

CITY COUNCIL MEETING AGENDA - VERSION 1
CITY COUNCIL CHAMBERS

April 25, 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

April 11, 2016

(Approve)

8. TRANSFERS

- **TRAN010_04_25_16** Health Insurance 251,801.09 to Salary Accts 251,801.09 (B&F)

9. COMMUNICATIONS

- **COMM046_04_25_16** Dates for Yankee Homecoming (PS)
- **COMM047_04_25_16** Middle St. Foods App for Outdoor Seating (L&P)
- **COMM048_04_25_16** Yankee Homecoming Race Application (PS)

10. APPOINTMENTS

First Reading
APPOINTMENTS

- **APPT032_04_25_16** Brian Greenberg 29 Lafayette Street, Nbpt, MA Disability Comm
- **APPT033_04_25_16** Dr. Sam A. Merabi 7 Brown Square, Nbpt, MA Board of Health

END OF CONSENT AGENDA
REGULAR AGENDA

11. COMMUNICATIONS

- **LATE FILE COMM045_04_25_16** Mayor's Update

12. APPOINTMENTS

Second Reading APPOINTMENTS

- **APPT031_04_11_16** Gregory F. Whitney 7 Gardner Street, Amesbury, MA
Sergeant, Police

13. ORDERS

- **ORDR031_04_25_16** Tree Order on Replanting
- **ORDR032_04_25_16** Veterans at Brown Square

14. ORDINANCES

- **ODNC006-_03_14_16** Sec. 5-113 Sheet Metal Permits (2nd reading- Pending Pub for April 25,2016)
- **ODNC009_04_25_16** CDT renamed to Human Rights Committee

15. COMMITTEE ITEMS

Budget & Finance

In Committee:

- **ORDR009_02_08_16** Increase fees for Fire Dept.
- **ORDR010_02_08_16** Increase fines Parking Violations
- **COMM026_03_14_16** Parking Information (2010 Study, etc)
- **ORDR014- 03- 14- 16** Electricity Access Fee
- **COMM034_03_29_16** CIP Submission FY 2016
- **ORDR026_04_11_16** Hale/Graf Force Main Loan Order 2,751,000 (COTW)
- **ORDR028_04_11_16** National Grid Gift Acceptance
- **ORDR029_04_11_16** Parking Rates Order (COTW)
- **COMM041_04_11_16** Annual Audit FY 2015 Memo
- **ORDR002_01_25_16** – Accept gift of \$25,000 repairing Brown’s Wharf Culvert (COTW)

General Government

In Committee:

Joint Education

License & Permits

In Committee:

- **COMM010_01_25_16** - Licensing Commission Acoustic & Amplified Entertainment
- **ODNC004_01_25_16** – Chapter 3 Animals Dogs Nuisance

Neighborhoods and City Services

In Committee:

- **ODNC001_01_11_16** Amend Ch11 Parks and Recreation (COTW)
- **COMM032_03_29_16** Councillor Cronin - Garage Impact Abutters Group Recs
- **COMM033_03_29_16** Councillor Zeid - Garage Impact Abutters Group Recs

Planning & Development

In Committee:

- **COMM005_01_11_16** Letter to Council regarding Economic Development Concept for Business Park
- **ODNC001_01_25_16** Zoning Amend Smart Growth District (COTW)
- **COMM020_02_08_16** Memo re: hiring process for Building Commissioner
- **ODNC005_02_08_16** Zoning Amend App. A, Sec. III-C Zoning Map, dated Feb. 8, 2016
- **ORDR025_04_11_16** Gloria Braunhardt Little River Bike Trail
- **ODNC007_04_11_16** Zoning – To Improve Record Keeping and Coordination (COTW)
- **ODNC008_04_11_16** Zoning – Repair City-Owned Sidewalks (COTW)

Public Safety

In Committee:

- **ORDR011_02_29_16** - Parking – Section 13-168, Winter Hours Restrictions, Certain Streets
- **COMM040_04_11_16** GNOCA, J Poor, P Holm Run/Walk Sept 25, 2016
- **COMM042_04_11_16** Slow Bike Race August 3, 2016
- **ORDR023_04_11_16** Parking Restrictions, Simmons Drive
- **ORDR024_04_11_16** Parking Restrictions, Golden Drive
- **ORDR030_04_11_16** Parking Resident 13-180 Liberty St

Public Utilities

In Committee

- **ORDR027_04_11_16** Licensed Contractor Robell, Inc.

Rules Committee

16. GOOD OF THE ORDER

17. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL MEETING MINUTES - VERSION 1
CITY COUNCIL CHAMBERS

April 11, 2016

7:30PM

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

(Sound Check)

- 1. MOMENT OF JOY** – George Zeid
- 2. PLEDGE OF ALLEGIANCE**
- 3. CALL TO ORDER**
- 4. LATE FILE ITEMS -**

Mayor's Update; none. Motion to waive the rules, to accept correct format for Order 27, by Councillor Zeid.
Seconded by Councillor Cameron. So voted.

5. PUBLIC COMMENT

- | | | |
|---------------------|------------------|------------------------------|
| 1. Leslie Eckholdt | 36 Warren Street | Parking NRA |
| 2. Scott Sutherland | 3 Savory Street | Parking WFT |
| 3. Jerry Mullins | 7 Parsons Street | Gloria Braunhardt Bike Trail |

6. MAYOR'S COMMENT: None

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

March 29, 2016

(Approve)

8. TRANSFERS - None

9. COMMUNICATIONS

- COMM039_04_11_16 Plum Fest Event Application, Notice Only, May 5, 2016 (R&F)
- COMM040_04_11_16 GNOCA, J Poor, P Holm Run/Walk Sept 25, 2016 (PS)
- COMM041_04_11_16 Annual Audit FY 2015 Memo (B&F)
- COMM042_04_11_16 Slow Bike Race August 3, 2016 (PS)

10. APPOINTMENTS

First Reading

APPOINTMENTS

- APPT031_04_11_16 Gregory F. Whitney 7 Gardner Street, Amesbury, MA Sergeant, Police

END OF CONSENT AGENDA

REGULAR AGENDA

Motion to approve the Consent Agenda by Councillor Zeid, seconded by Councillor Cameron. So voted.

11. COMMUNICATIONS

- COMM043_04_11_16 Poet-TREE in Bloom April 29 – 30, 2016

Motion to receive and file and sent to the Tree Warden by Councillor Eigerman, seconded by Councillor Vogel. So Voted.

- **LATE FILE COMM044_04_11_16** Mayor's Update - None

12. APPOINTMENTS

Second Reading APPOINTMENTS

- **APPT026_03_29_16** Judy A. Lacroix 14 Hill Street Rear, CDT March 31, 2019
- **APPT027_03_29_16** Margaret A. McQuillan 438 Merrimac Street CDT April 1, 2019
- **APPT028_03_29_16** Thomas Getz 36 Broad Street CDT April 1, 2019

RE-APPOINTMENTS

- **APPT029_03_29_16** Frances Reslewic 12 Chase Street COA May 31, 2021
- **APPT030_03_29_16** Sheila Taintor 10 Dexter Street TREE COM. April 1, 2019

Motion by Councillor Cameron, seconded by Councillor Tontar to approve collectively 2nd readings.
Roll call vote, 11 yes.

13. ORDERS

- **ORDR022_03_29_16** Lic Contractor – White Mtn Cable (Tabled)
Motion to remove from the table by Councillor Eigerman, seconded by Councillor Connell, So Voted.
Motion to approve by Councillor Eigerman, seconded by Councillor Connell. So voted
- **ORDR023_04_11_16** Parking Restrictions, Simmons Drive
Motion to refer to Public Safety by Councillor Giunta, seconded by Councillor Cameron. So Voted.
- **ORDR024_04_11_16** Parking Restrictions, Golden Drive
Motion to refer to Public Safety by Councillor Giunta, seconded by Councillor Vogel. So Voted.
- **ORDR025_04_11_16** Gloria Braunhardt Little River Bike Trail
Motion to refer to Planning & Development by Councillor Connell, seconded by Councillor Giunta, So Voted.
- **ORDR026_04_11_16** Hale/Graf Force Main Loan Order 2,751,000
Motion to refer to Budget & Finance by Councillor Tontar, seconded by Councillor Cameron. So Voted.
Friendly amendment Motion to refer to Committee of the Whole by Councillor Zeid, seconded by Councillor Cronin. So Voted.
- **ORDR027_04_11_16** Licensed Contractor Robell, Inc
Motion to refer to Public Utilities by Councillor Cronin, seconded by Councillor Zeid. So voted.
- **ORDR028_04_11_16** National Grid Gift Acceptance
Motion to refer to Budget & Finance by Councillor Tontar, seconded by Councillor Vogel. So voted.
- **ORDR029_04_11_16** Parking Rates Order
Motion to refer to Budget & Finance and Committee of the Whole by Councillor Eigerman, seconded by Councillor Cameron. Roll call vote, 6 yes.
- **ORDR030_04_11_16** Parking Resident 13-180 Liberty St
Motion to refer to Public Safety by Councillor Eigerman, seconded by Councillor Tontar. So Voted.

14. ORDINANCES

- **ODNC006_03_14_16** Sec. 5-113 Sheet Metal Permits (2nd reading- Pending Pub for April 25, 2016)
- **ODNC007_04_11_16** Zoning – To Improve Record Keeping and Coordination

Motion to refer to Planning & Development by Councillor Eigerman, seconded by Councillor Connell. Motion to Amend to include the Committee of the Whole by Councillor Devlin, seconded by Councillor Cronin. So voted. Motion to Refer As Amended, Roll Call. (2 N BC, BV)

- **ODNC008_04_11_16** Zoning – Repair City-Owned Sidewalks
Motion to refer to Planning & Development by Councillor Eigerman, seconded by Councillor Cameron ... Motion to Amend to refer to Committee of the Whole also by Councillor Devlin, seconded by Councillor Cronin. So Voted. (2N BC BV). Motion to Refer As Amended, So Voted.

