attend conferences, seminars, or professional meetings, which are directly related to improving the City Clerk's knowledge and skills in his particular position. A request for such time off shall be made to the City Council as soon as practicable and shall outline the nature and extent of the proposed leave. Attendance at such conference on non-scheduled workdays shall not entitle the employee to any additional compensation or additional time off. The City may appropriate funds for tuition and related expenses for attending conferences.

The City will reimburse the City Clerk *for* the cost of attendance at seminars, conferences, and other meetings attended by employees, with prior approval of the Mayor. Mileage for travel shall be reimbursed at the current IRS rate.

6. Education

The City Clerk shall hold a bachelor's degree from an accredited institution. A law degree is preferred.

7. Longevity

The City Clerk hereby waives any and all claim to longevity pay.

8. Insurance

The City Clerk is eligible for all health insurance benefits in accordance with the agreement negotiated the City and the Public Employee Committee (PEC agreement) pursuant to MGL Chapter 32B, Section 19. The city will pay seventy-five percent (75%) of the premium for the first $2000.00 worth of Life insurance and the employee will pay twenty-five (25%) of the cost for the first $2000.00 worth of Life insurance. The difference between the $2000.00 life insurance and the $5000 life insurance will be paid 100% by the City.

9. Equipment

The City will provide the following equipment to support the Position Title in the fulfillment of their duties:

Equipment

Cell Phone

10. Vacation, Personal, Bereavement, Sick, and Jury Duty

A. Vacation

The City Clerk will be entitled to five (5) week s vacation, each Fiscal Year. Vacation for the fiscal year is provided on July 1 of that Fiscal Year. With the City Council President's permission, the City Clerk may carry over ten (10) days of unused vacation from one fiscal year to the next. Upon termination of employment, the City Clerk shall be paid for any unused vacation previously accrued. If termination is caused by death, such payment shall be made to the City Clerk's spouse or beneficiary.

B. Personal

The City Clerk shall be entitled to four (4) personal days per Fiscal Year. Unused personal days shall not be carried from year to year. Personal days are not cumulative form one Fiscal Year to the next and unused amounts are not eligible for buy-back upon retirement or termination of employment.

C. Bereavement Leave

The City Clerk shall be entitled to five (5) days of paid bereavement time, without loss of pay, vacation, or other leave. This time off will be granted upon the death of an immediate family member (spouse, parent, child, step-child, foster-child, brother, sister, mother and father in-law, grandmother, grandfather, spouse's mother father grandmother, grandfather). Should the death occur during the City Clerk's scheduled vacation or days off, then the five (5) days of bereavement leave will be substituted for said vacation or days off, and the vacation.

D. Sick Leave

The City Clerk has accumulated sick leave and will continue to accumulate 1.25 days of sick leave each month. Sick leave is cumulative and carried forward from one Fiscal Year to the next. Upon retirement, the City Clerk will be paid 50% of the number of unused sick days with a maximum of days paid not to exceed eighty-five (85) days. There will be no buy-back of sick leave if the employee resigns or is terminated.

E. Jury Duty

If the City Clerk is requested for Jury Duty, he shall be given the time off without the loss of pay.

11. Holidays

The City Clerk shall be entitled to twelve (12) paid holidays. These are:

1. New Year's Day,	7. Labor Day
2. Martin Day King Day	8. Columbus Day
3. Washington's Birthday	9. Veteran's Day
4. Patriot's Day	10. Thanksgiving Day

5. Memorial Day	11. Day after Thanksgiving
6. Independence Day	12. Christmas Day.

The City Clerk shall receive one day's pay for each Holiday worked in association with his parking clerk responsibilities. Payment for these days worked will come from the paid parking program.

12. Other

Other information and guidance for the City Clerk *not* covered in this Agreement can be found in the Employee Handbook.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seal to this instrument the date and year first above written.

City Council President
Thomas F. O'Brien
11 Mosely Ave.
Newburyport, MA 01950

City Clerk
Richard B. Jones
283 High Street
Newburyport, MA 01950

Signature

Signature

Date

Date

APPOINTMENTS

Appointment #1
February 10, 2014

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
2014 JAN 30 P 2:29

Donna D. Holaday

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 30, 2014

Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as a member of the Community Preservation Act Committee to fulfill the unexpired term of Margaret Welch. This term will expire on April 1, 2014.

