

**CITY COUNCIL MEETING AGENDA - VERSION 1**  
**CITY COUNCIL CHAMBERS**  
**October 31, 2016**

**7:30PM**

**(Sound Check)**

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

**CONSENT AGENDA**

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

**7. APPROVAL OF MINUTES**

October 11, 2016

(Approve)

**8. TRANSFERS**

- **TRAN026\_10\_31\_16** 2002 Overlay (25K) to Overlay Surplus (25K) (B&F)
- **TRAN027\_10\_31\_16** Budget Ctgcy. (32,026.24) to Multiple Sal. Items (32,026.24) (B&F)
- **TRAN028\_10\_31\_16** Rsv Appr (4,550,014.36) to PI Utility Fund (4,550,014.36) (B&F)
- **TRAN029\_10\_31\_16** PI Utility Fund (530,654.47) to Water EF (283,303.59) and Sewer EF (247,350.88) (B&F)

**9. COMMUNICATIONS**

- **COMM096\_10\_31\_16** Draft of Newburyport's Master Plan (P&D)
- **COMM097\_10\_31\_16** Retirement Board Expense Budget C/Y 2017 (B&F)
- **COMM098\_10\_31\_16** Use of Streets for "Most Pine Boards Broken in One Minute" (PS)
- **COMM099\_10\_31\_16** Proposed Improvement in Our Scenic Byway (NCS)
- **COMM100\_10\_31\_16** RL Currie Corp - Secondhand Vehicle License (L&P)

**10. APPOINTMENTS**

**Appointments**

- **APPT076\_10\_31\_16** Jill Brennan 24 Webster St, Haverhill Assessor 1/1/2018

**Re-Appointments**

- **APPT077\_10\_31\_16** Kathleen Chase 2 Belcher St Asst Treasurer 11/1/2019
- **APPT078\_10\_31\_16** Dr. Barry Spiro 4 Lafayette St Disability Comm 11/1/2019

**END OF CONSENT AGENDA  
REGULAR AGENDA**

**11. MAYOR'S UPDATE**

**12. APPOINTMENTS**

**Second Reading  
Re-Appointments**

- |                    |                 |                     |               |           |
|--------------------|-----------------|---------------------|---------------|-----------|
| • APPT071_10_11_16 | Vaughn Abbott   | 61 Prospect St      | Cultural Cncl | 10/1/2019 |
| • APPT072_10_11_16 | Paul S. Cardaci | 135 Beach Rd, Slsby | Constable     | 12/1/2019 |

**Appointments**

- |                    |                       |                  |               |           |
|--------------------|-----------------------|------------------|---------------|-----------|
| • APPT073_10_11_16 | Susan Bryant Carnduff | 12 Washington St | Cultural Cncl | 11/1/2019 |
| • APPT074_10_11_16 | Afroz Khan            | 85 Prospect St   | Cultural Cncl | 11/1/2018 |

**13. ORDERS**

- **ORDR076\_09\_12\_16** Supplemental Budget Request #1 (**TABLED**)
- **ORDR082\_10\_31\_16** Residential Factor - Fiscal Year 2017
- **ORDR083\_10\_31\_16** Tax Rate - Fiscal Year 2017

**14. ORDINANCES**

**16. COMMITTEE ITEMS**

**Budget & Finance**

*In Committee:*

- **ORDR009\_02\_08\_16** Increase Fees for Fire Dept.
- **ORDR010\_02\_08\_16** Increase Fines Parking Violations
- **ORDR002\_01\_25\_16** Accept Gift of \$25,000 Repairing Brown's Wharf Culvert (COTW)
- **ORDR039\_05\_31\_16** Increase Hourly Parking Rate to \$1.50
- **ODNC016\_09\_12\_16** Plum Island Utility Fund
- **ORDR079\_09\_26\_16** Movie Location Order
- **ORDR080\_09\_26\_16** **LATE FILE** Order of Taking Parking Facility
- **TRAN025\_10\_11\_16** HR Health Ins. to HRA Prog. (30K), HRA Admin. (1,950)

**General Government**

*In Committee:*

- **COMM063\_06\_13\_16** Letter from Abutters of the I-95 Project

**Joint Education**

- **COMM095\_10\_11\_16** Ltr re: Crossing Guard at Coltin Drive

**License & Permits**

*In Committee:*

- **COMM010\_01\_25\_16** Licensing Commission Acoustic & Amplified Entertainment
- **ODNC011\_05\_31\_16** Amend Transient Vendors for Cashman (COTW)

- ODNC013\_07\_11\_16 Amend Outdoor Seating (Two Year Renewals)
- ORDR079\_09\_26\_16 Movie Location Order
- COMM092\_10\_11\_16 Ltr re: Youth Hockey 'Tag Day' on 11/19/2016

### Neighborhoods and City Services

#### *In Committee:*

- ODNC001\_01\_11\_16 Amend Ch11 Parks and Recreation (COTW)
- ORDR048\_06\_13\_16 Sidewalk Order
- ORDR075\_09\_12\_16 Resolution on Boyd Drive Development

### Planning & Development

#### *In Committee:*

- COMM020\_02\_08\_16 Memo re: Hiring Process for Building Commissioner
- ORDR055\_06\_27\_16 Order re: Surplus Property – WWTP
- COMM076\_07\_11\_16 LATE FILE Boyd Drive Petition
- ODNC014\_08\_08\_16 Zoning Amend Sidewalks/Trees Sec XI-K et al
- ORDR078\_09\_26\_16 Titcomb Street Order
- ORDR080\_09\_26\_16 LATE FILE Order of Taking Parking Facility
- COMM091\_10\_11\_16 Ltr to Council from J. Sweet on ZBA

### Public Safety

#### *In Committee:*

- COMM063\_06\_13\_16 Letter from Abutters of the I-95 Project
- ORDR068\_08\_29\_16 High Street – Resident Parking
- ODNC015\_08\_29\_16 25 MPH Speed Zones
- ORDR077\_09\_12\_16 Parking Restricted on Daniel Lucy Way
- COMM093\_10\_11\_16 LOCO Sports Road Race on 11/13/2016
- COMM094\_10\_11\_16 Fuel River Run on 5/7/2017
- ORDR081\_10\_11\_16 Parking Restriction, High Street near Barton St
- COMM095\_10\_11\_16 Ltr re: Crossing Guard at Coltin Drive

### Public Utilities

#### *In Committee:*

- COMM060\_05\_31\_16 Mobilitie, LLC Highway Access Permit
- ORDR075\_09\_12\_16 Resolution on Boyd Drive Development
- ODNC016\_09\_12\_16 Plum Island Utility Fund

### Rules Committee

#### *In Committee:*

### 17. GOOD OF THE ORDER

### 18. ADJOURNMENT

**CONSENT AGENDA**

**CITY COUNCIL MEETING MINUTES**  
**CITY COUNCIL CHAMBERS**  
**October 11, 2016**

**7:30PM**

The City Council President, Thomas O'Brien, called the meeting to order at 7:30pm. A moment of silence was held for George Lawrence and E. James Gaines, followed by the Pledge of Allegiance. The City Council President then instructed the City Clerk to call the roll. The following Councillors answered present: Giunta, Tontar, Vogel, Zeid, Cameron, Connell, Cronin, Devlin, Earls, Eigerman, O'Brien. 11 present, 0 absent.

**(Sound Check)**

- 1. MOMENT OF SILENCE**
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. LATE FILE ITEMS Mayor's Update**
- 5. PUBLIC COMMENT**

- |                   |                  |                  |
|-------------------|------------------|------------------|
| 1. Susan Carnduff | 12 Washington St | Cultural Council |
| 2. Rob Slocum     | 38 Jefferson St  | Board of Health  |
| 3. Afroz Khan     | 85 Prospect St   | Cultural Council |

**6. MAYOR'S COMMENT**

The mayor gave an update pursuant to her written communication.

**CONSENT AGENDA**

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

**7. APPROVAL OF MINUTES**

September 26, 2016

(Approve)

**8. TRANSFERS**

- **TRAN025\_10\_11\_16** HR Health Ins. to HRA Prog. (30K), HRA Admin. (1,950) (B&F)

**9. COMMUNICATIONS**

- **COMM091\_10\_11\_16** Ltr to Council from J. Sweet on ZBA (P&D)
- **COMM092\_10\_11\_16** Ltr re: Youth Hockey 'Tag Day' on 11/19/2016 (L&P)
- **COMM094\_10\_11\_16** Fuel River Run on 5/7/2017 (PS)
- **COMM095\_10\_11\_16** Ltr re: Crossing Guard at Coltin Drive (JE)  
Referred to Joint Education Committee instead of Public Safety Committee.

**10. APPOINTMENTS**

**Re-Appointments**

- **APPT071\_10\_11\_16** Vaughn Abbott 61 Prospect St Cultural Cncl 10/1/2019
- **APPT072\_10\_11\_16** Paul S. Cardaci 135 Beach Rd, Slsby Constable 12/1/2019

### Appointments

- **APPT073\_10\_11\_16** Susan Bryant Carnduff 12 Washington St Cultural Cncl 11/1/2019
- **APPT074\_10\_11\_16** Afroz Khan 85 Prospect St Cultural Cncl 11/1/2018

### END OF CONSENT AGENDA REGULAR AGENDA

Motion to approve the Consent Agenda as amended by Councillor Zeid, seconded by Councillor Cameron.

#### 11. MAYOR'S UPDATE

Motion to receive and file by Councillor Zeid, seconded by Councillor Cameron.

#### 12. COMMUNICATIONS

- **COMM093\_10\_11\_16** LOCO Sports Road Race on 11/13/2016  
Removed from Consent Agenda. Motion to refer to Public Safety by Councillor Cronin, seconded by Councillor Cameron. So voted.

#### 13. APPOINTMENTS

##### Second Reading

- **APPT066\_09\_26\_16** Susan Chase 44 Oak St Emma Andrews 10/30/17
- **APPT067\_09\_26\_16** Donna Conway 27 Marlboro St Emma Andrews 10/30/17
- **APPT068\_09\_26\_16** Aine G. Ellrott 43 Purchase St Emma Andrews 10/30/17
- **APPT069\_09\_26\_16** Elizabeth Valeriani 29 Oak St Emma Andrews 10/30/17
- **APPT070\_09\_26\_16** Elizabeth L. Watson 53 Warren St, #315 Emma Andrews 10/30/17

Motion to approve second reading appointments collectively by Councillor Zeid, seconded by Councillor Cameron. Roll call vote, 11 yes.

- **APPT075\_10\_11\_16** Dr. Robert E. Slocum 38 Jefferson St Brd of Health 1/1/2020

Motion for APPT075\_10\_11\_16 to be approved in one reading, removed from Consent Agenda by Councillor O'Brien. Motion to approve by Councillor Tontar, seconded by Councillor Connell. Roll call vote, 11 yes.

#### 14. ORDERS

- **ORDR076\_09\_12\_16** Supplemental Budget Request #1 **TABLED**  
Motion to take separately by Councillor Devlin, seconded by Councillor Vogel. So voted. Motion to amend to strike by Councillor Devlin. Withdrawn. Motion to approve \$3,513.46 for DPS Director by Councillor Tontar, seconded by Councillor Cameron. Roll call vote, 11 yes. Motion to refer remaining amount to table by Councillor Tontar, seconded by Councillor Devlin. So voted.
- **ORDR081\_10\_11\_16** Parking Restriction, High Street near Barton St  
Motion to refer to Public Safety by Councillor Zeid, seconded by Councillor Cameron. So voted.

#### 15. ORDINANCES

- **ODNC012\_05\_31\_16** Amend Sign Ordinance Chapter 12.3 et al **SECOND READING**  
Motion to approve by Councillor Devlin, seconded by Councillor Tontar. Roll call vote, 11 yes.

## 16. COMMITTEE ITEMS

### Budget & Finance

#### *In Committee:*

- **ORDR009\_02\_08\_16** Increase Fees for Fire Dept.
- **ORDR010\_02\_08\_16** Increase Fines Parking Violations
- **ORDR002\_01\_25\_16** Accept Gift of \$25,000 Repairing Brown's Wharf Culvert (COTW)
- **ORDR039\_05\_31\_16** Increase Hourly Parking Rate to \$1.50
- **ODNC016\_09\_12\_16** Plum Island Utility Fund
- **ORDR078\_09\_26\_16** Titcomb Street Order  
Motion to remove from Budget & Finance by Councillor Tontar, seconded by Councillor Cameron.  
Motion to amend by Councillor Tontar, seconded by Councillor Cronin. Motion to approve as amended by Councillor Tontar, seconded by Councillor Cameron. Roll call vote, 11 yes.
- **ORDR079\_09\_26\_16** Movie Location Order
- **ORDR080\_09\_26\_16** **LATE FILE** Order of Taking Parking Facility

### General Government

#### *In Committee:*

- **COMM063\_06\_13\_16** Letter from Abutters of the I-95 Project

### Joint Education

Update on School Committee meeting by Councillor Giunta

### License & Permits

#### *In Committee:*

- **COMM010\_01\_25\_16** Licensing Commission Acoustic & Amplified Entertainment
- **ODNC011\_05\_31\_16** Amend Transient Vendors for Cashman (COTW)
- **ODNC013\_07\_11\_16** Amend Outdoor Seating (Two Year Renewals)
- **ORDR079\_09\_26\_16** Movie Location Order

### Neighborhoods and City Services

#### *In Committee:*

- **ODNC001\_01\_11\_16** Amend Ch11 Parks and Recreation (COTW)
- **ORDR048\_06\_13\_16** Sidewalk Order
- **ORDR075\_09\_12\_16** Resolution on Boyd Drive Development

### Planning & Development

#### *In Committee:*

- **COMM020\_02\_08\_16** Memo re: Hiring Process for Building Commissioner
- **ORDR055\_06\_27\_16** Order re: Surplus Property – WWTP
- **COMM076\_07\_11\_16** **LATE FILE** Boyd Drive Petition
- **ODNC014\_08\_08\_16** Zoning Amend Sidewalks/Trees Sec XI-K et al
- **ORDR078\_09\_26\_16** Titcomb Street Order
- **ORDR080\_09\_26\_16** **LATE FILE** Order of Taking Parking Facility

### Public Safety

***In Committee:***

- **COMM063\_06\_13\_16** Letter from Abutters of the I-95 Project
- **ORDR067\_08\_29\_16** Hillside Ave, Cottage Ct – Resident Parking  
Motion to remove from Public Safety by Councillor Cronin, seconded by Councillor Giunta. Motion to remove Cottage Court by Councillor Tontar, seconded by Councillor Vogel. So voted. Motion to approve as amended by Councillor Cronin, seconded by Councillor Tontar. So voted.
- **ORDR068\_08\_29\_16** High Street – Resident Parking
- **ORDR071\_08\_29\_16** Blind Person Sign  
Motion to remove from Public Safety by Councillor Cronin, seconded by Councillor Zeid. Motion to approve by Councillor Cronin, seconded by Councillor Zeid. So voted.
- **ODNC015\_08\_29\_16** 25 MPH Speed Zones
- **ORDR077\_09\_12\_16** Parking Restricted on Daniel Lucy Way
- **COMM090\_09\_26\_16** American Cancer Society - Tent in Market Square  
Motion to remove from Public Safety by Councillor Cronin, seconded by Councillor Zeid. Motion to approve by Councillor Cronin, seconded by Councillor Zeid. So voted.