15. COMMITTEE ITEMS

Budget & Finance

In Committee:

- **ORDR002_01_25_16** – Accept gift of \$25,000 repairing Brown's Wharf Culvert (COTW)
Motion to remove by Councillor Tontar, seconded by Councillor Zeid. Motion to approve by Councillor Tontar, seconded by Councillor Cameron. Motion to Table by Councillor Tontar, seconded by Councillor Cameron. So Voted (1 N BV); Motion to Reconsider by Councillor Earls, seconded by Councillor Cameron. So Voted. Motion to Refer to B&F and COTW by Councillor Zeid, seconded by Councillor Vogel. So Voted.
- **ORDR009_02_08_16** – Increase fees for Fire Dept.
- **ORDR010_02_08_16** – Increase fines Parking Violations
- **COMM026_03_14_16** – Parking Information (2010 Study, etc)
- **ORDR014-03-14-16** - Electricity Access Fee
- **TRAN005_03_29_16** Free Cash \$150,000 to Stab. Trust Fund \$150,000
Motion to remove by Councillor Tontar, seconded by Councillor Vogel, So Voted. Motion to approve by Councillor Tontar, seconded by Councillor Vogel. So Voted.
- **TRAN006_03_29_16** Free Cash \$150,000 to Comp Absences Resvr \$150,000
Motion to remove by Councillor Tontar, seconded by Councillor Cameron. Motion to approve by Councillor Tontar, seconded by Councillor Connell. So Voted.
- **TRAN007_03_29_16** Multiple Capital Projects 987,721.91 (B&F)(COW)
Actions taken on specific projects are as follows:

FY2016 Capital Project Requests

Department	Purpose	Amount	Account Number
Highway	Street Sweeper Payment 3 of 3 Motion to approve by Councillor Tontar, seconded by Councillor Zeid. So voted.	\$61,221.91	3605-49700
Highway	Boom Truck Certification Motion to approve by Councillor Tontar, seconded by Councillor Zeid. So voted.	\$10,000.00	3606-49700
Highway	WFT/NRA Lot Paving and Sidewalks Motion for roll call vote by Councillor Tontar, seconded by Councillor Zeid. 11 no.	\$80,000.00	3607-49700
Parks	NHS Stadium Field Project Motion to approve by Councillor Tontar, seconded by Councillor Cronin. 3 No. motion passed.	\$170,000.00	3512-49700
Planning	Rail Trail Phase 2 Motion to approve by Councillor Tontar, seconded by Councillor Giunta. So voted.	\$150,000.00	3608-49700

Highway	Purchase of Front End Loader with Backhoe Motion to approve by Councillor Tontar, seconded by Councillor Zeid. So voted.	\$180,000.00	3609-49700
Highway	High Hazard Tree Removal Motion to approve by Councillor Tontar, seconded by Councillor Cameron. So voted.	\$25,000.00	3610-49700
Highway	Biter Bucket Motion to approve by Councillor Tontar, seconded by Councillor Vogel. So voted.	\$18,000.00	3611-49700
Highway	Oil Water Separator Motion to approve by Councillor Tontar, seconded by Councillor Giunta. So voted.	\$12,000.00	3612-49700
Highway	Public Address System City Hall Auditorium Motion for roll call vote by Councillor Tontar, seconded by Councillor Zeid. 5 yes.	\$15,000.00	3613-49700
Information Technology	IT Hardware Motion to approve by Councillor Tontar, seconded by Councillor Zeid. So voted.	\$146,500.00	3614-49700
Police	Laptops for Police Cruisers Motion to approve by Councillor Tontar, seconded by Councillor Giunta. So voted.	\$80,000.00	3615-49700
Highway	Purchase of 3/4 Ton Pickup Trucks with plows Motion to approve by Councillor Tontar, seconded by Councillor Earls. So voted.	\$40,000.00	3616-49700
Total		\$987,721.91	

- **TRAN008_03_29_16** Budget Cont. 68,214.42 to Salary Accts 68,214.42
Motion to remove by Councillor Tontar, seconded by Councillor Earls. Motion to approve by Councillor Tontar, seconded by Councillor Earls. So Voted.
- **TRAN009_03_29_16** Res for Appr 1,020 to ASR Other Supplies 1,020
Motion to remove by Councillor Tontar, seconded by Councillor Zeid. Motion to approve by Councillor Tontar, seconded by Councillor Earls. So Voted.
- **COMM034_03_29_16** CIP Submission FY 2016
- **COMM035_03_29_16** Snow Budget Deficit
Motion to remove by Councillor Tontar, seconded by Councillor Cameron. Motion to approve by Councillor Tontar, seconded by Councillor Connell. So Voted.
- **ORDR019_03_29_16** Accept Ch 60A sec 1 Par 8 Excise Exemption Active Duty
- Motion to remove by Councillor Tontar, seconded by Councillor Cameron. Motion to approve by Councillor Tontar, seconded by Councillor Zeid. So Voted.

General Government

In Committee:

Joint Education

License & Permits

In Committee:

- **COMM010_01_25_16** - Licensing Commission Acoustic & Amplified Entertainment
- **ODNC004_01_25_16** – Chapter 3 Animals Dogs Nuisance
- **COMM036_03_29_16** Port Tavern Outdoor Seating

Motion to remove by Councillor Vogel, seconded by Councillor Earls. Motion to approve by Councillor Vogel, seconded by Councillor Devlin. So Voted.

Neighborhoods and City Services

In Committee:

- **ODNC001_01_11_16** Amend Ch11 Parks and Recreation (COTW)
- **COMM032_03_29_16** Councillor Cronin - Garage Impact Abutters Group Recs
- **COMM033_03_29_16** Councillor Zeid - Garage Impact Abutters Group Recs

Planning & Development

In Committee:

- **COMM005_01_11_16** Letter to Council regarding Economic Development Concept for Business Park
- **ODNC001_01_25_16** – Zoning Amend Smart Growth District (COTW)
- **COMM020_02_08_16** – Memo re: hiring process for Building Commissioner
- **ODNC005_02_08_16** – Zoning Amend App. A, Sec. III-C Zoning Map, dated Feb. 8, 2016

Public Safety

In Committee:

- **COMM024_02_29_16** Chamber Ltr re: Use of Streets for Festival/Events
Motion to remove by Councillor Cronin, seconded by Councillor Cameron. Motion to approve by Councillor Cronin, seconded by Councillor Giunta. So Voted.
- **ORDR011_02_29_16** - Parking – Section 13-168, Winter Hours Restrictions, Certain Streets
- **COMM037_03_29_16** Tour De Cure Ride May 22, 2016
Motion to remove by Councillor Cronin, seconded by Councillor Cameron. Motion to approve by Councillor Cronin, seconded by Councillor Cameron. So Voted.
- **ORDR021_03_29_16** Parking Order Crosswalk Boardman at Merrimac St.
Motion to remove by Councillor Cronin, seconded by Councillor Cameron. Motion to approve by Councillor Cronin, seconded by Councillor Cameron. So Voted.

Public Utilities

In Committee

ORDR016_03_14_16 Street Contractor D&M Civil, Inc.

Motion to remove from the table by Councillor Eigerman, seconded by Sharif Zeid. So Voted. Motion to approve by Councillor Eigerman, seconded by Councillor Zeid. Roll call vote, 11 yes.

Rules Committee

16. GOOD OF THE ORDER

Councillor President O'Brien proposed a continuation of the Central Waterfront ad-hoc committee

17. ADJOURNMENT

Motion to adjourn Councillor Tontar, Seconded by Councillor Zeid, 9:05pm

TRANSFERS



City of Newburyport

FY 2016

BUDGET TRANSFER REQUEST

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2016 APR 19 A 11 53

Department: Mayor's Office

Submitted by: Mayor Donna D. Holaday

Date Submitted: 4/25/2016

Transfer From:

Account Name	Health Insurance - Ch 32B	YTD Bal:	\$ 1,683,074.82
Account Number:	01914001-51700	Trans In:	\$ -
Amount:	\$251,801.09	Trans Out:	\$ -
Why are Funds Available:	<i>A surplus is anticipated in this account at year-end.</i>		

Transfer To:

Account Name	Multiple Accounts (see attached)	YTD Bal:	\$ -
Account Number:	See attached	Trans In:	\$ -
Amount:	\$251,801.09	Trans Out:	\$ -
Why are Funds Required:	<i>One-time budgeting correction. See attached explanatory memorandum.</i>		

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

Donna D. Holaday
Ethan R. Manning

Date:

Date:

4/13/16



CITY OF NEWBURYPORT
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: Tracy Maynard, Human Resources Director
Ethan Manning, Finance Director/City Auditor

Date: April 19, 2016

Subject: Payroll Transfer Request

The attached transfer request is a one-time adjustment correcting the way that the City budgets for salaried employees. Past practice has been to budget for 26 even payrolls for an employee, rather than the actual number of days in a year. This creates a problem known as the "27th pay period" every eleven years due to leap years and the fact that every year is not an exact 260 days (i.e. 52 weeks multiplied by 5 work days). This issue last came up in FY2006 and will arise again in FY2017, without a change in the way that the City budgets for salaried employees.

The current way of budgeting for salaried employees also creates an accounting issue that has been raised by our outside auditors over the past several years, but has not risen to the level of a management letter recommendation, as we have indicated the City's intent to correct the problem. Specifically, the accounting issue at hand is the "matching principle," which states that expenses should be charged to the period in which they are incurred. To illustrate the problem, the last 6 days of FY2014 were charged to FY2015, the last 7 days of FY2015 were charged to FY2016 and, without making this budgetary correction, the last 9 days of FY2016 would be charged to the FY2017, and so on. Every day of work in a fiscal year should be charged against that same fiscal year's budget.

The budgetary impact of this one-time correction is \$251,801.09 for the General Fund, \$11,948.34 for the Water Enterprise Fund, \$12,074.18 for the Sewer Enterprise Fund and \$2,312.68 for the Harbormaster Enterprise Fund. As the Enterprise Funds have larger personnel budgets which can absorb the difference, we are only recommending a transfer for the General Fund. Starting with the FY2017 budget, the City will be budgeting based on the actual number of work days in the fiscal year, which will be a *permanent solution* in keeping with proper accounting principles and budgeting best practices.