Linda Smiley
7 Atwood Street
Newburyport, MA 01950

Appointment #2
February 10, 2014

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

2014 FEB -3 P 12:03

Donna D. Holaday

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 27, 2014

Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as Assistant Harbormaster and Special Police Officer for the purposes of local, State and Federal laws and regulations with respect to waterways, marine activities and boating. This term will expire on December 31, 2014.

Adam R. Hayden
76 Longfellow Drive
Amesbury, MA 01913

ADAM R. HAYDEN

76 Longfellow Drive
Newburyport, MA 01950

Home: (978) 465-5149
Cell: (978) 436-0158
ahayden427@yahoo.com

PROFESSIONAL EXPERIENCE

NEWBURYPORT HARBORMASTER DEPARTMENT **Trained from 2012-present**

Harbor Patrol

- Management and safety on the waterways of Newburyport
- Patrolling the Merrimac River and harbor.
- Provide wastewater pump out, vessel and shore facility at Cashman Park.

Dockmaster

- Assist boaters in tying and securing vessels.
- Collect fees and appropriate slips designating length of stay and time of visit.
- Coordinated vessel placement/movement to and from Merrimac River channel via VHS.
- Serve as an initial ambassador for the city of Newburyport.
- Manage public dock space.

Boat Launch Attendant

- Assist in launching activities.
- Collect monetary fees for launch.
- Supervise the Cashman Park boat ramp area.
- Coordinate safe launch practices.

KOHL'S DEPARTMENT STORE **2009 – Pres.**

Sales Floor Specialist

- Recover store merchandise
- Effectively managing department signing, strike points, and fixtures.
- Provide customer service
- Point of sale cashier
- Merchandising and replenishment.
- Soliciting Credit Applications.

DICK'S SPORTING GOODS **2013 – Pres.**

Lodge Sales Associate

- Sales and services in Hunting/ Firearms/ Camping/ Fishing/ Archery departments.

INTERNSHIP/VOLUNTEER EXPERIENCE

NEWBURYPORT DISTRICT COURT

- Filed and prepared dockets for case proceedings.

HAVERHILL POLICE DEPARTMENT

- Ride-along and dispatch observation

BLUE OCEAN SOCIETY

Volunteer Marine Conservationist

- Helped clean Seabrook Beach from plastic disk debris.

NEWBURYPORT PUBLIC LIBRARY

- Cleaned and rebuffed compact discs (DVDs and Audio CDs)

NEWBURYPORT CITY HALL CLERK'S OFFICE

- Entered 2011 census data and records filing.
- Parking permits documentation and fee collection.

EDUCATION

AS Criminal Justice, Northern Essex Community College, Haverhill, MA, 2010
Certificate in Law Enforcement, Northern Essex Community College, Haverhill, MA, 2010
BS Criminal Justice, University of Massachusetts Lowell, Lowell, MA, 2012

Appointment #3
February 10, 2014

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
2014 JAN 30 A 9:59

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: January 30, 2014

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a full member of the Harbor Commission. This term will expire on March 31, 2017.

Steven D. Hines
54 Ferry Road
Newburyport, MA 01950

Appointment #4
February 10, 2014

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
2014 FEB -3 P 2:16

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: February 3, 2014

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Atkinson Common Commission. This term will expire on March 31, 2017.

Beverly MacBurnie
3 Magnolia Street
Newburyport, MA 01950

END OF CONSENT AGENDA

BEGINNING OF REGULAR AGENDA

APPOINTMENTS
SECOND READING

MAYOR'S APPOINTMENTS
February 10, 2014
SECOND READING

Appointment

1.	Leslie Eckholdt	36 Warren Street	Fruit St. Local Hist. Dist. Com.	March 1, 2017

Re-Appointment

2.	David Zinck	6 Laurel Road	Electrical Inspector	January 31, 2015
3.	Anthony J. Furnari	10 Olsen Rd, Peabody	Director, Dept. Public Services	February 1, 2017
4.	James MCarthy	17 Russia Street	Planning Board	January 31, 2019

In City Council January 27, 2013
Motion to approve the Consent Agenda as amended by Councillor Cameron, seconded by Councillor Connell. So voted.