**Public Utilities**

***In Committee:***

- **COMM060\_05\_31\_16** Mobilitie, LLC Highway Access Permit  
Update Councillor Eigerman Communication System
- **ORDR075\_09\_12\_16** Resolution on Boyd Drive Development  
**Joint meeting with Neighborhood & City Services Oct. 27<sup>th</sup> @ 6:30pm**
- **ODNC016\_09\_12\_16** Plum Island Utility Fund

**Rules Committee**

***In Committee:***

**17. GOOD OF THE ORDER**

Councillor Giunta announced the next Joint Education Committee meeting would be November 7<sup>th</sup> at 5:30pm at the Newburyport High School, Room 118.

**19. ADJOURNMENT**

Motion to adjourn by Councillor Zeid, seconded by Councillor Cameron. So voted. 8:19pm.

**TRANSFERS**





# City of Newburyport

## OFFICE OF THE ASSESSOR

City Hall  
60 Pleasant Street  
Newburyport, MA 01950  
(978)465-4403 / Fax (978)462-8495  
assessor@cityofnewburyport.com

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2016 OCT 25 P 1:33

DATE: October 21, 2016

TO: Ethan Manning, Finance Director

FROM: Daniel Raycroft, City Assessor

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SUBJ: Transfer from 2002 Overlay to Overlay Surplus

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I hereby authorize the release of \$25,000 from our 2002 Overlay account to Overlay Surplus.



# City of Newburyport

## FY 2017

### BUDGET TRANSFER REQUEST

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2016 OCT 25 P 1: 31

**Department:** Mayor's Office

**Submitted by:** Donna D. Holaday, Mayor

**Date Submitted:** 10/31/2016

**Transfer From:**

Account Name	<u>Budget Contingency</u>	YTD Bal:	\$	<u>80,705.06</u>
Account Number:	<u>01129007-57805</u>	Trans In:	\$	<u>-</u>
Amount:	<u>\$32,026.24</u>	Trans Out:	\$	<u>-</u>
Why are Funds Available:	<u>A contingency was budgeted for two collective bargaining agreements that were not complete at the start of the fiscal year.</u>			

**Transfer To:**

Account Name	<u>Multiple Salary Line Items</u>	YTD Bal:	\$	<u>-</u>
Account Number:	<u>See attached</u>	Trans In:	\$	<u>-</u>
Amount:	<u>\$32,026.24</u>	Trans Out:	\$	<u>-</u>
Why are Funds Required:	<u>To fund the first year of the newly ratified collective bargaining agreement between the City of Newburyport and Teamster's Union Local 170 effective July 1, 2016.</u>			

Donna D. Holaday, Mayor  
Ethan R. Manning, Auditor  
City Council Approval: (Stamp)

*Donna D. Holaday*  
*Ethan R. Manning*

Date: 10/25/16  
Date: 10/25/16

**Transfer from Budget Contingency to Multiple Salary Line Items**  
**Submitted 10/31/2016**

<b>Org</b>	<b>Object</b>	<b>Description</b>	<b>Original Budget</b>	<b>Transfer Amount</b>	<b>Revised Budget</b>
01292001	51101	ANC SAL ANIMAL CONTROL OFFCR	\$35,570.06	\$4,650.95	\$40,221.01
01293001	51134	PKG SAL PARKING OFFICER	\$45,882.00	\$917.64	\$46,799.64
01161001	51102	CLK SAL ASSIST CLERK	\$65,932.32	\$4,008.69	\$69,941.01
01421001	51150	HWY SAL FACILITIES MAINT	\$294,781.60	\$5,683.79	\$300,465.39
01141001	51102	ASR SAL ASST ASSESSOR	\$64,006.04	\$1,280.11	\$65,286.15
01135001	51103	AUD SAL ACCT PAY/RISK MGR	\$56,901.13	\$3,459.60	\$60,360.73
01510001	51103	HLH SAL OFFICE MANAGER	\$43,816.70	\$817.92	\$44,634.62
01519001	51103	SUS SAL OFFICE MANAGER	\$7,302.77	\$204.48	\$7,507.25
01182001	51102	OPD SAL PLANNER	\$41,440.78	\$1,766.42	\$43,207.20
01182001	51103	OPD SAL PROJECT PLANNER	\$77,873.13	\$1,557.47	\$79,430.60
01145001	51102	TRS SAL ASST TREASURER	\$55,290.82	\$6,886.48	\$62,177.30
01541001	51164	COA SAL RECEPTIONIST	\$39,634.68	\$792.69	\$40,427.37
		<b>Total</b>	<b><u>\$828,432.03</u></b>	<b><u>\$32,026.24</u></b>	<b><u>\$860,458.27</u></b>



CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
DONNA D. HOLADAY

60 PLEASANT STREET • P.O. BOX 550  
NEWBURYPORT, MA 01950  
(978) 465-4413 • (978) 465-4402 (FAX)  
WWW.CITYOFNEWBURYPORT.COM

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
2016 OCT 25 P 1:31

To: President and Members of the City Council  
From: Donna D. Holaday, Mayor  
Date: October 31, 2016  
Re: Teamsters Administrative Assistants – Tentative Agreement

The following is a summary of the agreement that has been reached in principle for FY16-FY19 with the Teamsters Administrative Assistant bargaining unit, Local 170. The City has agreed to the terms contained herein subject to the appropriation by the City Council. Local 170 voted to ratify the terms of this agreement on September 20<sup>th</sup>.

- **Article I – Recognition of Unit:**

Recognized the following position:  
City Clerk Administrative Assistant I

This position has always been covered by the collective bargaining agreement, but had not been formally recognized within the document.

Acknowledged changes to the following positions:  
Water Administrative Assistant from I to II  
Assessor Administrative Assistant from I to II

- **Article IX – Hours of Work:** Water and Sewer office staff hours changed from City Hall hours to 8:00 AM to 4:00 PM Monday-Friday, with availability for Thursday evening appointments at City Hall should the need arise. Any additional hours worked will be exchanged for compensatory time.

- **Article XII - Leaves:**

Vacation accrual: Any employee hired after July 1, 2016 will accrue vacation according to the below schedule:

Years of Service	Annual Accrual	Monthly Accrual
<1 to 5 years	10 days	0.833 days
5 years but < 10 years	15 days	1.25 days
10 years but <15 years	20 days	1.667 days
15 or more years	25 days	2.083 days

This eliminates the six week vacation for any employee hired after July 1, 2013. The only employees still receiving a six week vacation at 15 years are those hired prior to July 1, 2013.

Childbirth and Rearing Leave: Changed terminology from “Maternal” to “Parental” to reflect current State Law.

Sick Leave:

1. Added language to clarify that sick leave must be used in no less than one hour increments.
2. Changed language for notification of retirement from “Mayor” to “Department Head”.
3. Added Section 6 – new provision for voluntary sick leave payout program for employees with ten or more years of service to purchase sick leave time prior to retirement. The provision allows for up to 50% of sick leave accrual (up to a maximum of 25 days per year) to be purchased back at 90% of the current daily rate provided that any employee who exercises this option must retain 50 sick leave days in their accrual credit. Any sick days paid out pursuant to this section will be deducted from the sick leave balance payable upon retirement or death as outlined in the appropriate section in the contract. The maximum leave payout for each employee’s entire career working for the City is capped at 50 days.
4. Added Appendix G form for Sick Leave payout.

Bereavement Leave: Changed leave benefit for the death of an aunt or uncle from 1 day to 3 days.

- **Article XVI – Wages**

1. Increased wages by the following schedule:
  - FY17: 2.0% effective 7/1/2016
  - FY18: 2.0% effective 7/1/2017
  - FY19: 2.0% effective 7/1/2018
2. Removed language regarding merit increases for goal-setting and performance evaluations. It is agreed that departmental goals and objectives are part of the annual budget process.
3. Mandatory Direct Deposit language added.

- **Article XXVI – Duration:** Language changed to reflect the duration of the contract to cover the period from July 1, 2016 to June 30, 2019.

- **Appendix C – Positions and Grades:**

Upgraded the following positions within the bargaining unit:

Maintenance Supervisor:	Grade H to J
Animal Control Officer:	Grade E to G
AP/Risk manager:	Grade K to L
Assistant City Clerk:	Grade P to Q

- **Other:**
  1. Removed Employee evaluation form to reflect change in Article XVI regarding employee evaluations.
  2. Added Appendix G – Sick Leave Buy Back Request Form
  3. Added Appendix H – Employee Action Transmittal form to be submitted by supervisor a minimum of two weeks prior to the employee's change in step, grade or COLA.
  4. Recognized prior years of service for the Assistant Treasurer/Collector for the purpose of step determination.

The entire cost of this contract will be transferred from the Budget Contingency via a transfer submitted by the Finance Director.



# City of Newburyport

## FY 2017

# BUDGET TRANSFER REQUEST

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2016 OCT 26 P 4: 00

**Department:** Mayor's Office

**Submitted by:** Donna D. Holaday, Mayor

**Date Submitted:** 10/31/2016

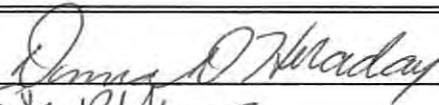
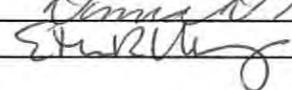
**Transfer From:**

Account Name	Rsv Appr - Legal Settlements	YTD Bal:	\$ 4,618,434.93
Account Number:	2745-59600	Trans In:	\$ -
Amount:	\$4,550,014.36	Trans Out:	\$ -
Why are Funds Available:	<i>The City received \$4,550,000 in settlement proceeds resulting from the settlement agreement between the Commonwealth of Massachusetts and CDM Smith Inc. The transfer amount also includes \$14.36 in accrued interest through 9/30/2016. Must be approved by a two-thirds vote of the City Council in accordance with M.G.L. c. 40, sec. 5B.</i>		

**Transfer To:**

Account Name	Plum Island Utility Fund	YTD Bal:	\$ -
Account Number:	8287-49700	Trans In:	\$ -
Amount:	\$4,550,014.36	Trans Out:	\$ -
Why are Funds Required:	<i>Paragraph 2 of section III of the CDM Smith Inc. Settlement Agreement requires that the settlement proceeds be placed into the Plum Island Utility Fund and spent in accordance with the terms of the agreement.</i>		

Donna D. Holaday, Mayor  
Ethan R. Manning, Auditor  
City Council Approval: (Stamp)

Date: 10/26/16

Date: 10/26/16



# City of Newburyport

## FY 2017

### BUDGET TRANSFER REQUEST

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2016 OCT 26 P 4:00

**Department:** Mayor's Office

**Submitted by:** Donna D. Holaday, Mayor

**Date Submitted:** 10/31/2016

**Transfer From:**

Account Name	<u>Plum Island Utility Fund</u>	YTD Bal:	<u>\$ 4,550,014.36</u>
Account Number:	<u>8287-59600</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$530,654.47</u>	Trans Out:	<u>\$ -</u>
Why are Funds Available:	<u>Proceeds from CDM Smith Inc. Settlement Agreement. Must be approved by a two-thirds vote of the City Council in accordance with M.G.L. c. 40, sec. 5B.</u>		

**Transfer To:**

Account Name	<u>Water Enterprise Fund</u>	YTD Bal:	<u>\$ 1,970,192.00</u>
Account Number:	<u>60-49782</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$283,303.59</u>	Trans Out:	<u>\$ -</u>
Why are Funds Required:	<u>Reimbursement of costs and expenses arising from or related to the Plum Island Water/Sewer Utility Project, including \$219,089.91 in legal-related expenses and \$64,213.68 in repair costs, incurred from FY2013 to present.</u>		

**Transfer To:**

Account Name	<u>Sewer Enterprise Fund</u>	YTD Bal:	<u>\$ 1,419,115.00</u>
Account Number:	<u>61-49782</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$247,350.88</u>	Trans Out:	<u>\$ -</u>
Why are Funds Required:	<u>Reimbursement of costs and expenses arising from or related to the Plum Island Water/Sewer Utility Project, including \$216,811.03 in legal-related expenses and \$30,539.85 in repair costs, incurred from FY2013 to present.</u>		

Donna D. Holaday, Mayor  
Ethan R. Manning, Auditor  
City Council Approval: (Stamp)

*Donna D. Holaday*  
*Ethan R. Manning*

Date: 10/26/16  
Date: 10/26/16

# COMMUNICATIONS



CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
DONNA D. HOLADAY

60 PLEASANT STREET • P.O. BOX 550  
NEWBURYPORT, MA 01950  
(978) 465-4413 • (978) 465-4402 (FAX)  
WWW.CITYOFNEWBURYPORT.COM

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2016 OCT 24 P 4: 00

To: President and Members of the City Council  
From: Donna D. Holaday *Donna D. Holaday*  
Date: October 25, 2016  
Subject: Draft of Newburyport's Master Plan

Following three years of work by a group of dedicated volunteers, community members, elected officials, and municipal employees, I am pleased to submit to the City Council the first draft of the new City of Newburyport's Master Plan.