Payroll Transfer Request 4/25/2016

ORG	OBJ	ACCOUNT DESCRIPTION	TRANSFER AMOUNT
01111001	51160	CCN SAL CLK COUNCIL	\$144.06
01111001	51162	CCN SAL CLK COMMITTEE	\$20.77
01121001	51101	MYR SAL MAYOR	\$3,392.31
01121001	51120	MYR SAL CHIEF ADMIN OFFICER	\$2,423.08
01121001	51126	MYR SAL EXECUTIVE ASSISTANT	\$1,809.83
01121002	53006	MYR GRANT WRITER	\$1,350.00
01129001	51180	GEN PROCUREMENT OFFICER	\$346.15
01135001	51101	AUD SAL FINANCE DIR/AUDITOR	\$3,177.69
01135001	51102	AUD SAL ASST AUDITOR	\$2,213.48
01135001	51103	AUD SAL ADMIN ASSISTANT	\$1,962.11
01135001	51104	AUD SAL FINANCE CLERK	\$1,283.50
01141001	51101	ASR SAL ASSESSOR	\$2,744.30
01141001	51102	ASR SAL ASST ASSESSOR	\$2,207.10
01141001	51103	ASR SAL ADMIN ASSISTANT	\$1,796.80
01145001	51101	TRS SAL TREASURER	\$2,634.90
01145001	51102	TRS SAL ASST TREASURER	\$1,906.58
01151001	51101	IT SAL DIRECTOR	\$2,578.64
01152001	51101	HR SAL DIRECTOR	\$2,544.17
01152001	51102	HR PAYROLL & BENEFITS COORD	\$1,976.94
01161001	51101	CLK SAL CITY CLERK	\$2,250.87
01161001	51102	CLK SAL ASSIST CLERK	\$2,273.53
01161001	51103	CLK SAL ADMIN ASSISTANT	\$1,629.75
01161001	51166	CLK SAL PT OFFICE HELP	\$1,455.58
01163001	51160	BDR SAL CLERK REGISTRAR	\$72.03
01163001	51162	BDR SAL REGISTRARS	\$69.23
01182001	51101	OPD SAL PLANNING DIRECTOR	\$2,914.02
01182001	51102	OPD SAL PLANNER	\$1,428.99
01182001	51103	OPD SAL PROJECT PLANNER	\$2,557.41
01182001	51105	OPD PT CONSERVATION ADMIN	\$1,077.57
01210001	51110	POL SAL MARSHAL	\$4,591.77
01210001	51142	POL SAL OFFICERS	\$72,248.63
01220001	51101	FIR SAL FIRE CHIEF	\$4,321.66
01220001	51102	FIR SAL DEPUTY CHIEF	\$3,773.08
01220001	51142	FIR SAL FIRE FIGHTERS	\$73,230.02
01220001	51150	FIR ADMINISTRATIVE ASSISTANT	\$2,133.21
01241001	51101	BLD SAL BLDG INSPECTOR	\$2,744.25
01241001	51160	BLD SAL ASST BLDG INSPECTOR	\$803.88
01291001	51101	EMR COORDINATOR	\$346.15
01291001	51102	EMR DEPUTY COORDINATOR	\$103.85
01292001	51101	ANC SAL ANIMAL CONTROL OFFCR	\$1,211.98
01293001	51134	PKG SAL PARKING OFFICER	\$1,582.14
01421001	51101	DPS SAL DIRECTOR	\$1,261.48
01421001	51102	DPS SAL DEPUTY DIRECTOR	\$1,051.23
01421001	51103	DPS SAL BUSINESS MANAGER	\$807.45
01421001	51107	DPS SAL ELECTRICIAN	\$1,211.54
01421001	51117	DPS SAL ASST ENGINEER	\$673.34
01421001	51119	DPS SAL CITY ENGINEER	\$989.39
01510001	51101	HLH SAL HEALTH DIR	\$2,649.11
01510001	51103	HLH SAL OFFICE MANAGER	\$1,510.92
01510001	51711	HLH SAL PUBLIC HEALTH NURSE	\$1,072.27
01519001	51103	SUS SAL OFFICE MANAGER	\$251.82
01519001	51160	SUS SAL RECYCLE/ENERGY MGR	\$1,337.94
01541001	51101	COA SAL COA DIRECTOR	\$2,126.32
01541001	51162	COA SAL ACTIVITIES COORD	\$1,278.87
01541001	51164	COA SAL RECEPTIONIST	\$1,366.71
01542001	51101	YTH DIRECTOR YOUTH SERV	\$2,502.45
01542001	51160	YTH SAL ASSISTANT DIRECTOR	\$1,903.85
01542001	51163	YTH SAL PREVENTION COORD	\$623.08
01542001	51167	YTH SAL YOUTH COORDINATOR	\$450.00
01543001	51101	VET SAL VETERAN DIRECTOR	\$2,284.62
01543001	51102	VET PART-TIME ASSISTANT	\$1,315.38
01610001	51101	LIB SAL LIBRARIAN	\$2,954.56
01630001	51166	PRK SAL PARKS DIRECTOR	\$2,215.38
01914001	51706	INS WELLNESS PROGRAM	\$540.00
01921001	51161	COD SAL ADA COORDINATOR	\$91.38

TOTAL \$251,801.09

COMMUNICATIONS



Yankee Homecoming 2016

Fifty-Nine Years of Family, Friends, and Fun!

Saturday, July 30 – Sunday, August 7, 2016

April 19, 2016

Mr. Thomas F. O'Brien, President
Newburyport City Council
60 Pleasant Street
Newburyport, MA 01950

Dear President O'Brien and members of the City Council:

On behalf of the thousands of Yankee Homecoming participants, and the hundreds of dedicated volunteers now hard at work on the Festival, I respectfully write and request the use of the City of Newburyport for our celebration this summer.

As you know, Newburyport is a city of "gatherings," whether it be on the boardwalk, or the Yankee Homecoming parade, or just seeing your neighbors having a frozen yogurt in Market Square. Our residents, as well as the employees of our businesses, are attracted to live and work here, in part, because of the sense of community provided by this experience.

Yankee Homecoming is a part of that experience. For nearly sixty years, Yankee Homecoming has been a part of family celebrations and gatherings throughout the region. I've received scores of emails in the past six months asking me to confirm our plans for the Festival so that family reunions and summer vacations in Newburyport can be scheduled.

I have also been meeting with City Hall staffers, staff at the Chamber of Commerce, some area business leaders, and dozens of key volunteers who have assisted me in planning a wonderful Festival this summer.

So, I ask for your continued support and that of the Council. I am available to you and others to answer any questions you have, or address any concerns. Thank you for your support.

Sincerely,

Paul G. Swindlehurst
2016 General Chairman

12 Spofford Street
Newburyport, MA 01950



City of Newburyport

NEW FILING _____

RENEW ☒

RECEIVED
CLERK'S OFFICE
NEWBURYPORT, MA

Application

2016 APR 19 A 10:32

Food Establishment Outdoor Seating on Public Property

Date: 4/13/16Name of Business Owner: John CoyleName of Property Owner: Margaret DeGivieBusiness Name: Middle Street FoodsBusiness Address: 25 Middle St. Business Phone: 978-375-1906Number of Tables Requested: 2 Dimensions: 30" Square Material: MetalNumber of Chairs Requested: 4 Dimensions: 18" Round Material: Metal
☒ Applicant requests approval of outdoor seating for the sole purpose of food consumption.

☐ Applicant requests approval of outdoor seating for food *and* alcohol consumption.

Please note propane is not allowed unless approved by the Fire Department

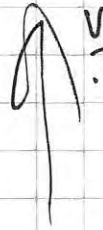
Application Requirements

Please submit the following documents with the completed application to:

**City Clerk's Office
Newburyport City Hall
PO Box 550
60 Pleasant Street
Newburyport, MA 01950**

- 1) Applicants must provide evidence of liability insurance to the City Clerk with minimum coverage in the amount of one million dollars, naming the City of Newburyport as co-insured. This insurance coverage must be in force for the duration of the approved period.

Middle Street Foods
25 Middle St.



Middle St →

Fire

10'
Sidewalk

18"

Table
30"

18"

18"

Table
30"

18"

32'

Building



MIDDLE-9

OP ID: AC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/12/2016

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).

PRODUCER Chase & Lunt LLC 65 Parker Street Newburyport, MA 01950 Select Business Unit		CONTACT NAME: Select Business Unit PHONE (A/C, No, Ext): 978-462-4434 FAX (A/C, No): 978-465-6204 E-MAIL ADDRESS:		
INSURED Middle Street Foods, DBA John Coyle 4 Glenwood Street Amesbury, MA 01913		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Guard Insurance Group		
		INSURER B: AmTrust North America, Inc.		
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners		MSBP616417	03/21/2016	03/21/2017	EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (PER ACCIDENT) \$
						\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$
	DED <input type="checkbox"/> RETENTION \$					AGGREGATE \$
						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	TWC3461359	03/21/2016	03/21/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
						E.L. EACH ACCIDENT \$ 100,000
						E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
						PROPERTY 20,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CITYNBT

City of Newburyport
City Hall, PO Box 550
Newburyport, MA 01950

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James J. Howlett

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)

RECEIVED
CLERK'S OFFICE
NEWBURYPORT, MANAME OF EVENT: Yankee Homecoming RaceDate: Aug 2 2016Time: from 5:30 PMto 8:30 PM

Rain Date: _____

Time: from _____

2016 MAR 30 P 12:53

2. Location: Start and finish at High School3. Description of Property: See map

Public _____ Private _____

4. Name of Organizer: Newburyport lions ClubCity Sponsored Event: Yes _____ No ☒Contact Person Jonathan PearsonAddress: 43 Moulton St. NBPTTelephone: 978 376 5328E-Mail: Yankeeseacoast@comcast.netCell Phone: 978 376 5328Day of Event Contact & Phone: Jon at 978 376 53285. Number of Attendees Expected: 30006. MA Tax Number: 51 01301247. Is the Event Being Advertised? yes Where? E Mail and Daily News8. What Age Group is the Event Targeted to? All ages

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

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

A. Vending: Food NA Beverages NA Alcohol NA Goods NA Total # of Vendors 0B. Entertainment: (Subject to City's Noise Ordinance.) Live Music NA DJ _____ Radio/CD NA
Performers NA Dancing NA Amplified Sound NA Stage NAC. Games /Rides: Adult Rides NA Kiddie Rides NA Games NA Raffle NA
Other _____ Total # _____Name of Carnival Operator: NONE

Address: _____

Telephone: _____

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

Will you be conducting the clean-up for this event? Yes YES No _____

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____ ROAD RACE ☒ WALKATHON _____

1. Name of the Group or Person Sponsoring the Road Race, Parade, Walkathon:
Yankee Homecoming Race sponsored by Institution For Savings

2. Name, Address & Daytime Phone Number of Organizer:
Newburyport Lions Club Jonathan Pearson 43 Moulton Street, NBPT
918 576 5328 Cell 978 462 2203 Home

3. Name, Address & 24/7 Telephone Number of Person Responsible for Clean Up:
Don Carey 11 Lisa Circle Merrimac 978 462 6238
Jon Pearson 43 Moulton St NBPT 978 462 2203

4. Date of Event: **Aug 2 2016** Expected Number of Participants: **3000**

5. Start Time: **6 PM** Expected End Time: **8:30**

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

High St to Marlboro to left on to Water St along to Merrimac St. Left on to spofford St. Right onto Pine Hill, left on to Hallsey, right on to Whitcomb, left onto Storey Ave, right onto High School.

7. Locations of Water Stops (if any): **12**

8. Will Detours for Motor Vehicles Be Required? _____ If so, where? _____

9. Formation Location & Time for Participants: **NBPT High School 3 to 6 PM**

10. Dismissal Location & Time for Participants: **NBPT High School 8:45 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]* 4 Green St. FIRE CHIEF *[Signature]* 0 Greenleaf St.

DEPUTY DIRECTOR *[Signature]* 158 Perry Way CITY CLERK *[Signature]* 60 Pleasant St.

