

**CITY COUNCIL “HYBRID”**

**MEETING AGENDA**

**February 14, 2022**

**City Council Meeting 7:30 pm**

**LOCATION: City Council Chambers, City Hall**

**60 Pleasant Street, Newburyport**

Zoom details:

<https://us02web.zoom.us/j/81299990548>

Or One tap mobile :

US: +19292056099,81299990548#

Or Telephone:

US: +1 929 205 6099

Webinar ID: 812 9999 0548

1. **MOMENT OF SILENCE**
2. **PLEDGE OF ALLEGIANCE**
3. **CALL TO ORDER**
4. **LATE FILE**
5. **PUBLIC COMMENT**
6. **MAYOR'S COMMENT**
7. **PRESENTATION BY DIRECTOR PORT RE: MARKET LANDING PARK EXPANSION**

**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.

**8. APPROVAL OF MINUTES**

- January 31, 2022 (Approve)

**9. COMMUNICATIONS**

- APPL00065\_02\_14\_2022 Town & Country Half Marathon - 6/12/2022 (PS)
- APPL00066\_02\_14\_2022 IPA 5K Road Races 4/10/22, 7/10/22, 9/11/22 (PS)
- COMM00389\_02\_14\_2022 Superintendent Budget Presentation (R&F)

**10. TRANSFERS**

- TRAN00118\_02\_14\_2022 Gen. Fund \$7,500 to MYR Consulting Services \$7,500 (B&F)
- TRAN00119\_02\_14\_2022 Gen. Fund \$8,394 to Essex Tech Assessment \$8,394 (B&F)
- TRAN00120\_02\_14\_2022 Gen. Fund \$15,000 to CCN Legal Ads \$3,000 (B&F)  
CCN Ordinance Recodification \$5,500 BDR Elections \$6,500
- TRAN00121\_02\_14\_2022 Solid Waste Revolving Fund \$35,000 to (B&F)  
Pick-Up Truck Purchase \$35,000

**11. APPOINTMENTS**

- APPT00299\_02\_14\_2022 Marcia Foley 206 Low St. Licensing Board 06/01/2028
- APPT00300\_02\_14\_2022 Megan M. Tierney Sergeant, Newburyport Police Department

ALL ITEMS NOTED BELOW ARE REMOVED FROM THEIR RESPECTIVE COMMITTEES WITH THE

MOTION TO APPROVE THE CONSENT AGENDA

**BUDGET & FINANCE**

- COMM00384\_01\_31\_2022 FY2022 Mid-Year Budget Report (COTW)
- TRAN00115\_01\_31\_2022 Receipts Reserved for Appr. Fuel \$50,000 to DPS Highway Fuel & Oil \$50,000
- TRAN00116\_01\_31\_2022 General Fund-Free Cash \$15,000 to PRK Maint-Trees \$15,000
- TRAN00117\_01\_31\_2022 Harbormaster-Retained Earnings \$54,900 to Navigation Channel Dredge Project \$54,900
- ORDR00317\_01\_31\_2022 \$600,000 Loan Order-Bulkhead Project
- ORDR00318\_01\_31\_2022 Authorizing Senior Comm. Ctr. Lease to Port Media/NCH

**GENERAL GOVERNMENT**

- APPT00296\_01\_10\_2022 KP Law 101 Arch St. 12<sup>th</sup> Fl. Boston City Solicitor 2/1/23

**END OF CONSENT AGENDA**

**REGULAR AGENDA**

**9. MAYOR'S UPDATE**

**10. FIRST READING APPOINTMENTS**

**11. COMMUNICATIONS**

**12. TRANSFERS**

**13. SECOND READING APPOINTMENTS**

- APPT00298\_01\_31\_2022 Joseph Grande 62 Russell St. Asst. Harbormaster/Shellfish 12/31/2024  
*Re-Appointment*  
North Andover Sp. Police Officer

**14. ORDERS**

- ORDR319\_02\_14\_2022 Kelley School Funds Order

**15. ORDINANCES**

- ODNC00105\_02\_14\_2022 Zoning Amendment Business Park Uses
- ODNC00106\_02\_14\_2022 CH2 COA Ordinance Amendment

**16. COMMITTEE ITEMS**

**Ad Hoc Committee on Economic Development**

*In Committee:*

- ODNC098\_10\_12\_2021 Permanent Parklets Legislation

**Ad Hoc Committee on Market Landing Park and COTW**

*In Committee:*

**Budget & Finance**

*In Committee:*

- COMM00384 01 31 2022 FY2022 Mid-Year Budget Report (COTW)
- TRAN00115 01 31 2022 Receipts Reserved for Appr. Fuel \$50,000 to DPS Highway Fuel & Oil \$50,000

- TRAN00116 01 31 2022 General Fund-Free Cash \$15,000 to PRK Maint-Trees \$15,000
- TRAN00117 01 31 2022 Harbormaster-Retained Earnings \$54,900 to Navigation Channel Dredge Project \$54,900
- ORDR00317 01 31 2022 \$600,000 Loan Order-Bulkhead Project
- ORDR00318 01 31 2022 Authorizing Senior Comm. Ctr. Lease to Port Media/NCH

## Education

*In Committee:*

## General Government

*In Committee:*

- APPT00296 01 10 2022 KP Law 101 Arch St. 12<sup>th</sup> Fl. Boston City Solicitor 2/1/23

## License & Permits

*In Committee:*

- ODNC047\_01\_27\_2020 General Ordinance - Short Term Rental Units Rules
- COMM00385\_01\_31\_2022 STRU Fire Sprinkler Systems
- COMM00388\_01\_31\_2022 UPDATED STRU Fire Sprinkler Systems

## Neighborhoods & City Services

*In Committee:*

- COMM299\_02\_08\_2021 Phillips Dr. Neighborhood Committee Ltr
- ODNC102\_11\_08\_2021 Late File - Ch. 17 Stormwater Management Revisions
- ODNC00103\_01\_10\_2022 Streets, Sidewalks, and Other Public Places Alterations & Maintenance

## Planning & Development

*In Committee:*

- ODNC046\_01\_27\_2020 Zoning Amendment Short Term Rental Unit (STRU) (COTW)
- COMM00382\_01\_31\_2022 Update from Global re 107 State Street

## Public Safety

*In Committee:*

- COMM00383\_01\_31\_2022 NFD/OEM FY2021 Report to City Council
- APPL00064\_01\_31\_2022 Newburyport Spring Half Marathon 4/24/2022
- ODNC00104\_01\_31\_2022 Handicapped Parking Space – Liberty Street

## Public Utilities

*In Committee:*

## Rules

*In Committee:*

- ORDR239\_02\_8\_2021 Council Rule 7 and 10B

## 17. GOOD OF THE ORDER

## 18. EXECUTIVE SESSION –KP LAW TO DISCUSS STRATEGY WITH RESPECT TO PENDING LITIGATION INCLUDING BUT NOT LIMITED TOO THE INSTITUTION FOR SAVINGS ZONING MATTER

## 19. ADJOURNMENT



**CITY OF NEWBURYPORT**  
**OFFICE OF PLANNING AND DEVELOPMENT**  
60 PLEASANT STREET • P.O. BOX 550  
NEWBURYPORT, MA 01950  
(978) 465-4400

**MEMORANDUM**

TO: **Newburyport City Council**

FROM: **Andrew R. Port, Director of Planning & Development**

CC: **Sean R. Reardon, Mayor**  
**Heather L. Shand, City Council President/Chair, Ad Hoc Committee on Market Landing Park Expansion**

RE: **Market Landing Park Expansion – Visitor Center/Restroom Facility – Council Input on Design Factors**

DATE: **February 10<sup>th</sup>, 2022**

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As you know, we have been working with the design firm Sasaki Associates over the past year to develop plans for the expansion of Market Landing Park on our central waterfront. Last night (2/9/2022) Sasaki presented updated plans to the Council's Ad Hoc Committee on Market Landing Park Expansion which was established to provide key stakeholder input as needed in the design process. That presentation (*both the slides and recording*) can be viewed on the City website here:

<https://www.cityofnewburyport.com/planning-development/market-landing-park-expansion/events/307626>

As a reminder, the purpose of the 2/9 meeting, and the Committee's next scheduled meeting with Sasaki on 2/24, are to reach consensus on specific questions applicable to design of the new Visitor Center/Restroom Facility. The Council required additional input on these specific areas before Sasaki can proceed with additional design work under our contract:

1. **Building Orientation** (i.e. parallel or perpendicular to Merrimac Street)
2. **Building Design** (*in particular*: brick vs. clapboard; *in general*: the architectural materials, form, articulation, fenestration)

Additionally, working with Sasaki, we have identified two additional areas where guidance and consensus is helpful.

3. **Building Form** (compact vs. linear)
4. **Restroom Designations** (gendered vs. non-gendered)

Both of these areas have some bearing on the final design and form of this relatively small architectural feature at Market Landing Park. For instance, the form and orientation of the building has some bearing on

how efficiently and effectively we can achieve “Net Zero” energy usage for this new municipal facility (*the goal, consistent with the Council’s GHG Protocol Ordinance adopted last year*).

Based on discussion at the Ad Hoc Committee meeting last night, it is my understanding that the Council President will be bringing this matter up for discussion at the Council’s meeting Monday night (2/14) in order to obtain additional input from the Council as a whole. For your convenience, I have summarized the Ad Hoc Committee’s consensus preference (with a few dissenting opinions) relative to the above four (4) design factors:

1. **Building Orientation** (*parallel to Merrimac Street, in order to better activate a “gap tooth” space along the Merrimac Street sidewalk and better preserve predominant pedestrian views to the water’s edge*)
2. **Building Design** (*in particular: use of brick; in general: additional use of windows/granite, articulation and fenestration for a pedestrian-level feel*)
3. **Building Form** (*compact*)
4. **Restroom Designations** (*non-gendered, to address Title IX guidelines and increase the practical availability, and turnover, of bathrooms stalls for all users during the peak season, regardless of sex or orientation*)

While design factors 1-3 above appear to have reached a relatively strong consensus amongst the group, and what would appear to be sufficient guidance for Sasaki, there was some additional discussion and debate regarding design factor # 4 above. Sasaki cannot proceed further in an efficient and effective manner without clear guidance from the City. Ultimately, our goal is the permanent replacement of a “temporary” restroom trailer and visitor booth presently at this location.

We appreciate any additional input or consensus the Council can provide relative to the above design factor(s), and I would be happy to speak to these issues further in coordination with the Council President and Committee Chair Monday night. In order to keep the design process on schedule and prevent delays or cost increases, we are hopeful that the Council can provide timely input.

Thank you all for your time and support for this long awaited project! As always, please reach out to me with any questions or concerns you may have with this or other City projects.

# Market Landing Park Expansion

Ad Hoc Committee Meeting 5  
09 February, 2022

City of Newburyport, Massachusetts  
Mayor Sean Reardon  
Newburyport City Council  
Department of Planning and Development

SASAKI

# Agenda

## **PRESENTATION (30 min)**

- Park Context Existing
- Visitor Center
- Previous Visitor Center Concept
- Building Program
- Building Form
- Building Orientation
- Building Materiality
- Summary

## **DISCUSSION (45 min)**

## **NEXT STEPS (10 min)**

# Goals

Understand the committee's recommendations on the following:

- Building Program
- Building Form
- Building Orientation
- Building Materiality

# Market Landing Park Design Process: Next Steps

**We are here!**

CURRENT WORK: SPRING 2022 COMPLETION

FUTURE WORK

## SITE INVENTORY

(TASKS 1,2 & 3)

APRIL-MAY 2021

## CONCEPT + SCHEMATIC DESIGN

(TASKS 4,5 & 6)

JUNE - SEPT 2021

## ARCHITECTURE SCHEMATIC DESIGN

2022

## ARCHITECTURE + LANDSCAPE DESIGN DOCUMENTATION

2022

## BIDDING

WINTER 2023

## CONSTRUCTION

SPRING 2023 THROUGH 2024

- Inventory existing documents
- Conduct site survey
- Gather stakeholder input

Concept Alternatives

- 1
- 2
- 3

Refined Conceptual Plan



Visitors Center: Concept Development

Concept Alternatives Refined Concept

Design Development



Construction Documentation



Ad-Hoc Committee Meetings (Public):

4 meetings were held during Task 1-6



Meeting 1



Meeting 2

Meetings will be held at 75% and 100% completion.

**REVIEW VISITORS CENTER ALTERNATES**

**CONFIRM VISITORS CENTER PLAN**

# Refined Conceptual Plan



Somersby  
Sculpture  
Plaza

(4) Spaces /  
Drop Off Area

WFT Lot  
(57)

Somersby Way

West Lot  
(31)

Central Wharf Way

Restrooms +  
Visitor Kiosk

**FOCUS OF TODAY'S  
DISCUSSION**

Merrimac Street

Embayment

West  
Embayment  
Plaza

Stage

Fire  
House

Ferry Wharf Plaza

Ferry Wharf Way

Shared Use Path

East Lot  
(69)

Custom  
House

Custom House Way

Harbormaster  
Plaza

0 25 50 100 ft



# Current Visitor Center and Restrooms

## EXISTING RESTROOM

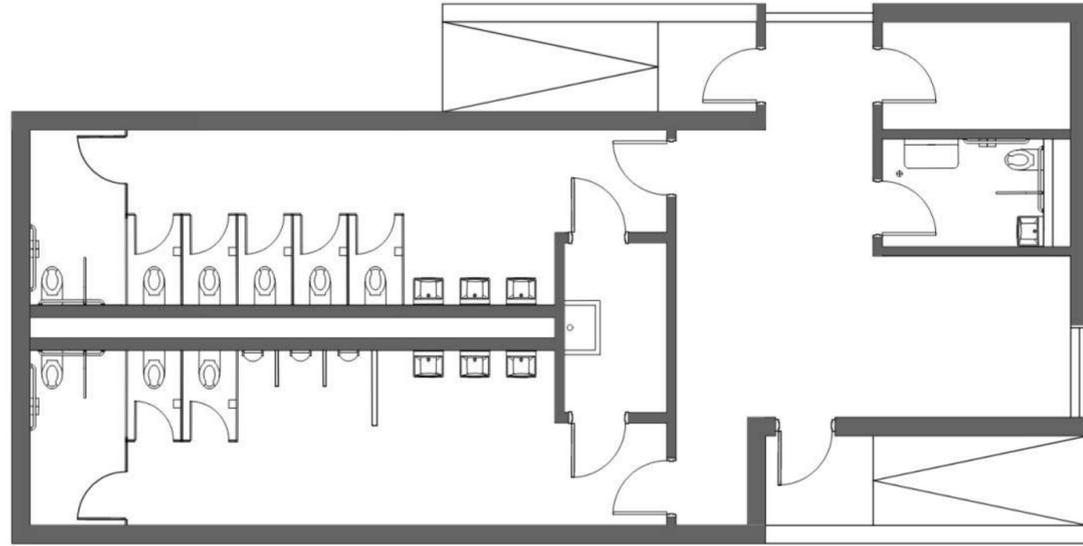
- 3 Toilets, 1 Sink for Women
- 1 Toilet, 2 Urinals, 1 Sink for Men
- 1 Janitor's closet
- 3 Portable potties
- 400 Gross Sq Feet (not including the portable potties)

## EXISTING VISITOR CENTER

- Desk space with chair for one
- Transaction window
- Bulletin board
- Storage
- 138 Gross Sq Feet



# Previous Visitor Center Design



1445 GSF

## PREVIOUS PROPOSED BUILDING

- 6 Toilets, 3 Sinks for Women
- 3 Toilets, 3 Urinals, 3 Sinks for Men
- Janitor's Closet
- Mechanical Room
- 1 Family Restroom
- 100 sq ft Visitor Center



# Previous Visitor Center Rendering



# What We Heard

## **MATERIALITY + CHARACTER:**

Some comments about the architectural style of the restroom building. Design team was asked to continue exploration of materials, character and facade detailing.

## **ORIENTATION:**

A building that is **parallel** to Merrimac Street will provide a more continuous active urban street and welcoming entry to the park. A building that is **perpendicular** aligns with Central Wharf Way, emphasizing the historic pathways and connection to the water.

## **PROGRAM:**

Combine existing program of the Visitors Center and restrooms in one building with the same number of restrooms and an interior space for the Visitors Center.

## **SUSTAINABILITY:**

Meet the City's Net Zero goals.



# Building Program

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Verification of building program

How many fixtures should the restroom have?

How should they generally be arranged?

# Building Program

## **Visitor Center:**

- Space for occupant to sit
- Transaction window to access the outside
- Access to the inside by the public
- Information signage
- Rack or shelving for brochures, maps, pamphlets

## **Restroom:**

- 6 toilet fixtures for women, 3 sinks
- 6 toilet fixtures for men, 3 sinks

## **Janitor's Closet:**

- Mop sink
- Storage

## **Mechanical Room:**

- Boiler, electrical panel, etc

# Gender Neutral Pros / Cons and Considerations

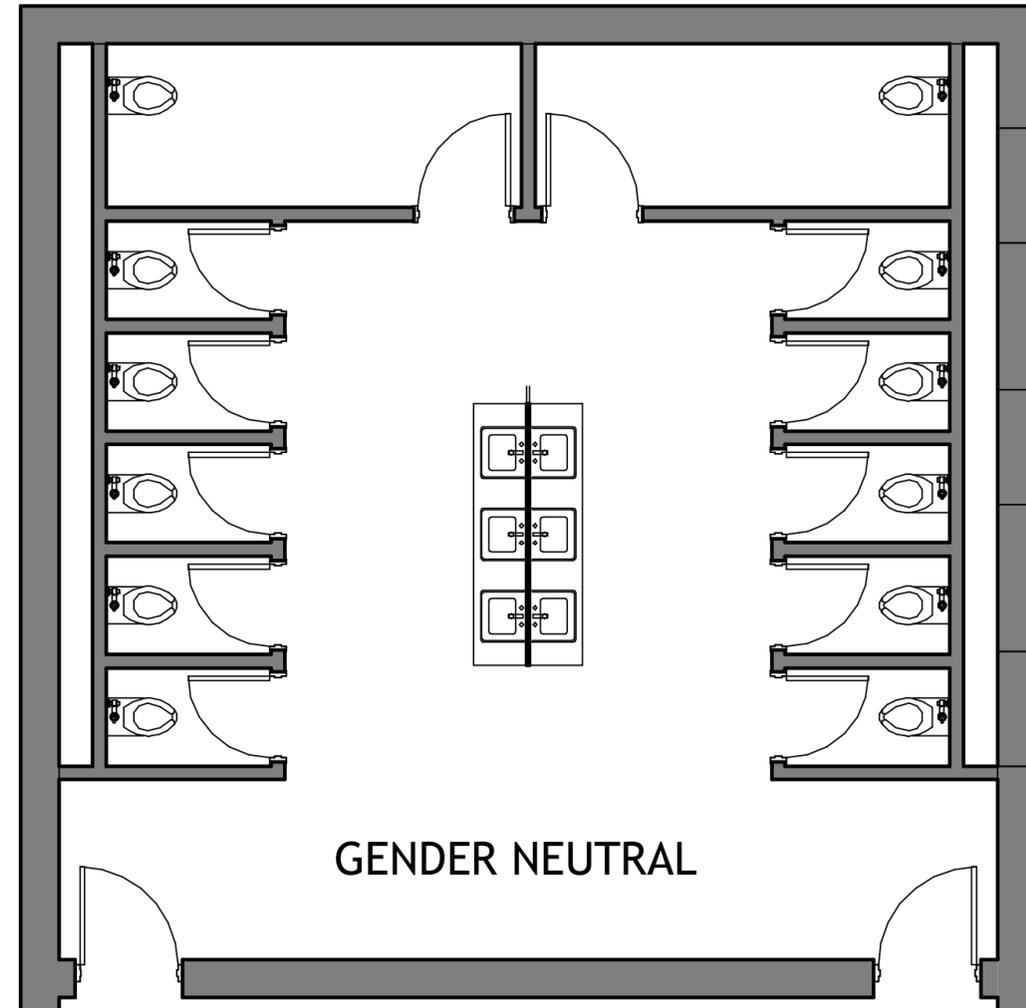
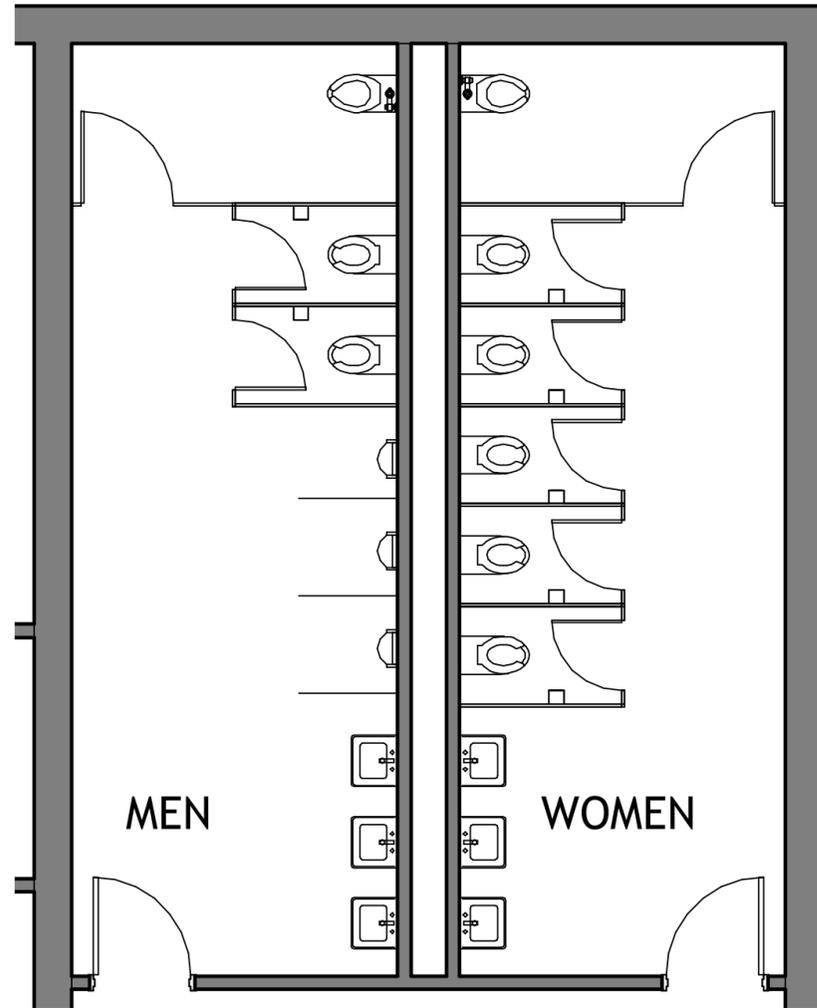
## Pros:

- Allows for more available stalls for all. Prevents longer queue on one side of single sex restrooms for peak summer events
- Facilitates care-giving between people of different genders. For example, a father can comfortably assist his young daughter in the space
- Only one room to maintain; allows for any gender maintenance person to access for cleaning
- By consolidating a greater number of people in one rather than two rooms, there are more eyes to monitor, reducing risk
- Addresses social justice initiative, as per Title IX
- Potentially can be achieved with less overall square footage

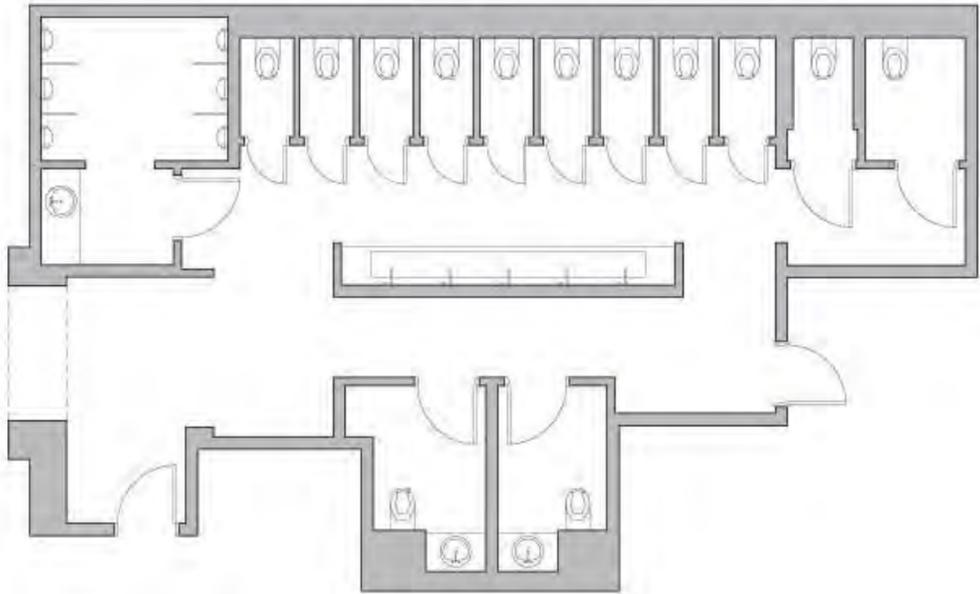
## Cons:

- Floor to ceiling walls and doors that achieve maximum privacy are more expensive than typical partitions
- Individual lighting and ventilation may be needed for each stall

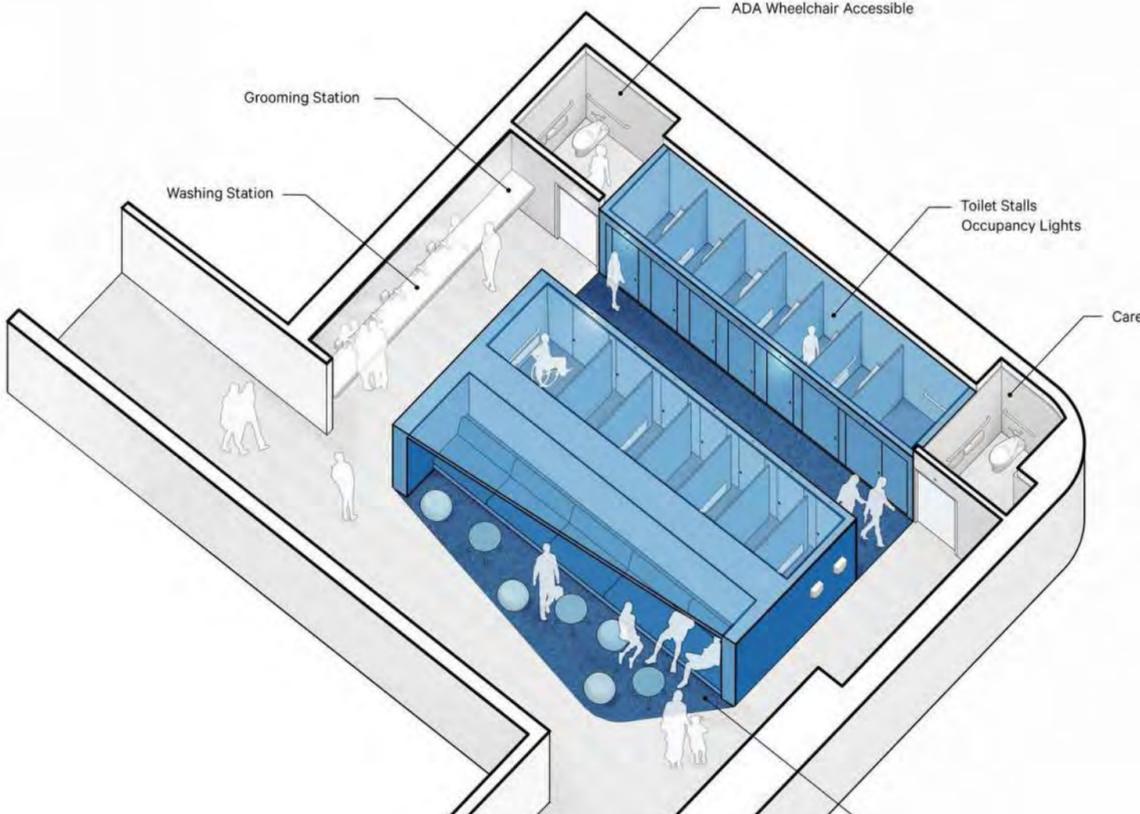
# Restroom Plan Options



# Gender Neutral Precedents



**CINEMA - AUSTIN TX**



**GALLAUDET UNIVERSITY - WASHINGTON DC**



**CONGREGATION BEIT SIMCHAT TORAH - NYC**



**RHODE ISLAND SCHOOL OF DESIGN**

# Building Form

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In general, should the building layout be more long and linear or more compact?