This Plan is a comprehensive document that:

- Establishes long-term policy recommendations for the community's physical development, and outlines implementation strategies that address land issues, transportation, community facilities and services, the local economy and the environment;
- Includes assessments of existing resources and issues, projections of future conditions and needs, and consideration of community goals and desires;
- Acts as a policy guide and provides direction and a framework for decision-making when projects are proposed and funding decisions need to be made; and
- Explores a broad range of issues focused on managing redevelopment and guiding sustainable growth over the next decade.

I encourage your review of this draft document in the coming weeks. You were provided with hard copies of the draft Plan in your packets; additionally, the document, in its entirety, is also posted on the City's website at the following link: <http://www.cityofnewburyport.com/master-plan-steering-committee>.

Together, with the Planning Board, and the community-at-large, we will review the draft document, solicit comments and suggestions, make edits, and finalize our Master Plan that provides an articulated and comprehensive strategy for Newburyport's future.

I would also like to acknowledge the leadership of Kathryn Newhall-Smith, Project Manager for the development of the Master Plan and Courtney Starling, Community Opportunities Group consultant who compiled all of the data and narratives to create this final draft plan.

*Newburyport Retirement Board  
16 Unicorn Street  
Newburyport, MA 01950*

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2016 OCT 25 P 2:21

Board Members

*Joseph Spaulding, Chairman  
Jeffrey Cutter, Vice-Chairman  
Alexander Kravchuk, Board Appointee  
Ethan Manning, City Auditor  
John Moak, Mayor Appointee*

*Laurie Burton, Executive Director  
LaurieBurton@NewburyportRetirement.org  
Telephone  
(978) 465-6619  
FAX  
(978) 462-4042*

October 25, 2016

To: President and Members of the City Council

From: Newburyport Retirement Board

Re: Retirement Board Expense Budget C/Y 2017

Section 36 of Chapter 306 of the Acts of 1996 states that the Newburyport Retirement Board shall file with the legislative body of the governmental unit an annual budget (and any supplemental budgets) covering the operating expenses of the Retirement Board.

This budget represents increases in the following:

- Office expenses and utilities
- Part time position increase in salary/hours
- Health insurance
- Pension Technology Group retirement software

We are filing this budget with you for informational purposes only. No action need be taken by you, as these expenses will be funded from the investment income of the Newburyport Retirement System.

If you have any questions or concerns, please contact me at (978) 462-7348.

Sincerely,



Joseph Spaulding  
Chairman

Proposed Administrative Budget for the Newburyport Retirement Board

January 1, 2017 - December 31, 2017

Administrative expenses	3,966
Board/Treasurer stipends	25,000
Conferences/travel	3,300
Contracts & software support	23,036
Education & training	1,900
Fiduciary insurance	4,017
Furniture & equipment	1,000
Health Insurance	28,322
Legal	2,500
Office expenses	18,145
<u>Salaries</u>	<u>137,059</u>
Total Budget	248,245

Retiree Pension benefits January 1, 2016 to September 30, 2016 paid \$4,679,379

Investment management fees as of September 30, 2016 paid \$260,459

Pension Reserves Investment Trust Assets as of September 30, 2016 balance \$69,093,005



October 24, 2016

Mr. Richard Jones  
City Clerk  
City of Newburyport  
60 Pleasant St.  
Newburyport, MA

Dear Clerk Jones:

The Greater Newburyport Chamber of Commerce & Industry in conjunction with its member Arwood Machine Corporation, 95 Parker Street, Newburyport kindly requests the "use of streets" in the downtown for the following event:

An event to Break the Guinness Book of World Records for the "Most pine boards broken in one minute"  
Saturday, January 14, 2017  
12 – 2 PM  
Pleasant Street from Richdale to AliKat (corner of Prince and Pleasant)

Mr. Robert Anctil who holds a 7<sup>th</sup> degree Black Belt from Arwood Machine along with event sponsor Mr. Michael Munday from Arwood Machine Corporation are coordinating this event to raise funds for the "Wounded Warrior Project."

We would like to request that Pleasant Street from Richdale to AliKat Street be closed from 7 AM – 3 PM that day. This event would benefit downtown retail and restaurants during a traditionally slow period in January after the holidays. In the event of a snow emergency called by the City we would cancel the event. We will be working with the Newburyport Police Department on street closure protocol and notification to businesses and residents.

We are happy to answer any questions that you may have. Thank you for your time.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ann Ormond".

Ann Ormond  
President

Newburyport City Council  
Tom O'Brien, President  
60 Pleasant Street  
Newburyport, MA 01950

RECEIVED  
CITY CLERK'S OFFICE  
7 October 2016  
NEWBURYPORT, MA

Re: Proposed Improvement in our Scenic Byway

2016 OCT -7 A 10: 59

Dear Mr. O'Brien,

I would like to propose the following on High Street to improve our scenic byway:

Replace this:

With this:



Remove this:



Jim McCarthy  
17 Russia St  
Newburyport, MA 01950  
(978) 417-9373

THE COMMONWEALTH OF MASSACHUSETTS

OF RECEIVED  
CLERK'S OFFICE  
NEWBURYPORT, MA

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

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a 2<sup>ND</sup> class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? RL Currie Corp

Business address of concern. No. 6 New Pasture Road St.,  
Newburyport City — Town.

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

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

4. If a co-partnership, state full names and residential addresses of the persons composing it.  
N/A

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

President RANDY L Currie 111 Georgetown Road West Newbury MA

Secretary RANDY L Currie 111 Georgetown Road West Newbury Ma

Treasurer RANDY L Currie 111 Georgetown Road West Newbury Ma

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

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

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

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

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

4.5 ACRES CONSISTING OF A 10,000 SQ FT  
CONCRETE BLOCK BLDG. OFFICES AND REPAIR  
FACILITIES ARE CONTAINED THEREIN. EXTERIOR  
CONSISTS OF LARGE LEVEL PARKING AREA.

\* PLEASE SEE PROVIDED PLANS FOR FURTHER DETAIL

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

If so, state name of manufacturer \_\_\_\_\_

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

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

If so, in what city — town NEWBURYPORT

Did you receive a license? Yes For what year? 2007 - 2016  
(Yes or No)

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

Sign your name in full Gandy H. Currie  
(Duly authorized to represent the concern herein mentioned)

Residence 111 GEORGETOWN RD  
WEST NEWBURY MA

**IMPORTANT**

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

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

**APPLICANT WILL NOT FILL THE FOLLOWING BLANKS**

Application after investigation \_\_\_\_\_  
(Approved or Disapproved)

License No. \_\_\_\_\_ granted \_\_\_\_\_ 20 \_\_\_\_\_ Fee \$ \_\_\_\_\_

Signed \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**CHAPTER 140 OF THE GENERAL LAWS, TER. ED., WITH AMENDMENTS THERETO (EXTRACT)**

SECTION 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof without securing a license as provided in section fifty-nine. This section shall apply to any person engaged in the business of conducting auctions for the sale of motor vehicles.

SECTION 58. Licenses granted under the following section shall be classified as follows:

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter and of rules and regulations made in accordance therewith applicable to holders of licenses of class 2.

Class 2. Any person whose principal business is the buying or selling of second hand motor vehicles may be granted a used car dealer's license.

Class 3. Any person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts, may be granted a motor vehicle junk license.

SECTION 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which will expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no case shall exceed \$100. dollars. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant has not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for addition thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of property abutting on the premises where such license or permit is proposed to be exercised. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The decision of the justice shall be final.

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

---

---

APPLICANT WILL NOT FILL THE FOLLOWING BLANKS

Application No. \_\_\_\_\_

Class \_\_\_\_\_ License No. \_\_\_\_\_

Name \_\_\_\_\_

St. and No. \_\_\_\_\_

City — Town \_\_\_\_\_

Date Issued \_\_\_\_\_

---

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Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

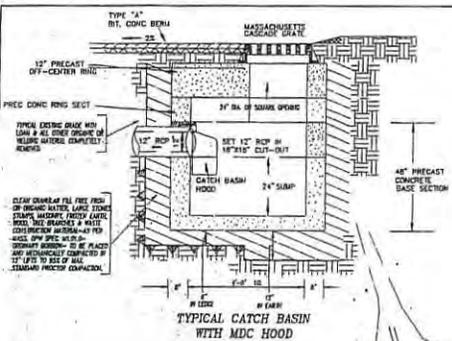
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- NOTES:
- 1) THE TOPOGRAPHIC DATA SHOWN HEREIN IS THE RESULT OF A FIELD SURVEY PERFORMED BY PORT ENGINEERING ASSOCIATES, INC.
  - 2) THE BOUNDARY LINES SHOWN HEREIN HAVE BEEN RE-ESTABLISHED FROM AN EXISTING SURVEY PLAN OF RECORD, TITLED: "PLAN OF LAND IN NEWBURPORT, MA, PREPARED FOR NEWBURPORT-ANDOVER REALTY TRUST DATED: 8/04/94; SCALE: 1"=40'; PREPARED BY PORT ENGINEERING ASSOCIATES, INC.
  - 3) THE INFORMATION AND LOCATION DETAIL SHOWN HEREIN IS FOR THE PURPOSE OF MEETING THE FLOT PLAN REQUIREMENTS FOR A LICENSE UNDER THE PROVISIONS OF MGL CH-14B AND ITS REGULATIONS, 827 CMR 9.0. IT IS THE INTENT THAT THIS PLAN BE USED FOR LOCATION OF THE PROPOSED IMPROVEMENTS ONLY. THE STRUCTURAL DESIGN OF ANY TANKS, FOOTINGS, FOUNDATIONS, RETAINING WALLS OR ANY OTHER SUCH STRUCTURES IS TO BE BY OTHERS, AND NO SUCH STRUCTURAL DESIGN SHOULD BE INFERRED OR ASSUMED BY ANY INFORMATION SHOWN HEREIN.
  - 4) PARCEL DEED REFERENCE: ESDRD BOOK 8728, PAGE 336  
 PARCEL PLAN REFERENCE: ESDRD PLAN BOOK 246, PLAN 71  
 PARCEL ZONING DISTRICT: INDUSTRIAL I  
 OWNER OF LAND: C.O.D. TRANSPORTATION, INC.
  - 5) THE PROPOSED WORK SHOWN HEREIN COMPLIES WITH THE DESIGN INTENT AND DRAINAGE PARAMETERS AS OUTLINED IN THE ORIGINAL NOTICE OF INTENT HAVING FILE #51-138 DATED MAY 23, 1987 AND IN THE ORDER OF CONDITIONS DATED JULY 7, 1987 AS AMENDED ON SEPTEMBER 8, 1988 AND NOVEMBER, 1988 AND CURRENTLY UNDER AN EXTENSION PERMIT DATED JUNE 20, 1990 THROUGH JULY 9, 1995.