Rev. 12-15

3

2016 Yankee Homecoming Race

Water Stops

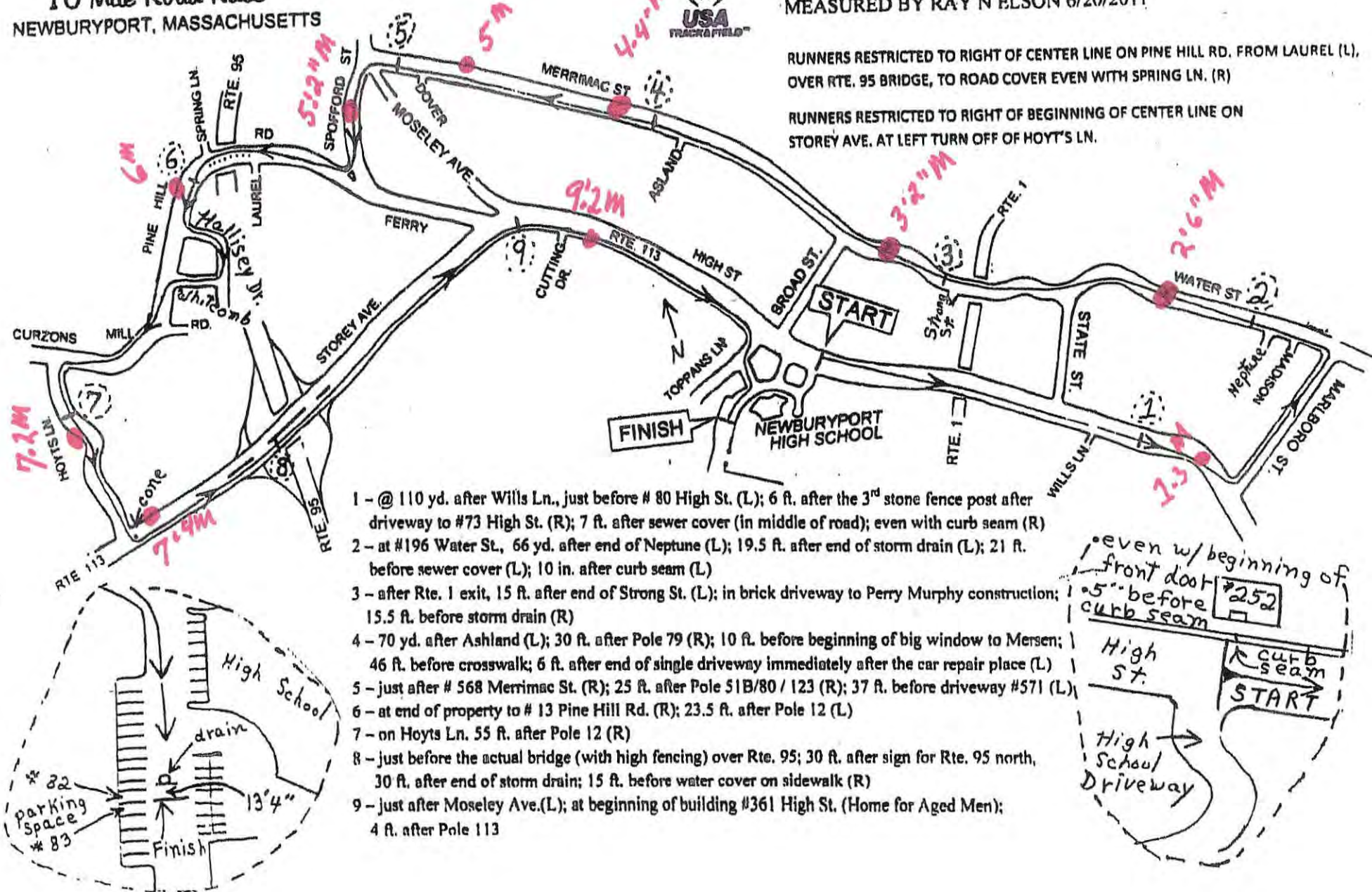
Yankee Homecoming
10 Mile Road Race
 NEWBURYPORT, MASSACHUSETTS



USATF CERTIFIED COURSE - MA11008RN
 EFFECTIVE 8/2/2011 - 12/31/2021
 MEASURED BY RAY N ELSON 6/20/2011

RUNNERS RESTRICTED TO RIGHT OF CENTER LINE ON PINE HILL RD. FROM LAUREL (L),
 OVER RTE. 95 BRIDGE, TO ROAD COVER EVEN WITH SPRING LN. (R)

RUNNERS RESTRICTED TO RIGHT OF BEGINNING OF CENTER LINE ON
 STOREY AVE. AT LEFT TURN OFF OF HOYT'S LN.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/11/2016

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).

PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	APR 13 10 11
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 1-888-467-2378
	E-MAIL ADDRESS: lionsclubs@dspins.com	
INSURED Newburyport Lons Club 33N Newburyport Massachusetts	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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 WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			HDOG27396392	09/01/2015	09/01/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$ 10,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY			ISAH08858354	09/01/2015	09/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						\$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTIONS						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Yankee Homecoming Race Aug 2, 2016

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER	CANCELLATION
City of Newburyport 60 Pleasant Street Newburyport Massachusetts 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

© 1988-2010 ACORD CORPORATION. All rights reserved.

**APPOINTMENTS
FIRST READING**



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

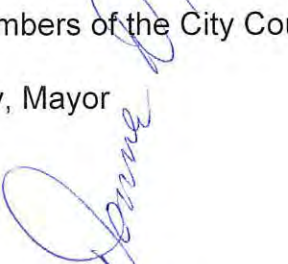
60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950

978-465-4413 PHONE

978-465-4402 FAX

2016 APR 19 A 11:17

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: April 19, 2016
Subject: Appointment



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

Brian Greenberg
29 Lafayette Street
Newburyport, MA 01950

SUMMARY

A seasoned writer, editor, and project manager with over thirty years of experience in non-profit administration/management and federal grants; writer and editor for education/training materials, as well as promotional/marketing materials.

WORK HISTORY

2009-Present	Free-lance Technical and Educational Writer, Words-With-Impact.com
2012-Present	Speech-To-Text Transcriber for Deaf and Hearing-Impaired Individuals
1997-2009	Project Manager, AARP Driver Safety Program (American Association of Retired Persons), Washington, DC
1987-1997	Senior Program Specialist, AARP SEE Program and AARP Senior Community Service Employment Program (US Department of Labor Grant to AARP)
1983-1987	Administrative Specialist - AARP Criminal Justice Services Program
1983-1985	Adjunct English Professor - Capitol College, Laurel, MD

PROVEN ABILITIES AND RESULTS

► Technical/Educational Writing and Program Development -

- Coordinated development, research, writing, editing, field testing, training rollout and implementation of the classroom AARP Driver Safety Program, Sixth Edition. Managed the input of staff, volunteers, course participants, task groups, external consultants and subject matter experts.
- Coordinated access to AARP programs by deaf and hard of hearing individuals.
- Wrote and updated policies, procedures, and guideline manuals in areas of worker safety and promotion/marketing techniques.
- Worked with AARP's Office of General Counsel and field office Legislative staff to effect regulatory or legislative change to provide automobile insurance discounts for Driver Safety Program in-classroom and online course participants.
- Successfully developed, launched, marketed and managed the first nation-wide AARP (American Association of Retired Persons) Driver Safety Online Course, an online driver safety program for seniors. Work involved concept and RFP development, vendor selection, and course content writing/development. Over 250,000 participants with revenues of \$4M.

► Program Promotion/Publicity/PR and Marketing -

- Served as spokesperson for the programs, appearing in or contributing to local and national print, radio, TV and VNR interviews, and national conferences (internal and external) to promote the program. Wrote brochures and other promotional materials for programs and AARP publications.
- Developed and implemented targeted marketing mailings for volunteer and student recruitment, engaging over 3,000 volunteers and over 160,000 course participants recruited, representing diversity in age, gender, language, and ethnicity.

► Management and Field Relations/Support

- Wrote safety procedures, policies, and safety education materials for 108 field staff and 12,000 enrollees of a US Department of Labor employment program to reduce workers' compensation claims.

PROVEN ABILITIES AND RESULTS (continued)

▶ **Management and Field Relations/Support (continued)**

- Provided management support, problem solving and project assistance to AARP State Office Staff and Driver Safety State/Regional volunteers

▶ **Budget Management/Development/Planning -**

- Formulated and developed annual \$48 M grant budget and coordinated grant application process. Developed systems for monitoring annual 7.5 M admin budget.
- Developed and monitored spreadsheet macros for processing frequent amendments to grant program contracts.

▶ **Grants/Project Management and Advocacy -**

- Prepared annual grant application for the Title V Senior Community Service Employment Program grant to AARP from the U.S. Department of Labor.
- Collaborated and negotiated with state government agency/DMV officials in regulatory compliance issues for both AARP's classroom and online driver safety courses.
- Coordinated campaigns with AARP Advocacy to achieve mandatory discounts for participants of the AARP Driver Safety classroom and online courses.

PUBLISHED DOCUMENTS and ARTICLES

- "Volunteer Spotlight" columnist for Washington DC public radio station WAMU 88.5 FM's Airwaves monthly e-newsletter.
- "Volunteer Jobs Can Launch Paying Careers," The Beacon Newspaper, Chevy Chase, MD
- "The AARP/SCSEP Safety Program: A Policy/Procedure Guidebook for Project Directors and Safety Assistants"
- "Education and Remedial Programs: Helping Adults Maintain Safe Driving Abilities," in Maximizing Human Potential, a publication of the American Society on Aging

EDUCATION

M.Ed. in Continuing and Adult Education, Boston University

B.A. in Literature, Maharishi University of Management, Fairfield, IA

COMMUNITY VOLUNTEERING

Board of Directors, Newburyport Choral Society

Firehouse Center for the Arts

REFERENCES

Provided upon request.

April 13, 2016

Re: Letter of Interest – Serving on the Newburyport Commission on Disabilities

Dear Mayor Holaday,

This letter is written to request appointment to the Newburyport Commission on Disabilities (NCOD).

I've had a lifelong interest in trying to help people who are deaf, and people with hearing loss, to have increased access to their communities. It began in the 1970's in high school when I had a close friend whose parents were deaf and, if not for my "hearing" friend (i.e. their daughter), her parents would have had severely limited access to services or people outside of their "deaf community".

My interest continued through graduate school at Boston University, where I took an elective course in "The Culture and Language of the Deaf".

During my 26-year career at AARP, I had the opportunity to increase access to two of AARP's major programs by individuals who were deaf or who had hearing loss. One of these was a Federally-funded jobs re-training program for low-income seniors, and the other was a classroom Driver Safety Course. With the latter program, I instituted training for classroom instructors who were deaf, so that they could teach the driving course to AARP members and non-members using American Sign Language.

In my post-career "semi-retirement" I learned a special keyboard software called "Typewell" that helps me transcribe speeches and lectures. For nearly four years I have been helping university students who are either deaf or have a hearing loss by transcribing their professor's lectures in real time. It has been gratifying and very much a privilege to help these students of Nursing, Social Work, Interior Design, and other fields achieve their educational and career goals.

In terms of my volunteer activities, I have served as a part of a newspaper reading service for the blind in Washington, DC known as "The Washington Ear". Also, one of my fellow basses in the Newburyport Choral Society is blind, and I and several other basses have a carpool to make sure he has full access to rehearsals and to being a fully participating chorus member.

I learned about the NCOD last year at a block party on my street, where I first met my neighbor and NCOD member Dr. Barry Spiro. Barry strongly encouraged me to attend a NCOD meeting. I have now attended 3 or 4 meetings, and I would like to be officially appointed to the Commission. I feel my writing and educational/training background can assist the Commission with the implementation of some of its programs and services. I understand that if appointed, I would serve for a 3-year term.

Thank you so much, Mayor Holaday for your consideration of my request. Attached to this email is a copy of my resume.

Sincerely,

Brian

Brian Greenberg
29 Lafayette Street
Newburyport, MA 01950

Phone: 978/255-1168
Cell/text: 301/272-0199



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 APR 13 A 11:11

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: April 13, 2016
Subject: Appointment



I hereby appoint, subject to your approval, the following named individual as a member of the Board of Health. This term will expire on April 1, 2019.

Dr. Sam A. Merabi
7 Brown Square
Newburyport, MA 01950

Dr. Sam A. Merabi
7 Brown Square
Newburyport, MA 01950
617-669-4392

Donna D. Holaday
Mayor
City of Newburyport
60 Pleasant St. PO 550
Newburyport, MA 01950
978-465-4413

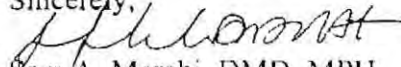
Mayor Holaday,

I am writing to express my interest in serving on the Board of Health for the City of Newburyport.

I have attached my CV detailing my background and I feel that I am well educated and prepared for this task. As a resident, business owner, and health care provider for the City of Newburyport I am naturally dedicated to protecting and promoting the health of the citizens here.