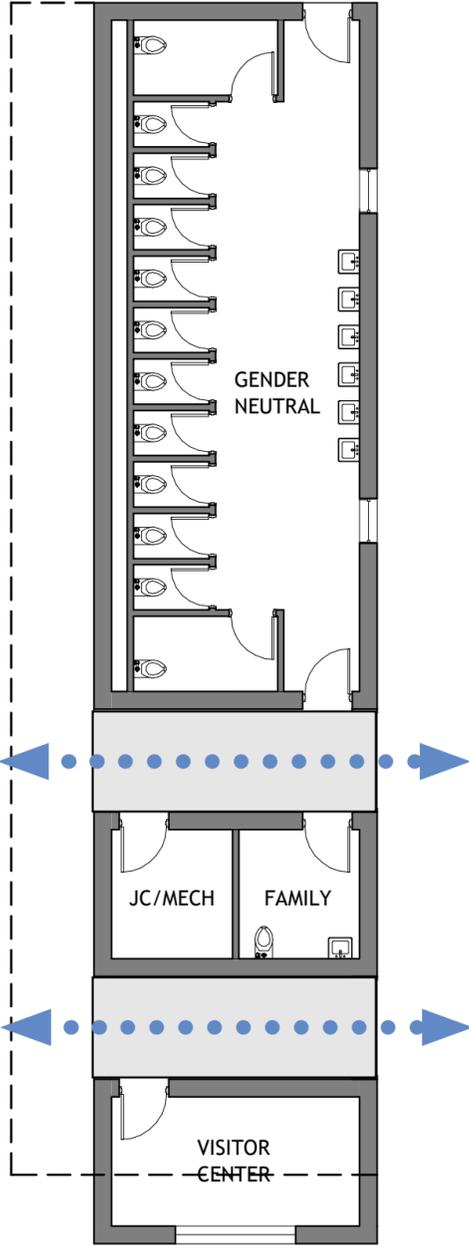
# Building Plan Options

## GENDER NEUTRAL RESTROOM

- 12 Toilets
- 6 Sinks
- Janitor's Closet / Mechanical Room
- 1 Family Restroom
- Visitor Center
- Exterior Pass Through Space

## PREVIOUS PROPOSED BUILDING

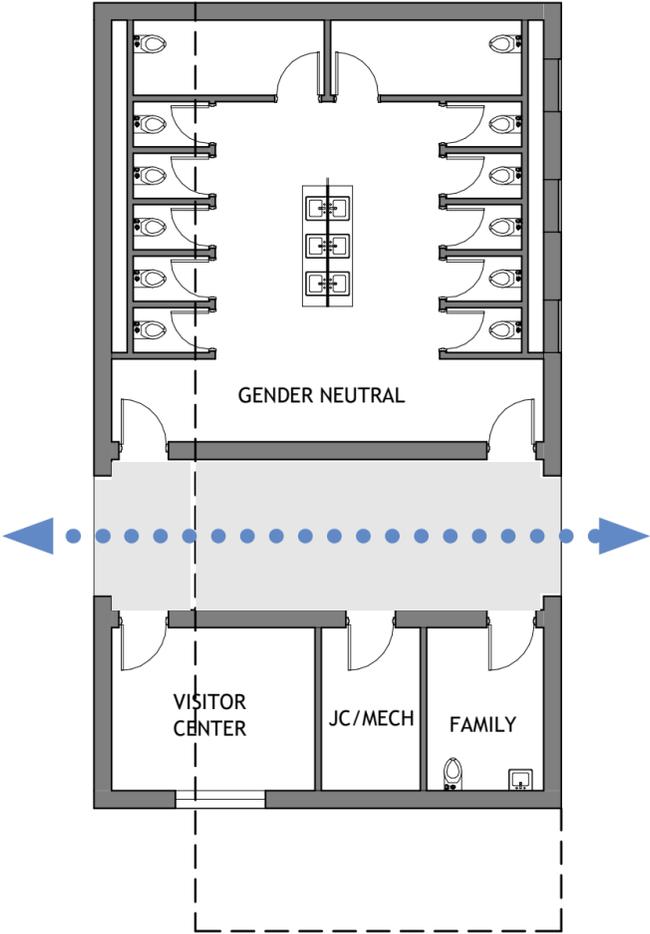
- 6 Toilets, 3 Sinks for Women
- 3 Toilets, 3 Urinals, 3 Sinks for Men
- Janitor's Closet
- Mechanical Room
- 1 Family Restroom
- 1445 GSF
- 100 sq ft Visitor Center



### LINEAR FORM

1550 GSF

145 sq ft Visitor Center

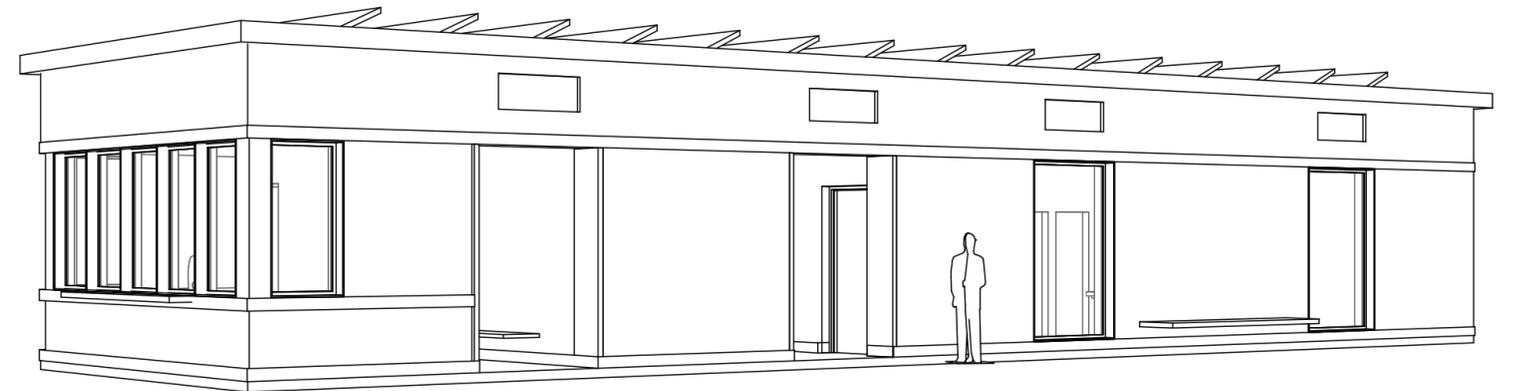
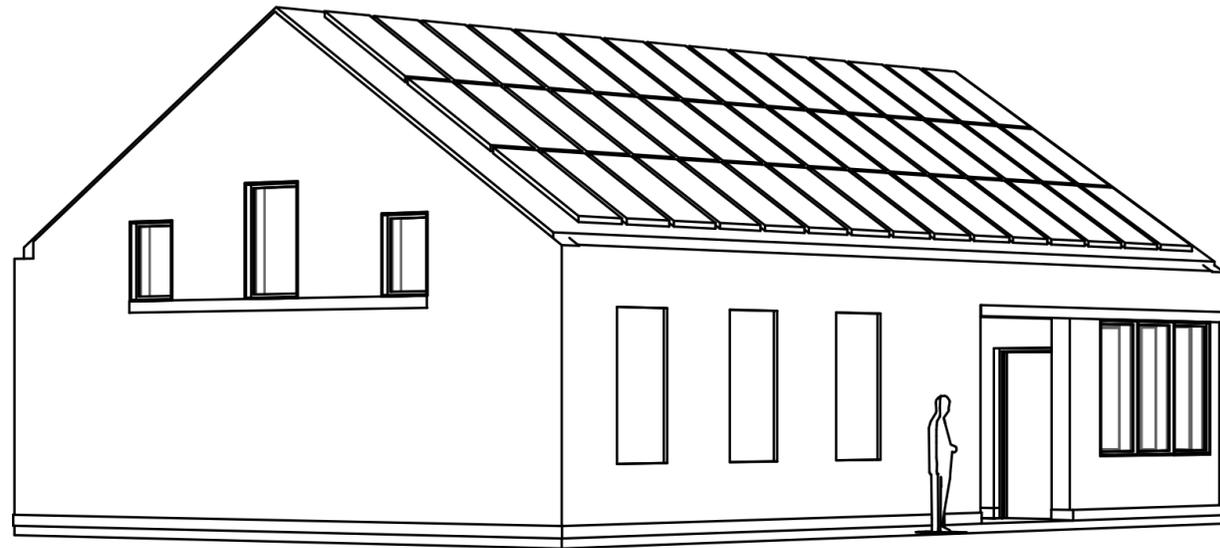


### COMPACT FORM

1663 GSF

148 sq ft Visitor Center

# Building Form and Orientation



## ROOF PITCH AND SOLAR ORIENTATION

- Solar panels need to be oriented south and have a tilt of about 32 degrees from the horizontal.
- A building oriented parallel to the street can use a pitched roof to make the solar panel tilt.
- A building oriented perpendicular to the street would need to have a flat roof to accommodate tilted solar panels.
- The total area of solar panels that is required to meet the demand of the net-zero building will be determined during the design phase.

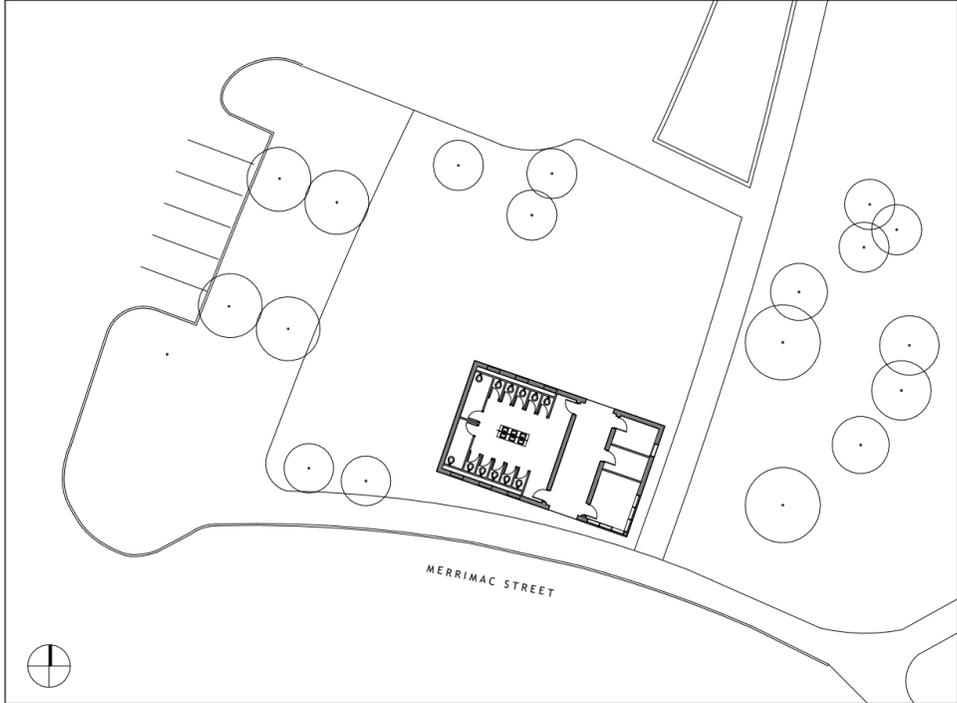
An aerial architectural rendering of a city block, showing various buildings, streets, and green spaces. The central focus is a large building complex with a courtyard. The rendering is in a light blue color scheme.

# Building Orientation

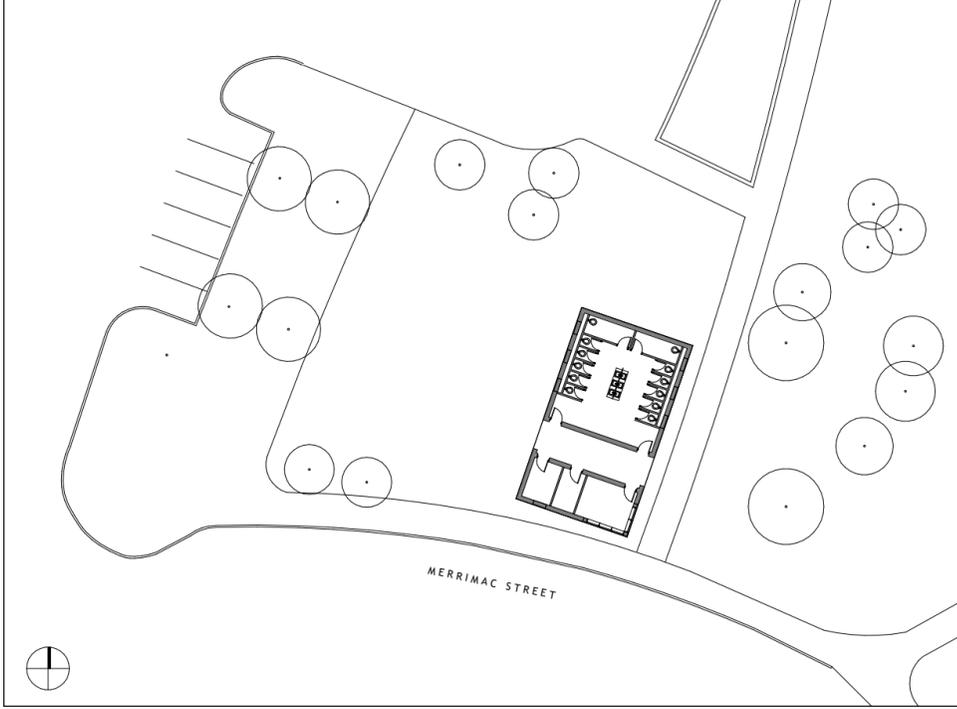
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How does the building sit on the site?  
Should it be parallel to or perpendicular to the street?

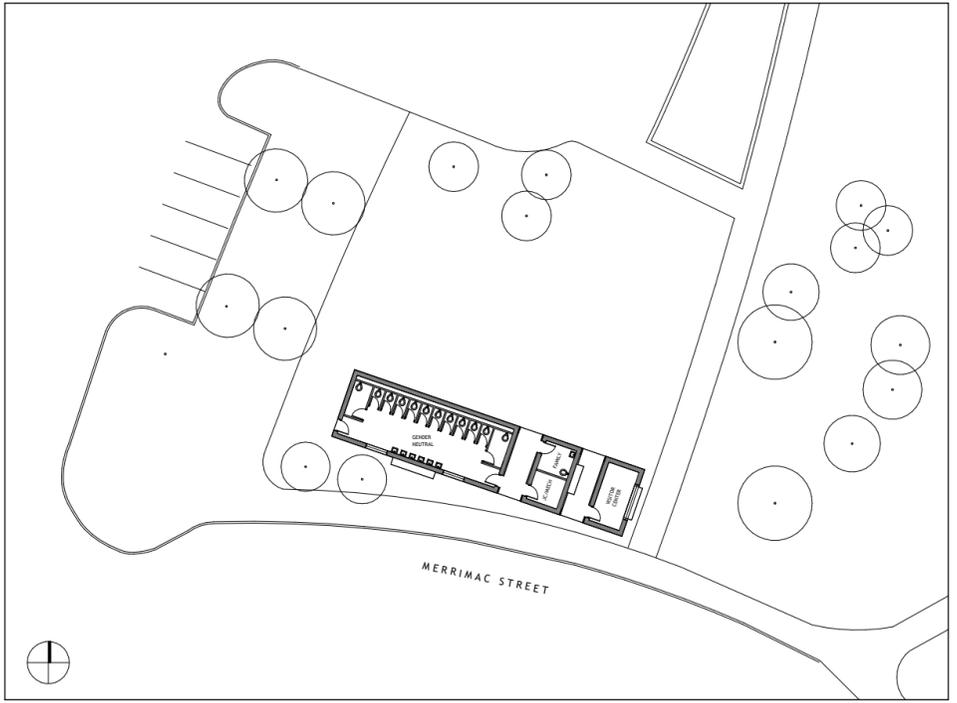
# Building Orientation



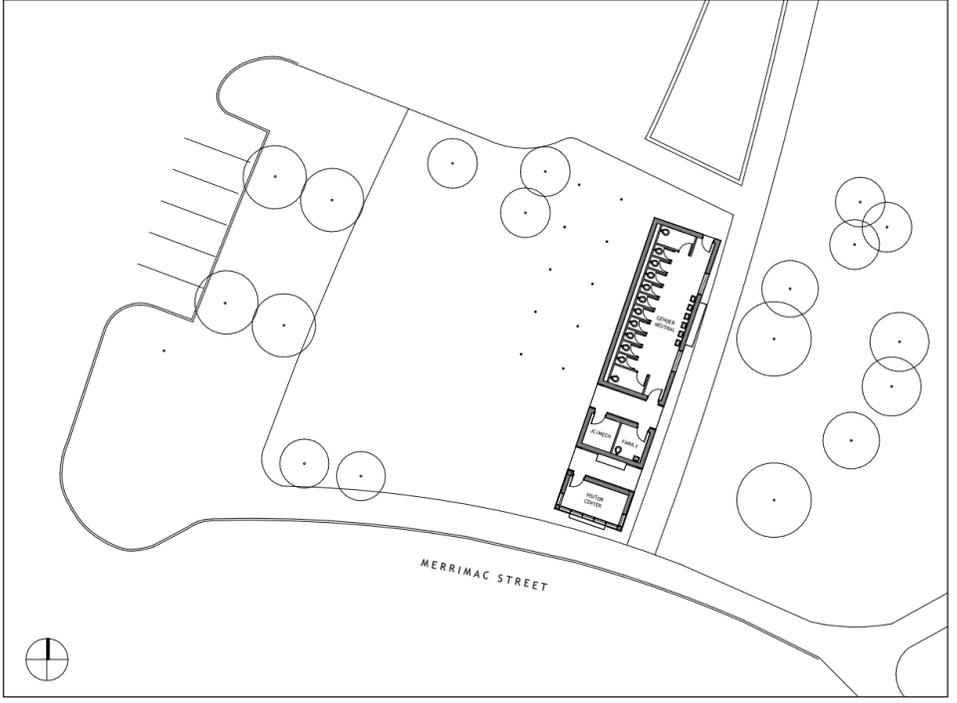
**PARALLEL**



**PERPENDICULAR**



**PARALLEL**



**PERPENDICULAR**

# Option 1 - Compact Form Parallel to Street

VIEW FROM CORNER OF GREEN AND MERRIMAC STREET



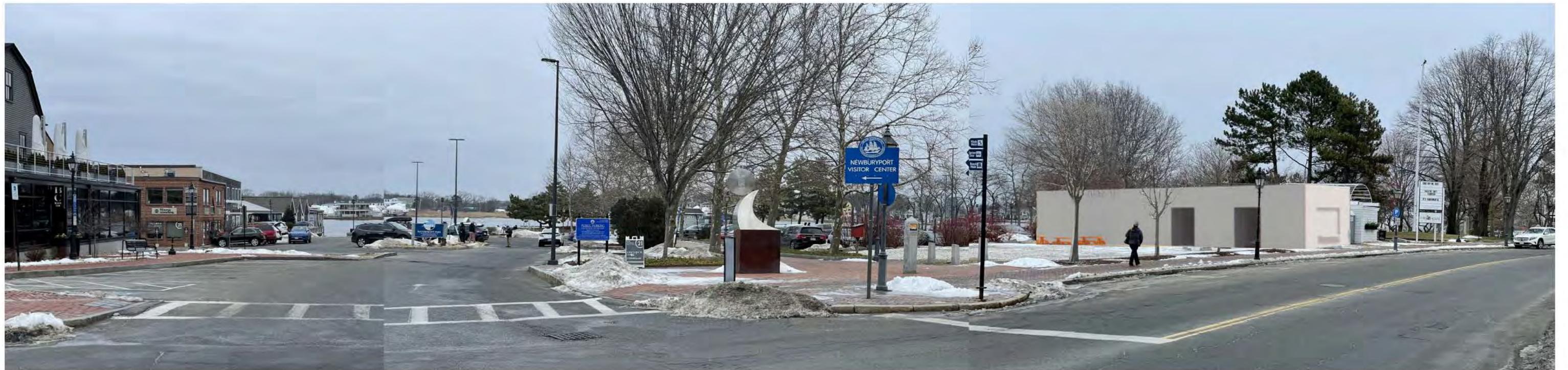
# Option 1 - Compact Form Parallel to Street

VIEW FROM MERRIMAC STREET



# Option 2 - Linear Form Perpendicular to Street

VIEW FROM CORNER OF GREEN AND MERRIMAC STREET



# Option 2 - Linear Form Perpendicular to Street

VIEW FROM MERRIMAC STREET



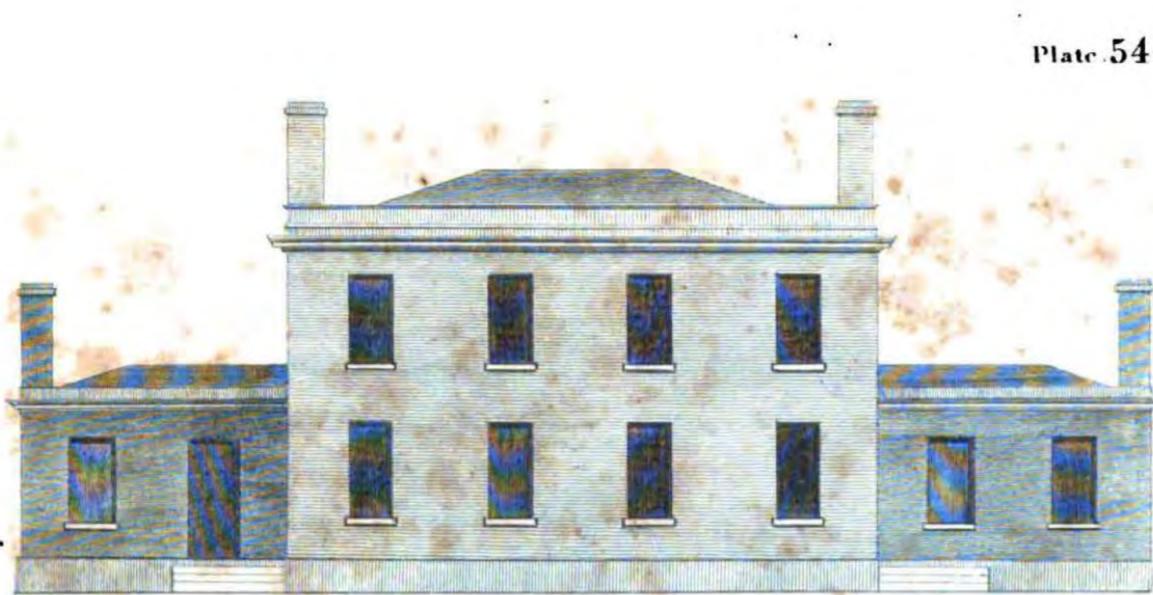


# Building Materiality

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What is the look and feel of the building?  
What parts of Newburyport's character do the building materials evoke?