ORDERS

Order #1
February 10, 2014

CITY OF NEWBURYPORT

IN CITY COUNCIL

ORDERED:

February 10, 2014

THAT the City Council of the city of Newburyport accepts the provisions of Chapter 59 § 5 provision added by St. 1993, c. 110, § 110 to reduce the residency requirement for veterans who were not domiciled in Massachusetts six months before entering the service from five to one year before filing of the application.

Councillor Charles F. Tontar
Budget & Finance Chairperson

City of Newburyport

OFFICE OF THE ASSESSOR

City Hall
60 Pleasant Street
Newburyport, MA 01950
978-465-4403

Dear Councillor Tontar,

With your sponsorship, the Assessor's office would like to submit this order to the City Council for local acceptance. We currently have two veteran servicemen that this order would affect, and we would like to be able to grant an exemption for these two servicemen and any future veteran applicants who would qualify for this exemption in the future.

Explanation:

The current eligibility for a Veteran exemption is that a serviceman would have had to have residency in Massachusetts for at least 6 months before entering into the service. If the veteran was not a resident of Massachusetts before entering into the service they would not be eligible for an exemption until they had resided in Massachusetts for 5 years after leaving the service. This provision will change the residency requirement from 5 years to 1 year of residency. This provision would apply to all veteran's exemptions (Clauses 22, 22A-22E) and would commence in Fiscal Year 2015.

If you have any questions please call our office at the number listed above.

Thank you.

Order #2
February 10, 2014

CITY OF NEWBURYPORT

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2014 FEB -4 P 3:58

IN CITY COUNCIL

ORDERED: **February 4, 2014**

THAT, whereas, the Commonwealth of Massachusetts has been engaged in a process to establish a competitive market place through deregulation and restructuring of the electric utility industry, and;

Whereas, citizens of Newburyport have a substantial economic and social interest at stake, and;

Whereas, the City of Newburyport hereby finds that it may be in the interest of the electric ratepayers, both residential and commercial/industrial, to enter into an aggregation agreement,

BE IT THEREFORE RESOLVED that, pursuant to Massachusetts General Law Chapter 164 Section 134, the City of Newburyport hereby:

Publicly declares its intent to become an aggregator of electric power on behalf of its residential and business communities, and;

Will negotiate and enter into a contract for power supply independently. If such a contract is executed, individual consumers would retain the option not to participate and to choose any alternatives they desire, or take any other action relative thereto.

Councillor Ari B. Herzog

ORDINANCE

COMMITTEE ITEMS

Communication #4
January 27, 2014

FINANCE DEPARTMENT MEMORANDUM

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2014 JAN 21 P 3:48

Donna D. Holaday
Mayor

William B. Squillace
Finance Director

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

FROM: WILLIAM B. SQUILLACE, FINANCE DIRECTOR

DATE: JANUARY 21, 2014

RE: FY 2014 MID-YEAR BUDGET REPORT

Attached is the FY 2014 Mid-Year Budget Report that includes a summary of budget expenditures for the period July 1, 2013 through December 31, 2013. The report covers expenditures within the General Fund and the Water, Sewer, and Harbormaster Enterprise Funds. Also included below is an update on activities within the Stabilization Funds and the Free Cash account.

FY 2014 marked the second year of implementation for the new budget format that requires the Mayor and City Council to present and approve the budget by budget categories. These categories are: Personal Services, Purchase of Services, Supplies, Other Charges and Expenses, and Capital Outlay. This format is recommended by the Massachusetts Department of Revenue and is in accordance with the best practices recognized by the Government Finance Officers Association (GFOA). The GFOA is the same organization that presented an award to the City for its superior budget presentation and practices.