It would be a great honor to serve on the Board of Health.

Sincerely,


Sam A. Merabi, DMD, MPH



Sam A. Merabi, DMD, MPH
7 Brown Square
(617) 669-4392
portsideDR@gmail.com

CV-04/04/16

EDUCATION

Harvard School of Public Health (Aug. 2005- June 2007)
Boston, MA
M.P.H., *Master of Public Health* June of 2007
Concentration in International Health

Tufts University, School of Dental Medicine (Aug. 2001- May 2005)
Boston, MA
D.M.D., *Doctorate of Dental Medicine* May of 2005

Brandeis University (Aug. 1994- May 1998)
Waltham, MA
Bachelor of Arts in Anthropology with significant course work in Middle Eastern, Cross Cultural, Behavioral, and Biology studies

EMPLOYMENT

Portside Family Dental; Newburyport, MA (June 2012- present)
Dentist/Owner

Leominster Family Dentists; Leominster, MA (Aug 2009- May 2012)
Associate Dentist

Park Avenue Dental Center; Worcester, MA (Jan 2008- Aug 2009)
Contracting Dentist

Harvard School of Dental Medicine; Boston, MA
Clinical Instructor (Dec 2005- present)
Department of Oral Health Policy and Epidemiology

Cambridge Health Alliance; Cambridge, MA (Oct 2005- Dec 2008)
Department Chief: Chester Douglass, DDS, PhD
Staff Dentist in the Department of Dentistry
- Coordination of care with a number of health departments



Presentations:

November 2007, Poster, American Public Health Association annual meeting, Washington D.C.

“A top-down, bottom-up strategy for oral health development: A Case in Malawi”
Sam A. Merabi, DMD, et al.

November 2006, Poster presentation at American Public Health Association annual meeting in Boston, MA

“Promoting the Biomedical Health Model by Developing Innovative Oral Health Prevention Education for High Risk Children in Lusaka, Zambia: A Pilot Qualitative Study of Education Theories” Sam A. Merabi, DMD

December 2005, Poster presentation at American Public Health Association annual conference In Philadelphia, PA

“Comparative Student-run Dental Intervention Programs for Children’s Residential Facilities; Boston, Massachusetts vs. Lusaka, Zambia” Sam A. Merabi

Power Point presentation of Project CORRECT at the 2004 American Dental Education Association in Seattle, Washington

Related Experience:

Current: Water Hygiene Development program research in Malawi through a faculty appointment Harvard School of Dental Medicine, Dept. of Oral Health Policy and Epidemiology; working with Safe Water International

March 2007 Received a \$35,000 grant from Raising Malawi, to mount a 3 year funded oral health promotion program for an orphan population of 4,000. Phase one of the program will begin June 2007. Annual funding of \$20,000 is expected to be renewed for 2 years. The program will partner Raising Malawi with HSDM-OHPE, Cambridge Health Alliance Dept. of International Partnerships, and Child Dental Relief, Inc.

March 2007 Lead a 2 week oral health intervention program in Lusaka Zambia for the Bwafano Home for Children, Budget \$15,000

August 2006 Lead a 2 week oral health intervention program in Lusaka Zambia for the Bwafano Home for Children. Budget \$15,000

December 2004 Lead a three week dental relief program for orphans and AIDS hospices in Lusaka, Zambia. managing a \$55,000 budget.

(2002-Present) Founder/Leader of Project CORRECT (Child Oral Rehabilitation, Residential, Education, Counseling and Therapy); Student volunteer initiative that promotes oral health in long-term residential care units for children; Currently, a running program for Tufts University School of Dental Medicine

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

**APPOINTMENTS
SECOND READING**

**Second Reading
APPOINTMENTS**

APPT031_04_11_16 Gregory F. Whitney 7 Garden Street, Amesbury, MA Sergeant, Police

In City Council April 11, 2016:

Motion to approve the Consent Agenda by Councillor Zeid, seconded by Councillor Cameron.
So voted

ORDERS

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

April 19, 2016

WHEREAS there are many trees within the City of Newburyport that have been removed without any replacement tree planted in its place, and

WHEREAS trees enhance both the aesthetic and physical quality of our environment by modifying the local climate, reducing noise and air pollution, and by protecting soil and water, and

WHEREAS trees absorb water and release it into the atmosphere. The average tree breathes out approximately 250 – 400 gallons of water in one day. Trees also reduce flooding by intercepting approximately 1,000 gallons of water per year per mature tree.

NOW, THEREFORE, the City Council of the City of Newburyport hereby establishes the following policy:

Whenever a tree is removed from public property, it shall be replaced with a tree of the same species or a species recommended by the Tree Warden.

Councillor Barry N. Connell



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

IN CITY COUNCIL:

ORDERED:

Date: April 25, 2016

WHEREAS Recognizing that the residents and veterans of Newburyport have a reliance on the City of Newburyport for funding to keep and maintain this and many other Parks and Veteran Memorials throughout the City of Newburyport, AND

WHEREAS Further recognizing the contribution of Veterans that have served in all branches of our armed forces, in conflicts and wars large and small, some giving the ultimate sacrifice and the importance of remembrance of their sacrifice, AND

WHEREAS Recognizing these memorials require funding for maintenance, repair and improvement;

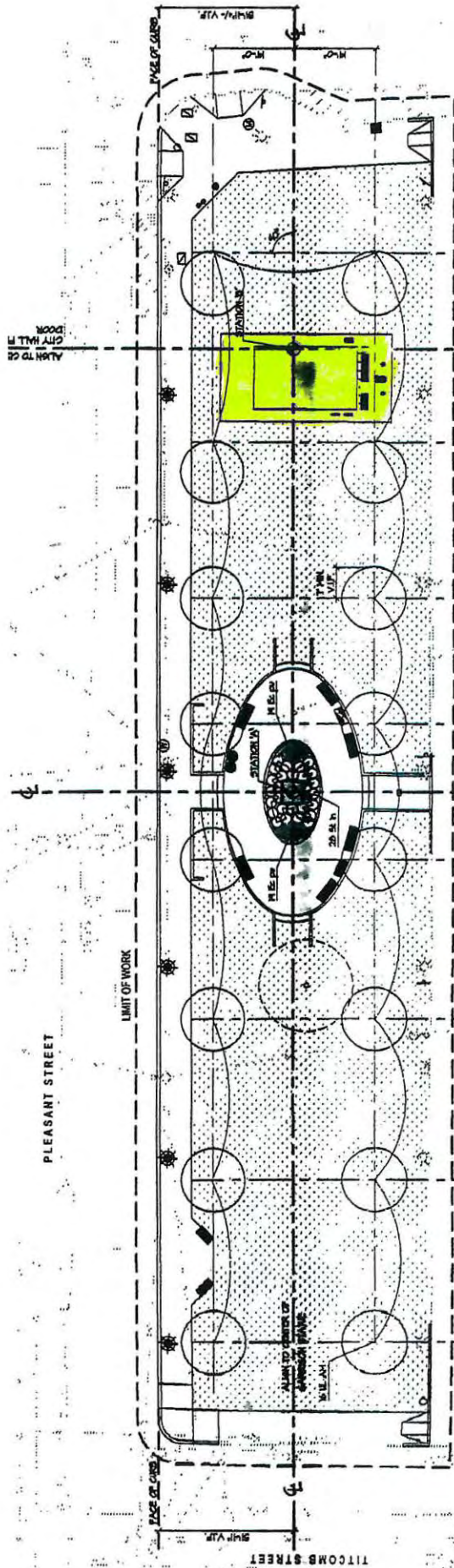
NOW, THEREFORE THE CITY COUNCIL of the CITY OF NEWBURYPORT hereby approves the following:

1. The existing brick and granite portion of Brown Square shall be known as "Veterans Park at Brown Square".
2. The Newburyport Parks Commission through the Parks Conservatory and with the assistance of the Veteran's Services Department may offer for sale personally engraved bricks to honor Veterans. These bricks, available for purchase at \$100.00 per brick, will replace existing brick, and maintain the footprint of the existing red brick on the interior of the memorial.
3. Proceeds from the purchase of these bricks shall be used to create and sustain a fund to maintain, repair, and improve Veterans' Memorials throughout the City of Newburyport.

Councillor Robert J. Cronin

Councillor Larry G. Giunta Jr.

A photograph of a street scene in front of a large, multi-story building. A red brick walkway leads from the foreground towards the building. A blue car is parked on the left side of the street, and a white car is parked on the right. A flagpole with an American flag stands in the center. Bare trees are visible in the background.



ORDINANCES

CITY OF NEWBURYPORT



IN CITY COUNCIL

March 8, 2016

ORDERED:

AN ORDINANCE TO INSTITUTE FEES FOR SHEET METAL WORK PERMITS

Add Section 5-113 regarding permit fee for sheet metal work, with additions double-underlined:

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

Chapter 5 Buildings and Building Regulations
Article IV Plumbing and Sheet Metal
Division 3 Permits and Inspection Fees for Plumbing and Gas and Sheet Metal

Sec. 5-113 Permit fee cost for sheet metal.

<u>Residential</u>	<u>Fee</u>
<u>Permit fee:</u>	<u>\$75.00</u>
<u>Inspection fee:</u>	<u>\$30.00</u>
<u>Re-inspection fee:</u>	<u>\$35.00</u>
<u>If work started before a permit:</u>	<u>\$150.00</u>
<u>Commercial</u>	<u>Fee</u>
<u>Permit fee:</u>	<u>\$150.00</u>
<u>Inspection fee:</u>	<u>\$30.00</u>
<u>Re-inspection fee:</u>	<u>\$35.00</u>
<u>Charge for each fixture:</u>	<u>\$10.00</u>
<u>If work started before a permit:</u>	<u>\$300.00</u>

Charles F. Tontar, Councilor
Chair of Budget & Finance Committee

Bruce L. Vogel, Councilor
Chair of License & Permits Committee

In City Council March 14, 2016:

Motion to refer to Budget and Finance Committee by Councillor Cronin, seconded by Councillor Tontar. So voted

In City Council March 29, 2016

Motion to remove from Budget & Finance Committee by Councillor Tontar, seconded by Councillor Cameron. So voted. Motion to approve 1st reading and ordered published by Councillor Tontar, Seconded by Councillor Cameron. Roll call vote 11 yes

CITY OF NEWBURYPORT



 IN CITY COUNCIL

ORDERED:

April 25, 2016

AN AMENDMENT TO THE ORDINANCE ESTABLISHING THE COMMISSION ON DIVERSITY AND TOLERANCE

Amend Section 2-125b regarding the establishment of diversity and tolerance commission, membership, term, officers, administration, with additions double-underlined and deletions ~~double-stricken through~~, all other text unchanged;

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

Chapter 2	Administration
Article III	Boards, Committees and Commissions
Division 6	Commission on Diversity and Tolerance <u>Human Rights Commission</u>

Sec. 2-125b. - Establishment of ~~diversity and tolerance~~ human rights commission, membership, term, officers, administration.

In furtherance of policy espoused above there is hereby established in the City of Newburyport a municipal board to be known as the ~~Commission for Diversity and Tolerance~~ Human Rights Commission of the City of Newburyport (hereinafter referred to as the "commission"). Membership of the commission shall not exceed nine (9) members who shall serve for terms of not more than three (3) years. The members shall be appointed by the mayor, all subject to confirmation by the city council. Each member of the commission shall reside in Newburyport and shall, so far as practical, be selected to provide culturally diverse representation from fields including, but not limited to, education, religion, law, law enforcement, social services, industry, commerce, and labor.