# Federal Style

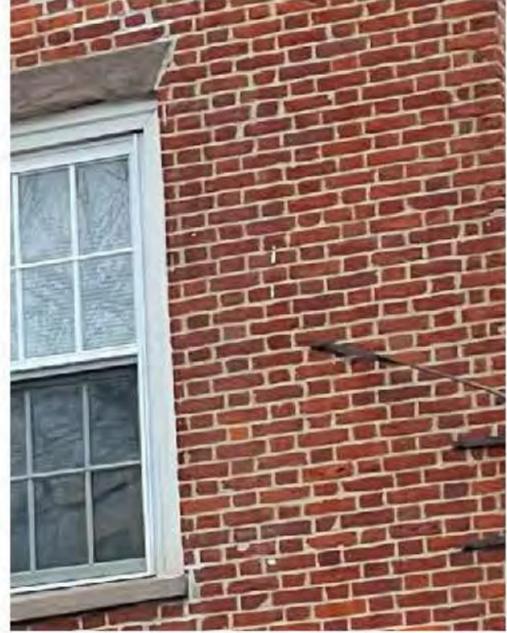
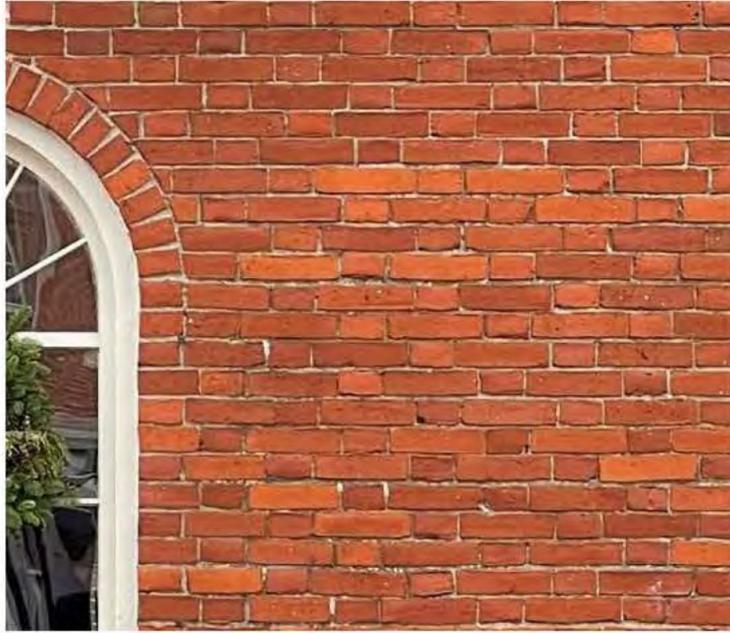


# New England Colonial / Shingle Style

HARBORMASTER



# Material Options



# Material Option 1 - Brick Masonry

COMPACT PLAN PARALLEL TO MERRIMAC STREET



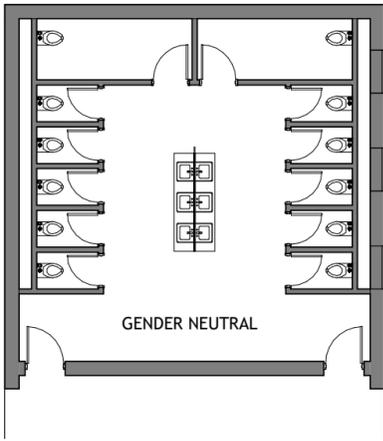
# Material Option 2 - Wood Clapboard Siding

COMPACT PLAN PARALLEL TO MERRIMAC STREET

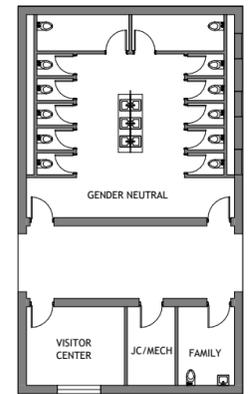


THIS IS A PRELIMINARY DESIGN ONLY AND NOT A FULL PROPOSAL

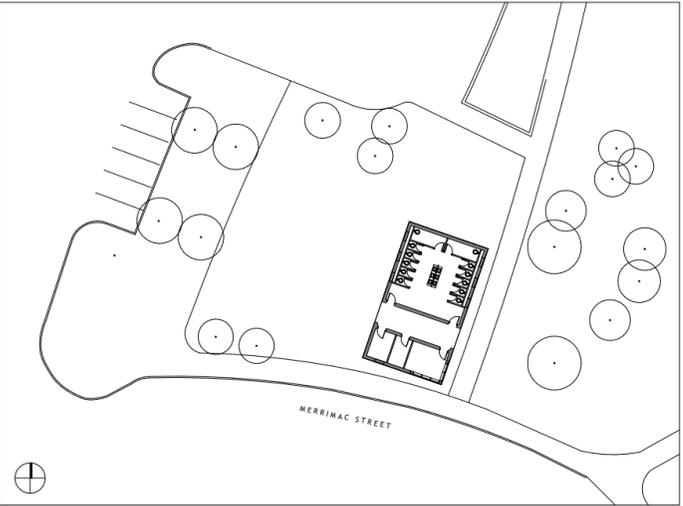
# Summary of Options



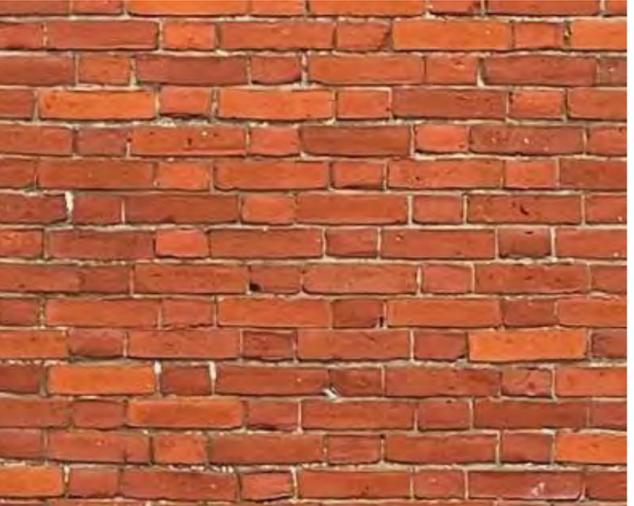
**NON-GENDERED**



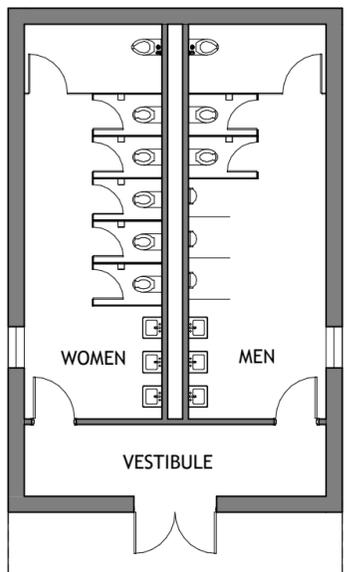
**COMPACT PLAN**



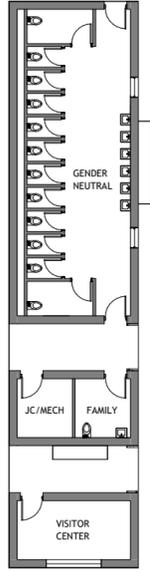
**PERPENDICULAR**



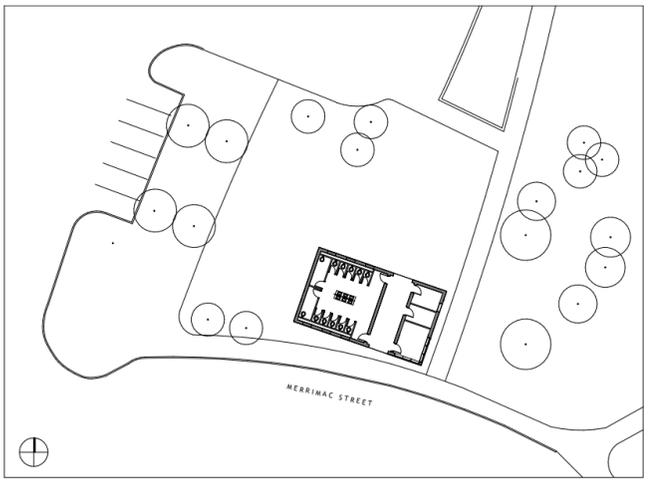
**BRICK MASONRY**



**GENDERED**



**LINEAR PLAN**



**PARALLEL**



**WOOD CLAPBOARD**

**PROGRAM**

**FORM**

**ORIENTATION**

**MATERIALITY**

**CONSENT AGENDA**

**CITY COUNCIL “HYBRID”**

**MEETING MINUTES**

**January 31, 2022**

**City Council Meeting 7:30 pm**

**LOCATION: City Council Chambers, City Hall**

**60 Pleasant Street, Newburyport**

Zoom details:

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Or One tap mobile :

US: +19292056099,81299990548#

Or Telephone:

US: +1 929 205 6099

Webinar ID: 812 9999 0548

**1. MOMENT OF SILENCE**

Remembering Laurine Sullivan, April Harnch Ruane, William Carruth, and Christopher Reiner.

**2. PLEDGE OF ALLEGIANCE**

**3. CALL TO ORDER**

The City Council President Heather Shand called the meeting to order at 7:30 pm and asked the City Clerk, Richard B. Jones, to call the roll. The following City Councillors answered present Donahue, Khan, Lane, McCauley, Preston, Vogel, Wallace, Wright, Zeid, Cameron, and Shand. 11 present. (MW remote)

**4. LATE FILE**

COMM00386\_01\_31\_2022 Girl Scout Cookie Booth Sat.2/19/22 Market Sq.

COMM00387\_01\_31\_2022 Mayor’s Update 1/31/2022

COMM00388\_01\_31\_2022 UPDATED STRU Fire Sprinkler Systems

Motion to waive the rules and accept the late file by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes. Motion passes.

**5. PUBLIC COMMENT**

Marianne Vesey, 10 Kent Street

Morgan Sweet, 10 Chain Bridge Drive

Jared Hubbard, 49 Boardman Street

**6. MAYOR'S COMMENT**

**7. PRESENTATION: BULKHEAD PROJECT**

A presentation on the current condition of the bulkhead was offered by Senior Project Manager Geordie Vining from the Planning & Development Office.

**CONSENT AGENDA**

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- January 10, 2022

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(PS)

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**11. APPOINTMENTS**

*Re-Appointment*

- APPT00298\_01\_31\_2022 Joseph Grande 62 Russell St. Asst. Harbormaster/Shellfish 12/31/2024  
North Andover Sp. Police Officer

ALL ITEMS NOTED BELOW ARE REMOVED FROM THEIR RESPECTIVE COMMITTEES WITH THE MOTION TO APPROVE THE CONSENT AGENDA

**BUDGET & FINANCE**

- ORDR300\_11\_08\_2021 Low St and Brown School Gym Order (amended 1/13/2022 in Cmte.)
- ORDR301\_11\_08\_2021 Authorizing-Acquisition-57-Low-St
- ORDR309\_11\_08\_2021 57 Low Street
- ORDR00314\_01\_10\_2022 West End Fire Station Land Eminent Domain Action

**LICENSE & PERMITS**

- APPL00060\_01\_10\_2022 State Automotive 2nd Hand MV License
- APPL00061\_01\_10\_2022 LCA Motors 2nd Hand MV License
- APPL00062\_01\_10\_2022 Newburyport Sunoco 2nd Hand MV License

**PUBLIC SAFETY**

- APPL00063\_01\_10\_2022 28th Frigid Fiver 2/6/22 11am-1pm 5K Rail Trail at Riverwalk
- APPT000297\_01\_10\_2022 Dr. Robin Blair 10 Dexter Ln. Board of Health 1/10/2025

**PUBLIC UTILITIES**

- Pole Hearing Storey Ave.

**END OF CONSENT AGENDA**

Motion to approve the Consent Agenda by Councillor Zeid, seconded by Councillor Vogel. Roll call vote. 11 yes. Motion passes.

**REGULAR AGENDA**

**9. MAYOR'S UPDATE**

- COMM00387\_01\_31\_2022 Mayor's Update 1/31/2022  
Motion to receive and File by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes.  
Motion passes.

## 10. FIRST READING APPOINTMENTS

## 11. COMMUNICATIONS

- COMM00382\_01\_31\_2022 Update from Global re 107 State Street  
Motion to refer to Planning & Development by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes. Motion passes.
- COMM00383\_01\_31\_2022 NFD/OEM FY2021 Report to City Council  
Motion to refer to Public Safety by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes. Motion passes.
- COMM00386\_01\_31\_2022 Girl Scout Cookie Booth 2/19/22 Market Sq.  
Motion to waive the rules, to declare an emergency, and approve on first reading by Councillor McCauley, seconded by Councillor Donahue. Roll call vote. 11 yes. Motion passes.
- COMM00388\_01\_31\_2022 UPDATED STRU Fire Sprinkler Systems  
Motion to refer to License & Permits by Councillor Cameron, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

## 12. TRANSFERS

- TRAN00117\_01\_31\_2022 Harbormaster-Retained Earnings \$54,900 to  
Navigation Channel Dredge Project \$54,900  
Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Vogel. Roll call vote. 11 yes. Motion passes.

## 13. SECOND READING APPOINTMENTS

## 14. ORDERS

- ORDR00317\_01\_31\_2022 \$600,000 Loan Order-Bulkhead Project  
Motion to refer to Budget & Finance and COTW by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 11 yes. Motion passes.
- ORDR00318\_01\_31\_2022 Authorizing Senior Comm. Ctr. Lease to Port Media/NCH  
Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Wallace. Roll call vote. 11 yes. Motion passes.

## 15. ORDINANCES

- ODNC00104\_01\_31\_2022 Handicapped Parking Space – Liberty Street  
Motion to refer to Public Safety by Councillor Zeid, seconded by Councillor Vogel. Roll call vote. 11 yes. Motion passes.

## 16. COMMITTEE ITEMS

### Ad Hoc Committee on Economic Development

#### *In Committee:*

- ODNC098\_10\_12\_2021 Permanent Parklets Legislation

### Ad Hoc Committee on Market Landing Park and COTW

#### *In Committee:*

### Budget & Finance

#### *In Committee:*

- **ORDR300 11 08 2021 Low St and Brown School Gym Order** (amended 1/13/2022 in Cmte.)  
Motion to waive Rule 7I by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 11 yes. Motion passes.  
Motion to approve as amended in Committee by Councillor Zeid, seconded by Councillor Vogel. Roll call vote. 11 yes. Motion passes.
- **ORDR301 11 08 2021 Authorizing-Acquisition-57-Low-St**
- **ORDR309 11 08 2021 57 Low Street**

Motion to receive and file collectively by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes. Motion passes.

- **ORDR00314 01 10 2022 West End Fire Station Land Eminent Domain Action**

Motion to waive Rule 7I by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes. Motion passes.

Motion to approve by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 11 yes. Motion passes.

### **Education**

#### *In Committee:*

Councillor Khan provided an update.

### **General Government**

#### *In Committee:*

- APPT00296\_01\_10\_2022 KP Law 101 Arch St. 12<sup>th</sup> Fl. Boston City Solicitor 2/1/23

### **License & Permits**

#### *In Committee:*

- ODNC047\_01\_27\_2020 General Ordinance - Short Term Rental Units Rules
- **APPL00060 01 10 2022 State Automotive 2nd Hand MV License**
- **APPL00061 01 10 2022 LCA Motors 2nd Hand MV License**
- **APPL00062 01 10 2022 Newburyport Sunoco 2nd Hand MV License**

Motion to approve collectively by Councillor Lane, seconded by Councillor Zeid. Roll call vote. 11 yes. Motion passes.

### **Neighborhoods & City Services**

#### *In Committee:*

- COMM299\_02\_08\_2021 Phillips Dr. Neighborhood Committee Ltr
- ODNC102\_11\_08\_2021 Late File - Ch. 17 Stormwater Management Revisions
- ODNC00103\_01\_10\_2022 Streets, Sidewalks, and Other Public Places Alterations & Maintenance

### **Planning & Development**

#### *In Committee:*

- ODNC046\_01\_27\_2020 Zoning Amendment Short Term Rental Unit (STRU)

Motion to waive the rules, remove from Committee, and refer back to Planning & Development, and COTW by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes. Motion passes.

### **Public Safety**

#### *In Committee:*

- **APPL00063 01 10 2022 28th Frigid Fiver 2/6/22 11am-1pm 5K Rail Trail at Riverwalk**

Motion to approve by Councillor McCauley, seconded by Councillor Cameron. Roll call vote. 11 yes. Motion passes.

- **APPT000297 01 10 2022 Dr. Robin Blair 10 Dexter Ln. Board of Health 1/10/2025**

Motion to approve by Councillor McCauley, seconded by Councillor Cameron. Roll call vote. 10 yes, 1 no (BV). Motion passes.

### **Public Utilities**

#### *In Committee:*

- **Pole Hearing Storey Ave.**

Motion to approve by Councillor Vogel, seconded by Councillor McCauley. Roll call vote. 11 yes. Motion passes.

### **Rules**

#### *In Committee:*

- ORDR239\_02\_8\_2021 Council Rule 7 and 10B

**17. GOOD OF THE ORDER**

Council President Shand noted that the City Council Retreat will be held February 10<sup>th</sup> at 6:30pm.

**18. ADJOURNMENT**

Motion to adjourn at 8:45 pm by Councillor Zeid, seconded by Councillor Vogel. Roll call vote. 11 yes. Motion passes.

# COMMUNICATIONS

## NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

(For Street Closure or Any Use of a Public Way - Please complete page 3 of this application)

2022 JAN 26 AM 8:10

NAME OF EVENT: Town and Country Half MarathonDate: 6/12/22 Time: from 8:00am to 11:00am

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location\*: 40 Parker St., Newburyport, MA 01950

\*Please Note: If the location is a public park or the rail trail, please also contact the Parks Department

3. Description of Property: Riverwalk Brewing Co. Public \_\_\_\_\_ Private 4. Name of Organizer: YuKan Sports, LLC City Sponsored Event: Yes \_\_\_\_\_ No Contact Person Rich MorrellAddress: PO Box 780, Rockport, MA 01966 Telephone: 978-879-9007E-Mail: rmorrell@yukanrun.com Cell Phone: \_\_\_\_\_Day of Event Contact & Phone: 978-879-90075. Number of Attendees Expected: 2506. MA Tax Number: 27-36955407. Is the Event Being Advertised? Yes Where? Online8. What Age Group is the Event Targeted to? 21-559. Have You Notified Neighborhood Groups or Abutters? Yes \_\_\_\_\_ No  Who? \_\_\_\_\_**ACTIVITIES:** (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments

A. Vending: Food \_\_\_\_\_ Beverages \_\_\_\_\_ Alcohol \_\_\_\_\_ Goods \_\_\_\_\_ Total # of Vendors \_\_\_\_\_

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music \_\_\_\_\_ DJ \_\_\_\_\_ Radio/CD \_\_\_\_\_

Performers \_\_\_\_\_ Dancing \_\_\_\_\_ Amplified Sound  Stage \_\_\_\_\_

C. Games /Rides: Adult Rides \_\_\_\_\_ Kiddie Rides \_\_\_\_\_ Games \_\_\_\_\_ Raffle \_\_\_\_\_

Other \_\_\_\_\_ Total # \_\_\_\_\_

Name of Carnival Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department of Public Services (DPS).

Will you be conducting the clean-up for this event? Yes  No \_\_\_\_\_

**If yes:**

- a) How many trash receptacles will you be providing? 4
- b) How many recycling receptacles will you be providing? 2
- c) Will you be contracting for disposal of : **Trash** Yes \_\_\_\_\_ No  **Recycling** Yes \_\_\_\_\_ No
- i. If yes, size of dumpster(s): **Trash** \_\_\_\_\_ **Recycling** \_\_\_\_\_
- ii. Name of disposal company: **Trash** \_\_\_\_\_ **Recycling** \_\_\_\_\_
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes \_\_\_\_\_ No \_\_\_\_\_
- iv. If no, where will the trash & recycling be disposed ? \_\_\_\_\_

**If no:**

- a) # of trash container(s) to be provided by DPS n/a
- b) # of recycling container(s) to be provided by Recycling Office n/a
- c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least one ADA accessible toilet)

# 5 Standard # \_\_\_\_\_ ADA accessible

Name of company providing the portable toilets: United Site Services

**FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY**

PARADE \_\_\_\_\_ ROAD RACE X WALKATHON \_\_\_\_\_

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:  
YuKan Sports, LLC

2. Name, Address & Daytime Phone Number of Organizer:  
Rich Morrell, YuKan Sports, LLC, PO Box 780, Rockport, MA 01966 978-879-9007

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up  
Rich Morrell 978-879-9007

4. Date of Event: 6/12/22 Expected Number of Participants: 250

5. Start Time: 8:00am Expected End Time: 11:00am

6. Road Race, Parade or Walkathon Route: (List street names & attach map of route):  
Start and finish at 40 Parker St. Newburyport, MA 01950.  
Parker St. to Mulliken Way to Malcom Hoyt Dr. to Scotland Rd  
Loop through Newbury and West Newbury before returning to Parker St. See attached map.

7. Locations of Water Stops (if any): Newbury

8. Will Detours for Motor Vehicles Be Required? No If so, where? \_\_\_\_\_

9. Formation Location & Time for Participants: 40 Parker St 7:00am

10. Dismissal Location & Time for Participants: 40 Parker St 11:00am

11. Additional Parade Information:

- Number of Floats: n/a
- Locations of Viewing Stations: n/a
- Are Weapons Being Carried: Yes \_\_\_\_\_ No X
- Are Marshalls Being Assigned to Keep Parade Moving: Yes \_\_\_\_\_ No X

**APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY.**

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.

Updated March 14, 2019

01-20-22

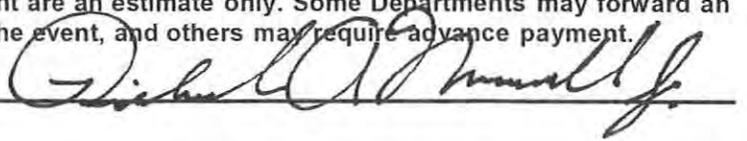
**DEPARTMENT APPROVAL (for Committee Member use only):**

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval  
Required

Date: 1/17/22

Signature



- \_\_\_ 1. Special Events: \_\_\_\_\_
- \_\_\_ 2. Police: \_\_\_\_\_  
    Is Police Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_
- \_\_\_ 3. Traffic, Parking & Transportation: \_\_\_\_\_
- \_\_\_ 4. ISD/Health: \_\_\_\_\_
- \_\_\_ 5. Recycling: \_\_\_\_\_
- \_\_\_ 6. ISD/Building: \_\_\_\_\_
- \_\_\_ 7. Electrical: \_\_\_\_\_
- \_\_\_ 8. Fire: \_\_\_\_\_  
    Is Fire Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_
- \_\_\_ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*  
    Yes: \$ \_\_\_\_\_ due on \_\_\_\_\_ No Fee for Special Events applies  
    Other requirements/instructions per DPS \_\_\_\_\_
- \_\_\_ 10. Parks Department: \_\_\_\_\_
- \_\_\_ 11. License Commission \_\_\_\_\_

**The departments listed above have their own application process.**  
**Applicants are responsible for applying for and obtaining all required**  
**permits & certificates from the various individual departments**

**Sec. 13-97. - Road races, walkathons, bicycle and other multidisciplined events.**

(a) *Short title.* This section may be cited as the "road races, walkathons and bicycle events."

(b) *Purpose and intent.* The use of city streets and sidewalks for the purpose of road races, walkathons or bicycle tours are positive events that promote exercise, general good health and Newburyport as a destination. These events do from time to time create hardships, impacting neighborhoods and traffic. To create a balance between conflicting interests, by safeguarding participants, residents, visitors and the City of Newburyport, this section will define and codify the procedure for the benefit of all.

(c) *Definitions.*

(1) *Road race.* A competitive or non-competitive running event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(2) *Walkathon.* A competitive or non-competitive walk event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(3) *Bicycle race.* A competitive or non-competitive bicycling event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(4) *Multidisciplined event.* A competitive or non-competitive event requiring or offering running, walking, biking, swimming or any combination thereof in which an entry fee is required or a charitable donation is solicited or suggested.

(5) *Event.* Any road race, walkathon, bicycle race, multi-disciplined event as defined above.

(d) *Limitations.*

(1) *Procedure.* All events shall, through that event's organizer, board of directors, charity foundation or designee ("organizer") apply for city council authorization to hold the event through the office of the city clerk no later than sixty (60) days before the event's proposed date. There shall be a grace period through December 31, 2017, during which applications will be accepted beyond the prescribed due date. Prior to application with the city council, the event shall file and receive approval from all applicable city departments, boards, and commissions. Copies of such approved applications, including along with documentation of any fees, donations, in-kind donations paid as part of said application(s), shall be included as part of the city council application.

The date of application is the date a completed application is submitted to the city clerk's office and stamped by the same. The city clerk, upon review of the completed form, will place the application on the next regular city council agenda, even if such submission is a late file. Upon following the procedures of the council, as deemed appropriated in the sole judgment of the council, the application will be considered approved if the council votes favorably by majority. The application shall name one (1) person responsible on the application and shall provide contact information to include name, address, email address, and telephone number.

(2) *Exemptions.* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.

(3) *Course map.* All applications shall be accompanied by a legible, precise course map showing the event route, water stops, refreshment stops, and so-called "port-a-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by police, fire, department of public services, parks commission and harbormasters departments prior to submission to the city clerk.

(4) *Electronic amplifier.* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 a.m., except for Sundays when electronic amplifiers, loud speakers or bullhorns will not be used for public address announcements or music before 9:00 a.m.

(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents fourteen (14) days in advance that neighborhood roads will be closed if no alternate route is available to those residents. Notification shall be made by race organizers by informational packet drop-off at all residences that may be impacted, including, but not limited to, road closures, restricted driveway access, parking restrictions, or noise. In the case of multi-family residences with so-called security doors, notification will be sufficient at said security door. A copy of the notification shall be provided to the city clerk and, when possible, posted on the city website and distributed via email. Further,

a list of all streets notified shall be provided to the city clerk to be date stamped and appended to the application record. Press releases and other media type notifications are encouraged.

(6) *Insurance.* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an additional insured. The policy shall be no less than two million dollars (\$2,000,000.00).

(7) *Event termination.* If in the judgment of the city marshal, fire chief or department of public services (DPS) director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.

(8) *Event and traffic security.* The city marshal, fire chief, DPS director or in the case of a triathlon, the harbormaster can require special duty personnel to assist in the organizing and coordinating the safety and security of the event. All special duty assignments will be paid by the event organizers.

(9) *Clean-up.* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

(10) *Parking.* The event organizers shall be responsible for including parking instructions in materials disseminated to event participants. If the event is happening within one-half mile of municipal parking, then participants shall be asked to park at such parking facilities.

(11) *Notification of previous event organizers.* To the extent reasonably possible, the city clerk shall notify all event organizers from events held from 2014—2016, inclusive, by a one-time phone, email, or letter of the new application timeline and other requirements.

(12) *Simplification.* Departments are encouraged to unify their respective applications into a singular application, managed and distributed by the city clerk's office.

(13) *Americans with Disabilities Act.* Event organizers are reminded of the importance of and expectation of adherence to the Americans with Disabilities Act of 1990 (42 U.S.C § 12101) and subsequent applicable amendments.

(e) *Enforcement.*

(1) *Regulations.* Consistent with this section, the city shall promulgate regulations to enforce and otherwise implement the provisions of this section upon passage by the city council. Any event previously approved by city council shall be deemed permitted.

(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in section 1-17 of chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in subsection (e)(4) below.

(4) *Violation.* The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the city clerk and city council and shall be used as a factor in future application approvals and denials.

(5) *Failure to notify.* If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote of the city council.

***I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.***

Signed:  Date: 1/17/22

# CERTIFICATE OF INSURANCE

PRINT DATE: 12/14/2021

CERTIFICATE NUMBER: 20211214875114

**AGENCY:**

Edgewood Partners Insurance Center  
2727 Paces Ferry Road, Building Two, Suite 1500  
Atlanta, GA 30339  
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**NAMED INSURED:**

USA Track & Field, Inc. YuKan Sports, LLC  
130 East Washington Street, Suite 800  
Indianapolis IN 46204

**INSURERS AFFORDING COVERAGE:**

INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379  
INSURER B: Allied World National Assurance Company NAIC# 19489

**EVENT INFORMATION:**

Town &amp; Country Half Marathon (6/12/2022 - 6/13/2022)

**POLICY/COVERAGE INFORMATION:**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	X Occurrence	1-TPM-IN-17-01268997	11/1/2021 12:01 AM	11/1/2022 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$4,000,000
	X Participant Legal Liability				EACH OCCURRENCE \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	X Occurrence	1-TPM-IN-17-01268998	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000
B	OTHER				
	X EXCESS LIABILITY	0313-1301	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE \$7,000,000
					AGGREGATE \$7,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:**

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (RSCG 03 03)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

**CERTIFICATE HOLDER:**

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

**NOTICE OF CANCELLATION:**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**AUTHORIZED REPRESENTATIVE:**

# Town & Country Half Marathon

(21.0975 km)

Newburyport, Massachusetts

Start/Finish & Turnaround marked with PK-Nail and a spot of blue paint (UP = Utility Pole).

**Start/Finish:** On west side of 40 Parker Road parking lot 18 ft 7 inches east of the parking lot curb, 22 ft 7 inches S of a parking lot light pole, & 26 ft 4 inches S from end of handicapped ramp to the RiverWalk Brewing Co. on opposite side.

**Mile 1:** On northwest side of Parker St 18 ft 3 inches SW of a storm drain on same side, & 8 ft 3 inches SW of the southwest side of 104 Parker St (pink bldg) on opposite side.

**Mile 2:** On north side of Scotland Rd 56 ft NE of UP 64 84 on same side but opposite northeast side of Scotland Heights Dr.

**Mile 3:** On northwest side Scotland Rd 27 ft NE of "Massachusetts State Police Newbury" sign in grass opposite driveway for 193 Scotland Rd.

**Mile 4:** On northwest side of South St 66 ft NE of UP 27 20 20 with "Speed Limit 30 & Caution Children" signs & about 130 ft NE of driveway for 50 South St.

**Mile 5:** On northeast side of Ash St even with southeast side of driveway for 220 Ash St.

**Mile 6:** On east side of Moulton St 9 ft S of UP 46 46 on opposite side, about 150 ft SW of unmarked driveway for a house high on hill.