Once the annual budget is approved by the City Council spending, in each category, cannot exceed the total appropriation for that category unless additional funding is provided through a budget transfer or supplemental budget appropriation. This format has proven to be an effect tool that has helped to reduce the need for the City Council to approve routine budget transfers. This format also allows City managers greater flexibility in managing their budgets. A detailed line item budget report is available in the City Clerk's Office. Please feel free to contact me if you have any questions.

PUBLIC SAFETY

Communication #7
January 13, 2014

TourdeCure

American Diabetes Association.

Our mission is to prevent and cure diabetes and improve the lives of all people affected by diabetes.

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2013 DEC 26 A 9:30

2014 North Shore Tour Volunteer Committee

Doug Foster
Event Chair

Tom Egan
Team Red Captain

Nancy Lamb
Day of Event Logistics Chair

Rebecca Borden
Facilities/Operations Chair

Allison Wright
Festival Chair

Phill Naish
Food Chair

Al Mallette
Route Logistics Co-Chair

Steve Dumas
Route Logistics Co-Chair

Terry Cowman
Gran Fondo Chair

Tory Relerson
Rest Stop Chair

Marty Miserandino
Chair Emeritus

December 13, 2013

Richard B.Jones
City Clerk
60 Pleasant Street
P.O. Box 550
Newburyport, MA 1950

Dear Mr. Jones:

On Sunday, May 18, 2014, the American Diabetes Association is hosting the North Shore Tour de Cure - our annual one-day, non-competitive cycling event that begins and ends at the Topsfield Fair Grounds, Topsfield, MA. Funds raised from this event support the Association's mission: to prevent and cure diabetes and to improve the lives of all people affected by diabetes. I am writing to you today because we are in the process of organizing our 2014 routes, and our current plan will take our cyclists through Newburyport that day.

Tour de Cure is a fully-supported ride, not a race. All participants are required to sign waivers, wear helmets and follow the rules of the road. In addition they are all briefed multiple times leading up to, and the morning of the event on bicycle safety and Tour de Cure safety protocol. All routes will be clearly marked and we will have HAM radio operators, medical volunteers, and support vehicles to provide additional safety for our riders.

The ride has four routes (15mi, 31mi, 62mi and 100mi) and will begin at 7:00 a.m. and all riders must be off the route by 3:00 p.m. Our routes will be clearly marked and we will have route marshals dispersed along the ride to provide additional direction to cyclists. The routes have staggered starts so although we expect up to 1,000 total riders, the number of riders will be split fairly evenly amongst the different routes. We also have volunteers perform a thorough sweep of the entire route as the event closes down to retrieve all supplies and clean up any waste.

We are expecting to complete the routes by January at which point I will be in touch with the proposed route maps, or to inform you that the routes changed and we will not be passing through your jurisdiction that day. If Newburyport will require additional information or if a formal application for permission is needed, please contact me at (617) 482-4580, x3461 or by email at apearson@diabetes.org so I may begin the process as soon as possible.

Your support of Tour de Cure and the American Diabetes Association is greatly appreciated and we are looking forward to working with you this year.

Best,

Ann Pearson

Karen Pambianchi

Ann Pearson
Manager, Fundraising and Special Events
North Shore Tour de Cure
American Diabetes Association
10 Speen Street, 2nd Floor
Framingham, MA 01701
(617) 482-4580, x3461
apearson@diabetes.org

Karen Pambianchi
Associate Director, Fundraising and Special Events
North Shore Tour de Cure
American Diabetes Association
10 Speen Street, 2nd Floor
Framingham, MA 01701
(617) 482-4580, x3487
kpambianchi@diabetes.org

New England Office
10 Speen Street, 2nd Floor
Framingham, MA 01701
Phone: 617.482.4580
Fax: 508-626-4260

Diabetes Information
1.800.DIABETES
(1.800.342.2383)
www.diabetes.org

CITY OF NEWBURYPORT

IN CITY COUNCIL

ORDERED:

January 13, 2014

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED TRAFFIC AND MOTOR VEHICLES

Be it ordained by the City Council of the City of Newburyport as follows:

Chapter 13	Traffic and Motor Vehicles
Article 4	Specific Street Schedules
Division 6	Stopping, Standing and Parking
Section 13-168	Parking restricted on certain streets

Amend:

No person shall park any vehicle on the following streets or portions of streets as indicated below:

Street	**Extent**
Fair Street	No parking for a distance of six feet on the northerly side and the southerly side of the exit from the Sullivan Building parking lot located at the corner of Temple and Fair Street.