For the initial appointments to the commission, the first three (3) appointments shall serve for a term of three (3) years; the next three appointments shall serve for a term of two (2) years; and any additional appointments shall serve for a term of one (1) year.

Thereafter, the mayor shall appoint each successor to his/her initial appointment to a term of three (3) years. No members of the commission may serve for more than two (2) consecutive terms. A member having served two (2) consecutive terms must remain off the commission for at least one (1) year before becoming eligible for re-appointment. Appointments to un-expired terms or initial appointments for less than three (3) years shall not be counted as a term for the person appointed. The mayor shall also appoint on an annual basis one or middle - or high school students(s) to serve as non-voting member(s) on the commission. The members of the commission shall serve without compensation.

The commission shall meet each January to elect one of its voting members as chairperson and one of its voting members as secretary/clerk, and may elect other officers from its voting membership, as it may deem necessary. In addition to this January meeting, the commission shall meet at least four (4) times a year at regular intervals. A majority of the voting members of the commission shall constitute a quorum. Any member who fails to attend three (3) consecutive regular meetings shall be considered removed from the commission.

With permission of the mayor, the city solicitor shall serve as counsel of the commission, unless a conflict of interest requires outside legal assistance. The mayor shall authorize and assign a member of his/her or a municipal agency or department's staff to serve as liaison between the commission and the mayor and to act as the communication's coordinator for the commission.

Bruce L. Vogel, Councillor

COMMITTEE ITEMS

BUDGET & FINANCE COMMITTEE ITEMS

1. **ORDR014- 03- 14- 16** - Electricity Access Fee.
2. **COMM041_04_11_16** – Annual Audit FY 2015 Memo.
3. **ORDR026_04_11_16** – Hale/Graf Force Main Load Order 2,751,000 (also COTW).
4. **ORDR028_04_11_16** – National Grid Gift Acceptance.
5. **ORDR029_04_11_16** – Parking Rates Order (also COTW).

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

March 8, 2016

THAT the City Council of the City of Newburyport hereby adds the following fee to be collected and managed by the Department of Public Services:

Electricity Access Permit \$10.00 per day.

Thomas F. O'Brien, President

RC / CT
B-F



CITY OF NEWBURYPORT
FINANCE DEPARTMENT
60 PLEASANT STREET • P.O. BOX 550
NEWBURYPORT, MA 01950
(978) 465-4404 • (978) 462-3257 (FAX)
WWW.CITYOFNEWBURYPORT.COM

COMM041_04_11_16

CITY CLERK'S OFFICE
NEWBURYPORT, MA

2016 APR - 5 A 11 2

DONNA D. HOLADAY
MAYOR

ETHAN R. MANNING
FINANCE DIRECTOR/CITY AUDITOR

To: President and Members of the Newburyport City Council
From: Ethan R. Manning, Finance Director/City Auditor
Date: April 5, 2016
Subject: Annual Audit of the City's FY 2015 Financial Statements

The certified public accounting firm of Melanson, Heath & Company has completed the annual audit of the City's FY 2015 financial statements. This audit must be performed by an independent CPA firm and is required by bond rating agencies, financial institutions, and various state and federal government entities. A copy of the audit is on file in the City Clerk's Office for your review.

The audit was conducted in accordance with auditing standards generally accepted in the United States and standards applicable to financial audits contained in the publication, Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that the audit be performed to obtain a reasonable assurance that the City's financial statements are free of material misstatements. In addition, the audit assesses the accounting principles used and significant estimates made by City management.

The audit indicates that the City's Financial Statements and Schedule of Expenditures of Federal Awards, as required by OMB Circular A-133, are presented fairly, in all material respects, and are in conformity with accounting principles generally accepted in the United States of America.

The audit also includes a management report that contains recommendations for strengthening internal controls and operating efficiency. Overall, it was a very favorable audit for the City that resulted in the removal of four prior-year recommendations, including the removal of the prior year material weakness related to the City's cash reconciliation process. This is a major accomplishment for the City and an indication that current financial management practices, as well as, efforts to strengthen financial processes within the City are working effectively.

The City continues to work to address the prior year recommendations contained in the FY2015 management letter. These recommendations include 1) making improvements to the accounting for compensated absences by tracking vacation and sick leaves on employee's pay stubs, 2) working with the Trust Fund Commission on a formalized policy for the expenditure of trust fund monies, 3) creating a spreadsheet to centralize the tracking of unapportioned betterments that are currently tracked at the parcel level in the software system and 4) formalizing a fund balance/net position policy.

The final recommendation for improvement involves the making changes to the funding of payroll and vendor warrants, which will further streamline the cash reconciliation process. In this regard, the City Treasurer is working closely with payroll and accounts payable to fund warrants for the exact amount and void and/or reissue checks as part of a subsequent warrant rather than funding as separate transactions, which is more cumbersome than necessary. I am confident that this recommendation will be fully incorporated into the department's financial processes by the start of FY2017.

The management letter also draws attention to new Governmental Accounting Standards Board (GASB) statements related to Other Postemployment Benefits (OPEB), as well as, new requirements for any federal grants received over \$750,000. The Finance Team is aware of these new requirements and is implementing procedures to ensure full compliance.

As you may be aware, the City established a Financial Policies and Procedures manual and continues to adapt the document to address many of the recommendations contained in the report. Additionally, given the inclusion of the Newburyport Contributory Retirement System as part of the City's annual audit, Melanson, Heath & Company was able to issue an unqualified or "clean" opinion of the City's FY2015 financial statements for the third year in a row.

Please feel free to contact me if you have any questions. A copy of the full audit report is on file in the City Clerk's Office.

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

April 11, 2016

THAT, \$2,751,000 is appropriated to pay costs of the Hale/Graf Force Main Construction project, so-called, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer with the approval of the Mayor, is authorized to borrow \$2,751,000 under and pursuant to M.G.L. c.44, s.7(1) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the Mayor and the Treasurer are authorized to take any other action necessary or convenient to carry out this vote

Councillor Charles F. Tontar
Chair, Budget & Finance Committee

BT GT/KC
Finally com d whole
SL PD

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

April 11, 2016

THAT, The CITY COUNCIL of the City of Newburyport accepts with gratitude a gift from National Grid, in the form of an outdoor water station, valued at \$2,198.17, to be installed at the Bradley Fuller Athletic Field in recognition of the recent energy efficiency work that took place in the City. The gift is accepted in accordance with M.G.L. Chapter 44, Section 53A1/2.

Councillor Charles F. Tontar
Chair, Budget & Finance Committee

Handwritten signature:
CFT/bw
N

The City of Newburyport was selected by National Grid as one of five towns to promote residential energy efficiency initiatives in 2014-2015. The city's program and energy efficiency report is attached. For its success in meeting its goals, the city was given an award as listed below in addition to grant funds to support the program.

Outdoor Water Station (Free Standing):



Installation requirement:

- Mount on a smooth, flat, finished surface with adequate support (300 lb. load maximum)
- Secure unit with six 3/8" minimum screws or anchor bolts (not provided)
- Requires a plumber to install.
- Requires clean, clear, fresh potable drinking water source
- Water supply 3/8" O.D. unplated copper tube. Waste 1-1/4" IPS.
- Operating Pressures: Supply water: 20 - 105 psi maximum.
- *Please see manual for additional installation requirements.*

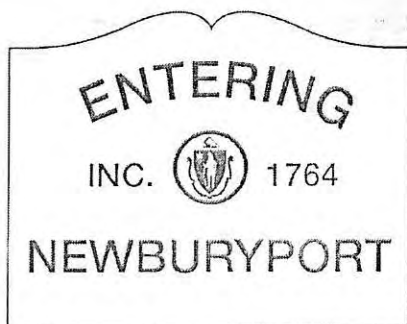
Space Requirements:

- Unit shipping weight: 179 lbs
- Dimensions: L: 14" x W: 14" x H: 64"

Newburyport Energy Efficiency Report

nationalgrid

HERE WITH YOU. HERE FOR YOU.



INQUIRY REQUESTS



778

COMPLETED ASSESSMENTS



368

Energy Savings
Estimated

159

Insulation Upgrades



169

Air Sealing Completed



26

Water System Upgrades



Inefficient Refrigerators Recycled



9

Heating System Upgrades

RESULTING IN ENERGY SAVINGS OF



10,588
MMBTUs



\$366,885



or \$366,885 in total savings per home



3.5 Weeks of groceries

EMISSIONS REDUCED BY 1,000+ TONS OF CO₂ PER YEAR



822-12-1234



450

Passenger vehicles driven for one year



Homes' Average Annual Energy Use

This report represents program results from May 2014 - July 2015. The phone call inquiries represent call volume to the dedicated community number only. The monetary factors that inform the dollar value of the savings are based on average Massachusetts residential market rate prices from National Grid for electricity and a blended rate of oil and propane prices of \$2.14/gallon and \$2.64/gallon, respectively. The cost savings equivalent amount assumes one week of groceries costs \$245 per home.

CITY OF NEWBURYPORT



 IN CITY COUNCIL

ORDERED:

Date: April 11, 2016

THAT pursuant to the CITY OF NEWBURYPORT Code of Ordinances Section 13-180.1.(f)(1), the CITY COUNCIL of the CITY OF NEWBURYPORT hereby amends and approves the following schedule of parking fees and fines in the paid parking lots subject to introductory and time-limited discount incentive rates for paid parking permits pursuant to regulations promulgated by the Parking Clerk as described in Section 13-180.1.(f)(2):

Resident Permit for Paid Parking Lots	\$20.00
Senior Resident Permit for Paid Parking Lots	\$5.00
Employee Permit for Paid Parking Lots	\$100.00
Hourly fee for Paid Parking Lots	\$1.00
Fine for Non-Display, Non-Payment, or Overtime Violation	\$15.00

The Parking Clerk may, on a case-by-case basis, grant a hardship exemption from the above fee schedule for low-income seniors.

The above schedule of parking fees and fines shall be effective beginning Monday, May 30, 2016 (Memorial Day).

AND FURTHER that the CITY OF NEWBURYPORT Code of Ordinances is hereby amended as follows:

In Section 13-181., entitled "Parking lots," under subsection (a), replace the words "8:00 a.m. to 6:00 p.m. Monday through Saturday" with the words "8:00 a.m. to 8:00 p.m. Monday through Saturday between Memorial Day and Labor Day and 8:00 a.m. to 6:00 p.m. for the remainder of the year."

Councillor Jared J. Eigerman

BY COM of Council
JE/EC
roll call
Y-ET BV EC OC GE
N-LG SZ RC JD TO 4W



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 APR -5 P 2 0

To: President and Members of the City Council
From: Donna D. Holaday, Mayor
Date: April 5, 2016
Subject: Graf/Hale Force Main Construction Project Loan Order

I respectfully request your approval of the enclosed loan order appropriating \$2,751,000 to the Graf/Hale Force Main Construction Project, which was unanimously endorsed by the Water and Sewer Commission at their March 21, 2016 meeting.