*Paul D. Turbide*  
 PAUL D. TURBIDE, PE/PLS SEAL DATE 2/1/95

AREA OF IMPERVIOUS MATERIAL AFTER CONSTRUCTION - 72,700 SF (40%)

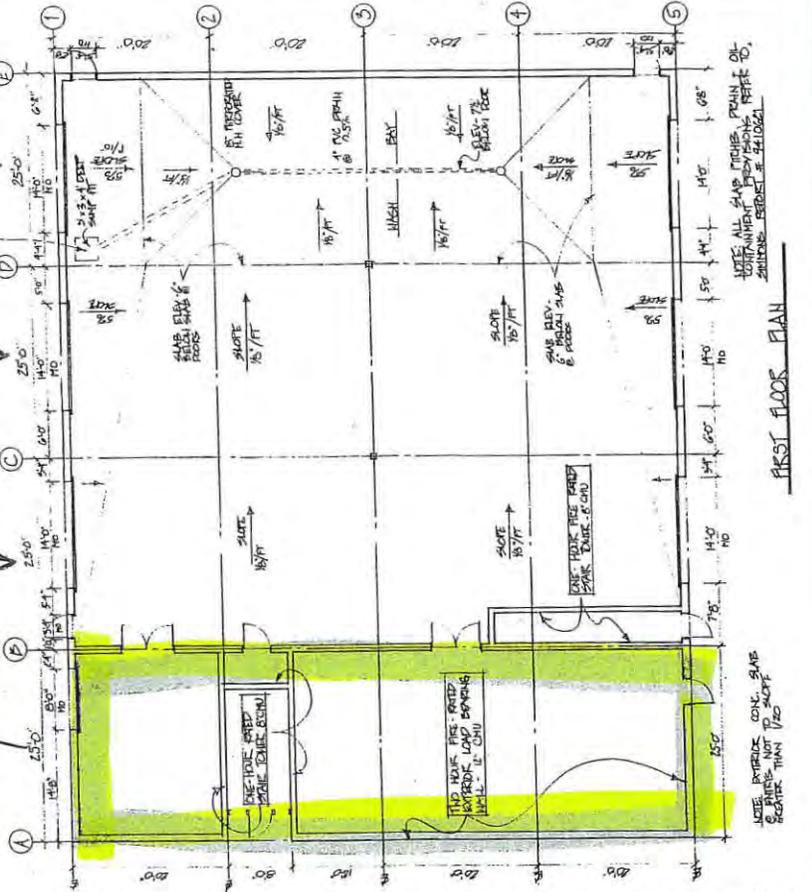
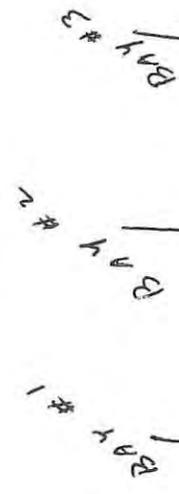
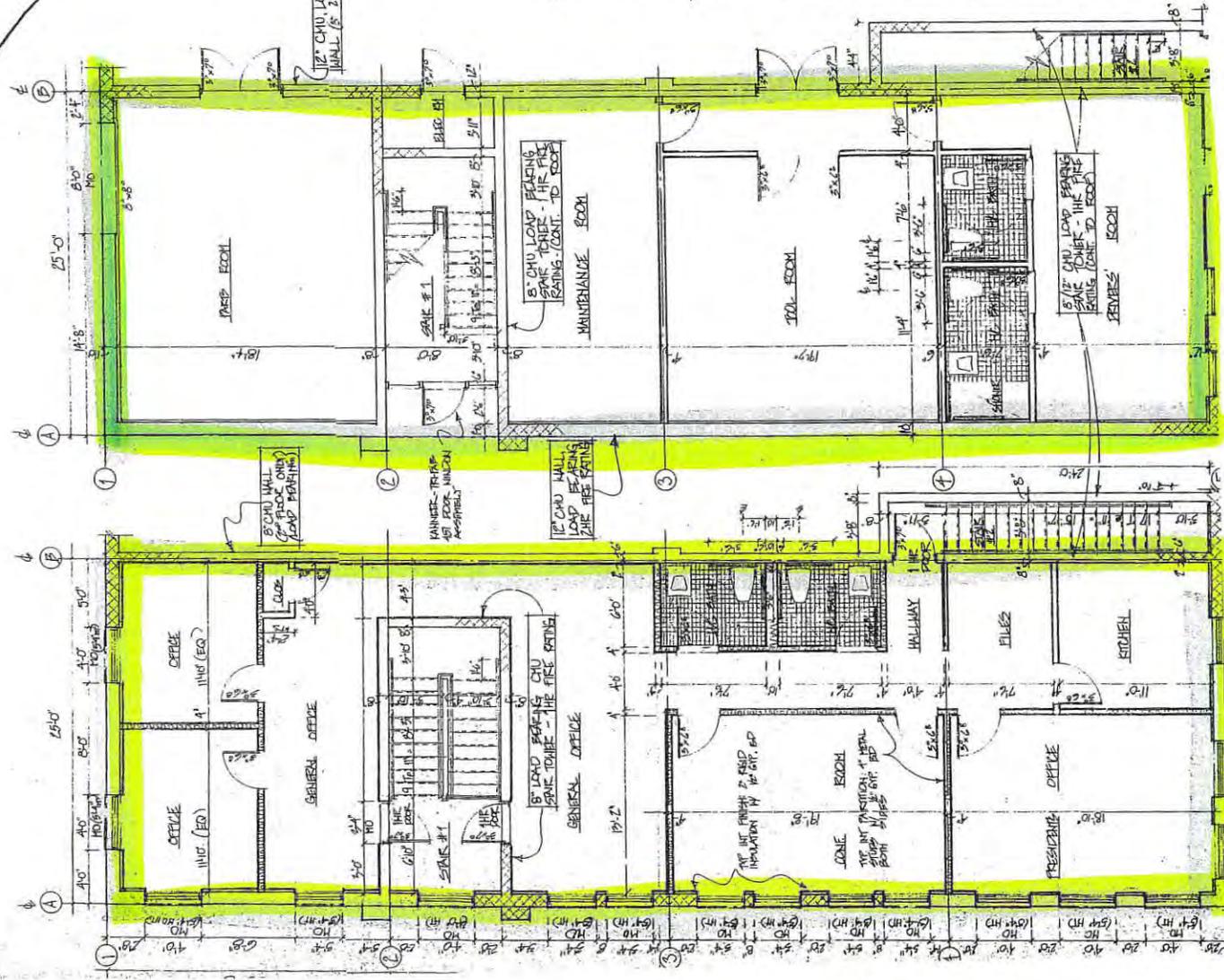


REVISIONS	DESCRIPTION

SITE PLAN OF LAND  
 NEWBURPORT, MASSACHUSETTS  
 AS PREPARED FOR  
 C.O.D. TRANSPORTATION, INC.  
 PORT ENGINEERING ASSOCIATES, INC.

# 1st Floor

# 2nd Floor



1ST FLOOR PLAN

NOTE: PERIMETER COL. SAME AS INTERIOR COL. BUT WITH 1/2\"/>



Boston  
 20 Riverside Road  
 Mail Stop 03AN  
 Weston, MA 02493-2281  
 800-647-1113 Fax: 866-547-4882

**Report of Renewal**

Registered: July 27, 2016  
 Market Segment: LSF Commercial  
 Producer Name:  
 Agency Code: 012049

**Principal:**  
 RL Currie Corp  
 6 New Pasture Road  
 Newburyport, MA 01950

**Account:**  
 HUB International New England (Wilmington)(non-acct bus)  
 Boston  
 299 Ballardvale Street  
 Wilmington, MA 01887-1066

**Agency:**  
 HUB International New England LLC  
 299 Ballardvale Street  
 Wilmington, MA 01887-1066

**Invoiced to:**  
 RL Currie Corp  
 6 New Pasture Road  
 Newburyport, MA 01950

**LMS Bond Number:** LSF006317

**Cross Reference:** 5010479

**Obligee:**  
 CITY OF NEWBURYPORT  
 60 PLEASANT STREET  
 NEWBURYPORT, MA 01950

**Additional Obligees:**

**Bond Period:** 10/25/2016 to 10/25/2017

**Transaction Eff. Date:** 10/25/2016

**Cancellation Provision:** 60 Days

**Premium Period:** 10/25/2016 to 10/25/2017

**Company:** The Ohio Casualty Insurance Company

**Renewal Type:** Continuous Until Canceled

**Bond Amount:** 25,000.00 USD

**Class Code:** 929

**Co-surety:**

**Bond Description:**  
 Used Dealers and Salesmen

**Transaction Comments:**  
 System auto renewal transaction

**Amt in USD**  
**Bond Premium**  
 250.00

**Net Premium:** 250.00

**APPOINTMENTS  
FIRST READING**



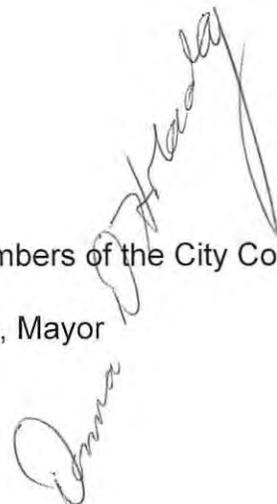
CITY OF NEWBURYPORT  
OFFICE OF THE MAYOR  
DONNA D. HOLADAY, MAYOR

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

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

2016 OCT 25 P 1:03

To: President and Members of the City Council  
From: Donna D. Holaday, Mayor  
Date: October 20, 2016  
Subject: Appointment



---

I hereby appoint, subject to your approval, the following named individual as Assessor to fulfill the term of Dan Raycroft who is retiring this year. This term will expire on January 1, 2018.

Jill Brennan  
24 Webster Street #7  
Haverhill, MA 01830

# **JILL M. BRENNAN, MAA**

24 Webster Street  
Haverhill, MA 01830

## **PROFESSIONAL EXPERIENCE**

### **CITY OF NEWBURYPORT 1997 – PRESENT**

*Assistant Assessor* – A brief composite of duties performed under this position include, but are not limited to:

- Process all deeds and property transfers. Properly code all sales transactions in the Vision cama database to be used for analyzing sales ratios. Program and run comparable sales reports for the counter.
- Produce real and personal property tax commitments and tax billing files. This includes bridging the Vision database with the Munis tax billing programs. Balance and verify the tax billing file, create an accounts receivable file on the Munis software server and extract the two computer generated files to be sent to the tax billing vendor.
- Produce and bridge the Motor Vehicle excise tax billing file on Munis. Balance and verify the bridged data, and create an accounts receivable file on Munis.
- Process all motor vehicle excise abatements when applicable.
- Assist with field inspections on building permits and abatement applications.
- Maintain all changes, adds, & deletes to the Vision database, based on field work inspections performed on building permits.
- Process boat excise abatements when applicable.
- Process the bi-monthly accounts payable warrant for the department.
- Review all abatement applications on real estate and personal property and make recommendations to the Assessor on action to be taken.
- Responsible for maintaining the Assessors data layers in the GIS system. Produce GIS assisted maps when applicable. Networking with the GIS consultant when bridging of data required.
- Program and process all public information requests.
- Create new subdivisions, condominium conversions, and lot splits. Producing new parcels on the cama database for each lot, valuing each parcel, and making sure all applicable changes to the Assessors maps are recorded.
- Responsible for maintaining the Personal Property database every fiscal year. This includes field inspections when applicable, maintaining the Vision database, and producing a new growth figure.

- Track all new growth values during the fiscal year on real estate and apply those figures into the DOR Gateway LA13 report.
- Prepare all abutters lists for various City Departments and Boards as well as for individuals going before the Conservation Commission, and for surveying companies.
- Qualify and process the CPA exemption applications when applicable.
- Process all apportioned water and sewer betterments for Plum Island and the Low Street projects and apply them to the Munis system.
- Assume the duties of the City Assessor in his absence.

**VISION APPRAISAL TECHNOLOGY INC.**

*Senior Technical Support Representative 1993-1997* – Responsibilities included the onsite training of over 75 clients on the latest cama database releases.

*Assistant Manager of Customer Support 1985-1993* – Responsibilities included telephone technical support for all clients and supervising staff employees on daily work assignments.

*Data entry operator 1986-1990* – Responsible for the data entry of field card changes into a cama based computer system.

*Residential Field Appraiser 1981-1984* – Responsibilities included traveling to client sites, inspecting and measuring residential property.

**ACCOMPLISHMENTS**

*Massachusetts Accredited Assessor (#928)*

*Member of the Massachusetts Association of Assessing Officers (MAAO) 2001 to present*

*Member of the Essex County Assessors Association 2001 to present*

*President of the Essex County Assessors Association in 2007.*

*Elected member of the Essex County Assessors Association Executive Board in 2001 and served for nine years.*

*Member of the International Association of Assessing Officers (IAAO) 2007 to present*

*Federal Passport Acceptance Agent 2010 to present*



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

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

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

2016 OCT 17 P 3:10

To: President and Members of the City Council  
From: Donna D. Holaday, Mayor  
Date: October 18, 2016  
Subject: Re-Appointment

-----  
I hereby re-appoint, subject to your approval, the following named individual as Assistant Treasurer/Collector for the City of Newburyport. This term will expire on November 1, 2019.

Kathleen Chase  
2 Belcher Street  
Newburyport, MA 01950



CITY OF NEWBURYPORT

OFFICE OF THE MAYOR

DONNA D. HOLADAY, MAYOR

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

60 PLEASANT STREET - P.O. BOX  
NEWBURYPORT, MA 01950

978-465-4413 PHONE

978-465-4402 FAX

2016 OCT 20 11 5: 0

*Donna D. Holaday*

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: October 3, 2013

Subject: Re-Appointment

-----  
I hereby re-appoint, subject to your approval, the following named individual as a member of the Disability Commission. This term will expire on November 1, 2019.

Dr. Barry Spiro  
4 Lafayette Street  
Newburyport, MA 01950

**END OF CONSENT AGENDA  
BEGINNING OF REGULAR AGENDA**

**APPOINTMENTS  
SECOND READING**

## SECOND READING APPOINTMENTS

### Re-Appointments

- APPT071\_10\_11\_16 Vaughn Abbott 61 Prospect St Cultural Cncl 10/1/2019
- APPT072\_10\_11\_16 Paul S. Cardaci 135 Beach Rd, Slsby Constable 12/1/2019

### Appointments

- APPT073\_10\_11\_16 Susan Bryant Carnduff 12 Washington St Cultural Cncl 11/1/2019
- APPT074\_10\_11\_16 Afroz Khan 85 Prospect St Cultural Cncl 11/1/2018

Motion to approve the Consent Agenda as amended by Councillor Zeid, seconded by Councillor Cameron.

# ORDERS

CITY OF NEWBURYPORT



---

IN CITY COUNCIL

September 12, 2016

ORDERED:

**THAT the City Council** of the City of Newburyport approves the Mayor's Fiscal Year 2017 **Supplemental Budget Request #1** in the total amount of **\$12,532.88**.

General Fund:	\$10,190.57
Water Enterprise Fund:	\$1,171.15
Sewer Enterprise Fund:	\$1,171.16

---

Councilor Charles F. Tontar

**In City Council October 11, 2016:**

Motion to take separately by Councilor Devlin, seconded by Councilor Vogel. So voted. Motion to amend to strike by Councilor Devlin. Withdrawn. Motion to approve \$3,513.46 for DPS Director by Councilor Tontar, seconded by Councilor Cameron. Roll call vote, 11 yes. Motion to refer remaining amount to table by Councilor Tontar, seconded by Councilor Devlin. So voted.