**Mile 7:** On north side of Indian Hill St at the beginning of intersection with Garden St & 25 ft E of mailboxes for 55 & 57 Indian Hill.

**Mile 8:** On south side of Rogers St 35 ft W of UP 11 11, about 95 ft W of "Raw Milk Eggs" farm sign, & about 150 ft E of 40 Rogers mailbox.

**Mile 9:** On east side of Turkey Hill Rd at beginning of sharp curve about 75 ft SW of double yellow curve signs on opposite side.

**Mile 10:** On south side of South/Scotland Sts 38 ft W of I-95 West Exit Ramp & opposite I-95 West Entrance Ramp.

**Mile 11:** On south side of Scotland Rd 9 ft W of "Speed Limit 45" sign on same side & about 130 ft W of driveway for 105 Scotland.

**Mile 12:** On southeast side of Scotland/Parker Sts in the middle of the intersection with Highfield Rd.

**Turnaround (TA):** In middle of Perkins Way 17 ft 6 inches E of a red Fire Hydrant & 88 ft 10 inches E of UP with no # both on north side of Perkins Way, UP is opposite east side of driveway for 4 Perkins Way.

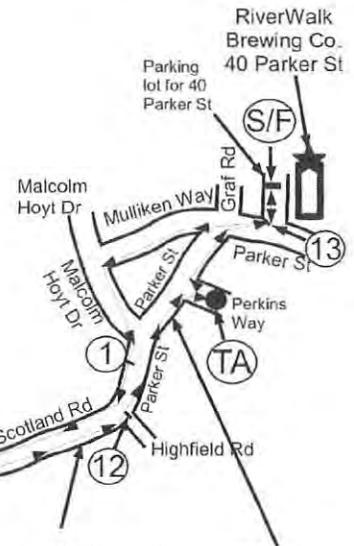
**Mile 13:** On west side of the entrance to the parking lot for 40 Parker St, 23 ft S of "Parking for 40 Parker Street Business Only..." sign, & 12 ft 6 inches N of the white shoulder line on north side of Parker St.

## Start/Finish (S/F) Detail



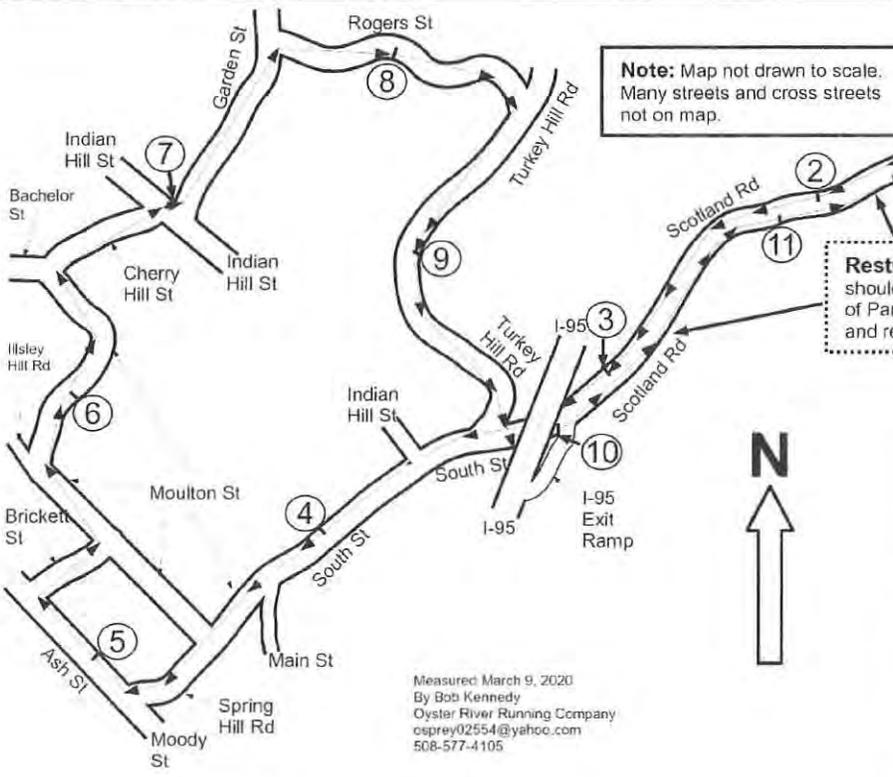
## USATF Certificate

MA20002BK  
Effective: 03/19/2020  
Through: 12/31/2030



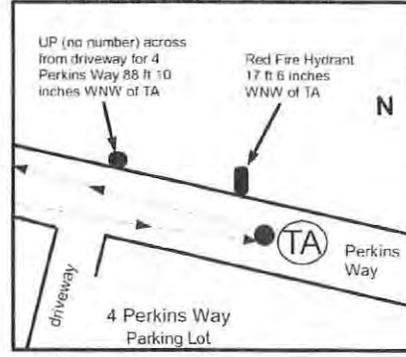
**Note:** Map not drawn to scale. Many streets and cross streets not on map.

**Restrictions:** Runners restricted to the wide shoulder to the right of the white shoulder line of Parker St, Scotland Rd & South St going out and returning.



Measured March 9, 2020  
By Bob Kennedy  
Oyster River Running Company  
osprey02554@yahoo.com  
508-577-4105

## Turnaround (TA) Detail



RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

## NEWBURYPORT SPECIAL EVENT APPLICATION

2022 JAN 26 AM 8:10

Tel.

Fax.

(For Street Closure or Any Use of a Public Way - Please complete page 3 of this application)

NAME OF EVENT: IPA5K Road Races

Date: 4/10/22, 7/10/22, 9/11/22 Time: from 10:00am to 11:00am

Rain Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

2. Location\*: 40 Parker St., Newburyport, MA 01950

\*Please Note: If the location is a public park or the rail trail, please also contact the Parks Department

3. Description of Property: Riverwalk Brewing Co. Public \_\_\_\_\_ Private

4. Name of Organizer: YuKan Sports, LLC City Sponsored Event: Yes \_\_\_\_\_ No

Contact Person Rich Morrell

Address: PO Box 780, Rockport, MA 01966 Telephone: 978-879-9007

E-Mail: rmorrell@yukanrun.com Cell Phone: \_\_\_\_\_

Day of Event Contact & Phone: 978-879-9007

5. Number of Attendees Expected: 250

6. MA Tax Number: 27-3695540

7. Is the Event Being Advertised? Yes Where? Online

8. What Age Group is the Event Targeted to? 21-55

9. Have You Notified Neighborhood Groups or Abutters? Yes \_\_\_\_\_ No  Who? \_\_\_\_\_

**ACTIVITIES:** (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments

A. Vending: Food \_\_\_\_\_ Beverages \_\_\_\_\_ Alcohol \_\_\_\_\_ Goods \_\_\_\_\_ Total # of Vendors \_\_\_\_\_

B. Entertainment: (Subject to City's Noise Ordinance.) Live Music \_\_\_\_\_ DJ \_\_\_\_\_ Radio/CD \_\_\_\_\_

Performers \_\_\_\_\_ Dancing \_\_\_\_\_ Amplified Sound  Stage \_\_\_\_\_

C. Games /Rides: Adult Rides \_\_\_\_\_ Kiddie Rides \_\_\_\_\_ Games \_\_\_\_\_ Raffle \_\_\_\_\_

Other \_\_\_\_\_ Total # \_\_\_\_\_

Name of Carnival Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department of Public Services (DPS).

Will you be conducting the clean-up for this event? Yes  No \_\_\_\_\_

If yes:

- a) How many trash receptacles will you be providing? 4
- b) How many recycling receptacles will you be providing? 2
- c) Will you be contracting for disposal of: **Trash** Yes \_\_\_\_\_ No X **Recycling** Yes \_\_\_\_\_ No X
- i. If yes, size of dumpster(s): **Trash** \_\_\_\_\_ **Recycling** \_\_\_\_\_
- ii. Name of disposal company: **Trash** \_\_\_\_\_ **Recycling** \_\_\_\_\_
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes \_\_\_\_\_ No \_\_\_\_\_
- iv. If no, where will the trash & recycling be disposed? \_\_\_\_\_

If no:

- a) # of trash container(s) to be provided by DPS n/a
- b) # of recycling container(s) to be provided by Recycling Office n/a

c) \$45.00/hr/DPS employee charge must be paid by the organizer to DPS in advance of the event (Fee for Special Events). The hours required for the event will be determined by DPS.

All fees must be paid prior to the event. Check or money order is payable to the City

of Newburyport. E. Portable Toilets: (Each cluster of portable toilets must include at least

one ADA accessible toilet)

# 5 Standard # \_\_\_\_\_ ADA accessible

Name of company providing the portable toilets: United Site Services

# FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY

PARADE \_\_\_\_\_ ROAD RACE   X   WALKATHON \_\_\_\_\_

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:  
YuKan Sports, LLC

2. Name, Address & Daytime Phone Number of Organizer: \_\_\_\_\_  
Rich Morrell, YuKan Sports, LLC, PO Box 780, Rockport, MA 01966 978-879-9007

  X  

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up \_\_\_\_\_  
Rich Morrell 978-879-9007

4. Date of Event: 4/10/22, 7/10/22, 9/11/22 Expected Number of Participants: 250

5. Start Time: 10:00am Expected End Time: 11:00am

6. Road Race, Parade or Walkathon Route: (List street names & **attach map of route**): \_\_\_\_\_

Start and finish at 40 Parker St. Newburyport, MA 01950.  
Parker St. to Mulliken Way to Malcom Hoyt Dr. to Scotland Rd  
to Highfield Rd to Livingston Lane in Newbury. Please see attached map.

7. Locations of Water Stops (if any): Newbury

8. Will Detours for Motor Vehicles Be Required? No If so, where? \_\_\_\_\_

9. Formation Location & Time for Participants: 40 Parker St. 9:00am

10. Dismissal Location & Time for Participants: 40 Parker St 11:00am

11. Additional Parade Information:

- Number of Floats: n/a
- Locations of Viewing Stations: n/a
- Are Weapons Being Carried: Yes \_\_\_\_\_ No   X
- Are Marshalls Being Assigned to Keep Parade Moving: Yes \_\_\_\_\_ No   X

## APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE OR ANY USE OF A PUBLIC WAY.

CITY MARSHAL [Signature] 4 Green St. FIRE CHIEF [Signature] 0 Greenleaf St.  
DEPUTY DIRECTOR [Signature] 16A Perry Way CITY CLERK [Signature] 60 Pleasant St.

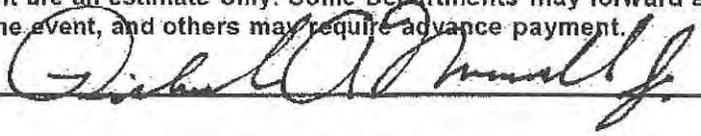
**DEPARTMENT APPROVAL (for Committee Member use only):**

It will be necessary for you to obtain permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event, and others may require advance payment.

Approval  
Required

Date: 1/11/22

Signature



- \_\_\_ 1. Special Events: \_\_\_\_\_
- \_\_\_ 2. Police: \_\_\_\_\_  
    Is Police Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_
- \_\_\_ 3. Traffic, Parking & Transportation: \_\_\_\_\_
- \_\_\_ 4. ISD/Health: \_\_\_\_\_
- \_\_\_ 5. Recycling: \_\_\_\_\_
- \_\_\_ 6. ISD/Building: \_\_\_\_\_
- \_\_\_ 7. Electrical: \_\_\_\_\_
- \_\_\_ 8. Fire: \_\_\_\_\_  
    Is Fire Detail Required: \_\_\_\_\_ # of Details Assigned: \_\_\_\_\_
- \_\_\_ 9. Public Works: *Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply*  
    Yes: \$ \_\_\_\_\_ due on \_\_\_\_\_ No Fee for Special Events applies  
    Other requirements/instructions per DPS \_\_\_\_\_
- \_\_\_ 10. Parks Department: \_\_\_\_\_
- \_\_\_ 11. License Commission \_\_\_\_\_

**The departments listed above have their own application process.**  
**Applicants are responsible for applying for and obtaining all required**  
**permits & certificates from the various individual departments**

**Sec. 13-97. - Road races, walkathons, bicycle and other multidisciplined events.**

(a) *Short title.* This section may be cited as the "road races, walkathons and bicycle events."

(b) *Purpose and intent.* The use of city streets and sidewalks for the purpose of road races, walkathons or bicycle tours are positive events that promote exercise, general good health and Newburyport as a destination. These events do from time to time create hardships, impacting neighborhoods and traffic. To create a balance between conflicting interests, by safeguarding participants, residents, visitors and the City of Newburyport, this section will define and codify the procedure for the benefit of all.

(c) *Definitions.*

(1) *Road race.* A competitive or non-competitive running event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(2) *Walkathon.* A competitive or non-competitive walk event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(3) *Bicycle race.* A competitive or non-competitive bicycling event that utilizes the streets, sidewalks and/or crosses over streets or sidewalks within city limits and in which an entry fee is required or charitable donation is solicited or suggested.

(4) *Multidisciplined event.* A competitive or non-competitive event requiring or offering running, walking, biking, swimming or any combination thereof in which an entry fee is required or a charitable donation is solicited or suggested.

(5) *Event.* Any road race, walkathon, bicycle race, multi-disciplined event as defined above.

(d) *Limitations.*

(1) *Procedure.* All events shall, through that event's organizer, board of directors, charity foundation or designee ("organizer") apply for city council authorization to hold the event through the office of the city clerk no later than sixty (60) days before the event's proposed date. There shall be a grace period through December 31, 2017, during which applications will be accepted beyond the prescribed due date. Prior to application with the city council, the event shall file and receive approval from all applicable city departments, boards, and commissions. Copies of such approved applications, including along with documentation of any fees, donations, in-kind donations paid as part of said application(s), shall be included as part of the city council application.

The date of application is the date a completed application is submitted to the city clerk's office and stamped by the same. The city clerk, upon review of the completed form, will place the application on the next regular city council agenda, even if such submission is a late file. Upon following the procedures of the council, as deemed appropriated in the sole judgment of the council, the application will be considered approved if the council votes favorably by majority. The application shall name one (1) person responsible on the application and shall provide contact information to include name, address, email address, and telephone number.

(2) *Exemptions.* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.

(3) *Course map.* All applications shall be accompanied by a legible, precise course map showing the event route, water stops, refreshment stops, and so-called "port-a-potties". The course map shall also include any road closures, detours and parking areas. The course map shall be approved by police, fire, department of public services, parks commission and harbor masters departments prior to submission to the city clerk.

(4) *Electronic amplifier.* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at time of application. Under no circumstances will they be used for public address announcements or music before 8:00 a.m., except for Sundays when electronic amplifiers, loud speakers or bullhorns will not be used for public address announcements or music before 9:00 a.m.

(5) *Road closure.* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents fourteen (14) days in advance that neighborhood roads will be closed if no alternate route is available to those residents. Notification shall be made by race organizers by informational packet drop-off at all residences that may be impacted, including, but not limited to, road closures, restricted driveway access, parking restrictions, or noise. In the case of multi-family residences with so-called security doors, notification will be sufficient at said security door. A copy of the notification shall be provided to the city clerk and, when possible, posted on the city website and distributed via email. Further,

a list of all streets notified shall be provided to the city clerk to be date stamped and appended to the application record. Press releases and other media type notifications are encouraged.

(6) *Insurance.* All events shall have an insurance policy or rider in effect for the event naming the "City of Newburyport" as an additional insured. The policy shall be no less than two million dollars (\$2,000,000.00).

(7) *Event termination.* If in the judgment of the city marshal, fire chief or department of public services (DPS) director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.

(8) *Event and traffic security.* The city marshal, fire chief, DPS director or in the case of a triathlon, the harbormaster can require special duty personnel to assist in the organizing and coordinating the safety and security of the event. All special duty assignments will be paid by the event organizers.

(9) *Clean-up.* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

(10) *Parking.* The event organizers shall be responsible for including parking instructions in materials disseminated to event participants. If the event is happening within one-half mile of municipal parking, then participants shall be asked to park at such parking facilities.

(11) *Notification of previous event organizers.* To the extent reasonably possible, the city clerk shall notify all event organizers from events held from 2014—2016, inclusive, by a one-time phone, email, or letter of the new application timeline and other requirements.

(12) *Simplification.* Departments are encouraged to unify their respective applications into a singular application, managed and distributed by the city clerk's office.

(13) *Americans with Disabilities Act.* Event organizers are reminded of the importance of and expectation of adherence to the Americans with Disabilities Act of 1990 (42 U.S.C § 12101) and subsequent applicable amendments.

(e) *Enforcement.*

(1) *Regulations.* Consistent with this section, the city shall promulgate regulations to enforce and otherwise implement the provisions of this section upon passage by the city council. Any event previously approved by city council shall be deemed permitted.

(2) *Warning.* In the circumstance that this section is violated, the enforcement may consist of a warning. Any warnings issued for violation(s) will be reported to the city clerk and city council and may be used as a factor in future application approvals and denials.

(3) *Noncriminal disposition.* If the city determines that a violation has occurred in which a noncriminal violation is issued, the named event organizer shall be penalized by a non-criminal disposition as provided in Massachusetts General Law as adopted by the City of Newburyport as a general ordinance in section 1-17 of chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in subsection (e)(4) below.

(4) *Violation.* The non-criminal violation shall be one hundred dollars (\$100.00) for the first offense and two hundred fifty dollars (\$250.00) for second and subsequent offenses. Any non-criminal citations issued for violation(s) will be reported to the city clerk and city council and shall be used as a factor in future application approvals and denials.

(5) *Failure to notify.* If the event fails to notify residents and provide documentation to the city clerk, pursuant to subsection (d)(5) above, shall render that organization ineligible to receive an event permit for a period of twelve (12) months unless special leave is granted by two-thirds supervote of the city council.

***I fully understand and agree to all the terms set forth in this application. The information that I have provided is truthful and accurate. I accept all responsibility related to this event.***

Signed: 

Date: 1/11/22

# CERTIFICATE OF INSURANCE

PRINT DATE: 12/14/2021

CERTIFICATE NUMBER: 20211214875100

**AGENCY:**

Edgewood Partners Insurance Center  
2727 Paces Ferry Road, Building Two, Suite 1500  
Atlanta, GA 30339  
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**NAMED INSURED:**

USA Track & Field, Inc. YuKan Sports LLC  
130 East Washington Street, Suite 800  
Indianapolis IN 46204

**INSURERS AFFORDING COVERAGE:**

INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379  
INSURER B: Allied World National Assurance Company NAIC# 19489

**EVENT INFORMATION:**

IPA 5K - Spring (4/10/2022 - 4/11/2022)

**POLICY/COVERAGE INFORMATION:**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	X Occurrence	1-TPM-IN-17-01268997	11/1/2021 12:01 AM	11/1/2022 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$4,000,000
	X Participant Legal Liability				EACH OCCURRENCE \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	X Occurrence	1-TPM-IN-17-01268998	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000
B	OTHER				
	X EXCESS LIABILITY	0313-1301	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE \$7,000,000
					AGGREGATE \$7,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:**

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (RSCG 03 03)

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)

The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

**CERTIFICATE HOLDER:**

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

**NOTICE OF CANCELLATION:**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**AUTHORIZED REPRESENTATIVE:**

# CERTIFICATE OF INSURANCE

PRINT DATE: 12/14/2021

CERTIFICATE NUMBER: 20211214875116

**AGENCY:**

Edgewood Partners Insurance Center  
2727 Paces Ferry Road, Building Two, Suite 1500  
Atlanta, GA 30339  
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**NAMED INSURED:**

USA Track & Field, Inc. YuKan Sports LLC  
130 East Washington Street, Suite 800  
Indianapolis IN 46204

**INSURERS AFFORDING COVERAGE:**

INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379  
INSURER B: Allied World National Assurance Company NAIC# 19489

**EVENT INFORMATION:**

IPA5K - Summer (7/10/2022 - 7/11/2022)

**POLICY/COVERAGE INFORMATION:**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	X Occurrence	1-TPM-IN-17-01268997	11/1/2021 12:01 AM	11/1/2022 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$4,000,000
	X Participant Legal Liability				EACH OCCURRENCE \$2,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	X Occurrence	1-TPM-IN-17-01268998	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000
B	OTHER				
	X EXCESS LIABILITY	0313-1301	11/1/2021 12:01 AM	11/1/2022 12:01 AM	EACH OCCURRENCE \$7,000,000
					AGGREGATE \$7,000,000

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The certificate holder is an additional insured per the following endorsement: Blanket Additional Insured (RSCG 03 03)

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The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

**CERTIFICATE HOLDER:**

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

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**AUTHORIZED REPRESENTATIVE:**



# CERTIFICATE OF INSURANCE

PRINT DATE: 12/14/2021

CERTIFICATE NUMBER: 20211214875120

## AGENCY:

Edgewood Partners Insurance Center  
2727 Paces Ferry Road, Building Two, Suite 1500  
Atlanta, GA 30339  
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## NAMED INSURED:

USA Track & Field, Inc. YuKan Sports LLC  
130 East Washington Street, Suite 800  
Indianapolis IN 46204

## INSURERS AFFORDING COVERAGE:

INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379  
INSURER B: Allied World National Assurance Company NAIC# 19489

## EVENT INFORMATION:

IPA5K - Fall (9/11/2022 - 9/12/2022)

## POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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					DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
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					AGGREGATE \$3,000,000
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The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

Excess policy follows form of underlying General Liability.

## CERTIFICATE HOLDER:

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

## NOTICE OF CANCELLATION:

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## AUTHORIZED REPRESENTATIVE:





# Newburyport Public Schools



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# FY23 Preliminary Budget Presentation

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**SUPERINTENDENT SEAN GALLAGHER / FEBRUARY 2022**



**The goal of the NPS FY23 budget is to maintain foundational programs while continuing to invest in a reimagined future.**



# REIMAGINE

A COMMUNITY OF STAKEHOLDERS

## DIVERSITY, EQUITY & INCLUSION

Students will learn to respect the culture and beliefs of others. Cultivating a diverse and inclusive learning environment is a goal for all. Through professional development, programs for staff, community and programing, our staff at Newburyport High School and Robert A. Nash Middle School are committed to diversity and inclusion. We are committed to providing a safe and supportive learning environment for all students.

## UNION PARTNERSHIPS

Strong collaboration between district leaders and the school community is essential to the success of our students. We are committed to working with the union to ensure the best possible outcomes for all students.

## COMMUNITY COLLABORATION

Through partnerships with local organizations, we are committed to providing our students with the best possible learning experience. We are committed to working with the community to ensure the best possible outcomes for all students.

## PARENT PARTNERSHIPS

We are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.



# REIMAGINE

ORGANIZATIONAL DESIGN AND OPERATIONS

## LATER START TIMES

Our vision and staffing patterns were revised in order to implement later start times at the Newburyport High School and Robert A. Nash Middle School. After a year of trial, we have found that later start times are a positive change for all students.

## IN-DISTRICT STUDENT SUPPORT

By using data to inform our practice, we are committed to providing our students with the best possible learning experience. We are committed to working with the community to ensure the best possible outcomes for all students.

Each year, our students are provided with the best possible learning experience. We are committed to working with the community to ensure the best possible outcomes for all students.

We are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.



# REIMAGINE

A CULTURE THAT CULTIVATES THE BEST IN ALL OF US

## DISTRIBUTED LEADERSHIP

Our vision and staffing patterns were revised in order to implement later start times at the Newburyport High School and Robert A. Nash Middle School. After a year of trial, we have found that later start times are a positive change for all students.

By using data to inform our practice, we are committed to providing our students with the best possible learning experience. We are committed to working with the community to ensure the best possible outcomes for all students.

Each year, our students are provided with the best possible learning experience. We are committed to working with the community to ensure the best possible outcomes for all students.

We are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.



# REIMAGINE

SUPPORTS SO ALL STUDENTS ARE READY AND ABLE TO LEARN

## TRAUMA SENSITIVE SCHOOLS

The Robert A. Nash Middle School and Newburyport High School are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

## ALTERNATIVE DISCIPLINARY PROGRAMS

The Newburyport High School and Robert A. Nash Middle School are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

Each year, our students are provided with the best possible learning experience. We are committed to working with the community to ensure the best possible outcomes for all students.

We are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.



# REIMAGINE

TEACHING & LEARNING

## CURRICULUM, INSTRUCTION, & ASSESSMENT DEVELOPMENT

In the summer of 2019, our curriculum team worked on developing a new curriculum for our students. We are committed to providing a safe and supportive learning environment for all students.

## TEACHER LEADERSHIP

Our teachers are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

## VISION FOR LITERACY

We are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

## LITERACY INSTRUCTION

Our literacy instruction is committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.



# REIMAGINE

SELF-DISCOVERY & PERSONAL ACHIEVEMENT

## STUDENT VOICE

A collective voice on student voice is essential to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

## STUDENT ADVISORY PROGRAMS

Our student advisory programs are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

## WELLNESS PROGRAMS

We are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

## INSTRUCTIONAL TECHNOLOGY

Our instructional technology is committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.



# REIMAGINE

INTERNAL AND EXTERNAL RESOURCES

## DUAL ENROLLMENT

Through dual enrollment, our students are able to earn college credit while still in high school. We are committed to providing a safe and supportive learning environment for all students.

## NEWBURYPORT EDUCATION FOUNDATION

The Newburyport Education Foundation is committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

## SWASEY FOUNDATION

The Swasey Foundation is committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

## SUPPORT PARTNERSHIPS

Our support partnerships are committed to providing a safe and supportive learning environment for all students. We are committed to working with the community to ensure the best possible outcomes for all students.

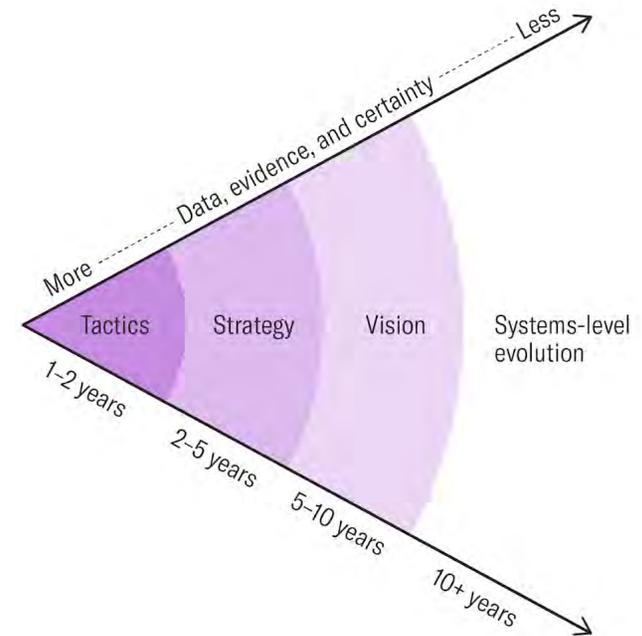
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# Amy Webb's Future Based Planning

“Unlike a traditional timeline with rigid dates and check-ins, the cone always moves forward.

As you gain data and evidence and as you make progress on your actions, the beginning of the cone and your tactical category is always reset in the present day.

The result, ideally, is a flexible organization that is positioned to continually iterate and respond to external developments.”