Councillor Jared J. Eigerman

R to PS
JE/Am
AM

Communication #2
January 27, 2014

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2014 JAN 17 A 10:44

Dear City Councilors ,
Attached, please find information regarding a 2.6 mile charity road race to benefit the One Fund for your approval. The race, which has already been approved by the Parks and Recs department, will take place on Sunday, April 13, 2014 at 10 am. All profits will be donated to the One Fund. This is our second year organizing this race, and once again the race is being organized by the Winner's Circle Running Club. Last year we had more than 700 participants, solicited donations from more then 100 area businesses and donated $15,000 to the One Fund.
Please contact me with questions or concerns, and I look forward to seeing you all on race day.
Best,

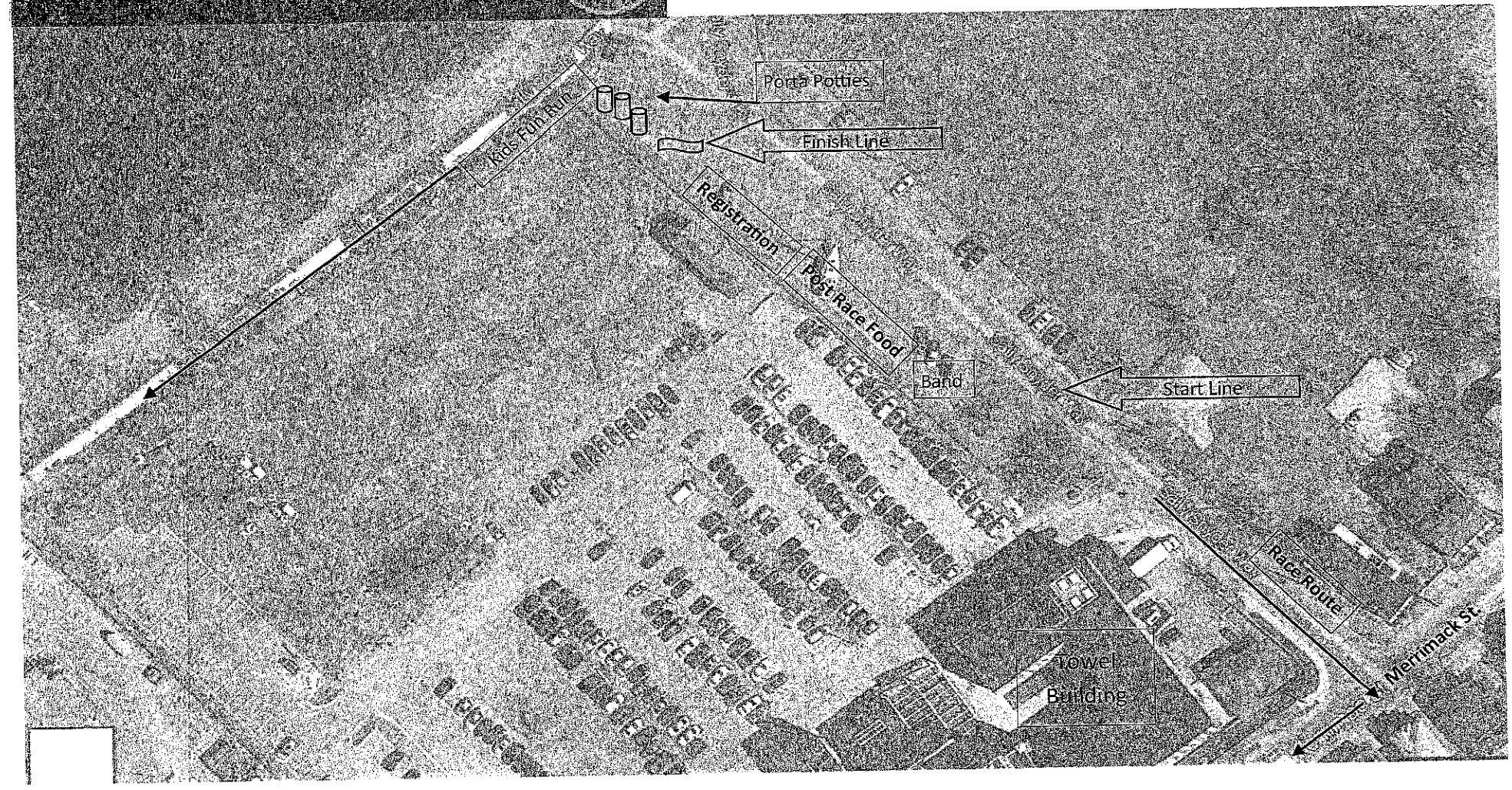
Valerie Natoli Paquette
22 Milk st
Newburyport Ma 01950
978 771-8528
Peekap@aol.com