DONNA D. HOLADAY  
60 PLEASANT STREET • P.O. BOX 550  
NEWBURYPORT, MA 01950  
(978) 465-4413 • (978) 465-4402 (FAX)  
WWW.CITYOFNEWBURYPORT.COM

To: President and Members of the City Council  
From: Donna D. Holaday  
Date: September 12, 2016  
Subject: Supplemental Budget Request #1

---

At the conclusion of the FY17 budget approval process there remained \$18,685 in unallocated estimated general fund revenue. My Supplemental Budget Request #1 utilizes \$10,191 of the unallocated general fund revenue, as well as, \$1,171 from water enterprise fund receipts and \$1,171 from sewer enterprise fund receipts.

Since the approval of the FY17 budget, we have renewed and extended two department head contracts and performed a market analysis on a third position. Accordingly, I respectfully request the following items as a Supplemental Budget Request:

- Human Resources Director  
Amount: \$5,069.42  
Rationale: To bring the salary closer to market level.
- Fire Chief  
Amount: \$3,950.00  
Rationale: To align stipends with City Marshal contract.
- DPS Director  
Amount: \$3,513.46  
Rationale: To raise salary, extend contract.

The Supplemental Budget Request totals \$12,532.88 which, as mentioned above, will be covered by unallocated revenue from the FY17 budget process. I look forward to discussing the funding needs in further detail when this request is referred to the Budget and Finance Committee for their review.

Thank you for your consideration.

CITY OF NEWBURYPORT



---

IN CITY COUNCIL

ORDERED:

October 31, 2016

**THAT** all property within the City of Newburyport be taxed equally and that the method to determine this percentage of the local tax levy to be assessed by each class of property is established by the adoption of a **Residential Factor** of [       ] for **Fiscal Year 2017** in the City of Newburyport.

---

Councillor Charles F. Tontar  
Chair, Budget & Finance Committee

CITY OF NEWBURYPORT



---

IN CITY COUNCIL

ORDERED:

October 31, 2016

THAT the City of Newburyport Tax Rate for Fiscal Year 2017 will be \$[        ] for all classes of property.

---

Councillor Charles F. Tontar  
Chair, Budget & Finance Committee

## ORDINANCES

**COMMITTEE ITEMS**

## **BUDGET & FINANCE COMMITTEE ITEMS**

1. **ODNC016\_09\_12\_16** Plum Island Utility Fund
2. **TRAN025\_10\_11\_16** HR Health Ins. to HRA Prog. (30K), HRA Admin (1,950)

BoF / P

# CITY OF NEWBURYPORT



IN CITY COUNCIL

**ORDERED:**

## **AN ORDINANCE ESTABLISHING THE PLUM ISLAND UTILITY FUND**

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

Chapter 2      Administration  
Article VI      Finance

### Sec. 2-393 – Establishment of the Plum Island Utility Fund

- a) There is hereby established a trust fund known as the Plum Island Water/Sewer Utility Fund ("Plum Island Utility Fund").
- b) The Plum Island Utility Fund shall consist of the City of Newburyport's share of proceeds from the settlement agreement between the Commonwealth of Massachusetts and CDM Smith Inc.
- c) The City hereby established this Plum Island Utility Fund under the provisions of paragraph 2 of section III of the CDM Smith Inc. Settlement Agreement. Accordingly, the Plum Island Utility Fund shall be ONLY be used to pay costs and expenses arising from or related to the Plum Island Water/Sewer Utility Project ("Project"), including but not limited to the repair, modification, improvements, or optimization of the Project, and reimbursement of the City of Newburyport's insurers, including the MIIA Property & Casualty Group, Inc. ("MIIA") on terms arranged by the City of Newburyport.
- d) Appropriations from this fund shall be made at the recommendation of the Mayor with the approval of a two-thirds vote of the City Council.
- e) This section is adopted pursuant to section 5B, chapter 40 of Massachusetts General Law.

Submitted:

---

Councillor Charles F. Tontar  
Chair, Budget & Finance Committee



# City of Newburyport

## FY 2017

### BUDGET TRANSFER REQUEST

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
2016 OCT -4 A 11:49

**Department:** Human Resources

**Submitted by:** Tracy Maynard, HR Director

**Date Submitted:** 10/11/2016

**Transfer From:**

Account Name	<u>INS Health Insurance</u>	YTD Bal:	<u>\$ 6,519,877.66</u>
Account Number:	<u>01914001-51700</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$31,950.00</u>	Trans Out:	<u>\$ -</u>
Why are Funds Available:	<u>A surplus in anticipated in this account due to current enrollment figures.</u>		

**Transfer To:**

Account Name	<u>INS HRA Program</u>	YTD Bal:	<u>\$ -</u>
Account Number:	<u>01914001-51702</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$30,000.00</u>	Trans Out:	<u>\$ -</u>
Why are Funds Required:	<u>See explanatory memo from Tracy Maynard, HR Director.</u>		

**Transfer To:**

Account Name	<u>HR HRA Administration</u>	YTD Bal:	<u>\$ -</u>
Account Number:	<u>01152002-53005</u>	Trans In:	<u>\$ -</u>
Amount:	<u>\$1,950.00</u>	Trans Out:	<u>\$ -</u>
Why are Funds Required:	<u>See explanatory memo from Tracy Maynard, HR Director.</u>		

Donna D. Holaday, Mayor  
Ethan R. Manning, Auditor  
City Council Approval: (Stamp)

Donna D. Holaday  
Ethan R. Manning

Date: 10/4/16  
Date: 10/4/16



RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

CITY OF NEWBURYPORT, MASSACHUSETTS

2016 OCT -4 A 11:49

Human Resources Office

60 Pleasant Street

Newburyport, MA 01950

Phone: 978-465-5896 • Fax: 978-463-2892

To: President and Members of the City Council

From: Tracy Maynard, Human Resources Director

Date: October 4, 2016

Re: Budget Transfer Request for Health Reimbursement Account

---

As part of the Public Employee Committee (PEC) Memorandum of Agreement, the PEC agreed to establish a Health Care Reimbursement Account (HRA) of \$30,000 to support the City of Newburyport employees and retirees that have extraordinary prescription costs. The HRA reimburses employees and retirees that spend more than \$500 for prescription co-payments when on an individual health plan or more than \$1,000 for prescription co-payments when on a family health plan.

This amount was funded in the FY16 budget as well as in subsequent years' budgets; however it was inadvertently omitted from the FY17 budget. This HRA, as it is part of the PEC Agreement under M.G.L. c. 32B Section 19, needs to remain in place. Also, included in the FY16 budget and in subsequent years' budgets was \$3,900 to cover costs of administering the plan. For FY17, we have managed to reduce annual administration costs by 50% to \$1,950.

The request in total is as follows:

\$30,000.00 added to Insurance Group HRA Account (01914001 51702)

\$1,950.00 added to Human Resources HRA Administration (01152002 53005)

Thank you.

## **LICENSE & PERMITS COMMITTEE ITEMS**

1. **COMM092\_10\_11\_16** Ltr re: Youth Hockey "Tag Day" on 11/19/2016



## Newburyport Youth Hockey League

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

2016 SEP 30 A 11:13

September 28, 2016

Mr. Richard Jones  
City Clerk  
Newburyport City Hall  
560 Pleasant Street  
Newburyport, MA 01950

Dear Mr. Jones,

I am writing to request that the Newburyport Youth Hockey League (NYHL) be granted permission to hold a "tag day" on November 19, 2016.

Newburyport is a non-profit organization, managed and operated through a network of parent volunteers. The mission of the organization is to deliver a competitive and sustainable hockey program, from Learn to Skate through high school, by developing coaches and players, socially, athletically and academically. With an annual budget of approximately \$200K and serving 200 children, the league relies entirely on tuition payments and fundraising for revenue.

One of the main fundraising events is to operate a "tag day" where players solicit small cash contributions outside of local businesses. This event has been successful in recent years and the league is requesting permission to hold one Saturday, November 19, 2016. The businesses we are contacting for approval are listed on the attachment. As in past years, we will solicit approval from each business owner prior to the event.

I'm happy to answer any questions. I can be reached at [tamanddavid@comcast.net](mailto:tamanddavid@comcast.net) or 339-223-7673.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "T. O'Donnell", with a horizontal line extending to the right.

Tammy O'Donnell

CC: Councilor Charles Tontar

Newburyport Youth Hockey League  
25 Storey Avenue, PMB 157, Newburyport, MA 01950  
[www.NYHL.org](http://www.NYHL.org)



# Newburyport Youth Hockey League

## List of Businesses for NYHL Tag Day

7 – 11, Storey Ave

Black Duck

Dunkin Donuts, Port Plaza

Dunkin Donuts, Storey Ave

Dunkin Donuts, Traffic Circle

Jabberwocky

Kmart

Leary's

Newburyport Public Library

Market Basket

Market Square

McDonalds

Mobil Gas, Storey Ave.

Newburyport Bank

Plum Island Roasters

Port City Sandwich

Newburyport Post Office

Richdales/Dunkin Donuts

Shaws

Starbucks

Tannery

TD Bank State Street

Walgreens

## NEIGHBORHOOD & CITY SERVICES /PUBLIC UTILITIES COMMITTEE ITEMS

- **ORDR075\_09\_12\_16** Resolution on Boyd Drive Development

RD  
NC-5

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

September 12, 2016

RESOLUTION ON BOYD DRIVE DEVELOPMENT

WHEREAS there is an existing golf course known as 'Evergreen' located on Boyd Drive, Newburyport, and

WHEREAS there is an application for Open Space Residential Development on said golf course to be known as Evergreen Commons LLC and seeking permit(s) for thirty-eight single family homes nearly tripling the number of homes in the neighborhood, and

WHEREAS this development is proximate to the Newburyport Water Well No. 2 and poses a significant public health and safety risk to citizens of the City of Newburyport, and

WHEREAS pesticide runoff from residential developments poses a risk to drinking water supplies that cannot reasonably be monitored nor controlled, and

WHEREAS there are twenty families that currently live on Boyd Drive and a large number of families on Laurel Road who will be substantially affected by undue traffic congestion and concerns for pedestrian safety, and

WHEREAS the City of Newburyport in 1984 deliberately permitted development of only twenty-one homes on Boyd Drive in order to protect the City's well field and reduce traffic and safety impacts.

NOW, THEREFORE, the Newburyport City Council declares its opposition to the proposed development at the Evergreen Valley Golf Course known as Evergreen Commons LLC and its application for Open Space Residential Development and hereby instructs the City Clerk to send a copy of this Resolution to the Newburyport Planning Board, Water and Sewer Commission, Board of Health, State Representative Kelcourse, Senator Ives, the Commissioner of the Department of Environmental Protection, and Governor Charles Baker.

Councillor Connell  
Councillor O'Brien  
Councillor Cameron  
Councillor Giunta  
Councillor Cronin

## PLANNING & DEVELOPMENT COMMITTEE ITEMS

- ORDR055\_06\_27 16 Order re: Surplus Property - WWTP

Date: October 31, 2016

ORDERED:

**THAT** pursuant to General Laws Chapter 40, Sections 15 and 15A the City Council of the City of Newburyport hereby designate the remaining 115 Water Street property (*originally taken by the City for the Wastewater Treatment Plant upgrade project*) as surplus property, no longer needed by the City, and further (*consistent with the June 20, 2016 vote of the Water and Sewer Commission*) that the Council hereby transfers the care, custody, management and control of said property, including any structures thereon, to the Mayor for the purposes of further conveyance by Request for Proposals (RFP), on such terms and conditions, and for such consideration, as the Mayor deems appropriate, provided that: (a) as a condition of the lease of said property the City shall retain rights to such indoor and outdoor storage space as indicated on the attached diagram for continued use by the Department of Public Services and its Sewer Division; (b) the City restrict proposals for use of the property to office and marine-dependent uses only; (c) the minimum lease price shall correspond to an appraisal obtained by the City commensurate with the specified lease term; and (d) further that any proceeds from lease of the subject property shall be used to reduce the balance of any outstanding debt owed by the City associated with the aforementioned Wastewater Treatment Plant upgrade project.

Councilor Edward Cameron

## **PUBLIC SAFETY COMMITTEE ITEMS**

1. **COMM063\_06\_13\_16** Letter from Abutters of the I-95 Project
2. **ORDR068\_08\_29\_16** High Street – Resident Parking
3. **ORDR077\_09\_12\_16** Parking Restricted on Daniel Lucy Way
4. **COMM093\_10\_11\_16** LOCO Sports Road Race on 11/13/2016
5. **COMM094\_10\_11\_16** Fuel River Run on 5/7/2017
6. **COMM095\_10\_11\_16** Ltr re: Crossing Guard at Coltin Drive
7. **ORDR081\_10\_11\_16** Parking Restriction, High Street near Barton Street

6/11/16  
 PS

To the Honorable Counselors of the City of Newburyport

June 11, 2016

We the marginalized tax payers of the west side of the Rt. 95 Project have reached a tipping point. At various times promises were made to small groups to appease us. Our simple request is that a sound barrier of a reasonable and proper fashion to be constructed on the West side of the 95 Project. This is in conjunction with real-time on-line access. Since the first major abutters meeting of the project we have known that " there are not enough of you to change anything" as told to us by a Mass.DOT executive. So, now we call on the City Council to help us with some assistance. It is now a much louder neighborhood to live in. Our quality of life and health are in the balance. Sound testing was performed before the hundreds of 40' and 60' trees were removed. A short herringboned shape concrete sound barrier with equally tall sound absorbing vegetation was pulled for a much taller monstrous wall with no vegetation. This was done with the calculated expectations that with 25% more lanes, additional traffic, higher speeds with screaming all season tires on most vehicles, Trucks blasting up the South grade and countless North bound Semi's laying on their Jake breaks at 3AM on the downgrade approaching the bridge (at least a dozen a night when then come into view of the bridge around the bend). Did the DOT not think that the sound would deflect back to the West? And the problem only intensifies when it rains.