Source: Amy Webb, Future Today Institute

# Vision Setting

## Portrait of a Graduate



Source: Amy Webb, Future Today Institute

**Overwhelmingly,  
participants  
recommended  
programming that  
allows our  
graduates to...**



**Develop physical, social, and emotional wellness skills**



**Become literate across the disciplines**



**Practice creation, innovation, collaboration and problem-solving**



**Engage civically**



**Prepare for life after graduation**

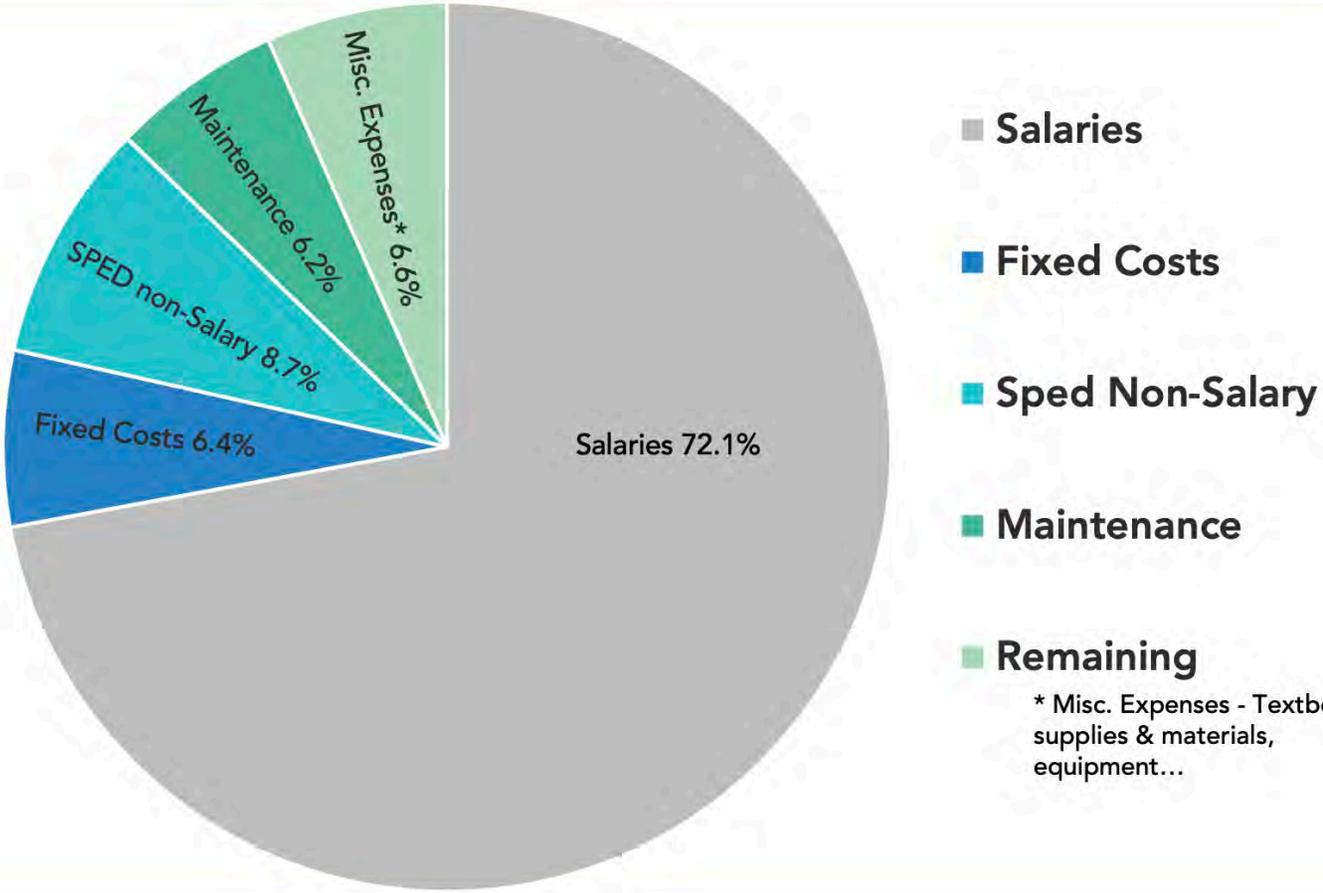
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# Budget Background

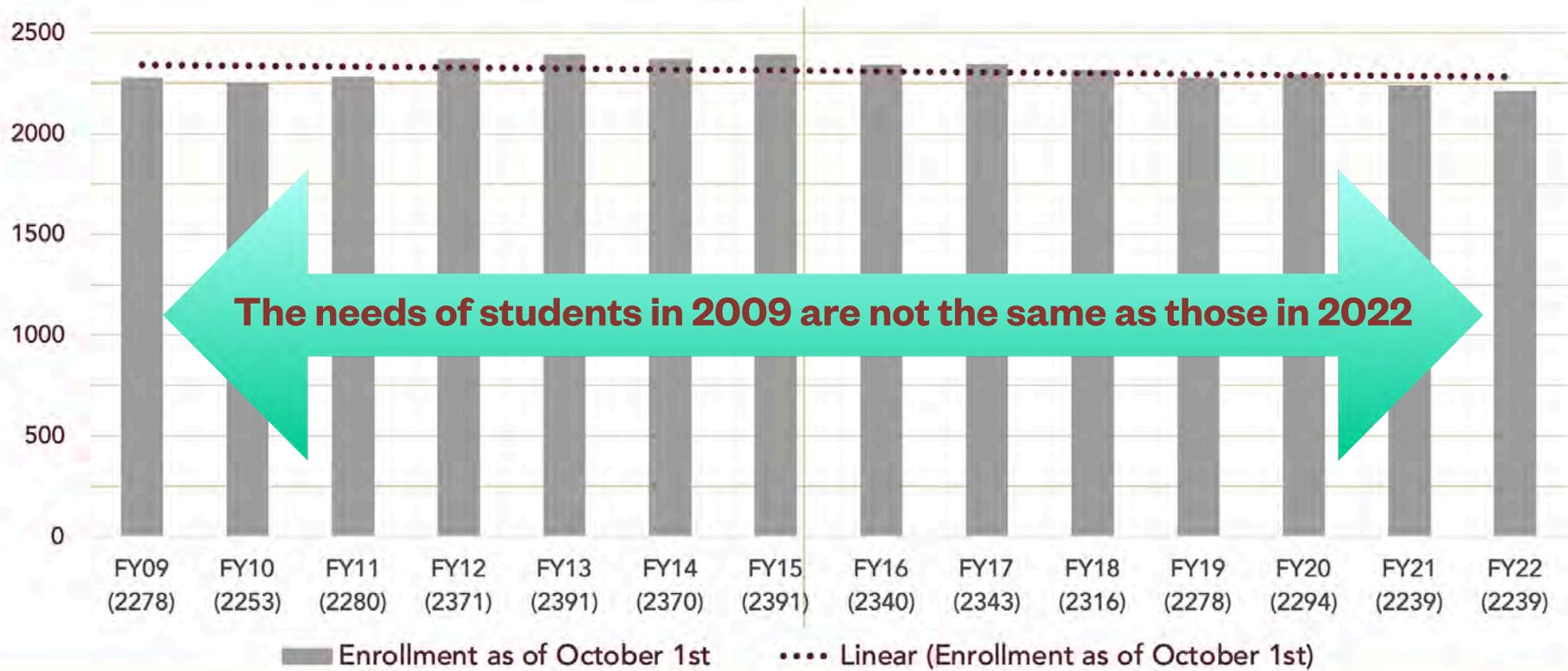
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# With a 38.6 million dollar budget, here is how we allocate our resources...



# NPS enrollment is staying steady



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# Annual Funding Sources

- **City Allocation**
  - **School Choice** (annual fees paid by towns who have students attending NPS)
  - **Circuit Breaker** (MA state reimbursement for high-need special education student costs)
  - **Entitlement Grants** (non competitive grants that all districts are entitled to based on student demographics)
  - **Revolving Accounts** (fees: athletic, transportation, kindergarten, preschool)
-

---

# Elementary and Secondary Education Emergency Relief (ESSER II)

These funds are designated to help school districts:

- (1) safely reopen (e.g., air purifiers, medical supplies, modification of classrooms, creation of nursing spaces)
- (2) measure and effectively address significant learning needs (e.g., staff, programs, and materials)

**ESSER II expires this year. The FY23 budget includes planning for expenses we are covering with ESSER II that we will still need in FY23.**

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# ESSER III

**ESSER III funding supports:** safe reopening, sustaining safe operations, and meeting academic, social, emotional, and mental health needs resulting from the COVID-19 pandemic.

**Year one funds will:**

- Allow us to continue staffing, technology, and other initiatives currently funded by ESSER II
  - Support the first year costs of transitioning to tuition-free kindergarten
  - Build instructional and operational capacity to address COVID-related learning concerns (e.g. staffing, curriculum resources, professional development, student support services)
-

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# What funding do we need to maintain our current level of programming and services?

**PHASE ONE:  
IDENTIFYING LEVEL SERVICE  
NEEDS**



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# We begin with FY22.

City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384

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## Level Service Budget: FY22 to FY23 Funding Sources, Percent of Overall Budget

FUNDING SOURCES	FY22	FY23 LEVEL	Change
City	86.80%	88.90%	up
Choice	3.10%	2%	down
Circuit Breaker	2.90%	3.60%	up
Entitlement Grants	1.80%	1.80%	same
Revolving Accounts	2.90%	2.10%	down
ESSER II	2.60%	0	down
ESSER III	0%	1.50%	up

# Level Service Budget: FY23 Projected Expenses and Funding Sources

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
<b>FY22 Adopted</b>	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
Contractual Increases	360,000							360,000
Contractual Settlements								-
Non BU Increases	-							-
Special Education Tuition	93,000							93,000
Circuit Breaker Increase	(300,000)		300,000					-
Replacement of ESSER II Funds	455,000					(986,000)	300,000	(231,000)
Replacement of Choice Funds	400,000	(400,000)						-
ELL Adds to Staff	150,000							150,000
Kindergarten Tuition	-				(300,000)		300,000	-
Non Personnel Expenses	120,000							120,000
Level Service Change	1,278,000	(400,000)	300,000	-	(300,000)	(986,000)	600,000	492,000
Level Service Total	34,763,466	795,100	1,409,318	700,000	816,500	-	600,000	39,084,384
<b>FY23 Level Service to FY22</b>	<b>3.8%</b>	<b>-33.5%</b>	<b>27.0%</b>	<b>0.0%</b>	<b>-26.9%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>1.3%</b>

# Contractual Obligations

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
FY22 Adopted	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
Contractual Increases	360,000	Projected Step and Lane Increases						360,000
Contractual Settlements	TBD	Based on negotiations with NTA, IA, AFSCME						-

# Level Service Budget: FY23 Projected Expenses and Funding Sources

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
<b>FY22 Adopted</b>	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
Contractual Increases	360,000							360,000
Contractual Settlements								-
Non BU Increases	-							-
Special Education Tuition	93,000							93,000
Circuit Breaker Increase	(300,000)		300,000					-
Replacement of ESSER II Funds	455,000					(986,000)	300,000	(231,000)
Replacement of Choice Funds	400,000	(400,000)						-
ELL Adds to Staff	150,000							150,000
Kindergarten Tuition	-				(300,000)		300,000	-
Non Personnel Expenses	120,000							120,000
Level Service Change	1,278,000	(400,000)	300,000	-	(300,000)	(986,000)	600,000	492,000
<b>Level Service Total</b>	<b>34,763,466</b>	<b>795,100</b>	<b>1,409,318</b>	<b>700,000</b>	<b>816,500</b>	<b>-</b>	<b>600,000</b>	<b>39,084,384</b>
<b>FY23 Level Service to FY22</b>	<b>3.8%</b>	<b>-33.5%</b>	<b>27.0%</b>	<b>0.0%</b>	<b>-26.9%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>1.3%</b>

# Special Education

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
FY22 Adopted	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
Special Education Tuition	93,000	Projected Special Education Tuition Increase						93,000
Circuit Breaker Increase	(300,000)		300,000	Circuit Breaker Change District Increase to 1.4 million				-

# Level Service Budget: FY23 Projected Expenses and Funding Sources

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
<b>FY22 Adopted</b>	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
Contractual Increases	360,000							360,000
Contractual Settlements								-
Non BU Increases	-							-
Special Education Tuition	93,000							93,000
Circuit Breaker Increase	(300,000)		300,000					-
Replacement of ESSER II Funds	455,000					(986,000)	300,000	(231,000)
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ELL Adds to Staff	150,000							150,000
Kindergarten Tuition	-				(300,000)		300,000	-
Non Personnel Expenses	120,000							120,000
Level Service Change	1,278,000	(400,000)	300,000	-	(300,000)	(986,000)	600,000	492,000
<b>Level Service Total</b>	<b>34,763,466</b>	<b>795,100</b>	<b>1,409,318</b>	<b>700,000</b>	<b>816,500</b>	<b>-</b>	<b>600,000</b>	<b>39,084,384</b>
<b>FY23 Level Service to FY22</b>	<b>3.8%</b>	<b>-33.5%</b>	<b>27.0%</b>	<b>0.0%</b>	<b>-26.9%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>1.3%</b>

# End of ESSER II

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
FY22 Adopted	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
Replacement of ESSER II Funds	455,000					(986,000)	300,000	(231,000)

City Funds Replacement

One Time Expenses

Total FY22 ESSER II

ESSER III Replacement

# Level Service Budget: FY23 Projected Expenses and Funding Sources

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
<b>FY22 Adopted</b>	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
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<b>FY23 Level Service to FY22</b>	<b>3.8%</b>	<b>-33.5%</b>	<b>27.0%</b>	<b>0.0%</b>	<b>-26.9%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>1.3%</b>

# Replacing Choice Funds

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
FY22 Adopted	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
Replacement of Choice Funds	400,000	(400,000)						

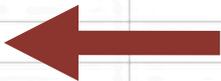
**Fund used toward FY22 salaries**

**City Funds Replacement**

**FY23 Fund balance allows district to allocate 795,000 leaving a 400K shortfall**

# Level Service Budget: FY23 Projected Expenses and Funding Sources

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
<b>FY22 Adopted</b>	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
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# Additional Changes

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
FY22 Adopted	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
EL Adds to Staff	150,000							150,000
Kindergarten Tuition					(300,000)		300,000	-
Non Personnel Expenses	120,000							120,000

Staffing increases due to demographic changes

Loss of kindergarten fees

ESSER III funding to subsidize tuition-free K

Increase in operational costs

# Level Service Budget: FY23 Projected Expenses and Funding Sources

Description	City	Choice	Circuit Breaker	Entitlement Grants	Revolving Accounts	ESSER II	ESSER III	Total
<b>FY22 Adopted</b>	33,485,466	1,195,100	1,109,318	700,000	1,116,500	986,000	-	38,592,384
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<b>FY23 Level Service to FY22</b>	<b>3.8%</b>	<b>-33.5%</b>	<b>27.0%</b>	<b>0.0%</b>	<b>-26.9%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>1.3%</b>

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# What funding do we need for our aspirational budget?

**PHASE TWO:  
IDENTIFYING ASPIRATIONAL  
NEEDS**





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## Phase Two-Aspirational Planning

Next we look beyond a level service plan.

Based on current planning, we are projecting an *additional* 2.1% increase for an overall school budget increase of 3.4% (level services increase of 1.3% *plus* an increase of 2.1%).

To meet this budget, City funding is projected to increase from 3.8% (level services) to 6.3% (aspirational).

### NOTES

- **Projected increases do not include any negotiated salary increases.**
  - **We continue to examine funding sources (e.g., competitive grants).**
-

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# March 1st Budget Meeting Topics

**Budget holders will provide detailed presentations on the aspirational budget. These presentations will highlight the specific investments we are making to move NPS forward.**

- **Principal Presentations**

- Newburyport High School
- RAN Middle School
- Molin Upper Elementary
- Bresnahan Elementary

- **District Level Presentations**

- Special Education
  - Curriculum, Instruction and Assessment
  - English Learner Programs
  - Building and Grounds
-

# **TRANSFERS**



# CITY OF NEWBURYPORT FY 2022

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

## TRANSFER/APPROPRIATION REQUEST

FEB -8 PM 1:59

**Department:** Mayor's Office

**Submitted by:** Sean R. Reardon, Mayor

**Date Submitted:** 2/14/2022

**Transfer From:**

Account Name:	General Fund - Free Cash	Balance:	\$ 2,174,068.00
Account Number:	01-35910	Category:	\$ -
Amount:	\$7,500.00	Trans I/O:	\$ (510,000.00)

**Why Funds Are Available:**

The Massachusetts Department of Revenue certified Free Cash for FY2022 at \$2,684,068. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council. Balance reflects all transfer requests submitted to-date.

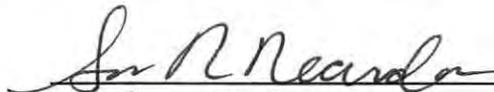
**Transfer To:**

Account Name:	MYR Consulting Services	Balance:	\$ -
Account Number:	01121002-53001	Category:	\$ 20,428.49
Amount:	\$7,500.00	Trans I/O:	\$ -

**Why Funds Are Needed:**

To conduct a review of the City's organizational structure and operational processes and make recommendations for action or further study. The Mayor will use this analysis as the foundation for any internal operational adjustments or reorganization. See attached proposal from Community Paradigm Associates, LLC, along with a profile of the firm. Community Paradigm provides assistance to local governments with recruitment, strategic management, professional development, and process improvement. Their team includes a number of former city managers and other municipal leaders that would be able to use their experience to help guide the City through important strategic decisions.

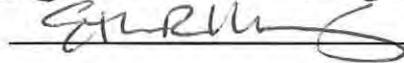
Sean R. Reardon, Mayor:



Date:

2/8/2022

Ethan R. Manning, Auditor:



Date:

2/8/2022

City Council Action:

January 27, 2022

Mayor Sean Reardon  
City of Newburyport  
60 Pleasant Street  
Newburyport, MA 01950

RE: LETTER OF ENGAGEMENT AGREEMENT

Dear Mayor Reardon:

The purpose of this letter is to confirm the agreement between the City of Newburyport (the City) and Community Paradigm Associates, LLC (Community Paradigm) concerning an engagement to provide consulting services.

**Consulting Services.**

Community Paradigm will provide consulting services to the City in order to assess the existing organizational framework and operational processes. The services will consist of the following components:

1. Evaluate Existing Organizational Structure and Processes- It is anticipated that this phase will include project preparation, 2-days on-site and off-site work by the consulting team collecting information about the City, conducting necessary research about the City.
  - o Assemble and review background documents and materials regarding the existing organizational structure, departmental needs, and operational processes. Such material shall include, but not be limited to, recent reports prepared for the transition to a new mayoral administration, budgets, and operating procedure manuals, etc.
  - o Initial Consultation with the Mayor to review workplan and to obtain a perspective on current operations and identified issues of concerns.
  - o Meet with representatives from the City's department heads to receive input and information relative to their perspective on the structure and operation of the City.
  - o Communicate with individuals, identified in consultation with the Mayor, that are familiar with City operations in order to gain background and historical experiences of City structure and processes.
2. Analysis and Findings: This phase will include analysis of the information gathered during the collection and the preparation and presentation of a report to the Mayor with findings and recommendations for consideration for immediate implementation or additional study.

It is anticipated that the work under this engagement will occur over a 4-6 week period.

**Relationship of Parties.**

It is expressly agreed that, when providing services to the City under this Agreement, Community Paradigm and its employees and agents will be an independent contractor and will not be employees of the City of Newburyport. It is also agreed that Community Paradigm shall have no right to make any commitments on behalf of the City without express written consent of the City of Newburyport.

**Services for Others.**

During any period in which Community Paradigm is providing services as described within the Scope to the City, Community Paradigm may choose to also provide services for others, provided that any such services do not give rise to a conflict of interest.

**Compensation.**

The City shall pay \$7,500.00 for services under this agreement. Additional services beyond those outlined within the Scope will be billed at an hourly rate, with the prior approval of the City

**Taxes, Insurance, Benefits and Business Expenses.**

As an independent contractor, Community Paradigm shall be solely responsible for payment of all federal and state income taxes and Social Security and Medicare taxes and other legally required payments on sums received from the City. Community Paradigm will also be solely responsible for insurance and assume all risk in connection with the adequacy of all such insurance that it elects to obtain.

**Confidentiality.**

Community Paradigm shall comply with any policies and procedures of the City for protecting confidential information and shall not disclose to any person (other than as required by law), or use for benefit or gain, any confidential information obtained incident to association with the City. This obligation shall continue to apply after the termination of this Agreement regardless of the reason for such termination.

**Term and Termination.**

This Agreement shall commence on the date hereof (the "Effective Date"). Either party may terminate the Agreement at any time, with or without cause. Upon termination of this Agreement, the parties shall have no further obligation to one another, other than for payment due for services to the applicable phase of the recruitment process as outlined within the Scope.

**Miscellaneous.**

This Agreement contains the entire agreement between Community Paradigm LLC, and the City of Newburyport and replaces all prior agreements, whether written or oral, with respect to the requested consultancy services to be provided, and all related matters. This Agreement may not be amended, and no breach may be waived unless agreed to in writing by both parties. Both parties acknowledge that there has been no reliance on any agreements or representations, express or implied, that are not set forth expressly in this Agreement. This agreement shall be governed by the laws of the Commonwealth of Massachusetts.

**Indemnification.**

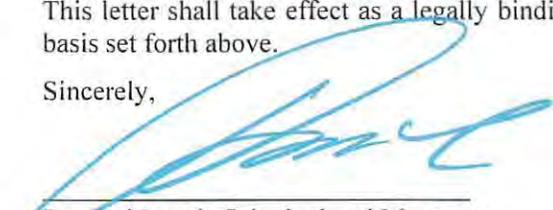
The City shall indemnify Community Paradigm, LLC against any loss or liability incurred by Community Paradigm arising from the City's breach of its obligations hereunder.

If the terms of this Agreement are acceptable, please sign, date and return to:

Community Paradigm Associates, LLC,  
1 Saddleback,  
Plymouth, MA 02360

This letter shall take effect as a legally binding agreement between Community Paradigm and the City, on the basis set forth above.

Sincerely,

  
\_\_\_\_\_  
Bernard Lynch, Principal and Manager  
Community Paradigm Associates, LLC

Date: 1/27/22

Accepted and agreed:

\_\_\_\_\_  
Sean Reardon, Mayor  
City of Newburyport

Date: \_\_\_\_\_

## FIRM PROFILE

Community Paradigm Associates, LLC, is a multi-dimensional organization focusing on governmental, nonprofit, and community concerns. It develops transformational initiatives and innovative solutions designed to enhance the dynamics of communities. Its Principal and Associates draw upon their extensive government, academic, and private sector experience to provide the answers clients need to effectively and efficiently manage their organizations.

**Founder and Managing Principal Bernard F. Lynch** has devoted more than 35 years to guiding cities and towns toward brighter futures by focusing on the efficiency and responsiveness of organizational day-to-day operations as well as highly transformational initiatives that bring communities to a new level. His experience as an innovator, strategist, educator, researcher, and leader allow him to consider challenges from various viewpoints. Known for his collaborative problem-solving and innovative solutions, Mr. Lynch steered a Massachusetts city away from potential receivership to solid fiscal stability. He has managed the successful conception and completion of public libraries, police stations, community centers, school buildings, bicycle and walking trails, and recreation facilities.

Mr. Lynch served as City Manager of Lowell, Massachusetts, for eight years and as Town Manager of Chelmsford, Massachusetts, for 20 years. He served on Lieutenant Governor Karyn Polito's Task Force on Local Government Workforce Skills Gap, is a Senior Fellow at Suffolk University, and serves as an adjunct professor at both Suffolk University and University of Massachusetts Lowell. He earned a Master of Public Administration degree from University of Massachusetts Amherst and a Bachelor of Science degree in Political Science from the University of Lowell.

**Principal Sharon Flaherty** has assisted in the management of nearly 100 executive recruitments in addition to leading such projects as business development marketing, compensation and classification, community engagement, and communications. Ms. Flaherty has more than 30 years of experience in communications, project management, public relations, and marketing. In previous positions, Ms. Flaherty has managed marketing and communications in the financial industry and held positions as a reporter, editor, and editorial page editor at daily and weekly newspapers. She has served as an adjunct professor in business at Middlesex Community College. She earned a Master of Business Administration degree from Rivier University, a Master of Arts degree in English and Writing from Southern New Hampshire University, and a Bachelor of Arts degree in Communications from Rivier University.

**Senior Associate Peter Hechenbleikner** has 45 years of government experience, including over 30 years in Massachusetts. Prior to his retirement in 2013, he served as Reading's first Town Manager and he has continued his commitment to local government service by serving in a number of interim assignments and providing consultative assistance to municipalities. He has extensive experience in operational reviews, government studies, budget development, and organizational development. He holds a Master of Science in City and Regional Planning from Pratt Institute in Brooklyn, New York, a Bachelor of Arts degree in Political Science and Public Administration from the University of Cincinnati, and a Certificate in International Studies from the University of Manchester, England.

**Senior Associate John Petrin** has dedicated more than 30 years to municipal service, including seven years as the Town Administrator of Burlington, seven years as the Town Manager of Ashland, and 13 years as the Town Administrator of Harvard. He has extensive experience in developing operating and capital budgets, hiring and managing department heads and other personnel, and managing the day-to-day operations of a municipality. Additionally, Mr. Petrin served as Assistant Superintendent of Schools in Marlborough, as Tax Assessor in Bellingham, and as an elected Park Commissioner in Bellingham. He has served on numerous professional boards, including the Massachusetts Police Accreditation Commission and Joint Labor Management Committee, and is the former President of the Massachusetts Municipal Association and of the Massachusetts Municipal Managers Association. Mr. Petrin earned a Bachelor of Arts in Political Science from Stonehill College and Master of Public Administration from Northeastern University.

**Senior Associate Ray Santilli** has nearly 40 years of experience working in the municipal sector, including 17 years as the Assistant Town Manager in North Andover, Mass. Mr. Santilli also served as a purchasing director, director of community services, and human resources director in North Andover, and as Planning/Budget/Personnel Director for the Cambridge Police Department. He earned his Master of Business Administration from Boston College and a Bachelor of Science degree in Criminal Justice from Northeastern University.

**Senior Associate Carl Valente** has 40 years of State and local government experience, including 35 years in Massachusetts. He was the first Town Administrator for the Town of Needham, the first Town Manager for the Town of Weston, and served for 13 years as Lexington's Town Manager until his retirement. He also served as Section Chief for Technical Assistance for the Massachusetts Department of Revenue-Division of Local Services and as Director for Financial Management for the International City/County Management Association. He specialized in municipal finance issues. He earned a Master of Public Administration from the University of Hartford and a Bachelor of Arts in Political Science from the University of Connecticut. He currently is a member of the Solid Waste Commission for the City of Newton.

Community Paradigm Associates has affiliations with numerous highly experienced municipal management professionals and industry professionals who assist with various projects. It has a network that includes professionals in such areas as finance, public works, telecommunications, land use and development, public safety, emergency management, municipal law and process, personnel management, and sustainability. Each is an experienced and proven leader in his or her field.