According to Collection System Superintendent Jamie Tuccolo, the Hale Street Pump Station Force Main is a 14" asbestos cement force main which was installed in 1977. This force main joins the Graf Road Pump Station's 10" cast iron force main at the intersection of Graf Road and Low Street. The two force mains become a combined 16" asbestos cement force main where they connect and continue down Low Street, crossing over Route 1 and continuing up Pond Street where it discharges into a manhole at the intersection of Pond and Greenleaf Streets.

Testing in this area has resulted in findings of the pipe being out of round (meaning its shape has been completely altered) due to the age and type of material of the original main. This force main is currently in jeopardy of failure. Should failure occur, repairs would be extremely difficult and very costly due to the out of round shape and asbestos nature of the pipe. Any break or issues with the current force main would pose a serious problem for Sewer Division personnel and their safety, as well as, health risks to the general public.

The proposed force mains to be constructed are two independent 16" PVC force mains. The Sewer Division and its engineering firm, BETA, have completed the design and are ready for the bidding and construction process. As noted above, the construction cost estimate for replacement is \$2,751,000.

I strongly support the Department of Public Services and Water and Sewer Commission with the attached request for bonding. I thank you in advance for your consideration.

PUBLIC SAFETY COMMITTEE ITEMS

- **ORDR011_02_29_16** - Parking – Section 13-168, Winter Hours Restrictions, Certain Streets
- **COMM040_04_11_16** - GNOCA, J Poor, P Holm Run/Walk Sept 25, 2016
- **COMM042_04_11_16**- Slow Bike Race August 3, 2016
- **ORDR023_04_11_16** - Parking Restrictions, Simmons Drive
- **ORDR024_04_11_16** Parking Restrictions, Golden Drive
- **ORDR030_04_11_16** Parking Resident 13-180 Liberty St

refer PS
SZ/LG
SV

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

February 25, 2016

THAT the City Council of the City of Newburyport hereby adds locations to the table of parking restrictions at Section 13-168. The purpose of the additions to the table is to seasonally restrict parking on certain streets in order to maintain a ten foot clearance of roadway for public safety and delivery of other City services during the winter months.

Boardman St to Strong St: No parking on the north side, even-numbered side of the street from
Atkinson January 1 to March 15

No parking on the even-numbered side of the street from 20' north and 20' south of Atkinson St
Boardman from January 1 to March 15

Water St to Liberty St: No parking on the east side, odd-numbered side of the street from
Center January 1 to March 15

Plum Street to Merrimac Street: No parking on the west side, even-numbered side of the street
Elm from January 1 to March 15

State Street to Fair Street: No parking on the south side, even-numbered side of the street from
Essex January 1 to March 15

Purchase St to Water Street: No parking on either side of the street from January 1 to March 15
Franklin

High St to Fair St: No parking on the east side, off-numbered side of the street from January 1 to
Fruit March 15

State Street to Otis Place: No parking on either side of the street from January 1 to March 15
Garden

A point 289' east of Auburn St to opposite Vernon St on Auburn St
Greenleaf

High Street to Merrimac Street: No parking on the east side, even-numbered side of the street
Lime from January 1 to March 15

Merrill	Merrimac Street to Russia Street: No parking on the west side, even-numbered side of the street from January 1 to March 15
Middle	State Street to Fair Street: No parking on the south side, even-numbered side of the street from January 1 to March 15
Orange	Fair Street to Federal Street: No parking on the north side, odd-numbered side of the street from January 1 to March 15
Otis Place	Prospect Street to Dead End: No parking on the north side, odd-numbered side of the street from January 1 to March 15
Pike	Water Street to Liberty Street: No parking on the east side, odd numbered side of the street from January 1 to March 15
Plum	Olive Street to Elm Street: No parking on either side of the street from January 1 to March 15
Prospect	Federal Street to Bromfield Street: No parking on the north side, odd-numbered side of the street from January 1 to March 15
Salem Street	Purchase Street to Water Street: No parking on the west side, even-numbered side of the street from January 1 to March 15
Ship	Beck Street to #17 Beck Street: No parking on the west side, even-numbered side of the street from January 1 to March 15
Temple	State Street to 100' east of State Street: No parking on the south side, even-numbered side of the street from January 1 to March 15

Robert J. Cronin

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel.

Fax.

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)

- NAME OF EVENT: 6th Annual GNOCA 5K Run/Walk in honor of Jackie Poor + Paula Holm 2016 APR -4 A 3:11
- Date: Sunday, Sept. 25th 2016 Time: from 10am to 1pm
- Rain Date: N/A Time: from _____ to _____
2. Location: Michael's Harborside, 1 Tournament Wharf.
3. Description of Property: Restaurant Public _____ Private _____
4. Name of Organizer: GNOCA City Sponsored Event: Yes _____ No ☒
- Contact Person _____
- Address: 16 Norman Ave Telephone: 978-462-0117
- E-Mail: Sacmccormick@gmail.com Cell Phone: 978-884-0896
- Day of Event Contact & Phone: 978-884-0896 Stella McCormick
5. Number of Attendees Expected: 50 walkers 50 runners
6. MA Tax Number: _____
7. Is the Event Being Advertised? yes Where? WE runner magazine
8. What Age Group is the Event Targeted to? 18+
9. Have You Notified Neighborhood Groups or Abutters? Yes _____ No ☒ Who? _____

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

- A. Vending: Food _____ Beverages _____ Alcohol _____ Goods _____ Total # of Vendors _____
- B. Entertainment: (Subject to City's Noise Ordinance.) Live Music _____ DJ _____ Radio/CD _____
Performers _____ Dancing _____ Amplified Sound _____ Stage _____
- C. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle _____
Other _____ Total # _____
Name of Carnival Operator: _____
Address: _____
Telephone: _____
- D. Organizer is responsible for clean-up during and after event. All trash must be collected and removed from event location immediately at the end of the event unless prior written agreement had been made with the Department of Public Services (DPS).
- Will you be conducting the clean-up for this event? Yes ☒ No _____

If yes:

- a) How many trash receptacles will you be providing? 4
- b) How many recycling receptacles will you be providing? 0
- c) Will you be contracting for disposal of : Trash Yes ☐ No ☒ Recycling Yes ☐ No ☒
- i. If yes, size of dumpster(s): Trash Recycling
- ii. Name of disposal company: Trash Recycling
- iii. If no, will you remove trash & recycling with organizers' cars or trucks? Yes ☒ No ☐
- iv. If no, where will the trash & recycling be disposed ?

If no:

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

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

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

Standard # ADA accessible

Name of company providing the portable toilets:

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE _____

WALKATHON ☒ _____

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

Greater Newburyport Ovarian Cancer Awareness

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

Stella McCormick
16 Norman Ave Newburyport 978-462-0117 (H)
978-884-0896 (cell)

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

As Above

4. Date of Event: Sept 25th 2016

Expected Number of Participants: 100 total

5. Start Time: 10 am

Expected End Time: 1 pm

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

Runners - Merrimac, Jefferson,
High St, Kent, Washington, Rail Trail. Walkers - Merrimac,
Federal, Liberty, State, High, Broad, Cashman Park, Rail Trail.
Both start and end at Michael's Harborside

7. Locations of Water Stops (if any):

Jefferson Street (left side, midway).

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

9. Formation Location & Time for Participants: Michael's Harborside 10 am

10. Dismissal Location & Time for Participants: Michael's Harborside 1 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

4 Green St.

FIRE CHIEF

Dep SHS 3/31/16

0 Greenleaf St.

DEPUTY DIRECTOR

16A Perry Way

CITY CLERK

60 Pleasant St.

DEPARTMENT APPROVAL (for Committee Member use only):

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

Approval Required	Date: _____ Signature _____
_____	1. Special Events: _____
_____	2. Police: _____
	Is Police Detail Required: _____ # of Details Assigned: _____
_____	3. Traffic, Parking & Transportation: _____
_____	4. ISD/Health: _____
_____	5. Recycling: _____
_____	6. ISD/Building: _____
_____	7. Electrical: _____
_____	8. Fire: _____
	Is Fire Detail Required: _____ # of Details Assigned: _____
_____	9. Public Works: <i>Fee for Special Events: \$45/hr/DPS employee for trash handling/staging etc. may apply</i>
	<input type="checkbox"/> Yes: \$ _____ due on _____ <input type="checkbox"/> No Fee for Special Events applies
	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.

Limitations

- (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.

- (e) *"Road Closure"* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
- (f) *"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).
- (g) *"Event termination"* If in the judgment of the City Marshal, Fire Chief or Department of Public Services (DPS) Director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the Harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.
- (h) *"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.
- (i) *"Clean-up"* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

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: _____

Date: _____

4/5/16

March 16, 2016

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

Dear Members of the Newburyport City Council,

I am writing to ask your permission to hold the 6th Annual GNOCA 5K Run/Walk, in honor of Jackie Poor and Paula Holm, in Newburyport, on Sunday, September 25, 2016, 10:00 am – 1pm.

The Greater Newburyport Ovarian Cancer Awareness (GNOCA) was founded by Deb Green and Elaine Carroll, Newburyport businesswoman and resident. We raise money for Ovarians for the Cure, a non-profit organization, located in Natick. Ovarians for the Cure is devoted to educating the public on the signs and symptoms of ovarian cancer. Ovarian cancer is a particularly devastating cancer for women. It has a nearly 50% mortality rate because the symptoms often go unnoticed until it is in its later stages. GNOCA holds events from June through September, which is National Ovarian Cancer Awareness month.

The Winners Circle Running Club and the Joppa Flats Running Club will be providing timing and consultation services for us again this year. The clubs are very experienced with 5K races and will help insure that the event will run smoothly.

I have included the 5K run route used last year. The 3.1 mile route begins and ends at Michael's Harborside Restaurant, 1 Tournament Wharf, who will also be providing the parking. It then travels along Merrimac to Jefferson, onto High, then Kent, onto Washington and follow the Rail Trail, finishing at Michael's Harborside. Please see the attached map.

If acceptable we would like to have the walkers follow a different route than the runners. The walker's route begins and ends at Michaels Harborside (same as runners). The walkers turn left onto Merrimac St., right onto Federal St., right onto Liberty St., onto State Street, right onto High St., right onto Broad Street cross Merrimac Street to Cashman Park. Walkers Continue along the Rail Trail ending at Michaels Harborside. Please see enclosed map.

We prefer this route for walkers as it is more interesting and exposes the walkers to the Farmer's Market at the Tannery and downtown merchants.