Proposed Event Plan

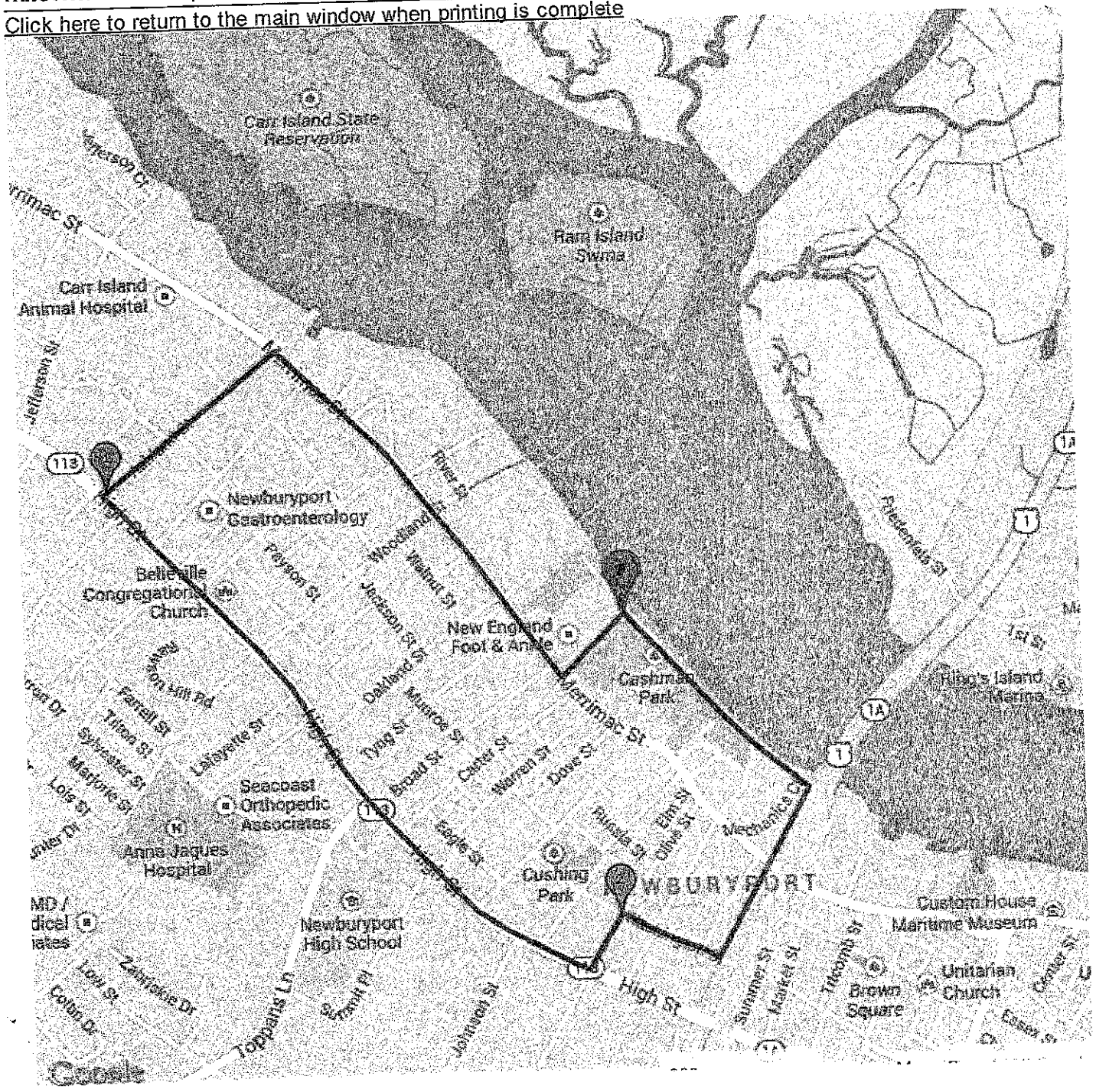
Date: ~~Saturday, April 12th~~ Sunday April 13, 2014