Because of the noise we are being deprived of sleep nightly. We were not told of the powerful LED lighting that shines horizontally

Those of us with forced hot air/ cooling furnaces are using double the number of air filters in our home at an average cost of \$40.00 each. 4 times a year.

We cannot keep our windows open at anytime of the year without the tradeoff of dust, soot and exhaust, maybe even lead dust from the Whittier Bridge demolition.

You cannot have a conversation outside with a person ten feet away from you at any time of the day. Listening to a ballgame on the radio in the yard is impossible. Backyard cookouts never happen. When it gets quiet it's usually due to a car accident further on down at an Amesbury exit.

If it is a matter of money why were 200 trees and potted plants that nobody will see planted behind the monstrous sound deflector? 70 5' trees @ approx \$130.00 = \$9,100. and 130 potted plants @\$ 40.00 = \$5,200. Not including the labor cost for a crew to plant them.

And finally, we would have and extremely hard time selling our houses. No. 7 Pine Hill was just turned down last Thursday the 9th due to the highway noise. Imagine 550 acres of the Maudsley State Park within a stone's throw and it's too loud to live here.

Perhaps it is time to reassess our property taxes along Newburyport's corridor of white noise.

Therefore , we would ask the City Council of Newburyport to; Please ..

1] Pressure the state to provide a private company to set up real time sound monitors on the West side from the last house on Spring Lane to the high ground on Hallisey Drive. This would to verify that sound barriers are needed by their own Mass. DOT codes. six sensors?

R 6/11/16  
 PS

2] To provide a reasonable and proper sound barrier. i.e. an earthen mound with I beam posts with vertical slab inserts or an earthen mound with rows of tall staggered arborvitae

Below are the signatures of the aggrieved abutters to the 95 Project.

June 11, 2016

Please print in E-mail address if you would like to be updated.

cell  
978 815  
9941

Print names	Address	Newburyport, Ma.	Sign	Date
Mr & Mrs David Murphy	1 Pine Hill Rd		Mr & Mrs David Murphy	6-11-16
DOUG & JOANNIE HARRISON	3 PINE HILL		Joanne Harrison	6-11-16
India Kolman	5 Pine Hill Road		India Kolman	6-11-16
Paul Colby	39 Pine Hill Rd		Paul Colby	6-11-16
Kenna	3 SPRING LANE		M. Kenna	6-11-16
Judith Marshall	13 Pine Hill Rd		Judith Marshall	6/11/16
Gordon MARSHALL			Gordon E Marshall	
MARC VINCENT	1 HALLISEY DRIVE		Marc Vincent	6/11/16
J. Manias	5 Hallisey Dr.		J. Manias	6/11/16
Ellen	7 HALLISEY -		Ellen	6/11/16
Ellen	9 Hallisey Dr		Ellen	6/11/16
Jim Pichel	9 Hallisey Dr		Jim Pichel	6/11/16
Robert M'Keown	3 Hallisey Drive		Robert M'Keown	6/11/16
Tonia	11 Pine Hill Rd		Tonia	6/11/2016
BENJAMIN CHAFFET	11 PINE HILL		BENJAMIN CHAFFET	6-11-2016
Joanne Harrison	3 Pine Hill Rd		Joanne Harrison	6/11/16
Kathy Marshall	13 Pine Hill Rd		Kathy Marshall	6/12/16
Sam & Dwight	7 Pine Hill Rd		Sam & Dwight	6/12/16
Gorothy Wick	5 Spring Lane		Gorothy Wick	6/12/16



# CITY OF NEWBURYPORT

## CITY COUNCIL

60 PLEASANT STREET -- P.O. BOX 550  
 NEWBURYPORT, MASSACHUSETTS 01950  
 978 465 4407

IN CITY COUNCIL:

ORDERED:

Date: August 22, 2016

THAT the CITY COUNCIL of the CITY OF NEWBURYPORT amends the established list of parking restrictions per the Newburyport City Council to include:

### **Sec. 13-180. - Resident parking.**

*Preamble.* Resident parking zones may be established: (1) where a bona fide hardship exists caused by unique or special conditions; and/or (2) where the city has imposed one- or two- or four- hour parking limits on residential streets bordering commercial zones; and/or (3) where the residents of these residential districts suffer from unreasonable burdens in gaining access to their residences.

Create: One hour parking restricted zone

ADD: High Street, southerly, for a distance of 105 feet in an easterly direction from Vernon Court

Post as: Resident Parking – All others One hour parking

AND further post this list on the city website

Submitted,

Councillor Robert J. Cronin, Public Safety Chair

Refer to  
 PS  
 LC  
 SZ

ps



# CITY OF NEWBURYPORT

## CITY COUNCIL

60 PLEASANT STREET -- P.O. BOX 550  
NEWBURYPORT, MASSACHUSETTS 01950  
978 465 4407

IN CITY COUNCIL:

ORDERED:

Date: September 12, 2016

**THAT** the City Council of the City of Newburyport hereby orders, pursuant to Code Section 13-166, that no person shall park any vehicle on the following streets or portions thereof as follows:

**Street:** Daniel Lucy Way

**Restriction:** On the easterly side from Storey Avenue for a distance of 1,060 feet there shall be no parking during athletic events at the Cherry Hill Soccer field and from Curzon Mill Road for a distance of 475 feet there shall be no parking during athletic events at Maudsley State Park.

**Furthermore,** the City Clerk shall add this restriction to the public list available in the Clerk's office. This list shall be updated and posted on the City of Newburyport website.

Councillor O'Brien

PS

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

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

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon: \_\_\_\_\_

LOCO Sports, Inc.

2. Name, Address & Daytime Phone Number of Organizer: \_\_\_\_\_

Michael St. Laurent, P.O. Box 423, Newmarket, NH 03857

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up \_\_\_\_\_

Michael St. Laurent, P.O. Box 423, Newmarket, NH 03857

4. Date of Event: November 13, 2016 Expected Number of Participants: 600

5. Start Time: 9:00 AM Expected End Time: 12:30 PM

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

Parker Street, Mulliken Way, Harbor Trail

7. Locations of Water Stops (if any): Parker Street

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

9. Formation Location & Time for Participants: N/A

10. Dismissal Location & Time for Participants: N/A

11. Additional Parade Information:

• Number of Floats: N/A

• Locations of Viewing Stations: \_\_\_\_\_

• Are Weapons Being Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

• Are Marshalls Being Assigned to Keep Parade Moving: Yes \_\_\_\_\_ No \_\_\_\_\_

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA  
2016 SEP 22 P 6 26

APPROVAL SIGNATURES REQUIRED FOR STREET CLOSURE

CITY MARSHAL  
1 Green Street  
FIRE CHIEF  
Greenleaf Street  
DEPUTY DIRECTOR  
1 Ferry Road  
CITY CLERK  
80 Pleasant St

[Signature] City Marshal  
[Signature] 9/2/2016  
[Signature]

- 1) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, directors, charity foundation or designee apply for authorization to hold the event through the Office of Clerk. The City Clerk upon review of the completed form will place the application on the regular City agenda. 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 event will have one person responsible on the application and shall provide contact information to include name, address and telephone number.
- 2) *"Exemptions"* Each event organizer or organization shall comply with this ordinance and no exemptions are permitted.
- 3) *"Course map"*, All applications shall be accompanied by a course map showing the event route, water refreshment stops, and so-called "porta-potties". The course map shall also include any road closures, and parking areas. The course map shall be approved by Police, Fire, Department of Public Services, Commission and Harbormasters Departments prior to submission to the City Clerk.
- 4) *"Electronic Amplifier"* Electronic amplifiers, loudspeakers and bullhorn use shall be requested at application. Under no circumstances will they be used for public address announcements or music before 9:00 A.M. except for Sundays when electronic amplifiers, loud speakers or bullhorns will be used for public announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.
- 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 an approved permit. It is the sole responsibility of the race organizers to notify residents ten (10) days in advance. If neighborhood roads will be closed if no alternate route is available to those residents.
- 6) *"Insurance"* All events shall have an insurance policy or rider in effect for the event naming the City of Newburyport as an 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 Director or designees thereof determine that an event is unsafe due to existing conditions, that event shall 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 oversee 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 directional arrows, advertisements or other promotional material associated with the event.

13-101 Enforcement

- (a) "Regulations" Consistent with this ordinance, the city shall promulgate regulations to enforce and otherwise implement the provisions of this ordinance upon passage by the City Council. Any event previously approved by City Council shall be deemed permitted.

- 
- (b) "Warning" In the circumstance that this ordinance 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.
- (c) "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 Subsection 1-17 of Chapter 1 of the Code or Ordinances of the City of Newburyport in the amounts set herein in 13-101(d)
- (d) "Violation" The non-criminal violation shall be \$100.00 for the first offense and \$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.

*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: Michael St. Laurent

Date: Sept 1, 2016



**Paul Hogg** <PHogg@cityofnewburyport.com>

to Mike ▾

Hi Mike

I am ok with this. You can use my email as approval.

Respectfully

Capt. Paul Hogg

Newburyport Harbormaster

Shellfish Officer

60 Pleasant St.

Newburyport MA, 01950

Cell 1-978-360-6963

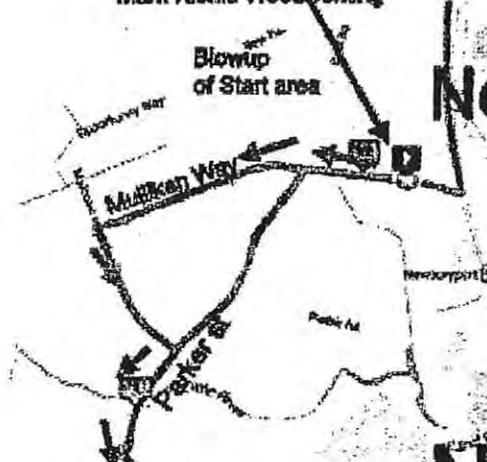
Office 1-978-462-3746





**Newburyport Section**  
**Start: 40 Parker St.**

**Newburyport**  
**By big windmill**  
 Mark Richie Woodworking

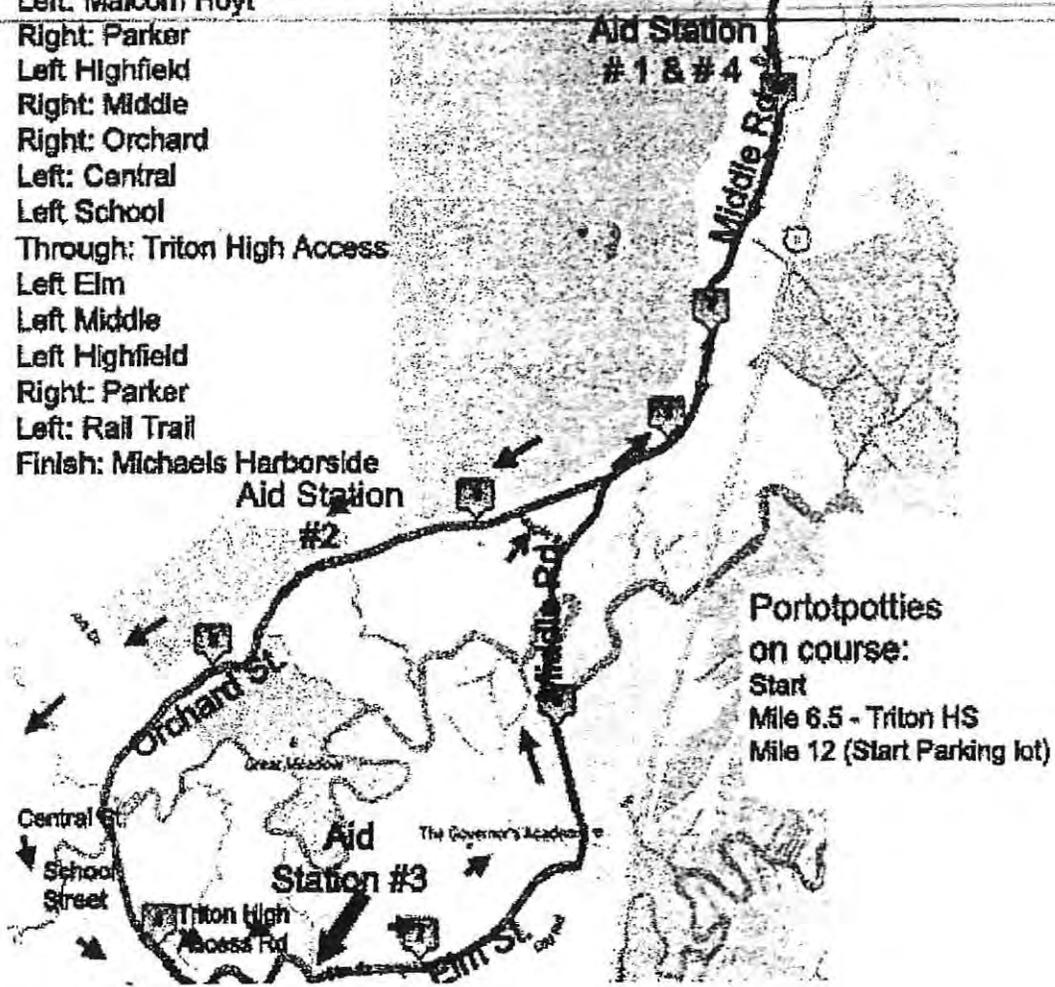


- Parker: Start
- Straight: Mulliken Way
- Left: Malcolm Hoyt
- Right: Parker
- Left Highfield
- Right: Middle
- Right: Orchard
- Left: Central
- Left School
- Through: Triton High Access
- Left Elm
- Left Middle
- Left Highfield
- Right: Parker
- Left: Rail Trail
- Finish: Michaels Harborside