Services provided by Community Paradigm Associates include: executive recruiting, economic and community development, strategic analysis and counsel, public finance, public policy, community engagement, strategic management and planning, social innovation, building high performing organizations, marketing and communications, professional development, process improvement, community sustainability, and tactical research and solutions.

## Executive Recruitments

### **Town Manager/Town Administrator Positions**

Adams	Hamilton	North Attleborough	Sturbridge
Amherst	Holliston	Northfield	Sudbury
Avon	Hopedale	Norwood	Swansea
Becket	Hudson	Oxford	Topsfield
Bourne*	Ipswich	Palmer	Uxbridge
Boxborough	Kingston	Pembroke	Wayland
Brewster	Lakeville	Plympton	Wellesley
Buckland	Lanesborough	Provincetown	Wellfleet
Coventry, RI	Leicester	Reading	Wenham
Dedham	Longmeadow	Rockland	Westminster
Dighton	Marion	Rutland	Weston
East Bridgewater*	Mattapoissett	Salem, NH	Westport
East Longmeadow	Millbury	Shrewsbury	Westwood
Fairhaven	Monson	Spencer	Whitman
Grafton	Natick	Southbridge	Winchendon*
Great Barrington	Norfolk	South Hadley	
Groveland	Norfolk County	Stoughton	

### **Various Municipal Positions**

Andover - Director of Elder Services	Northborough - Assistant Town Administrator
Ashland - Town Planner	Northborough - Health Agent
Bourne - Director of Finance	Northborough - Library Director
Brookline - Health Director	Northborough - Senior Center Director
Brockton- DPW Commissioner	Norwood - Library Director
Concord- Library Director	Pittsfield - Director of Public Services
Dover - Superintendent of Public Works	Rockland - Town Accountant
Great Barrington - Police Chief	Scituate - Sewer Superintendent
Hamilton - Director of Finance/Town Accountant	Worcester - Chief Diversity Officer
Marlborough - City Comptroller	Worcester - Chief Financial Officer
Mattapoissett - Library Director	Worcester - Commissioner of Inspectional Services
Methuen - Chief Administrative and Finance Officer	Worcester - DPW Commissioner
Natick - Library Director	Wrentham - Finance Director/Treasurer-Collector
Norfolk - Town Planner	
Northborough - Assessor	

### **Ongoing Recruitments**

Halifax - Town Administrator	Sterling - Town Administrator
Lancaster- Town Administrator	Watertown - Town Manager
New Bedford - Chief Financial Officer	Winthrop - Town Manager
New Bedford - City Auditor	Plympton - Police Chief
Cohasset - Fire Chief	Rochester- Town Administrator

## **Non-Profit/Quasi-Governmental**

Massachusetts Police Accreditation Commission - Program Manager  
Massachusetts Police Accreditation Commission - Director of Field Operations  
Massport Community Advisory Committee - Executive Director  
Merrimack Valley Planning Commission - Executive Director  
Merrimack Valley Regional Transit Authority - Administrator  
Metro South/West WIOA / Partnerships for a Skilled Workforce - Executive Director

## **Public Management Projects**

- Franklin Regional Council of Governments - Organizational Assessment
- Massachusetts Bay Transportation Authority Advisory Board - Organizational Review
- Massachusetts Bay Transportation Authority Advisory Board - Business Improvement & Strategic Plan
- Massachusetts Municipal Management Association - Strategic Planning
- Massport Community Advisory Committee - Executive Director 360 Assessment, Strategic Plan
- Metro South/West Workforce Development - Organizational Structure Review
- Town of Adams and Cheshire - Facilitation with Adams/Cheshire Regional School District
- Town of Andover - Department Head Classification and Compensation Review
- Town of Andover - Government Study
- Town of Ashburnham - Business Guide
- Town of Ashburnham - Risk Assessment Project
- Town of Auburn - Council on Aging/Elder Services Operational Evaluation
- Town of Auburn - Position Description Review
- Town of Bridgewater - Strategic Plan
- Town of Dover - Public Works Study
- Town of Framingham - Downtown Re-Development/Urban Center Housing
- Town of Great Barrington - Salary Survey
- Town of Longmeadow - Selectmen/Town Manager Roles and Responsibilities and Setting of Joint Goals & Objectives
- Town of Longmeadow - Strategic Planning
- Town of Millis - Budget Improvement Project
- Town of Millis - DPW Organizational Study
- Town of Millis - Enterprise Fund Review
- Town of Millis - Operational Review of Town Clerk Office
- Town of Millville - Salary Survey
- Town of Needham - DPW Structural Evaluation
- Town of Needham - DPW Mentoring Program
- Town of Norwood - Conservation Commission Operational Evaluation
- Town of Norwood - DPW Mentoring
- Town of Norwood - Fire Department Strategic Plan
- Town of Norwood - Library Strategic Plan
- Town of Pembroke - Capital Plan
- Town of Sharon - Operational Review of Health Department
- Town of Shrewsbury - Organizational Assessment
- Town of Southampton - Government Study and Charter Development
- Town of Sterling - DPW Staffing Review
- Town of Swansea - Capital Projects Technical Assistance
- Town of Westminster - Government Study/Town Charter Project
- Town of Winchendon - Personnel System



# CITY OF NEWBURYPORT FY 2022

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

## TRANSFER/APPROPRIATION REQUEST

FEB 14 2022 1:59 PM

**Department:** Mayor's Office

**Submitted by:** Sean R. Reardon, Mayor

**Date Submitted:** 2/14/2022

**Transfer From:**

Account Name:	General Fund - Free Cash	Balance:	\$ 2,174,068.00
Account Number:	01-35910	Category:	\$ -
Amount:	\$8,394.00	Trans I/O:	\$ (510,000.00)

**Why Funds Are Available:**

The Massachusetts Department of Revenue certified Free Cash for FY2022 at \$2,684,068. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council. Balance reflects all transfer requests submitted to-date.

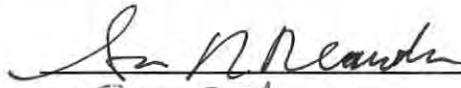
**Transfer To:**

Account Name:	Essex Tech Assessment	Balance:	\$ 48,303.00
Account Number:	01398002-53202	Category:	\$ 48,303.00
Amount:	\$8,394.00	Trans I/O:	\$ -

**Why Funds Are Needed:**

For FY2022, \$105,000 was estimated in the budget to pay for Newburyport students attending Essex North Shore Vocational Technical School. Based on final Ch.74 non-resident tuition rates, transportation and special education costs, the total FY2022 assessment came to \$113,394 resulting in a difference of \$8,394. There are currently five students attending who are enrolled in: equine sciences (2), companion animals, natural & environmental sciences and veterinary science.

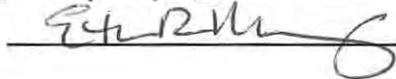
Sean R. Reardon, Mayor:



Date:

2/8/2022

Ethan R. Manning, Auditor:



Date:

2/8/2022

City Council Action:



# CITY OF NEWBURYPORT FY 2022 TRANSFER/APPROPRIATION REQUEST

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
2022 FEB -8 PM 1:59

**Department:** City Clerk

**Submitted by:** Richard B. Jones, City Clerk

**Date Submitted:** 2/14/2022

**Transfer From:**

Account Name:	<u>General Fund - Free Cash</u>	Balance:	<u>\$ 2,174,068.00</u>
Account Number:	<u>01-35910</u>	Category:	<u>\$ -</u>
Amount:	<u>\$15,000.00</u>	Trans I/O:	<u>\$ (510,000.00)</u>

**Why Funds Are Available:**

The Massachusetts Department of Revenue certified Free Cash for FY2022 at \$2,684,068. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council. Balance reflects all transfer requests previously submitted.

**Transfer To:**

Account Name:	<u>CCN Legal Ads</u>	Balance:	<u>\$ (1,468.00)</u>
Account Number:	<u>01111002-53001</u>	Category:	<u>\$ 2,113.31</u>
Amount:	<u>\$3,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

A greater number of legal advertisements have been required this fiscal year.

**Transfer To:**

Account Name:	<u>CCN Ordinance Recodification</u>	Balance:	<u>\$ 1,381.31</u>
Account Number:	<u>01111002-53002</u>	Category:	<u>\$ 2,113.31</u>
Amount:	<u>\$5,500.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

Fees incurred to document amendments to the Code of Ordinances.

**Transfer To:**

Account Name:	<u>BDR Elections</u>	Balance:	<u>\$ 4,151.39</u>
Account Number:	<u>01163007-57808</u>	Category:	<u>\$ 9,639.42</u>
Amount:	<u>\$6,500.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

The City Clerk recommends the purchase of 7 poll pads to use at the polling places for check-in; these supplement the 7 existing poll pads that were used this past municipal election. This would allow 2 poll pads to be assigned to each election district, which the City Clerk believes is necessary to efficiently check-in voters during a state or federal election with typically higher turnout. The estimated cost is \$10,700; there is an estimated available balance of \$4,200 in this line item, therefore an additional \$6,500 is requested.

Sean R. Reardon, Mayor:

*Sean R. Reardon*

Date: 2/8/2022.

Ethan R. Manning, Auditor:

*Ethan R. Manning*

Date: 2/8/2022

City Council Action:



# CITY OF NEWBURYPORT FY 2022

## TRANSFER/APPROPRIATION REQUEST

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
2022 FEB -8 PM 1:59

**Department:** Sustainability

**Submitted by:** Molly Ettenborough, Recycling/Energy Manager

**Date Submitted:** 2/14/2022

**Transfer From:**

Account Name:	Solid Waste Revolving Fund	Balance:	\$ 265,647.35
Account Number:	2843-59600	Category:	\$ -
Amount:	\$35,000.00	Trans I/O:	\$ -

**Why Funds Are Available:**

Fund consists of fees collected for use of the yard waste facility, charges for disposal of household hazardous waste, bulk item/mattress disposal fees and recycling fees. Used to pay expenses associated with operating the yard waste facility and recycling center on Colby Farm Lane, chipper service, disposal of hazardous waste, as well as, disposal of bulk items/mattresses.

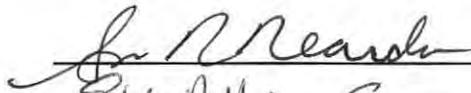
**Transfer To:**

Account Name:	Pick-Up Truck Purchase	Balance:	\$ -
Account Number:	New CIP account	Category:	\$ -
Amount:	\$35,000.00	Trans I/O:	\$ -

**Why Funds Are Needed:**

The department purchased a used 2009 Chevy Silverado 2-wheel drive truck for the Recycling Center in March 2017 (five years ago). It now has a cracked frame and is a safety hazard. As such, the City mechanic recommends that it be taken off the road and replaced as soon as possible. Unfortunately this truck was not previously identified in the capital improvement program as the department was hoping it had more years left. The truck is used by the department regularly 3 days per week to transport recycled items and more frequently during the summer; when it is not being used, it will be available for use by other departments, including the Parks Department to empty the City's dog waste receptacles, which occurs at least 2 days per week. The estimated cost to replace the truck is \$35,000; any remaining funds following the purchase will close back to the Solid Waste revolving fund.

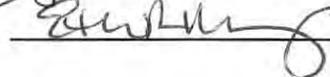
Sean R. Reardon, Mayor:

  
\_\_\_\_\_

Date:

2/8/2022

Ethan R. Manning, Auditor:

  
\_\_\_\_\_

Date:

2/8/2022

City Council Action:

**APPOINTMENTS  
FIRST READING**



CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
SEAN R. REARDON, MAYOR

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2022 FEB -9 AM 8:49

60 PLEASANT STREET - P.O. BOX 550  
NEWBURYPORT, MA 01950  
978-465-4413 PHONE  
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council  
From: Sean R. Reardon, Mayor  
Date: February 9, 2022  
Subject: Appointment

---

I hereby appoint, subject to your approval, the following named individual as a member of the Licensing Board. This term will expire on June 1, 2028.

Marcia Foley  
206 Low Street  
Newburyport, MA 01950

206 Low Street  
Newburyport, MA 01950  
[Marcia.foley@comcast.net](mailto:Marcia.foley@comcast.net)  
978-853-8003

Honorable Mayor Donna D. Holaday  
Office of the Mayor  
Newburyport City Hall  
60 Peasant Street  
Newburyport, MA 01950

November 7, 2021

Dear Mayor Holaday,

Please accept this letter for consideration as an appointed member of the City of Newburyport License Commission.

I have had the opportunity to see the Commission in action and I would consider it a privilege to serve the City of Newburyport in this capacity. My business experience and good judgment combined with my ability to work collaboratively with various stakeholders are skills I offer to the Commission as a prospective member. These skills would complement the skills of the current Commissioners, Craig, Bruce, Greg and Ted.

Attached please find a copy of my resume.

Thank you in advance for your consideration.

Regards,

Marcia Foley

# Marcia Foley, PMP

Newburyport, Massachusetts, United States



marcia.foley@comcast.net



978-853-8003



[linkedin.com/in/marciafoley](https://www.linkedin.com/in/marciafoley)

## Summary

Senior Global Program Director for the Sauce Labs Security Team, my responsibility is to ensure that cross team initiatives are launched successfully and aligned with Sauce Labs overall business objectives.

Experienced in Waterfall and Agile environments. Several start-up company experiences provided the opportunity to refine, define and develop best practices to ensure on-time, on-budget and within scope delivery of major customer initiatives.

## Experience



### Senior Director, Global Program Management

Sauce Labs

Jun 2017 - Present (4 years 6 months +)

Sauce Labs provides the world's largest cloud-based platform for the automated testing of web and mobile applications.

Currently working on ISO 27001 certification for Sauce Labs and its 4 recent acquisitions and re-certifying for SOC 2 Type 2 certification. Additional responsibilities include day-to-day management of projects and programs impacting the security of Sauce Labs and its customers.

Utilizing a wide internal network, an understanding of Sauce product and offerings, and staying current on cross-department initiatives allowed the team to create controls mapping to support audit frameworks.

Key Skills:

- Able to work effectively in loosely defined contexts.
- Project/program management on a global scale.
- Able to work effectively and stay agile in a fast-paced environment.
- Experience in using reporting and analysis tools - JIRA, Salesforce, SmartSheet, Excel.
- Provide regular updates on programs using comprehensive dashboards.
- Excellent written and verbal communication skills.



### Senior Director, Global Program Management Office

Perfecto

Dec 2012 - Jan 2017 (4 years 2 months)

Management of global data center delivery teams



### Vice President Client Services & Operations

geoVue

2006 - 2011 (6 years)

 **Building a Coaching Culture: Improving Performance Through Timely Feedback**  
- LinkedIn

 **Project Management Professional (PMP)** - Project Management Institute  
Issued Apr 2012 - Expires Apr 2024  
1498540

## **Skills**

Cross-functional Team Leadership • Program Management • Leadership • Process Improvement •  
Project Management • Team Leadership • Management • Software as a Service (SaaS) • Enterprise  
Software • Account Management



CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
SEAN R. REARDON, MAYOR

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
2022 FEB -9 PM 2:51

60 PLEASANT STREET - P.O. BOX 550  
NEWBURYPORT, MA 01950  
978-465-4413 PHONE  
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council  
From: Sean R. Reardon, Mayor  
Date: February 8, 2022  
Subject: Promotion

-----  
I hereby appoint, pursuant to Code Sec. 2-349, subject to your approval, the following named individual as Sergeant, Newburyport Police Department.

Megan M. Tierney

**END OF CONSENT AGENDA**

**BEGINNING OF REGULAR AGENDA**

**APPOINTMENTS  
SECOND READING**

# Second Reading Appointments

## *Re-Appointment*

- APPT00298\_01\_31\_2022 Joseph Grande 62 Russell St. Asst. Harbormaster/Shellfish 12/31/2024  
North Andover Sp. Police Officer

### **In City Council January 31, 2022:**

Motion to approve the Consent Agenda by Councillor Zeid, seconded by Councillor Vogel. Roll call vote. 11 yes. Motion passes.



CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
SEAN R. REARDON, MAYOR

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2022 JAN 18 PH 1:40

60 PLEASANT STREET - P.O. Box 550  
NEWBURYPORT, MA 01950  
978-465-4413 PHONE  
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the  
City Council

From: Sean R. Reardon, Mayor

Date: January 18, 2022

Subject: Re-Appointment

-----  
I hereby re-appoint, subject to your approval, the following named individual as Assistant Harbormaster/Shellfish Constable 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, 2024.

Joseph Grande  
62 Russell Street  
North Andover, MA 01845

## JOSEPH A. GRANDE

~~52 Linwood Ave~~ 62 Russell St  
~~Methuen, MA 01844~~ North Andover MA  
508-523-7578 • JAG125@comcast.net 01845

### PROFILE

Certified T4 and D2 operator with extensive experience and knowledge in operations and maintenance of water treatment facilities. Skilled in a variety of water quality testing including chlorine residual, turbidity, pH, phosphoric acid, fluoride, and bacteria. Results-focused and adept at problem solving, prioritizing and meeting timelines. Highly effective communicator and collaborator within the water department. Self-motivated and committed to excellence.

### PROFESSIONAL EXPERIENCE

**TOWN OF NORTH ANDOVER**, North Andover, MA

2015 - 2020

#### **Water Treatment Plant Operator/Maintenance**

Monitor the operation of the town's water supply, treatment plant and related facilities. Maintain the water treatment plant to ensure a safe working environment. Follow all DEP and Federal regulations that apply to ensure and provide safe drinking water.

- Utilize SCADA system to ensure proper chemical dosage and treatment of water, water chemicals and feed equipment.
- Collect and analyze water samples to adjust chemical levels. Maintain, calibrate and service laboratory equipment.
- Service and maintain Ozone generator. Perform maintenance, replacement, and repair of chemical feed pumps, and raw and finished water pumps at remote locations.
- Respond to emergency calls from operators, public or public safety personnel as required and after normal working hours.

**CITY OF NEWBURYPORT**, Newburyport, MA

#### **Water Treatment Plant Operator/Maintenance**

2008-2015

Monitor the operation of the city's water supply, treatment plant and related facilities. Maintain the water treatment plant to ensure a safe working environment. Follow all DEP and Federal regulations that apply to ensure and provide safe drinking water.

- Prepare reports for the superintendent for records of pumping statistics, weather and chemical usage, and input data as required into the computer system.
- Introduced an automatic water level shutoff valve to eliminate spillage of potassium permanganate by operators when refilling tank.

**Welder Department of Public Services** 2007-2008  
Provided all welding services on equipment for police, fire, and DPS departments.

**Tree Truck Operator/Tree Warden Foreman** 2006-2007  
Responsible for tree removal, pruning, planting and delegating of maintenance activities for city trees and public parks.

**Heavy Equipment Operator, Water Construction Division** 2005-2006  
Repaired and installed water main; maintained and repaired hydrants; installed home services for water department.

**Heavy Equipment Operator, Department of Public Services** 2004-2005  
Operated front end loader, excavator, backhoe, and plowing for DPS. Installed city drains and culverts.

**Assistant Harbor Master/Special Police** 2000-Present  
Part time position patrolling Merrimack River and city docks. Mapping and assigning of moorings for public boaters. Provide office and customer support for boat owners and charter captains.

**ADDITIONAL EXPERIENCE**

**Owner and Manager, Grande Carpentry, Lawrence MA; Supervising of employees, job estimates, billing and marketing for family owned business.**

**COMPUTER SKILLS**

Microsoft Office Suite  
SCADA System Software

**EDUCATION & TRAINING**

Basic Course of Training for Reserve/Intermittent Police Officers, Reading Police Academy, MA  
EMT B Certified, Northern Essex Community College, MA  
Law Enforcement Control and Restraint, Peabody Police Department, MA  
Methuen High School, Methuen, MA

**PROFESSIONAL LICENSES**

Massachusetts Drinking Water T4 Full License  
Massachusetts Drinking Water D2 Full License  
Hoisting Engineer License 2A  
CDL A with PXT Endorsements  
US Coast Guard Certified Captain

**PROFESSIONAL ASSOCIATIONS**

American Water Works Association  
North Shore Harbor Master Association

# ORDERS

# CITY OF NEWBURYPORT



IN CITY COUNCIL

**ORDERED:**

February 14, 2022

## **ORDER AMENDING PREVIOUS COUNCIL ORDER IN REGARD TO THE ALLOCATION OF PROCEEDS FROM THE SALE OF THE MUNICIPAL PROPERTY KNOWN AS THE FORMER ELBRIDGE G. KELLEY SCHOOL**

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

**WHEREAS**, the Newburyport Youth Services Department was moved to their first independent operational facility at the former Elbridge G. Kelley School (“Kelley School”), located at 151 High Street, after it was formally closed by School Committee vote on April 23, 2007; and

**WHEREAS**, the Newburyport Youth Services Department relocated to the Brown School Site from the former Kelley School in 2014 and operated there within the gymnasium and the ground floor of the schoolhouse building, together as the “Newburyport Rec Center” until the building was closed due to the failed heating system in October 2021; and

**WHEREAS**, in June 2014, the City Council designated the Kelley School as surplus property including language stating that the “...proceeds from the sale or lease of the property to be used at the discretion of the Mayor, for either supplementing the School Department budget or for the purposes of funding capital improvements required at the Brown School necessary for the conversion of this facility to function (in part) as the Newburyport Youth Services facility”; and

**WHEREAS**, the City of Newburyport administration and Director of Newburyport Youth Services have been conducting efforts towards securing the necessary funding and location for a permanent facility for the department; and

**WHEREAS**, the proceeds from the sale of the Kelley School (sold on October 3, 2016 for \$750,000) has a balance of \$695,500 (with \$54,500 already spent by approval of the City Council on May 13, 2019 for

Newburyport High School exterior woodwork), represents available funds that are limited as to use by the original order language from 2014;

**THEREFORE, IT IS ORDERED THAT** the Council hereby amends that Council Order dated May 19, 2014 relative to the former Kelley School, adopted on June 6, 2014 (*a copy of which is attached hereto*) to provide instead that “*...the proceeds from sale of the property may be used, at the discretion of the Mayor, ~~for either supplementing the School Department budget or for the purposes of funding capital improvements required at the Brown School necessary for the conversion of this facility to function (in part) as the Newburyport Youth Services facility~~ for any and all costs associated with the establishment of a location for the Newburyport Youth Services (NYS) Department, consistent with its departmental mission.*”

**IT IS FURTHER ORDERED THAT** all other terms of said Original Council Order shall remain unaltered by this amendment.

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Councilor Afroz K. Khan

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Councilor Edward C. Cameron, Jr.

# CITY OF NEWBURYPORT



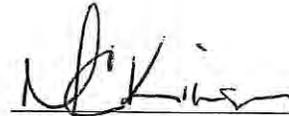
IN CITY COUNCIL

ORDERED:

May 19, 2014

**THAT** pursuant to General Laws Chapter 40, Sections 15 and 15A the City Council of the City of Newburyport hereby designate the former Kelley School (*formally closed by the School Committee by vote of April 23, 2007, and now operating as the Newburyport Youth Services facility*) as surplus property, no longer needed by the City for such purposes or for other public purposes (*based upon the anticipated relocation of Newburyport Youth Services to the Brown School*), and further (*consistent with the April 7, 2014 vote of the School Committee*) that the Council hereby transfers the care, custody, management and control of said building and the land upon which it stands (*151 High Street, Assessors Map 35 Lot 161*) to the Mayor for the purposes of further conveyance, on such terms and conditions, and for such consideration, as the Mayor deems appropriate, provided that a condition of the sale or lease of said property shall be a duly recorded Preservation Restriction for the protection of the historic facades of said building, and provided that the City Council Planning and Development Committee shall have an opportunity to review and comment on the Request for Proposals (RFP) and Purchase and Sale (P&S) Agreement during the disposition process (including the minimum required bid and proposed purchase price, accordingly), and further that the proceeds from sale or lease of the property may be used, at the discretion of the Mayor, for either supplementing the School Department budget or for the purposes of funding capital improvements required at the Brown School necessary for the conversion of this facility to function (*in part*) as the Newburyport Youth Services facility. It is acknowledged herein that any further disposition (*lease or sale*) of the Brown School will be subject to transfer and approvals by both the School Committee and City Council, pending relocation of students and faculty to the new Bresnahan School.

  
Councillor Ed Cameron

  
Councillor Meghan Kinsey

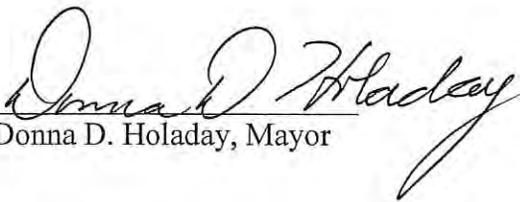
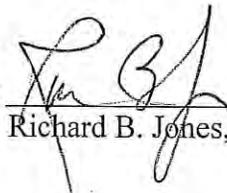
## **In City Council April 15, 2014**

Motion to approve by Councillor Cameron, seconded by Councillor Giunta. Motion withdrawn. Motion to refer to Planning & Development by Councillor Cameron, seconded by Councillor Cronin. Roll call vote, 10 yes, 1 absent (Kinsey). So voted.

**In City Council June 6, 2014**

Councillor Cameron moved to refer revised Kelley School Order to P&D, seconded by Councillor Kinsey. Councillor Cameron moved to remove revised Kelley School Order, seconded by Councillor Herzog. So Voted.

Councillor Cameron moved to approve, seconded by Councillor Tontar. Motion passed on a Roll Call vote, 10 Yes, 1 Absent (Heartquist).

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

Date: 6/13/2014

# **ORDINANCES**

# CITY OF NEWBURYPORT



IN CITY COUNCIL

**ORDERED:**

February 14, 2022

**AN ORDINANCE TO AMEND CERTAIN PROVISIONS OF THE NEWBURYPORT ZONING ORDINANCE, INCLUDING BUT NOT LIMITED TO THOSE USES PERMITTED WITHIN THE NEWBURYPORT BUSINESS PARK**

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

**THAT** Section V-D of the Newburyport Zoning Ordinance, entitled “Table of use regulations” is hereby amended to read as follows with respect to the specific uses so noted, with deletions ~~double-stricken through and in bold~~, and additions double-underlined and in bold:

USE	NUM	CON	HSR-A, HSR-B	R-1	R-2	R-3	B-1	B-2	B-3	I-1	I-1B	I-2	M	WMD	WMU
Community center	216	NP	NP	NP	P	NP	NP	NP	NP	<del>NP</del>	NP	NP	NP	NP	NP
Boat sales/ <del>service storage/rental</del>	701	NP	NP	NP	NP	NP	NP	<del>NP</del>	NP	NP	NP	NP	NP	P	P
Marine equipment sales	703	NP	NP	NP	NP	NP	<del>NP</del> <u>SP</u>	<del>NP</del>	NP	NP	NP	NP	NP	P	P
Marine repair services	704	NP	NP	NP	NP	NP	NP	NP	NP	<del>NP</del> <u>SP</u>	<del>NP</del> <u>SP</u>	NP	NP	P	P
Marine manufacturing	705	NP	NP	NP	NP	NP	NP	NP	NP	<del>NP</del> <u>SP</u>	<del>NP</del> <u>SP</u>	NP	<del>NP</del>	NP	NP
Shipbuilding/repair	706	NP	NP	NP	NP	NP	NP	NP	NP	<del>NP</del> <u>SP</u>	<del>NP</del> <u>SP</u>	NP	NP	NP	NP

Canvas and canvas products	707	NP	NP	NP	NP	NP	NP	NP	NP	<u>NP</u> <u>SP</u> <sup>(i)</sup>	<u>NP</u> <u>SP</u> <sup>(i)</sup>	NP	NP	NP	NP
Seafood handling/distribution	708	NP	NP	NP	NP	NP	NP	NP	NP	<u>NP</u> <u>SP</u> <sup>(i)</sup>	<u>NP</u> <u>SP</u> <sup>(i)</sup>	NP	NP	P	SP
Marine retail	709	NP	NP	NP	NP	NP	<u>NP</u> <u>SP</u> <sup>(i)</sup>	<u>SP</u> <u>NP</u>	<u>SP</u> <u>NP</u>	NP	NP	NP	NP	P	P
<del>Indoor rack</del> <u>Boat storage</u>	711	NP	NP	NP	NP	NP	NP	NP	NP	<u>NP</u> <u>SP</u> <sup>(i)</sup>	<u>NP</u> <u>SP</u> <sup>(i)</sup>	NP	NP	P	P
Marina and related	712	NP	NP	NP	NP	NP	P	NP	NP	<u>NP</u>	<u>NP</u>	P	<u>NP</u>	P	P

NOTES:

- (i) Reserved. Within the I-1 District any Community center facility shall be located within five hundred feet (500') of an existing public school (Use 202).
- (i) The planning board shall act as the designated special permit granting authority (SPGA) for this use.