Time: 10:00AM Fun Run for Kids; 10:30AM 2.62 Mile Fun Run

Location: Sally Snyder Way, Newburyport, MA—Boat trailer parking area to left of Sally Snyder Way from grassy area by Towel Building entrance drive to left sidewalk extension of rail trail. The parking area will be blocked off for registration and number pick up the day of the event. There will be porta potties down towards the water. Post race food and entertainment will be set up toward the top by the grassy area. Start line will be in the driveway of Sally Snyder Way before runners proceed up to Merrimack Street. Finish line will be in the parking area.



Click here to return to the main window when printing is complete



Communication #
January 27, 2014
PS

kids.pmc.org

Tara Mahon McQuaid
5 Silver Ledge Road
Newbury, MA 01951

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2014 JAN 21 A 10: 01

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

January 14, 2014

Dear City Council Members,

I am writing to you to request authorization to hold the 3rd Annual Pan Mass Challenge Greater Newburyport Kids Ride in Newburyport on Sunday, June 22, 2014. The event would take place between 9am-1pm and involve the Clipper City Rail Trail as well as Cashman Park (the basketball court area and the area between the basketball court and baseball field). Last year we had another successful event raising approximately $10,000.00 for Dana Farber Cancer Institute and involving more families in a very positive experience. The kids had a great time and volunteers and parents were also happy to be involved. We are proud to be "a spoke in the wheel" of the Pan Mass Challenge, which presented Dana Farber Cancer Institute with a check for *$39,000,000.00* in November as a result of last year's fundraising efforts. This unprecedented donation is funding innovative patient care and critical research which will bring us "closer by the mile" to a cure for cancer. Thank you for your consideration.

Respectfully,

Tara Mahon McQuaid

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

Ordinance #1
January 27,2014

CITY OF NEWBURYPORT

IN CITY COUNCIL

January 27, 2014

ORDERED:

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED TRAFFIC AND MOTOR VEHICLES

Chapter 13	Traffic and Motor Vehicles
Article 4	Specific Street Schedules
Division 6	Stopping, Standing and Parking
Sec. 13-168.	Parking restricted on certain streets.

No person shall park any vehicle on the following streets or portions of streets as indicated below:

Street
Franklin Street

Extent
No parking Westerly side only of Franklin Street from the property line between 10 Franklin Street and 6 Franklin Street and running in a northerly direction to Water Street.

Councillor Allison Heartquist

Refer
to
PS
PH PH
SV

Ordinance #2
January 27, 2014

CITY OF NEWBURYPORT

IN CITY COUNCIL

ORDERED:

January 21, 2014

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED TRAFFIC AND MOTOR VEHICLES

Be it ordained by the City Council of the City of Newburyport as follows:

Chapter 13	Traffic and Motor Vehicles
Article 4	Specific Street Schedules
Division 6	Stopping, Standing and Parking
Section 13-180	Resident parking.

Add:

(g)(2) by adding the following street or portions thereof to Zone 2:

Fair Street between Water Street and Liberty Street

Councillor Jared J. Eigerman

refer PS
JG/pal
JV