Thank you so much for your support in previous years. I look forward to working with the council. If you have any questions or concerns please feel free to contact me at 978-225-6700 or info@ocawareness.org

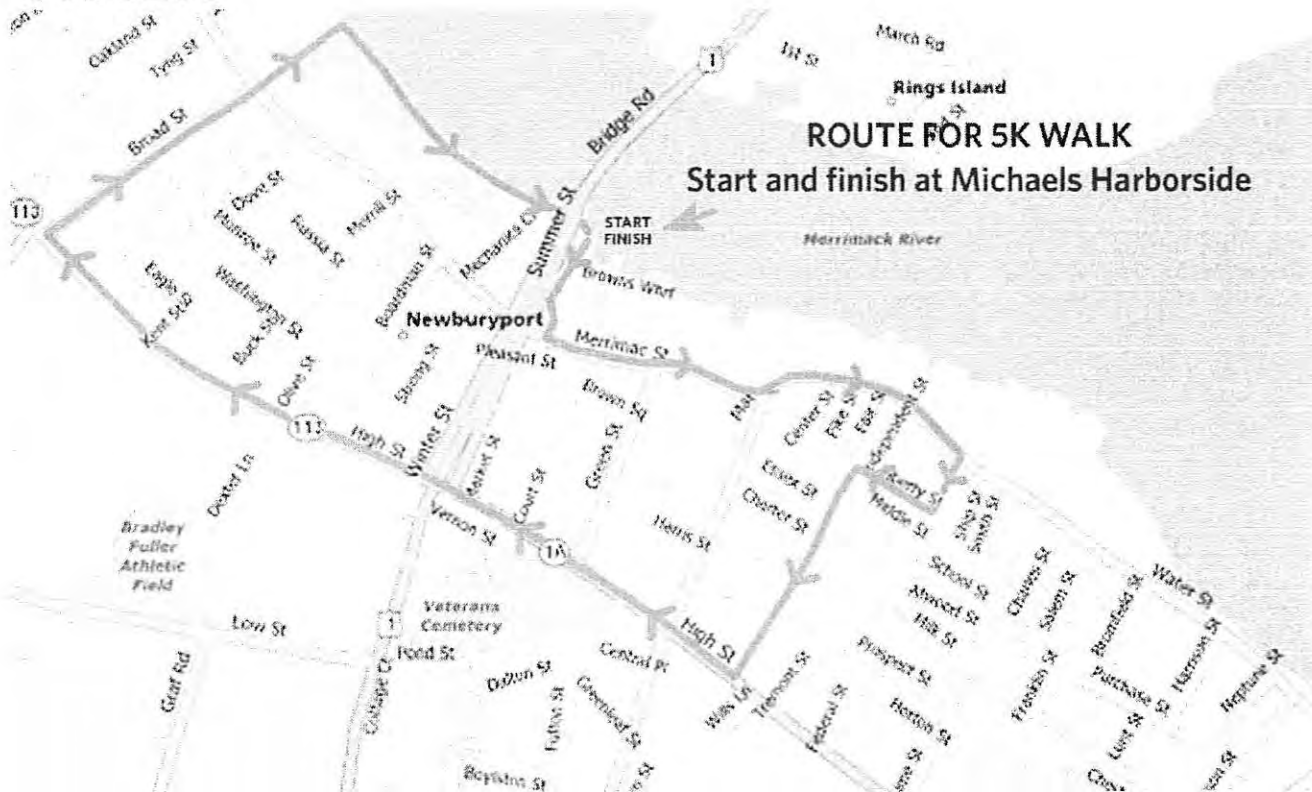
Sincerely,

Stella McCormick

RUN



WALK





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/10/15

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).

PRODUCER

Twinbrook Insurance Brokerage
400A Franklin Street
Braintree, MA 02184

CONTACT

NAME: Paula Neves
PHONE (A/C, No, Ext): (781) 843-7000 FAX (A/C, No): (781) 848-6100
E-MAIL ADDRESS: Pneves@twinbrook.com

INSURER(S) AFFORDING COVERAGE

NAIC

INSURER A: Philadelphia Insurance Co.

INSURER B: Travelers Insurance Co.

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Ovations For the Cure
79 Main Street
Suite 202
Framingham, MA 01702

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	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		PHPK1377301	8/7/15	8/7/16	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-ECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
A	AUTOMOBILE LIABILITY		PHPK1377301	8/7/15	8/7/16	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO ALLOWED AUTOS					BODILY INJURY (Per person) \$
	SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
						\$
	DED RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	IEUB-0231T92-7-15	8/7/15	8/7/16	WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>				EL EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					EL DISEASE - EA EMPLOYEE \$ 500,000
						EL DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Event - Newburyport Ryder - September 27th, 2015 The City of Newburyport is added as an Additional Insured for the above referenced event.

CERTIFICATE HOLDER

City of Newburyport
60 Pleasant Street
Newburyport, MA 01950

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph Rizzo

© 1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

Phone:

Fax:

E-Mail:

NEWBURYPORT SPECIAL EVENT APPLICATION

Tel. _____

(For Parades, Road Races and Walkathons Only - Please complete page 3 of this application)

NAME OF EVENT: SLOW Bike Race 2016 MAR 28 P 2 03Date: Aug 3 2016 Time: from 5:30 pm to 7:30 pmRain Date: N/A Time: from _____ to _____2. Location: Pleasant St. at Brown Square & Green St.3. Description of Property: Street and Park Public ☒ Private _____4. Name of Organizer: Coastal Trails Coalition City Sponsored Event: Yes _____ No ☒Contact Person Cynthia RaschkeAddress: PO Box 1016 01950 Telephone: 978 807 4709E-Mail: cyd.nafro@comcast.net Cell Phone: _____Day of Event Contact & Phone: Same5. Number of Attendees Expected: 2006. MA Tax Number: 04-33958567. Is the Event Being Advertised? yes Where? Social Media & flyers; Yankee Homecoming Program Book8. What Age Group is the Event Targeted to? all adult (children w/ supervision)9. Have You Notified Neighborhood Groups or Abutters? Yes ☒ No _____, Who? Buildings on Pleasant Street (60 Block)
We personally deliver notices to abutters.

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

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

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

Performers _____ Dancing _____ Amplified Sound ☒ Stage _____ megaphoneC. Games /Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle ☒

Other _____ Total # _____

Name of Carnival Operator: _____

Address: _____

Telephone: _____

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

Will you be conducting the clean-up for this event? Yes ☒ No _____



Coastal Trails Coalition

www.coastaltrails.org

March 28, 2016

Newburyport City Council
City Hall, Pleasant Street
Newburyport MA 01950

Dear City Council:

The Coastal Trails Coalition respectfully asks the Council to consider our request to hold an event on Pleasant Street between Green and Titcomb Streets during Yankee Homecoming week. We propose to once again run the Slow Bike Race fundraiser on Pleasant Street between City Hall and Brown Square on Wednesday August 3 from 5:30 pm to 7:30 pm.

We have completed the following steps in the approval process:


1. We have completed The City's special event application and returned it the City Clerk along with a Certificate of Insurance for The City.
2. We have submitted an application for a permit for the use of Brown Square from the Parks Department.

This event is a fundraiser for the Coastal Trails Coalition and Newburyport Rail Trails, and a portion of the proceeds are donated to the City's Parks Department.

We would also like to take this opportunity to thank the City for its support for our successful 2015 event. The format would stay the same: in each heat, 4 to 6 bikes ride a short length in the middle of block. We appreciate the supervision of the Police Department for the street closing last year, and will coordinate with them again. For your information, the draft flyer attached contains more details about the event. Please contact Cyd Raschke at 978 462 2733 for further information.

Thank you in advance for your consideration. We look forward to another successful Yankee Homecoming!

Sincerely,


Cyd Raschke
Event Director, Slow Bike Race
Asst. Clerk, Coastal Trails Coalition

The Coastal Trails Coalition, Inc. (CTC) is an all-volunteer, non-profit organization whose mission is to assist in the development, promotion, and stewardship of the Coastal Trails Network, a 30-mile public system of bicycle and pedestrian trails connecting communities surrounding greater Newburyport.

PO Box 1016, Newburyport, MA 01950

FOR PARADE, ROAD RACE AND WALKATHON EVENTS ONLY

PARADE _____

ROAD RACE ☒ _____

WALKATHON _____

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

Coastal Trails Coalition

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

Dyd Raschke

978 807 4709

207 High St

Nbpt 021950

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

same

4. Date of Event: Aug 3 2016

Expected Number of Participants: 40+ spectators

5. Start Time: 5:30

Expected End Time: 7:30

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

One block: Pleasant St. between Green & Titcomb
street

7. Locations of Water Stops (if any):

8. Will Detours for Motor Vehicles Be Required? Yes If so, where? Pleasant St at Green

9. Formation Location & Time for Participants: 5:30 Pleasant + Green St. + Brown

10. Dismissal Location & Time for Participants: 7:30 " " " Square

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] 4 Green St.

FIRE CHIEF

[Signature]

0 Greenleaf St.

DEPUTY DIRECTOR [Signature] 16A Perry Way

CITY CLERK

[Signature]

60 Pleasant St.

- (e) *"Road Closure"* No ways, public or private, boat ramps or parking lots controlled or patrolled by the city shall be closed without authorization. Authorization shall be considered granted only if said closure(s) are contained in the approved permit. It is the sole responsibility of the race organizers to notify residents ten (10) days in advance that neighborhood roads will be closed if no alternate route is available to those residents.
- (f) *"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).
- (g) *"Event termination"* If in the judgment of the City Marshal, Fire Chief or Department of Public Services (DPS) Director or designees thereof determine that an event is unsafe due to existing conditions, that event may be stopped, terminated or suspended. In the case of a multidiscipline event such as a triathlon, the Harbormaster or his/her designee may likewise stop, terminate or suspend the swimming portion for cause.
- (h) *"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.
- (i) *"Clean-up"* The event organizers shall be responsible for post event trash collection, removal of signage, directional arrows, advertisements or other promotional material associated with the event.

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: _____ Date: 3-11-16

TITCOMB
PLEASANT
BROWN SQUARE
GREEN
City Hall

Slow Bke Race

Aug 3 2016 5:30pm

— Route of race

x Road closure

B. Bullhorn

Please note the Coastal Trails Association will
obtain the required insurance and Parks Department
permit for Brown Square



COAST13

OP ID: AC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/06/2016

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).

PRODUCER
Chase & Lunt LLC
65 Parker Street
Newburyport, MA 01950
Select Business Unit

CONTACT NAME: Select Business Unit

PHONE (A/C, No, Ext): 978-462-4434

FAX (A/C, No): 978-465-6204

E-MAIL:

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Nautilus Insurance Company

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED Coastal Trails Coalition Inc
PO Box 1016
Newburyport, MA 01950

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	TBD	08/03/2016	08/03/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <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) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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				PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is recognized as Additional Insured.

CERTIFICATE HOLDER

CANCELLATION

City of Newburyport
60 Pleasant Street
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

© 1988-2014 ACORD CORPORATION. All rights reserved.



CITY OF NEWBURYPORT

CITY COUNCIL


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

IN CITY COUNCIL:

ORDERED:

Date: April 11, 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:  Simmons Drive

Restriction: On the notherly side for a distance of 6 feet at the end of certain pathways as determined by the Newburyport Housing Authority. Said restricted areas to be marked appropriately on the road surface.

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 Larry G. Giunta

p3
LG/EC
SV



CITY OF NEWBURYPORT

CITY COUNCIL

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

IN CITY COUNCIL:

ORDERED:

Date: April 11, 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: Golden Drive

Restriction: On the either side for a distance of 6 feet at the end of certain pathways as determined by the Newburyport Housing Authority. Said restricted areas to be marked appropriately on the road surface.

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 Larry G. Giunta

REP
PS
LG / GE
SV

CITY OF NEWBURYPORT



IN CITY COUNCIL

April 11, 2016

ORDERED:

AN ORDER PURUSANT TO SECTION 166 OF CHAPTER 13 (TRAFFIC AND MOTOR VEHICLES) OF THE MUNICIPAL CODE PURSUANT

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

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

Add:

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

Liberty Street, southwesterly side between Independent Street and Federal Street

Councillor Jared J. Eigerman

*Reba
JE/CT
RS*