**Newburyport**

**Newbury**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/6/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> STAR Insurance - Fort Wayne Office 2130 East Dupont Road  Fort Wayne IN 46825		<b>CONTACT NAME:</b> Margaret M. Mayers <b>PHONE (A/C, No, Ext):</b> (260) 467-5689 <b>FAX (A/C, No):</b> (260) 467-5691 <b>E-MAIL ADDRESS:</b> margaret.mayers@starfinancial.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Road Runners Club of America/2016 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209		<b>INSURER A</b> National Casualty Company	<b>11991</b>
		<b>INSURER B</b> Nationwide Life Insurance Co.	<b>66869</b>
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 2016 \$2M A.I. **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		KRO0000005888100	12/31/2015 12:01 AM	12/31/2016 12:01 AM	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> Legal Liability to Participant \$2,000,000					MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Abuse & Molestation Aggregate \$5,000,000				PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 500,000
A	AUTOMOBILE LIABILITY		KRO0000005888100	12/31/2015 12:01 AM	12/31/2016 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS					BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)		SPX0000027201500	12/31/2015 12:01 AM	12/31/2016 12:01 AM	Excess Medical \$10,000 AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.**  
**DATE OF EVENT(S):** 11/13/16 Harborside Half Marathon **INSURED RRCA CLUB/EVENT MEMBER:** LOCO Sports, Inc., Att'n: Arlon Chaffee, PO Box 423, Newmakret, NH 03857

<b>CERTIFICATE HOLDER</b>  11/13/16 City of Newburyport, MA PO Box 550 Newburyport, MA 01950	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  Terry Diller/MMA <i>Terry R. Diller, CPCU</i>
--	--

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FOR PARADE, ROAD RACE AND WALKATHON-EVENTS ONLY

ps

PARADE \_\_\_\_\_

ROAD RACE X

WALKATHON \_\_\_\_\_

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

FUEL TRAINING STUDIO

2. Name, Address & Daytime Phone Number of Organizer:

JULIE BOLCAT 617-694-5489

75 MERRIMAC ST.  
WINTHROP MA 01952

2016 OCT - 3 P 2:38

RECEIVED  
CITY CLERK'S OFFICE  
NEWBURYPORT, MA

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up

SAME AS ABOVE

4. Date of Event: MAY 7<sup>th</sup>, 2017 Expected Number of Participants: 1300

5. Start Time: 9:15 AM Expected End Time: 1:00 PM.

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

ATTACHED

7. Locations of Water Stops (if any): ~~SEE MAP~~ HOWEVER LABELLED ON MAPS ATTACHED

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

9. Formation Location & Time for Participants: 9:00 AM: MERRIMAC + OAKLAND ST.

10. Dismissal Location & Time for Participants: CASHMAN PARK 1:00 PM.

11. Additional Parade Information:

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

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

CITY MARSHAL [Signature] 9/28/16\* 4 Green St.

FIRE CHIEF [Signature] 9/27/16 0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way

CITY CLERK [Signature] 60 Pleasant St.

\* see attached letter

## 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.

<b>Approval Required</b>	<b>Date:</b> _____	<b>Signature</b> _____
_____	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: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>	
	<input type="checkbox"/> Yes: \$ _____ due on _____ <span style="margin-left: 100px;"><input type="checkbox"/> No Fee for Special Events applies</span>	
	Other requirements/instructions per DPS _____	
_____	10. Recreation 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.**

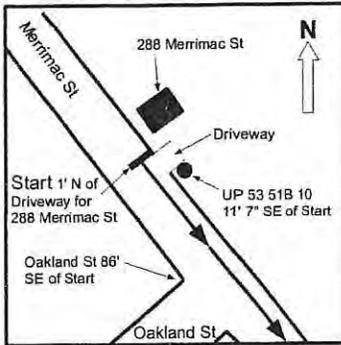
### Prohibitions

- (a) *"Procedure"* All road racing, walkathon, bicycle, or swimming events shall, through that event's organizer, board of directors, charity foundation or designee apply for authorization to hold the event through the Office of the City Clerk. The City Clerk upon review of the completed form will place the application on the regular City Council agenda. 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 event will name one person responsible on the application and shall provide contact information to include name, address and telephone number.
- (b) *"Exemptions"* Each event organizer or organization shall comply with this ordinance and no exemptions will be permitted.
- (c) *"Course map"*, All applications shall be accompanied by a course map showing the event route, water stops, refreshment stops, and so-called "porta-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.
- (d) *"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 be used for public address announcements or music before 9:00 AM. This shall be deemed a requirement for all permitted events regardless of type or location.

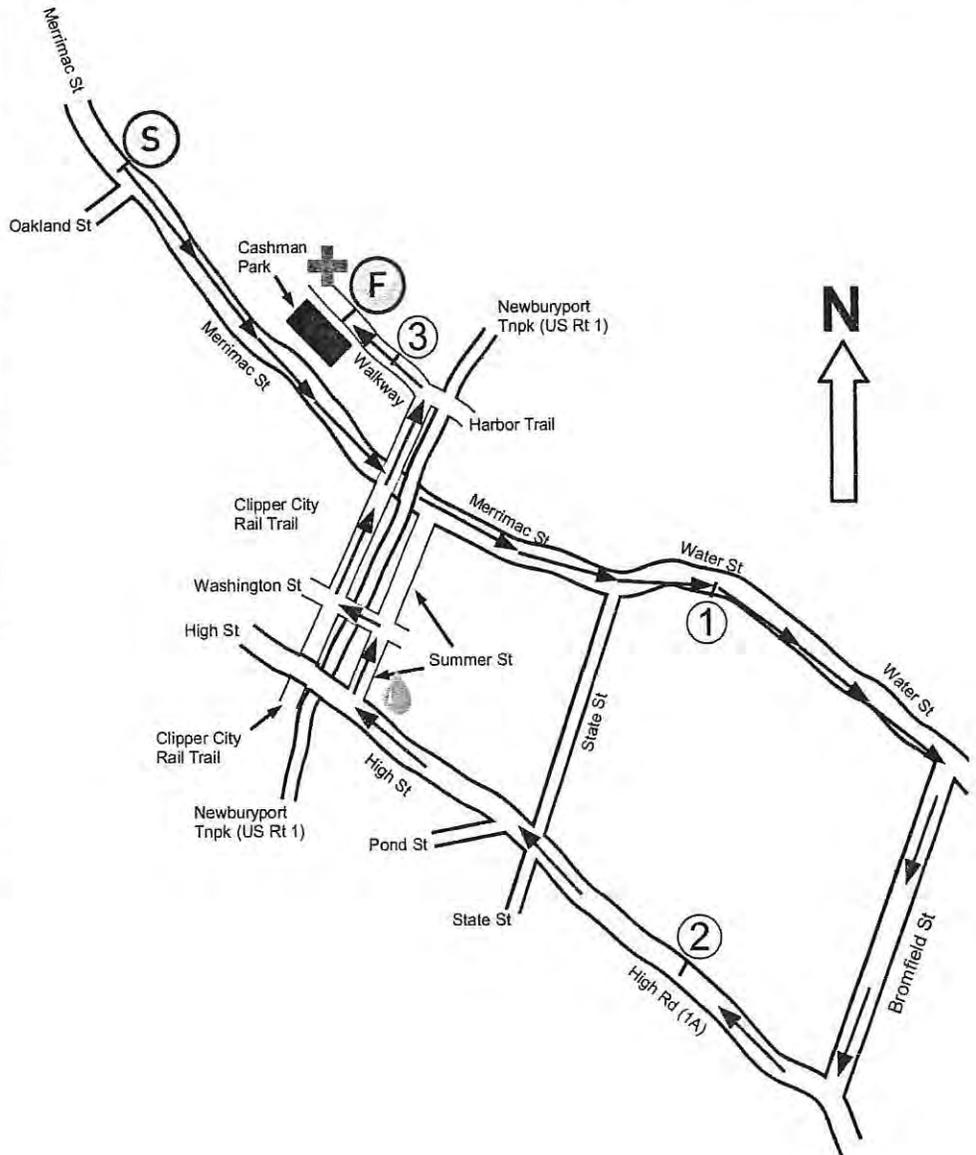
# newburyport Javelin River Run 13.1 & 5K

USATF Certificate MA15007BK  
Effective Nov 27, 2015 - Dec 31, 2025

Start Detail



Finish Detail



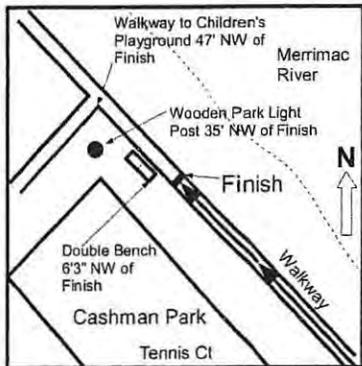
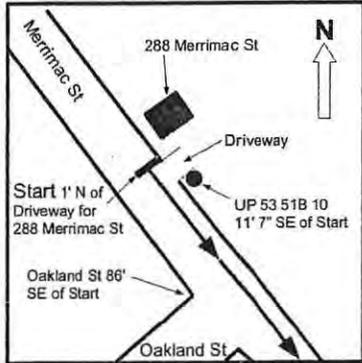
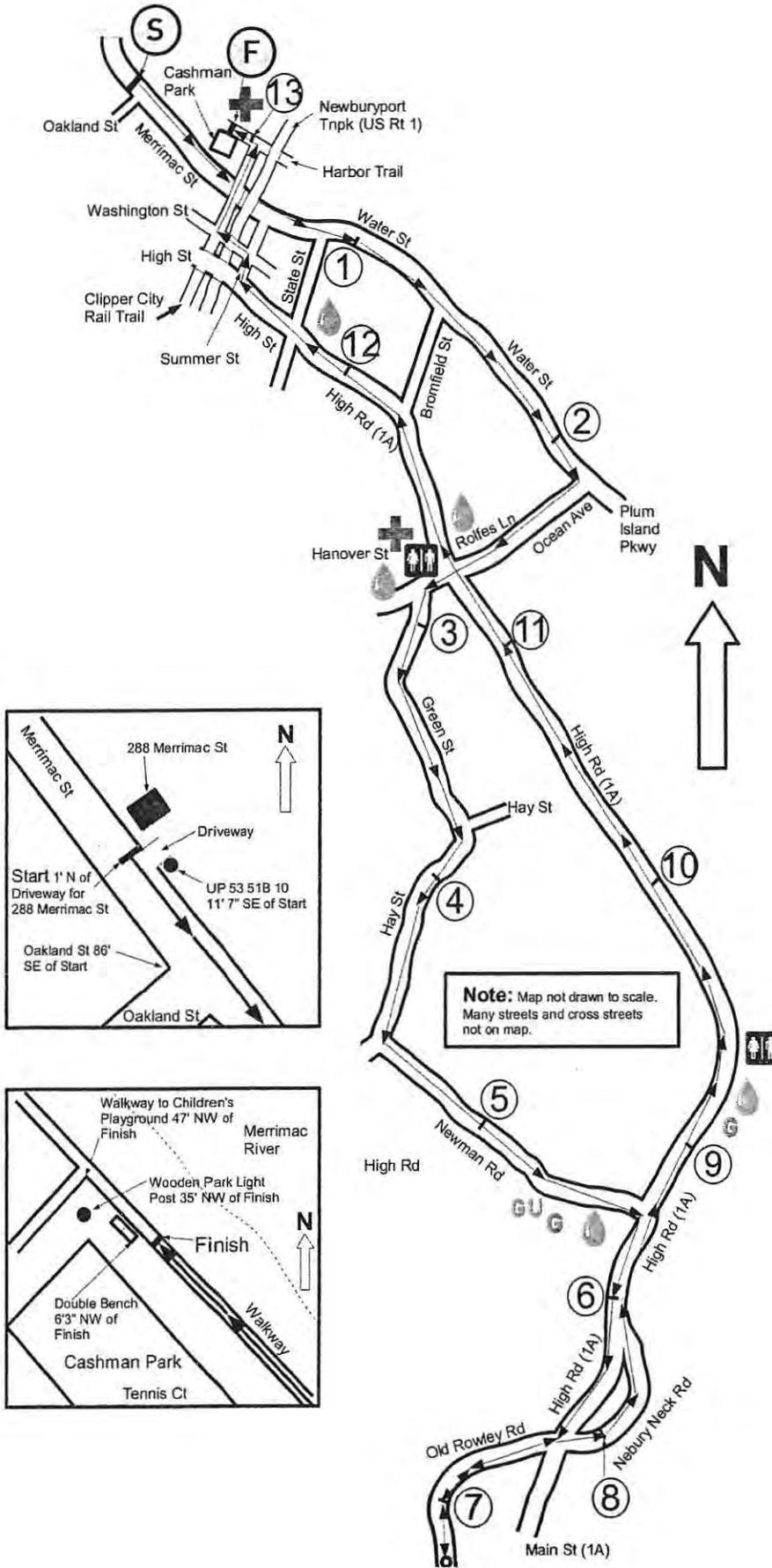
① — ③ MILE MARKERS

RED CROSS +  
Finish line, Cashman Park

WATER STAND   
Mile 2.25 High St.