AND FURTHER, THAT Section V-E of the Newburyport Zoning Ordinance, entitled "List of allowable uses" is hereby amended to read as follows with respect to the specific uses so noted, with deletions ~~double stricken through and in bold~~, and additions double-underlined and in bold:

USE	NUM	DESCRIPTION
Boat sales, <del>service, storage</del> and rental	701	Boat sales, <del>service, storage,</del> and rental.
<del>Indoor rack</del> <u>Boat storage</u>	711	<del>Indoor</del> <u>s</u> Storage of boats, including rack storage

AND FURTHER, THAT Section VII-B of the Newburyport Zoning Ordinance, entitled "Parking requirements" is hereby amended to read as follows with respect to the specific uses so noted, to be added therein with deletions ~~double stricken through and in bold~~, and additions double-underlined and in bold:

USE	NUM	PARKING REQUIREMENT
<u>Community center</u>	<u>216</u>	<u>1 per 500 square feet of GFA</u>

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Councillor Heather L. Shand

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Councillor Constance Preston

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Councillor Bruce L. Vogel

## **COMMITTEE ITEMS**

# Committee Items-February 14, 2022

## Budget & Finance

### Budget & Finance

#### *In Committee:*

COMM00384_01_31_2022	FY2022 Mid-Year Budget Report
TRAN00115_01_31_2022	Receipts Reserved for Appr. Fuel \$50,000 to DPS Highway Fuel & Oil \$50,000
TRAN00116_01_31_2022	General Fund-Free Cash \$15,000 to PRK Maint-Trees \$15,000
TRAN00117_01_31_2022	Harbormaster-Retained Earnings \$54,900 to Navigation Channel Dredge Project \$54,900
ORDR00317_01_31_2022 (Amended)	\$600,000 Loan Order-Bulkhead Project
ORDR00318_01_31_2022	Authorizing Senior Comm. Ctr. Lease to Port Media/NCH



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 FINANCE DEPARTMENT  
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SEAN R. REARDON  
 MAYOR

ETHAN R. MANNING  
 FINANCE DIRECTOR/CITY AUDITOR

To: Mayor Sean R. Reardon  
 President and Members of the Newburyport City Council

From: Ethan R. Manning, Finance Director/City Auditor

Date: January 25, 2022

Subject: FY2022 Mid-Year Budget Report

Attached is the FY2022 Mid-Year Budget Report that includes a summary of budget expenditures for the period of July 1, 2021 through December 31, 2021. The report covers expenditures within the General Fund and the Water, Sewer, and Harbormaster Enterprise Funds. Also included is an update on the City's revenue collections.

**FY2022 Mid-Year Expenditures**

Mid-year expenditures were at 47.4% of budget for the General Fund, 59.0% for the Water Enterprise Fund, 56.5% for the Sewer Enterprise Fund and 53.5% for the Harbormaster Enterprise Fund. It is typical that expenditure levels are not exactly 50% at mid-year as major expenditures occur during various times of the year depending on the department or cost center. Below is a summary of the mid-year expenditures by fund, which is broken out in greater detail in the reports that follow.

	REVISED BUDGET	YTD EXPENDED	REMAINING BUDGET	% USED
001 GENERAL FUND	\$75,066,632	\$35,583,209	\$39,483,422	47.4%
060 WATER ENTERPRISE FUND	\$5,751,985	\$3,392,047	\$2,359,938	59.0%
061 SEWER ENTERPRISE FUND	\$7,898,758	\$4,465,019	\$3,433,739	56.5%
6520 HARBORMASTER ENTERPRISE FUND	\$522,232	\$279,577	\$242,655	53.5%
<b>TOTAL BUDGETARY FUNDS</b>	<b>\$89,239,607</b>	<b>\$43,719,853</b>	<b>\$45,519,754</b>	<b>49.0%</b>

While most department/cost centers show expenses below or near 50% of appropriations, those that were higher than 60% included:

- **General Administration (76.1%)**: The largest part of this cost center are municipal insurance premiums, which are paid at the start of the fiscal year.

- **Human Resources (61.0%):** A large component of this cost center are workers' compensation insurance premiums, which are paid at the start of the fiscal year.
- **Board of Registrar's (73.6%):** Elections work during the first half of the fiscal year was higher due to municipal election.
- **Conservation Commission (83.3%):** Funding for minute takers is drawn first from the General Fund budget and then from the revolving fund.
- **Planning Board (66.7%):** Funding for minute takers is drawn first from the General Fund budget and then from the revolving fund.
- **Zoning Board of Appeals (83.3%):** Funding for minute takers is drawn first from the General Fund budget and then from the revolving fund.
- **Legal (83.8%):** Due to higher utilization of City Solicitor services, including, but not limited to, planning and zoning-related matters.
- **Building Department (61.0%):** The local building inspector salary is drawn first from the General Fund and then from the revolving funds.
- **Historical Commission (75.0%):** Funding for minute takers is drawn first from the General Fund budget and then from the revolving fund.
- **Retirement Board (100.0%):** The City's appropriation to the Newburyport Retirement System is paid on July 1<sup>st</sup>.

Additional funding may be required in some accounts, such as snow and ice, legal services and overtime, due to the unpredictability of those line items. In accordance with state law, the City is allowed to exceed the budgetary appropriation for snow and ice removal as it is a matter of public safety. 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's tax rate. In past years, Free Cash has been the primary source of funding to cover snow and ice, as well as, overtime deficits.

### **FY2022 Mid-Year Revenue**

Mid-year revenue was at 48.3% of the FY22 estimate for the General Fund, 52.6% for the Water Enterprise Fund, 54.6% for the Sewer Enterprise Fund and 65.9% for the Harbormaster Enterprise Fund. Below is a summary of the mid-year revenue by fund, which is broken out in greater detail in the reports that follow.

	<b>ESTIMATE</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% COLL</b>
001 GENERAL FUND	\$73,694,915	\$35,619,378	\$38,075,537	48.3%
060 WATER ENTERPRISE FUND	\$5,677,519	\$2,985,912	\$2,691,607	52.6%
061 SEWER ENTERPRISE FUND	\$7,575,758	\$4,139,441	\$3,436,317	54.6%
6520 HARBORMASTER ENTERPRISE FUND	\$522,232	\$343,932	\$178,301	65.9%
<b>TOTAL BUDGETARY FUNDS</b>	<b>\$87,470,424</b>	<b>\$43,088,662</b>	<b>\$44,381,762</b>	<b>49.3%</b>

A full copy of this report is available in the Financial Reports Center, located at:

<https://www.cityofnewburyport.com/financials>



## City of Newburyport FY2022 Mid-Year Report Overview

### Expenditures:

- Mid-year expenditures were at 47.4% of budget for the General Fund, 59.0% for the Water Ent. Fund, 56.5% for the Sewer Ent. Fund, 53.5% for the Harbormaster Ent. Fund.
- We anticipate the potential for operating budget transfers in the following line items by year-end:

Line Item	Potential Transfer	Reason
Legal	\$75,000	Variable based on activity
Snow & Ice	\$50,000	Variable - \$180,976 remaining as of 1/20/22
Fire Overtime	\$50,000	Variable based on coverage needs
Purchase Fuel/Oil	\$50,000	From RRFA Fuel Fund
Parks Maint/Trees	\$20,000	Tree removals; landscape materials
Legal Ads	\$2,000	Variable based on required notices
<b>Total</b>	<b>\$247,000</b>	

### Revenue:

- Mid-year revenue was at 48.3% of the FY22 estimate for the General Fund, 52.6% for the Water Ent. Fund, 54.6% for the Sewer Ent. Fund and 65.9% for the Harbormaster Ent. Fund.
- Personal Property Tax collections were down 3.3%; primarily driven by pandemic-related abatements for businesses that were closed in calendar year 2020. Higher collections are anticipated in the 2<sup>nd</sup> half of the fiscal year due to 2 new state directives taking effect, which change how assessors classify second homes and the methodology for assessing utility companies.
- Meals Excise Tax collections were up 37.9% and Room Occupancy Excise Tax collections were up 94.0% returning closer to pre-pandemic levels. Note that actual receipts included some prior year activity due to extended filing and payment deadlines put in place by the Department of Revenue.
- Penalties & Interest were down 17.5% due to fewer penalties and interest owed, predominantly on motor vehicle excise tax bills and accounts in tax title.
- Fee collections were down 37.6% due to lower tax title receipts (First half tax title revenue for the past three years: FY20 \$86,617, FY21 \$101,383, FY22 \$29,726).
- Licenses & Permits were up 69.7%; this is primarily driven by the building permit fees for a development at 3 Boston Way that were paid in October 2021 totaling \$240,000. Backing that payment out, receipts were up 12.2% compared to the first six months of the prior year. Collections in this category have not returned to pre-pandemic levels due to the continued suspension of Licensing Commission fees, which generate approximately \$195,000 in annual revenue for the General Fund.
- Medicaid reimbursements were up 69.2% due to prior year reimbursement requests that were submitted by the school district earlier in the fiscal year.
- The Water Fund was down 7.8% and the Sewer Fund was down 6.6% returning closer to pre-pandemic usage levels. At this time last year, the Water and Sewer Funds were up 11.7% and 11.5%, respectively, due to consumers staying home resulting in greater usage.
- The Harbormaster Fund was down 12.6% returning closer to pre-pandemic levels. At this time last year, Harbormaster receipts were up 50.0% due to a change in fee schedule and higher than normal boating activity.



## City of Newburyport FY2022 Mid-Year Expenditure Summary

	ORIGINAL APPROP.	TRANSFERS/ ADJUST.	REVISED BUDGET	YTD EXPENDED	REMAINING BUDGET	% USED
<b>001 GENERAL FUND</b>						
111 CITY COUNCIL	97,864	0	97,864	44,672	53,192	45.6%
121 MAYOR'S DEPARTMENT	341,652	0	341,652	153,040	188,612	44.8%
129 GENERAL ADMINISTRATION	364,545	0	364,545	277,337	87,208	76.1%
132 BUDGET CONTINGENCY	325,770	(325,588)	181	0	181	0.0%
135 AUDITOR'S DEPARTMENT	351,622	0	351,622	172,433	179,189	49.0%
141 ASSESSORS DEPARTMENT	256,093	3,057	259,150	120,563	138,587	46.5%
145 TREASURER'S DEPARTMENT	407,587	4,132	411,719	203,761	207,957	49.5%
151 INFO TECHNOLOGY DEPT	337,676	48,322	385,998	194,679	191,319	50.4%
152 HUMAN RESOURCES	316,791	8,500	325,291	198,391	126,899	61.0%
161 CITY CLERK'S DEPARTMENT	308,464	17,020	325,484	157,744	167,740	48.5%
163 BOARD OF REGISTRARS	71,940	0	71,940	52,977	18,964	73.6%
165 LICENSE COMMISSION	8,500	0	8,500	4,264	4,236	50.2%
171 CONSERVATION COMMISSION	1,800	0	1,800	1,500	300	83.3%
175 PLANNING BOARD	1,800	0	1,800	1,200	600	66.7%
176 ZONING BOARD	1,800	0	1,800	1,500	300	83.3%
182 PLANNING & DEVELOPMENT	476,802	11,335	488,137	249,728	238,410	51.2%
191 LEGAL DEPARTMENT	100,000	0	100,000	83,799	16,201	83.8%
210 POLICE DEPARTMENT	4,288,073	135,305	4,423,378	2,245,651	2,177,728	50.8%
220 FIRE DEPARTMENT	4,110,873	220,118	4,330,990	2,115,939	2,215,052	48.9%
241 BUILDING DEPARTMENT	184,635	0	184,635	112,719	71,916	61.0%
291 EMERGENCY MANAGEMENT	20,000	0	20,000	9,996	10,004	50.0%
292 ANIMAL CONTROL	66,499	0	66,499	32,387	34,112	48.7%
293 PARKING CLERK DEPARTMENT	594,794	0	594,794	260,254	334,540	43.8%
300 SCHOOL DEPARTMENT	33,485,466	0	33,485,466	13,662,641	19,822,825	40.8%
398 ESSEX NORTH SHORE TECH SCHOOL	105,000	0	105,000	56,697	48,303	54.0%
399 WHITTIER VO TECH SCHOOL	654,314	0	654,314	327,158	327,156	50.0%
421 PUBLIC SERVICES DEPARTMENT	3,342,391	34,866	3,377,257	1,774,668	1,602,590	52.5%
423 SNOW & ICE	290,000	0	290,000	60,257	229,743	20.8%
510 HEALTH DEPARTMENT	268,057	1,618	269,675	105,895	163,780	39.3%
519 SUSTAINABILITY	1,782,227	0	1,782,227	702,019	1,080,208	39.4%
541 COUNCIL ON AGING	308,874	3,620	312,494	152,863	159,630	48.9%
542 YOUTH SERVICES	437,121	0	437,121	184,140	252,981	42.1%
543 VETERANS' DEPARTMENT	286,673	1,492	288,166	127,126	161,040	44.1%
610 LIBRARY DEPARTMENT	1,445,978	6,400	1,452,378	698,540	753,839	48.1%
630 PARKS COMMISSION	400,475	1,824	402,299	211,536	190,763	52.6%
691 HISTORICAL COMMISSION	1,800	0	1,800	1,350	450	75.0%
710 DEBT EXCLUSION	3,171,735	0	3,171,735	1,289,218	1,882,518	40.6%
720 ORDINARY DEBT SERVICE	962,598	0	962,598	409,892	552,706	42.6%
911 RETIREMENT BOARD	4,768,156	0	4,768,156	4,767,617	539	100.0%
914 INSURANCE GROUP	9,895,472	0	9,895,472	4,105,747	5,789,725	41.5%
921 COMMISSION ON DISABILITY	2,693	0	2,693	1,310	1,382	48.7%
990 INTERFUND TRANSFERS OUT	0	250,000	250,000	250,000	0	100.0%
<b>001 GENERAL FUND Total</b>	<b><u>74,644,612</u></b>	<b><u>422,020</u></b>	<b><u>75,066,632</u></b>	<b><u>35,583,209</u></b>	<b><u>39,483,422</u></b>	<b><u>47.4%</u></b>
<b>060 WATER ENTERPRISE FUND Total</b>	<b><u>5,751,985</u></b>	<b><u>0</u></b>	<b><u>5,751,985</u></b>	<b><u>3,392,047</u></b>	<b><u>2,359,938</u></b>	<b><u>59.0%</u></b>
<b>061 SEWER ENTERPRISE FUND Total</b>	<b><u>7,675,758</u></b>	<b><u>223,000</u></b>	<b><u>7,898,758</u></b>	<b><u>4,465,019</u></b>	<b><u>3,433,739</u></b>	<b><u>56.5%</u></b>
<b>6520 HARBORMASTER ENTERPRISE FUND Total</b>	<b><u>522,232</u></b>	<b><u>0</u></b>	<b><u>522,232</u></b>	<b><u>279,577</u></b>	<b><u>242,655</u></b>	<b><u>53.5%</u></b>
<b>Grand Total</b>	<b><u>88,594,587</u></b>	<b><u>645,020</u></b>	<b><u>89,239,607</u></b>	<b><u>43,719,853</u></b>	<b><u>45,519,754</u></b>	<b><u>49.0%</u></b>



**City of Newburyport**  
**FY2022 Mid-Year Expenditures by Category**

	ORIGINAL APPROP.	TRANSFERS/ ADJUST.	REVISED BUDGET	YTD EXPENDED	REMAINING BUDGET	% USED
<b>001 GENERAL FUND</b>						
<b>111 CITY COUNCIL</b>						
001 PERSONNEL SERVICES	83,864	0	83,864	30,672	53,192	36.6%
002 PURCHASE OF SERVICES	14,000	0	14,000	14,000	0	100.0%
<b>111 CITY COUNCIL Total</b>	<b>97,864</b>	<b>0</b>	<b>97,864</b>	<b>44,672</b>	<b>53,192</b>	<b>45.6%</b>
<b>121 MAYOR'S DEPARTMENT</b>						
001 PERSONNEL SERVICES	271,040	0	271,040	108,549	162,491	40.0%
002 PURCHASE OF SERVICES	62,612	0	62,612	36,491	26,121	58.3%
007 OTHER CHARGES & EXPENSES	8,000	0	8,000	8,000	0	100.0%
<b>121 MAYOR'S DEPARTMENT Total</b>	<b>341,652</b>	<b>0</b>	<b>341,652</b>	<b>153,040</b>	<b>188,612</b>	<b>44.8%</b>
<b>129 GENERAL ADMINISTRATION</b>						
001 PERSONNEL SERVICES	7,500	0	7,500	3,250	4,250	43.3%
002 PURCHASE OF SERVICES	146,500	0	146,500	70,316	76,184	48.0%
004 SUPPLIES	6,000	0	6,000	189	5,811	3.2%
007 OTHER CHARGES & EXPENSES	204,545	0	204,545	203,582	963	99.5%
<b>129 GENERAL ADMINISTRATION Total</b>	<b>364,545</b>	<b>0</b>	<b>364,545</b>	<b>277,337</b>	<b>87,208</b>	<b>76.1%</b>
<b>132 BUDGET CONTINGENCY</b>						
007 OTHER CHARGES & EXPENSES	325,770	(325,588)	181	0	181	0.0%
<b>132 BUDGET CONTINGENCY Total</b>	<b>325,770</b>	<b>(325,588)</b>	<b>181</b>	<b>0</b>	<b>181</b>	<b>0.0%</b>
<b>135 AUDITOR'S DEPARTMENT</b>						
001 PERSONNEL SERVICES	302,917	0	302,917	147,396	155,521	48.7%
002 PURCHASE OF SERVICES	46,500	0	46,500	24,000	22,500	51.6%
004 SUPPLIES	1,750	0	1,750	582	1,168	33.3%
007 OTHER CHARGES & EXPENSES	455	0	455	455	0	100.0%
<b>135 AUDITOR'S DEPARTMENT Total</b>	<b>351,622</b>	<b>0</b>	<b>351,622</b>	<b>172,433</b>	<b>179,189</b>	<b>49.0%</b>
<b>141 ASSESSORS DEPARTMENT</b>						
001 PERSONNEL SERVICES	222,633	3,057	225,690	107,518	118,172	47.6%
002 PURCHASE OF SERVICES	29,877	0	29,877	10,682	19,195	35.8%
004 SUPPLIES	3,000	0	3,000	1,801	1,199	60.0%
007 OTHER CHARGES & EXPENSES	583	0	583	563	20	96.6%
<b>141 ASSESSORS DEPARTMENT Total</b>	<b>256,093</b>	<b>3,057</b>	<b>259,150</b>	<b>120,563</b>	<b>138,587</b>	<b>46.5%</b>
<b>145 TREASURER'S DEPARTMENT</b>						
001 PERSONNEL SERVICES	349,737	4,132	353,869	174,847	179,022	49.4%
002 PURCHASE OF SERVICES	53,500	0	53,500	26,008	27,492	48.6%
004 SUPPLIES	2,250	0	2,250	1,023	1,227	45.5%
007 OTHER CHARGES & EXPENSES	2,100	0	2,100	1,884	216	89.7%
<b>145 TREASURER'S DEPARTMENT Total</b>	<b>407,587</b>	<b>4,132</b>	<b>411,719</b>	<b>203,761</b>	<b>207,957</b>	<b>49.5%</b>
<b>151 INFO TECHNOLOGY DEPT</b>						
001 PERSONNEL SERVICES	106,018	48,322	154,340	53,759	100,581	34.8%
002 PURCHASE OF SERVICES	229,658	0	229,658	139,811	89,847	60.9%



**City of Newburyport**  
**FY2022 Mid-Year Expenditures by Category**

	<b>ORIGINAL APPROP.</b>	<b>TRANSFERS/ ADJUST.</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>REMAINING BUDGET</b>	<b>% USED</b>
004 SUPPLIES	2,000	0	2,000	1,109	891	55.5%
<b>151 INFO TECHNOLOGY DEPT Total</b>	<b>337,676</b>	<b>48,322</b>	<b>385,998</b>	<b>194,679</b>	<b>191,319</b>	<b>50.4%</b>
<b>152 HUMAN RESOURCES</b>						
001 PERSONNEL SERVICES	157,218	0	157,218	62,896	94,322	40.0%
002 PURCHASE OF SERVICES	157,873	8,500	166,373	134,766	31,607	81.0%
004 SUPPLIES	1,500	0	1,500	530	970	35.3%
007 OTHER CHARGES & EXPENSES	200	0	200	200	0	100.0%
<b>152 HUMAN RESOURCES Total</b>	<b>316,791</b>	<b>8,500</b>	<b>325,291</b>	<b>198,391</b>	<b>126,899</b>	<b>61.0%</b>
<b>161 CITY CLERK'S DEPARTMENT</b>						
001 PERSONNEL SERVICES	294,964	17,020	311,984	151,606	160,379	48.6%
002 PURCHASE OF SERVICES	13,500	0	13,500	6,138	7,362	45.5%
<b>161 CITY CLERK'S DEPARTMENT Total</b>	<b>308,464</b>	<b>17,020</b>	<b>325,484</b>	<b>157,744</b>	<b>167,740</b>	<b>48.5%</b>
<b>163 BOARD OF REGISTRARS</b>						
001 PERSONNEL SERVICES	4,440	0	4,440	2,214	2,226	49.9%
007 OTHER CHARGES & EXPENSES	67,500	0	67,500	50,762	16,738	75.2%
<b>163 BOARD OF REGISTRARS Total</b>	<b>71,940</b>	<b>0</b>	<b>71,940</b>	<b>52,977</b>	<b>18,964</b>	<b>73.6%</b>
<b>165 LICENSE COMMISSION</b>						
001 PERSONNEL SERVICES	7,500	0	7,500	3,750	3,750	50.0%
007 OTHER CHARGES & EXPENSES	1,000	0	1,000	514	486	51.4%
<b>165 LICENSE COMMISSION Total</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>4,264</b>	<b>4,236</b>	<b>50.2%</b>
<b>171 CONSERVATION COMMISSION</b>						
001 PERSONNEL SERVICES	1,800	0	1,800	1,500	300	83.3%
<b>171 CONSERVATION COMMISSION Total</b>	<b>1,800</b>	<b>0</b>	<b>1,800</b>	<b>1,500</b>	<b>300</b>	<b>83.3%</b>
<b>175 PLANNING BOARD</b>						
001 PERSONNEL SERVICES	1,800	0	1,800	1,200	600	66.7%
<b>175 PLANNING BOARD Total</b>	<b>1,800</b>	<b>0</b>	<b>1,800</b>	<b>1,200</b>	<b>600</b>	<b>66.7%</b>
<b>176 ZONING BOARD</b>						
001 PERSONNEL SERVICES	1,800	0	1,800	1,500	300	83.3%
<b>176 ZONING BOARD Total</b>	<b>1,800</b>	<b>0</b>	<b>1,800</b>	<b>1,500</b>	<b>300</b>	<b>83.3%</b>
<b>182 PLANNING &amp; DEVELOPMENT</b>						
001 PERSONNEL SERVICES	428,677	5,335	434,012	211,461	222,551	48.7%
002 PURCHASE OF SERVICES	45,075	6,000	51,075	37,731	13,344	73.9%
004 SUPPLIES	3,050	0	3,050	536	2,514	17.6%
<b>182 PLANNING &amp; DEVELOPMENT Total</b>	<b>476,802</b>	<b>11,335</b>	<b>488,137</b>	<b>249,728</b>	<b>238,410</b>	<b>51.2%</b>
<b>191 LEGAL DEPARTMENT</b>						
002 PURCHASE OF SERVICES	100,000	0	100,000	83,799	16,201	83.8%
<b>191 LEGAL DEPARTMENT Total</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>	<b>83,799</b>	<b>16,201</b>	<b>83.8%</b>



**City of Newburyport**  
**FY2022 Mid-Year Expenditures by Category**

	<b>ORIGINAL APPROP.</b>	<b>TRANSFERS/ ADJUST.</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>REMAINING BUDGET</b>	<b>% USED</b>
<b>210 POLICE DEPARTMENT</b>						
001 PERSONNEL SERVICES	3,946,731	135,305	4,082,036	2,097,875	1,984,161	51.4%
002 PURCHASE OF SERVICES	169,887	0	169,887	84,326	85,561	49.6%
004 SUPPLIES	70,100	0	70,100	18,840	51,260	26.9%
007 OTHER CHARGES & EXPENSES	21,630	0	21,630	15,953	5,677	73.8%
008 CAPITAL OUTLAY	79,725	0	79,725	28,657	51,068	35.9%
<b>210 POLICE DEPARTMENT Total</b>	<b>4,288,073</b>	<b>135,305</b>	<b>4,423,378</b>	<b>2,245,651</b>	<b>2,177,728</b>	<b>50.8%</b>
<b>220 FIRE DEPARTMENT</b>						
001 PERSONNEL SERVICES	3,832,823	220,118	4,052,940	1,997,100	2,055,840	49.3%
002 PURCHASE OF SERVICES	199,500	0	199,500	102,106	97,394	51.2%
004 SUPPLIES	73,000	0	73,000	13,503	59,497	18.5%
007 OTHER CHARGES & EXPENSES	5,550	0	5,550	3,230	2,320	58.2%
<b>220 FIRE DEPARTMENT Total</b>	<b>4,110,873</b>	<b>220,118</b>	<b>4,330,990</b>	<b>2,115,939</b>	<b>2,215,052</b>	<b>48.9%</b>
<b>241 BUILDING DEPARTMENT</b>						
001 PERSONNEL SERVICES	182,635	0	182,635	111,188	71,448	60.9%
004 SUPPLIES	2,000	0	2,000	1,532	468	76.6%
<b>241 BUILDING DEPARTMENT Total</b>	<b>184,635</b>	<b>0</b>	<b>184,635</b>	<b>112,719</b>	<b>71,916</b>	<b>61.0%</b>
<b>291 EMERGENCY MANAGEMENT</b>						
001 PERSONNEL SERVICES	18,000	0	18,000	9,000	9,000	50.0%
004 SUPPLIES	500	0	500	97	403	19.3%
007 OTHER CHARGES & EXPENSES	1,500	0	1,500	900	600	60.0%
<b>291 EMERGENCY MANAGEMENT Total</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>9,996</b>	<b>10,004</b>	<b>50.0%</b>
<b>292 ANIMAL CONTROL</b>						
001 PERSONNEL SERVICES	59,099	0	59,099	30,480	28,619	51.6%
002 PURCHASE OF SERVICES	4,950	0	4,950	1,050	3,900	21.2%
004 SUPPLIES	2,100	0	2,100	683	1,417	32.5%
007 OTHER CHARGES & EXPENSES	350	0	350	174	176	49.7%
<b>292 ANIMAL CONTROL Total</b>	<b>66,499</b>	<b>0</b>	<b>66,499</b>	<b>32,387</b>	<b>34,112</b>	<b>48.7%</b>
<b>293 PARKING CLERK DEPARTMENT</b>						
001 PERSONNEL SERVICES	250,594	0	250,594	113,010	137,584	45.1%
002 PURCHASE OF SERVICES	272,700	0	272,700	127,907	144,793	46.9%
004 SUPPLIES	71,500	0	71,500	19,337	52,163	27.0%
<b>293 PARKING CLERK DEPARTMENT Total</b>	<b>594,794</b>	<b>0</b>	<b>594,794</b>	<b>260,254</b>	<b>334,540</b>	<b>43.8%</b>
<b>300 SCHOOL DEPARTMENT</b>						
002 PURCHASE OF SERVICES	33,485,466	0	33,485,466	13,662,641	19,822,825	40.8%
<b>300 SCHOOL DEPARTMENT Total</b>	<b>33,485,466</b>	<b>0</b>	<b>33,485,466</b>	<b>13,662,641</b>	<b>19,822,825</b>	<b>40.8%</b>
<b>398 ESSEX NORTH SHORE TECH SCHOOL</b>						
002 PURCHASE OF SERVICES	105,000	0	105,000	56,697	48,303	54.0%
<b>398 ESSEX NORTH SHORE TECH SCHOOL Total</b>	<b>105,000</b>	<b>0</b>	<b>105,000</b>	<b>56,697</b>	<b>48,303</b>	<b>54.0%</b>