# newburyport JAN river run 13.1 & 5K

USATF Certificate MA15008BK  
Effective Nov 27, 2015 - Dec 31, 2025



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

**①—⑬ MILE MARKERS**

**RED CROSS** +  
Finish line, Cashman Park  
Corner of Hanover St. and High Rd.

- WATER STANDS** 🍷
- Mile 2.75 Corner of High Rd. and Hanover St.
  - Mile 5.8 Corner of High Rd. and Newman Rd.
  - Mile 9 High Rd.
  - Mile 11.25 Corner of High Rd. and Rolfes Lane
  - Mile 12 High Rd.

- RELIEF STOPS** 🚻
- Mile 2.75 Corner of High Rd. and Hanover St.
  - Mile 9 High Rd.
  - Mile 11.25 Corner of Hanover St. and High Rd.

- GU**
- Mile 5.5 Newman Rd.

- GATORADE**
- Mile 5.5 Newman Rd.
  - Mile 9 High Rd.



## CITY OF NEWBURYPORT

### POLICE DEPARTMENT

**MARK MURRAY**  
CITY MARSHAL

**RICHARD J. SIEMASKO**  
SENIOR LIEUTENANT

**4 GREEN ST**  
**NEWBURYPORT, MA**  
**01950**

TEL: 978-462-4411

To Whom it May Concern,

Regarding the Fuel ½ Marathon and 5k I approved the application. However I still have concerns regarding the course which I consider highly problematic.

Having 2 races go through the downtown and later State and High St's cause major traffic congestion and delays. Especially ½ Marathon which goes through State and High near the end of the race, it is necessary to hold up traffic for extended lengths of time causing traffic to back up significantly. Traffic cannot be detoured as there is no re-routing option.

The only way to deal with this traffic is to stop it and only allow traffic to proceed when gaps in the runners occur.

The out and back section on Olde Rowley Rd is also concerning. The lead motorcycle had great difficulty negotiating this section last year as he was leading the race back into the race. The dirt road is quite narrow and the number of runners exceeds the capacity of the road.

I highly recommend that the race organizers find an alternate route which takes the runners away from the congested areas of the city, not directly into them.

Sincerely,

Richard J. Siemasko  
Senior Lieutenant

**Applicant Information**

Name of organization FUEL TRAINING STUDIO  
Contact name JULIE BOLEAT  
Address 75 MERRIMACK ST.  
City NEWBURYPORT  
State MA Zip 01950  
Phone 617-699-5489 Fax \_\_\_\_\_  
Email JTB@FUELTRAININGSTUDIO.COM

**Scheduling Information**

Date of Application SEPT 22<sup>ND</sup>

**We request use of:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Atwood Park - South End             | <input type="checkbox"/> Cushing Park                           | <input type="checkbox"/> Perkins Park - South End          |
| <input type="checkbox"/> Basketball Court                    | <input type="checkbox"/> Basketball Courts                      | <i>(For ball field please use "Field Use Permit Form")</i> |
| <input type="checkbox"/> Tennis Court                        | <input type="checkbox"/> Joppa Park at the Sea Wall - South End | <input type="checkbox"/> Basketball Courts                 |
| <input type="checkbox"/> Brown Square                        | <input type="checkbox"/> Jason Sawyer Playground - Plum Island  | <input type="checkbox"/> Tennis Courts                     |
| <input checked="" type="checkbox"/> Cashman Park - North End | <input type="checkbox"/> Basketball Court                       | <input type="checkbox"/> Moseley Woods Pavilion            |
| <i>(For ball field please use "Field Use Permit Form")</i>   | <input type="checkbox"/> Pavilion                               |  |
| <input checked="" type="checkbox"/> Basketball Courts        | <input type="checkbox"/> March's Hill                           | <input type="checkbox"/> Bartlet Mall                      |
| <input checked="" type="checkbox"/> Tennis Courts            | <input type="checkbox"/> Basketball Court                       | <input type="checkbox"/> Rail Trail                        |

Dates/days requested \_\_\_\_\_  
Time slot requested MAY 7<sup>TH</sup> SUNDAY 6 AM - 3 PM  
*(1 1/2 hour blocks)*  
Activity POST RUNNING RACE FESTIVITIES Number of attendees 1200

Authorized Applicant Signature \_\_\_\_\_

**FOR INTERNAL USE ONLY**

- Approval is contingent upon approval from the following authorities:
- Health Department
  - Fire Department
  - Police Department
  - Licensing Commission
  - City Council
  - Harbormaster
  - No further approvals needed

ADDITIONAL COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit completed form to  
Newburyport Parks  
Newburyport City Hall  
60 Pleasant Street  
Newburyport, MA 01950  
parks@cityofnewburyport.com  
978-465-4462

For Parks Commission Use	
Date reviewed	_____
Approved	_____
Rejected	_____
Comments	_____
_____	_____
_____	_____
Donation received	_____



Chapter 11 Parks and Recreation, Article III Recreation Areas, Section 11-51

1. All other city ordinances applying to public areas also apply to these parks, including but not limited to the following:
  - a. Dogs must be leashed and animal waste cleaned up and disposed of pursuant to Chapter 3, Article 2 of the Code of Ordinances.
  - b. No littering is allowed.
  - c. No vandalism, damage or defacement or other acts of willful destruction of property is allowed.
  - d. Loud noise, music, and other sounds are prohibited from 10:00 pm to 7:00 am pursuant to Section XI-G of the zoning ordinance.
  - e. No snowmobiles, motorcycles, motorbikes or other motorized vehicles, with the exception of wheelchairs are allowed unless specifically authorized by city council vote.
  - f. For other activities regulated by city ordinances, additional authorization may be required by the appropriate city authority.
  - g. No activities are allowed that would potentially endanger members of the public.
2. No activities are allowed which would disturb the quiet use and enjoyment of said parks without authorization.
3. No commercial activities are allowed without authorization.
4. No commercial activities of any nature shall be allowed on any portion or section of the Bartlett Mall unless for specific, non-profit events that benefit the Newburyport community as approved by the Bartlett Mall Commission.
5. No unauthorized vehicular parking is allowed in areas other than parking lots, in accordance with signage in the parking area. No unauthorized vehicles are allowed in areas other than driveways and parking lots.
6. Alcoholic beverages are not allowed without authorization.
7. Horses are not allowed except as authorized.
8. No Dogs shall be allowed on tennis courts, fountains or other restricted park areas.
9. No bicycling, rollerblading, snowboarding, or skateboarding is allowed on park play equipment or site furnishings, including benches, curbs, walls, statuary, handrails, fountains, ponds, tennis courts, playing fields, etc. In some locations, as indicated by signage, bicycling, rollerblading, and skateboarding are not allowed at all.
10. Trash receptacles in parks are intended for the collection of refuse related to park use; the disposal of other items in park trash receptacles is not allowed. There is no dumping of private yard waste.
11. No unauthorized posting of bills, signs, or any other materials is allowed.
12. No fires are allowed except in approved, specified locations.
13. No fireworks are allowed without written permission from the Fire Chief.
14. No firearms are allowed.
15. No unauthorized camping is allowed.
16. No unauthorized change of any sort to the property, vegetation, equipment or structures in the park is allowed, including trimming, pruning, removal or harming of plantings.
17. No unauthorized use of water or electrical receptacles in the park is allowed with the specific exception of drinking fountains.
18. No unauthorized soliciting is allowed.
19. Athletic field lighting shall be turned off by 10:00 p.m.
20. Said authorization may also be denied on any of the following grounds:
  - a. the application for permit (including any required attachments and submissions) is not fully completed and executed;
  - b. the application for permit contains a material falsehood or misrepresentation;
  - c. the applicant is legally incompetent to contract or to sue and be sued;
  - d. the applicant or the person on whose behalf the application for permit was made has on prior occasions damaged park property and has not paid in full for such damage, or has other outstanding and unpaid debts to the relevant commissions;
  - e. a fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular park or part hereof;
  - f. the use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the park's commission and previously scheduled for the same time and place;
  - g. the proposed use or activity is prohibited by or inconsistent with the classifications and uses of the park;
21. Fines for violation of these rules shall be established by city ordinances.
22. Any application made pursuant to these rules and regulations shall be processed in order of receipt and the authorizing board or commission shall decide whether to grant or deny an application within 30 days unless, by written notice to the applicant, it extends the period an additional 15 days.
23. Denial of an application for a permit shall clearly set forth the grounds upon which the permit was denied and, where feasible, shall contain a proposal by the relevant commission for measures by which the applicant may cure any defects in the application for permit or otherwise procure a permit.

In reference to the foregoing, the board or commission that may authorize activities is as follows:

1. For all city parks not otherwise specified here, the Parks Commission is the authorizing agency. Application for activities should be made to the Parks Commission.
2. For Atkinson Common, the board of commissioners of Atkinson Common is the authorizing agency. Application for activities should be made to the board of commissioners of Atkinson Common.
3. For Market Landing Park and other Waterfront Trust property, the Newburyport Waterfront Trust is the authorizing agency. Application for activities should be made to the Newburyport Waterfront Trust. At times when organized activities are authorized, the permitted person or organization has exclusive right to use the designated area, and others shall not disrupt the activity or intrude on the area.
4. For Bartlett Mall, the board of commissioners of Bartlett Mall is the authorizing agency. Application for activities should be made to the board of commissioners of Bartlett Mall.
5. For Moseley Woods, the board of commissioners of Moseley Woods is the authorizing agency. Application for activities should be made to the board of commissioners of Moseley Woods.

Lisè Reid,  
Parks Director  
978-465-4462  
parks@cityofnewburyport.com

Chapter 11 Parks and Recreation, Article III Recreation Areas, Section 11-51  
1 All other city ordinances applying to public areas also apply to these parks, including but not limited to the following:  
a. Dogs must be leashed and animal waste cleaned up and disposed of pursuant to Chapter 3, Article 2 of the Code of Ordinances.





# CERTIFICATE OF LIABILITY INSURANCE

FUELT-1 OP ID: AC

DATE (MM/DD/YYYY)

09/12/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Chase & Lunt LLC 65 Parker Street Newburyport, MA 01950 William K. Piercey	<b>CONTACT NAME:</b> Select Business Unit	
	<b>PHONE (A/C, No, Ext):</b> 978-462-4434	<b>FAX (A/C, No):</b> 978-465-6204
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Philadelphia Insurance Company		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER:

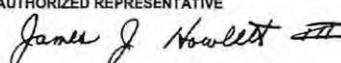
REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PHPK1038061	06/25/2016	06/25/2017	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Certificate Holder is recognized as Additional Insured for General Liability if such coverage is required of the insured in a written permit, contract or agreement.

**CERTIFICATE HOLDER****CANCELLATION**

<b>CITYNBT</b>  City of Newburyport City Hall, PO Box 550 Newburyport, MA 01950	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 
---	---

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B

Good evening Superintendent Viccaro,

I am writing on behalf of the Squires Glen neighborhood with a formal request to add a crossing guard to the Low St./Coltin drive intersection. Attached please find a letter from the neighborhood as well as signatures of 25 households with school aged children, who are in support of this request.

Many thanks for your time,

Sincerely,

Erin LaRosa and the Squires Glen neighbors

October 4, 2016

Dear Superintendent Viccaro,

We are writing today with a safety concern affecting the children of the Squires Glen neighborhood, which lies between Hale and Low Streets. For many years, the children of this large residential neighborhood have walked to the Molin, Nock, High School and RVCS schools via a path that cuts through the back side of the Port Rehabilitation Nursing center. This cut-through allowed access to the Low St./Hale St./Toppans Lane crossing guard where the kids could safely cross over Low St. Now that the Rehab center is currently under construction and has removed the path and blocked access, many of our children must cross Low Street at Coltin Drive.

We are writing to ask that the school district consider adding a crossing guard to the Low St./Coltin Dr. intersection. This particular intersection lies just adjacent to the Low St. Hospital entrance. While some of the traffic here is stopped waiting to take a left hand turn into the hospital, there are many cars who illegally veer around the stopped traffic to continue down Low St. This poses a significant safety risk for kids using the cross walk to cross Low St., which lies just beyond the turn to the hospital. It feels like an accident waiting to happen.

Our kids are fearful of crossing Low St. alone as we have witnessed near misses when one car stops to let a child cross, and other cars veer around the stopped car, unaware that a child is crossing. This is an unsafe intersection for any child to cross alone.

Our neighborhood is large, and we have many families and children at all five schools (K-12) who would benefit from the addition of this crossing guard. Attached is a list of parents would support such an addition.

Many thanks for your consideration.

Sincerely,

Squires Glen Neighbors

Contact person:  
Erin LaRosa  
8 Wildwood Dr.  
erinleighmoon@yahoo.com  
978-463-0477

cc:

Mayor Donna Holaday

Building Principals:

Tara Rossi

Lisa Furlong

Kristina Davis

Amy Sullivan

Michael Parent

Andy Willemsen

City Councilors:

Larry Guinta – Ward 5 councilor

Bob Cronin – Public Safety committee member

Juliet Walker – Walking and Wheeling Newburyport



# CITY OF NEWBURYPORT

## IN CITY COUNCIL

### ORDERED:

October 3, 2016

**THAT** the City Council of the City of Newburyport hereby orders, pursuant to Code Section 13-166, that no person shall park any vehicle on the following streets or portions thereof as follows:

**Street:** High St.

**Restriction:** High St, North Side of the street, from Barton Street to a point 33' East of Barton Street. No Parking Anytime.

**Furthermore,** the City Clerk shall add this restriction to the public list available in the Clerk's office. This list shall be updated and posted on the City of Newburyport website.

---

Councillor Sharif I. Zeid