**City of Newburyport**  
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	<b>ORIGINAL APPROP.</b>	<b>TRANSFERS/ ADJUST.</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>REMAINING BUDGET</b>	<b>% USED</b>
<b>399 WHITTIER VO TECH SCHOOL</b>						
002 PURCHASE OF SERVICES	654,314	0	654,314	327,158	327,156	50.0%
<b>399 WHITTIER VO TECH SCHOOL Total</b>	<b>654,314</b>	<b>0</b>	<b>654,314</b>	<b>327,158</b>	<b>327,156</b>	<b>50.0%</b>
<b>421 PUBLIC SERVICES DEPARTMENT</b>						
001 PERSONNEL SERVICES	2,132,404	34,866	2,167,270	1,023,844	1,143,426	47.2%
002 PURCHASE OF SERVICES	577,487	0	577,487	208,983	368,504	36.2%
004 SUPPLIES	255,000	0	255,000	176,059	78,941	69.0%
008 CAPITAL OUTLAY	377,500	0	377,500	365,781	11,719	96.9%
<b>421 PUBLIC SERVICES DEPARTMENT Total</b>	<b>3,342,391</b>	<b>34,866</b>	<b>3,377,257</b>	<b>1,774,668</b>	<b>1,602,590</b>	<b>52.5%</b>
<b>423 SNOW &amp; ICE</b>						
001 PERSONNEL SERVICES	115,000	0	115,000	6,530	108,470	5.7%
002 PURCHASE OF SERVICES	175,000	0	175,000	53,727	121,273	30.7%
<b>423 SNOW &amp; ICE Total</b>	<b>290,000</b>	<b>0</b>	<b>290,000</b>	<b>60,257</b>	<b>229,743</b>	<b>20.8%</b>
<b>510 HEALTH DEPARTMENT</b>						
001 PERSONNEL SERVICES	231,243	1,618	232,861	95,940	136,921	41.2%
002 PURCHASE OF SERVICES	31,314	0	31,314	8,901	22,413	28.4%
004 SUPPLIES	4,500	0	4,500	1,014	3,486	22.5%
007 OTHER CHARGES & EXPENSES	1,000	0	1,000	40	960	4.0%
<b>510 HEALTH DEPARTMENT Total</b>	<b>268,057</b>	<b>1,618</b>	<b>269,675</b>	<b>105,895</b>	<b>163,780</b>	<b>39.3%</b>
<b>519 SUSTAINABILITY</b>						
001 PERSONNEL SERVICES	129,977	0	129,977	82,572	47,406	63.5%
002 PURCHASE OF SERVICES	1,650,750	0	1,650,750	618,936	1,031,814	37.5%
004 SUPPLIES	1,500	0	1,500	511	989	34.1%
<b>519 SUSTAINABILITY Total</b>	<b>1,782,227</b>	<b>0</b>	<b>1,782,227</b>	<b>702,019</b>	<b>1,080,208</b>	<b>39.4%</b>
<b>541 COUNCIL ON AGING</b>						
001 PERSONNEL SERVICES	277,374	3,620	280,994	135,123	145,871	48.1%
002 PURCHASE OF SERVICES	21,500	0	21,500	15,153	6,347	70.5%
004 SUPPLIES	10,000	0	10,000	2,588	7,412	25.9%
<b>541 COUNCIL ON AGING Total</b>	<b>308,874</b>	<b>3,620</b>	<b>312,494</b>	<b>152,863</b>	<b>159,630</b>	<b>48.9%</b>
<b>542 YOUTH SERVICES</b>						
001 PERSONNEL SERVICES	355,321	0	355,321	157,131	198,190	44.2%
002 PURCHASE OF SERVICES	26,300	0	26,300	11,711	14,589	44.5%
007 OTHER CHARGES & EXPENSES	55,500	0	55,500	15,298	40,202	27.6%
<b>542 YOUTH SERVICES Total</b>	<b>437,121</b>	<b>0</b>	<b>437,121</b>	<b>184,140</b>	<b>252,981</b>	<b>42.1%</b>
<b>543 VETERANS' DEPARTMENT</b>						
001 PERSONNEL SERVICES	145,345	1,492	146,838	71,438	75,400	48.7%
002 PURCHASE OF SERVICES	7,268	0	7,268	2,091	5,177	28.8%
007 OTHER CHARGES & EXPENSES	134,060	0	134,060	53,597	80,463	40.0%
<b>543 VETERANS' DEPARTMENT Total</b>	<b>286,673</b>	<b>1,492</b>	<b>288,166</b>	<b>127,126</b>	<b>161,040</b>	<b>44.1%</b>



**City of Newburyport**  
**FY2022 Mid-Year Expenditures by Category**

	ORIGINAL APPROP.	TRANSFERS/ ADJUST.	REVISED BUDGET	YTD EXPENDED	REMAINING BUDGET	% USED
<b>610 LIBRARY DEPARTMENT</b>						
001 PERSONNEL SERVICES	1,072,551	6,400	1,078,951	501,875	577,076	46.5%
002 PURCHASE OF SERVICES	373,427	0	373,427	196,664	176,763	52.7%
007 OTHER CHARGES & EXPENSES	0	0	0	0	0	
<b>610 LIBRARY DEPARTMENT Total</b>	<b>1,445,978</b>	<b>6,400</b>	<b>1,452,378</b>	<b>698,540</b>	<b>753,839</b>	<b>48.1%</b>
<b>630 PARKS COMMISSION</b>						
001 PERSONNEL SERVICES	309,425	1,824	311,249	143,344	167,905	46.1%
002 PURCHASE OF SERVICES	32,600	0	32,600	25,142	7,458	77.1%
004 SUPPLIES	46,000	0	46,000	37,196	8,804	80.9%
007 OTHER CHARGES & EXPENSES	450	0	450	450	0	100.0%
008 CAPITAL OUTLAY	12,000	0	12,000	5,404	6,596	45.0%
<b>630 PARKS COMMISSION Total</b>	<b>400,475</b>	<b>1,824</b>	<b>402,299</b>	<b>211,536</b>	<b>190,763</b>	<b>52.6%</b>
<b>691 HISTORICAL COMMISSION</b>						
001 PERSONNEL SERVICES	1,800	0	1,800	1,350	450	75.0%
<b>691 HISTORICAL COMMISSION Total</b>	<b>1,800</b>	<b>0</b>	<b>1,800</b>	<b>1,350</b>	<b>450</b>	<b>75.0%</b>
<b>710 DEBT EXCLUSION</b>						
009 DEBT SERVICE	3,171,735	0	3,171,735	1,289,218	1,882,518	40.6%
<b>710 DEBT EXCLUSION Total</b>	<b>3,171,735</b>	<b>0</b>	<b>3,171,735</b>	<b>1,289,218</b>	<b>1,882,518</b>	<b>40.6%</b>
<b>720 ORDINARY DEBT SERVICE</b>						
009 DEBT SERVICE	962,598	0	962,598	409,892	552,706	42.6%
<b>720 ORDINARY DEBT SERVICE Total</b>	<b>962,598</b>	<b>0</b>	<b>962,598</b>	<b>409,892</b>	<b>552,706</b>	<b>42.6%</b>
<b>911 RETIREMENT BOARD</b>						
001 PERSONNEL SERVICES	4,768,156	0	4,768,156	4,767,617	539	100.0%
<b>911 RETIREMENT BOARD Total</b>	<b>4,768,156</b>	<b>0</b>	<b>4,768,156</b>	<b>4,767,617</b>	<b>539</b>	<b>100.0%</b>
<b>914 INSURANCE GROUP</b>						
001 PERSONNEL SERVICES	9,490,925	0	9,490,925	3,701,200	5,789,725	39.0%
010 OTHER FINANCING USES	404,547	0	404,547	404,547	0	100.0%
<b>914 INSURANCE GROUP Total</b>	<b>9,895,472</b>	<b>0</b>	<b>9,895,472</b>	<b>4,105,747</b>	<b>5,789,725</b>	<b>41.5%</b>
<b>921 COMMISSION ON DISABILITY</b>						
001 PERSONNEL SERVICES	2,693	0	2,693	1,310	1,382	48.7%
<b>921 COMMISSION ON DISABILITY Total</b>	<b>2,693</b>	<b>0</b>	<b>2,693</b>	<b>1,310</b>	<b>1,382</b>	<b>48.7%</b>
<b>990 INTERFUND TRANSFERS OUT</b>						
010 OTHER FINANCING USES	0	250,000	250,000	250,000	0	100.0%
<b>990 INTERFUND TRANSFERS OUT Total</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>0</b>	<b>100.0%</b>
<b>001 GENERAL FUND Total</b>	<b>74,644,612</b>	<b>422,020</b>	<b>75,066,632</b>	<b>35,583,209</b>	<b>39,483,422</b>	<b>47.4%</b>

**060 WATER ENTERPRISE FUND**  
**450 WATER DEPARTMENT**



**City of Newburyport**  
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	<b>ORIGINAL APPROP.</b>	<b>TRANSFERS/ ADJUST.</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>REMAINING BUDGET</b>	<b>% USED</b>
001 PERSONNEL SERVICES	2,287,613	26,683	2,314,296	1,230,766	1,083,530	53.2%
002 PURCHASE OF SERVICES	1,159,756	0	1,159,756	479,905	679,850	41.4%
004 SUPPLIES	191,370	0	191,370	75,597	115,773	39.5%
007 OTHER CHARGES & EXPENSES	136,861	(26,683)	110,178	90,164	20,013	81.8%
008 CAPITAL OUTLAY	315,000	0	315,000	39,519	275,481	12.5%
009 DEBT SERVICE	1,645,782	0	1,645,782	1,460,491	185,291	88.7%
010 OTHER FINANCING USES	15,604	0	15,604	15,604	0	100.0%
<b>450 WATER DEPARTMENT Total</b>	<b>5,751,985</b>	<b>0</b>	<b>5,751,985</b>	<b>3,392,047</b>	<b>2,359,938</b>	<b>59.0%</b>
<b>060 WATER ENTERPRISE FUND Total</b>	<b>5,751,985</b>	<b>0</b>	<b>5,751,985</b>	<b>3,392,047</b>	<b>2,359,938</b>	<b>59.0%</b>
<b><u>061 SEWER ENTERPRISE FUND</u></b>						
<b>440 SEWER DEPARTMENT</b>						
001 PERSONNEL SERVICES	2,513,863	28,577	2,542,440	1,329,841	1,212,598	52.3%
002 PURCHASE OF SERVICES	1,310,711	40,000	1,350,711	579,588	771,123	42.9%
004 SUPPLIES	487,950	0	487,950	189,396	298,554	38.8%
007 OTHER CHARGES & EXPENSES	133,729	(28,577)	105,152	84,605	20,548	80.5%
008 CAPITAL OUTLAY	271,000	0	271,000	57,065	213,935	21.1%
009 DEBT SERVICE	2,940,303	0	2,940,303	2,023,322	916,980	68.8%
010 OTHER FINANCING USES	18,202	183,000	201,202	201,202	0	100.0%
<b>440 SEWER DEPARTMENT Total</b>	<b>7,675,758</b>	<b>223,000</b>	<b>7,898,758</b>	<b>4,465,019</b>	<b>3,433,739</b>	<b>56.5%</b>
<b>061 SEWER ENTERPRISE FUND Total</b>	<b>7,675,758</b>	<b>223,000</b>	<b>7,898,758</b>	<b>4,465,019</b>	<b>3,433,739</b>	<b>56.5%</b>
<b><u>6520 HARBORMASTER ENTERPRISE FUND</u></b>						
<b>295 HARBORMASTER DEPARTMENT</b>						
001 PERSONNEL SERVICES	331,135	1,828	332,963	181,083	151,880	54.4%
002 PURCHASE OF SERVICES	51,750	0	51,750	15,858	35,892	30.6%
004 SUPPLIES	13,600	0	13,600	9,082	4,518	66.8%
007 OTHER CHARGES & EXPENSES	16,328	(1,828)	14,500	9,488	5,012	65.4%
008 CAPITAL OUTLAY	30,000	0	30,000	946	29,054	3.2%
009 DEBT SERVICE	78,098	0	78,098	61,799	16,299	79.1%
010 OTHER FINANCING USES	1,322	0	1,322	1,322	0	100.0%
<b>295 HARBORMASTER DEPARTMENT Total</b>	<b>522,232</b>	<b>0</b>	<b>522,232</b>	<b>279,577</b>	<b>242,655</b>	<b>53.5%</b>
<b>6520 HARBORMASTER ENTERPRISE FUND Total</b>	<b>522,232</b>	<b>0</b>	<b>522,232</b>	<b>279,577</b>	<b>242,655</b>	<b>53.5%</b>
<b>Grand Total</b>	<b>88,594,587</b>	<b>645,020</b>	<b>89,239,607</b>	<b>43,719,853</b>	<b>45,519,754</b>	<b>49.0%</b>



# City of Newburyport FY2022 Mid-Year Revenue Summary

CATEGORY	FY2021 Mid-Year Revenue				FY2022 Mid-Year Revenue				FY21 vs. FY22 +/-		
	ESTIMATE	6MO ACTUAL	REMAINING	% COLL	ESTIMATE	6MO ACTUAL	REMAINING	% COLL	\$	%	
<b>Tax Revenue</b>											
Real Estate Tax	60,036,691	30,142,239	29,894,452	50.2%	62,389,727	30,317,319	32,072,407	48.6%	175,081	0.6%	↑
Personal Property Tax	680,936	337,893	343,043	49.6%	818,870	326,717	492,153	39.9%	(11,177)	-3.3%	↓
<b>Total Tax Revenue</b>	<b>60,717,627</b>	<b>30,480,132</b>	<b>30,237,495</b>	<b>50.2%</b>	<b>63,208,597</b>	<b>30,644,036</b>	<b>32,564,560</b>	<b>48.5%</b>	<b>163,904</b>	<b>0.5%</b>	↑
<b>Local Receipts</b>											
Motor Vehicle Excise (1)	2,675,305	379,437	2,295,868	14.2%	2,800,000	469,806	2,330,194	16.8%	90,369	23.8%	↑
Room Occupancy Excise	200,000	137,086	62,914	68.5%	260,000	265,995	(5,995)	102.3%	128,909	94.0%	↑
Meals Excise	491,000	319,049	171,951	65.0%	600,000	439,879	160,121	73.3%	120,830	37.9%	↑
Pen & Int on Tax & Exc	280,000	179,514	100,486	64.1%	325,000	148,067	176,933	45.6%	(31,446)	-17.5%	↓
Payments in Lieu of Taxes (2)	40,000	0	40,000	0.0%	27,000	20,144	6,856	74.6%	20,144	n/a	↑
Fees (3)	255,000	211,872	43,128	83.1%	298,000	132,127	165,873	44.3%	(79,745)	-37.6%	↓
Other Dept. Revenue (4)	50,000	35,841	14,160	71.7%	60,000	36,620	23,381	61.0%	779	2.2%	↑
Licenses and Permits	750,000	417,176	332,824	55.6%	861,300	707,931	153,369	82.2%	290,755	69.7%	↑
Fines & Forfeits	10,000	3,880	6,120	38.8%	5,000	3,678	1,323	73.6%	(203)	-5.2%	↓
Investment Income	90,000	31,446	58,554	34.9%	60,000	26,289	33,711	43.8%	(5,157)	-16.4%	↓
Medicaid Reimbursement	110,000	12,169	97,831	11.1%	110,000	20,586	89,414	18.7%	8,416	69.2%	↑
Miscellaneous Recurring (5)	176,729	66,634	110,095	37.7%	170,700	83,228	87,472	48.8%	16,594	24.9%	↑
Miscellaneous Non-Recurring	0	3,226	(3,226)	100.0%	0	61,065	(61,065)	100.0%	57,839	1792.8%	↑
<b>Total Local Receipts</b>	<b>5,128,034</b>	<b>1,797,331</b>	<b>3,330,703</b>	<b>35.0%</b>	<b>5,577,000</b>	<b>2,415,414</b>	<b>3,161,586</b>	<b>43.3%</b>	<b>618,084</b>	<b>34.4%</b>	↑
<i>Local Receipts Excluding MV Excise</i>	<i>2,452,729</i>	<i>1,417,893</i>	<i>1,034,836</i>	<i>57.8%</i>	<i>2,777,000</i>	<i>1,945,608</i>	<i>831,392</i>	<i>70.1%</i>	<i>527,715</i>	<i>37.2%</i>	↑
<b>Net State Aid</b>	<b>4,892,878</b>	<b>2,475,768</b>	<b>2,417,110</b>	<b>50.6%</b>	<b>4,909,318</b>	<b>2,559,927</b>	<b>2,349,391</b>	<b>52.1%</b>	<b>84,159</b>	<b>3.4%</b>	↑
<b>Total General Fund Revenue</b>	<b>70,738,539</b>	<b>34,753,231</b>	<b>35,985,308</b>	<b>49.1%</b>	<b>73,694,915</b>	<b>35,619,378</b>	<b>38,075,537</b>	<b>48.3%</b>	<b>866,147</b>	<b>2.5%</b>	↑
<b>Enterprise Funds</b>											
Water Fund Revenue	5,249,764	3,237,921	2,011,843	61.7%	5,677,519	2,985,912	2,691,607	52.6%	(252,009)	-7.8%	↓
Sewer Fund Revenue	7,215,261	4,429,644	2,785,617	61.4%	7,575,758	4,139,441	3,436,317	54.6%	(290,203)	-6.6%	↓
Harbormaster Fund Revenue	465,250	393,671	71,579	84.6%	522,232	343,932	178,301	65.9%	(49,739)	-12.6%	↓
<b>Total Budgetary Funds</b>	<b>83,668,813</b>	<b>42,814,467</b>	<b>40,854,347</b>	<b>51.2%</b>	<b>87,470,424</b>	<b>43,088,662</b>	<b>44,381,762</b>	<b>49.3%</b>	<b>274,196</b>	<b>0.6%</b>	↑

(1) Motor vehicle excise tax bills mailed out by end of February.

(2) Payments in lieu of taxes paid in March; category includes any roll back taxes as well.

(3) Municipal liens, off duty fees, registry fees, tax title, fire alarm box fees.

(4) Copies/recordings, zoning/ordinances, business certificates.

(5) Police incident/accident, cell tower lease payments, Animal Control, Veterans' Services, FWS refuge revenue sharing.



# CITY OF NEWBURYPORT FY 2022

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

## TRANSFER/APPROPRIATION REQUEST

2022 JAN 25 PM 12:36

**Department:** Department of Public Services

**Submitted by:** Anthony Furnari, DPS Director

**Date Submitted:** 1/31/2022

**Transfer From:**

Account Name:	Receipts Reserved for Appr. Fuel	Balance:	\$ 169,209.01
Account Number:	2722-59600	Category:	\$ -
Amount:	\$50,000.00	Trans I/O:	\$ -

**Why Funds Are Available:**

This is the standard method of funding the DPS fuel and oil account. As City departments pay for gasoline, the funds are deposited into this reserve for appropriation account and then transferred into the fuel and oil expenditure account within the Highway budget to purchase more fuel.

**Transfer To:**

Account Name:	DPS Highway Fuel & Oil	Balance:	\$ 7,175.69
Account Number:	01421004-54801	Category:	\$ 68,296.38
Amount:	\$50,000.00	Trans I/O:	\$ -

**Why Funds Are Needed:**

Funds are required to buy gasoline and oil that is used by City vehicles.

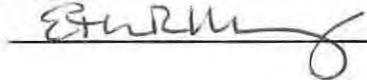
Sean R. Reardon, Mayor:



Date:

1/25/2022

Ethan R. Manning, Auditor:



Date:

1/20/22

City Council Action:



# CITY OF NEWBURYPORT

## FY 2022

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

## TRANSFER/APPROPRIATION REQUEST: 36

**Department:** Parks  
**Submitted by:** Lise Reid, Parks Director **Date Submitted:** 1/31/2022

**Transfer From:**

Account Name:	<u>General Fund - Free Cash</u>	Balance:	<u>\$ 2,419,068.00</u>
Account Number:	<u>01-35910</u>	Category:	<u>\$ -</u>
Amount:	<u>\$15,000.00</u>	Trans I/O:	<u>\$ (250,000.00)</u>

**Why Funds Are Available:**

The Massachusetts Department of Revenue certified Free Cash for FY2022 at \$2,684,068. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council.

**Transfer To:**

Account Name:	<u>PRK Maint-Trees</u>	Balance:	<u>\$ (285.00)</u>
Account Number:	<u>01630002-52404</u>	Category:	<u>\$ 6,891.15</u>
Amount:	<u>\$15,000.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

Drought conditions and wind events in recent years continue to have a negative impact on our urban tree population. We are finding more and more dead or unhealthy trees that pose a hazard to public safety than we anticipated. Our crew has dealt with many trees internally, and DPS has assisted when they could, but in many cases we are forced to call in a tree contractor to address the problems sufficiently in a timely manner. This line item is currently running a deficit and additional funding is needed for tree maintenance and emergency removals through the end of the fiscal year.

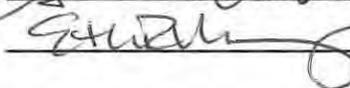
Sean R. Reardon, Mayor:



Date:

1/25/2022.

Ethan R. Manning, Auditor:



Date:

1/20/22

City Council Action:



# CITY OF NEWBURYPORT FY 2022 TRANSFER/APPROPRIATION REQUEST

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2022 JAN 25 PM 3: 53

**Department:** Office of Planning & Development  
**Submitted by:** Andrew R. Port, Director **Date Submitted:** 1/31/2022

**Transfer From:**

Account Name:	<u>Harbormaster - Retained Earnings</u>	Balance:	<u>\$ 814,152.00</u>
Account Number:	<u>6520-35920</u>	Category:	<u>\$ -</u>
Amount:	<u>\$54,900.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Available:**

The Massachusetts Department of Revenue certified Harbormaster Retained Earnings for FY2022 at \$814,152. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council.

**Transfer To:**

Account Name:	<u>Navigation Channel Dredge Project</u>	Balance:	<u>\$ -</u>
Account Number:	<u>New</u>	Category:	<u>\$ -</u>
Amount:	<u>\$54,900.00</u>	Trans I/O:	<u>\$ -</u>

**Why Funds Are Needed:**

Design and permitting services for the Navigation Channel "Side Dredge" Project. See attached explanatory memorandum.

Sean R. Reardon, Mayor:

*Sean R. Reardon*

Date: 1/25/2022

Ethan R. Manning, Auditor:

*Ethan R. Manning*

Date: 1/25/22

City Council Action:

## CITY OF NEWBURYPORT



IN CITY COUNCIL

**ORDERED:**

January 31, 2022

**THAT, \$600,000, or twenty percent of the project amount approved through the U.S. Economic Development Administration's (EDA) Travel Tourism and Outdoor Recreation program, whichever is lesser,** is appropriated to pay costs of the Central Waterfront Bulkhead Repair project, including the payment of all costs incidental and related thereto, to serve as the local contribution should the City of Newburyport be awarded a grant through the ~~U.S. Economic Development Administration's (EDA) Travel Tourism and Outdoor Recreation program~~ aforementioned program. To meet this appropriation, the Treasurer with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the Mayor and the Treasurer are authorized to take any other action necessary or convenient to carry out this vote.

---

Councillor Jennie L. Donahue

---

Councillor Sharif I. Zeid

**In City Council January 31, 2022:**

Motion to refer to Budget & Finance and COTW by Councillor Zeid, seconded by Councillor Khan. Roll call vote. 11 yes. Motion passes.

# CITY OF NEWBURYPORT



IN CITY COUNCIL

**ORDERED:**

January 31, 2022

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

**THAT** the City Council of the City of Newburyport hereby approve and authorize the lease of tenant space at the Senior Community Center, 331 High Street, to PortMedia/Newburyport Community Media Center, Inc. (NCM) in accordance with the attached draft lease agreement, which will extend NCM's current lease of said premises until September 2025.

**FURTHER ORDERED THAT**, the Mayor is hereby authorized to execute the attached draft lease in its final form and to take any other action necessary or convenient to carry out this Order.

---

Councillor James J. McCauley

**In City Council January 31, 2022:**

Motion to refer to Budget & Finance by Councillor Zeid, seconded by Councillor Wallace. Roll call vote. 11 yes. Motion passes.

# **Committee Items-February 14, 2022**

## **General Government**

- APPT00296\_01\_10\_2022 KP Law 101 Arch St. 12<sup>th</sup> Fl. Boston City Solicitor 2/1/2023



RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2022 JAN -4 PM 1:28

CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
SEAN REARDON, MAYOR  
60 PLEASANT STREET – P.O. BOX 550  
NEWBURYPORT, MA 01950  
978-465-4413 PHONE  
978-465-4402 FAX  
[WWW.CITYOFNEWBURYPORT.COM](http://WWW.CITYOFNEWBURYPORT.COM)

To: President and Members of the City Council  
From: Sean Reardon, Mayor  
Date: January 4, 2022  
Subject: Appointment

-----  
I hereby appoint, subject to your approval, the following named firm to serve in the office of City Solicitor. This term will expire February 1, 2023.

KP Law  
101 Arch Street, 12<sup>th</sup> Floor  
Boston, MA 02110