CITY COUNCIL MEETING AGENDA - VERSION 1
February 24, 2014

7:30PM

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

CONSENT AGENDA

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

7. **APPROVAL OF MINUTES**
   February 10, 2014 (Approve)

8. **TRANSFERS**
   1. Mayor Gen Fund Free Cash $8,000 to Board Registrars Elections $8,000 (Approve)
   2. Auditor Ins Claims RSV APP $7,077.66 to Emer. Mgmt Maint Bld $5,000, to School Dept. Expenses $2,077.66 (Approve)

9. **COMMUNICATIONS**
   1. Patriots for American Veterans, Inc. Spring Walk for Troops April 27, 2014 (Public Safety)
   2. Newburyport Lions Club Eyeglass Box (License & Permits)

10. **APPOINTMENTS-First Reading**

Appointment

1.	Katherine D. Preftes	6 H Street	Commission on Diversity & Tolerance	Feb. 1, 2017

Re-Appointment

2.	William K. Todd	8 Foster Court	Historical Commission	January 1, 2017
3.	Patricia M. Spalding	5 Bricher Street	Highland Cemetery Commission	Feb. 1, 2017

END OF CONSENT AGENDA

REGULAR AGENDA

11. **APPOINTMENTS-Second Reading**

Appointment

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

Re-Appointment

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

12. **ORDERS**
   1. Master Plan Steering committee Special Municipal Employees

13. ORDINANCES -- NONE

14. COMMITTEE ITEMS

Budget & Finance

In Committee:

1. Mid-Year Budget Report
2. Full Time Parks Director **01/27/2014*
3. City Clerk Contract **02/10/2014*
4. Letter Supporting Full Time Parks Director Position **02/10/2014*

General Government

Joint Education

License & Permits :

In Committee:

1. Second Hand Motor Vehicle License Renewal – Chanard Limousine Sales, Inc **01/13/2014*
2. Movable Sign Application Newburyport Brewing Company **02/10/2014*

Neighborhoods and City Services

Planning & Development

In Committee:

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

Public Safety

In Committee:

1. Greater Newburyport Chamber of Commerce 2014 festivals and events **02/10/2014*
2. Soldiers Assistance Fund Flag Day 5k June 14, 2013 **02/10/2014*

Public Utilities Committee:

In Committee:

1. G.L. c. 164 s. 134 Electrical Aggregator Resolution (and COW) **02/10/2014*

Rules Committee:

In Committee:

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

15. GOOD OF THE ORDER

16. ADJOURNMENT

CONSENT AGENDA

CITY COUNCIL MEETING MINUTES - VERSION 1
February 10, 2014

7:30PM

Acting Council President Connell called the meeting to order at 7:30 pm. A moment of silence was held for John Notargiacomo. This was followed by the Pledge of Allegiance. He then instructed the City Clerk to call the roll. The following Councillors answered present: Cronin, Eigerman, Giunta, Heartquist, Herzog, Kinsey, Tontar, Vogel, Cameron and Connell. 10 present, 1 absent (O'Brien).

1. LATE FILES – Transfer #2 and Communications #7
Motion to waive the rules and allow late files by Councillor Cronin, seconded by Councillor Herzog. So voted.

2. PUBLIC COMMENT

1) Adam Hayden	76 Longfellow Drive	Appointments
2) Kevin Winn	48 Ashland Street	Parks & Rec Director
3) Karen Popken	4a Boardman St.	Parks & Rec Director
4) Ann Ormond	38R Merrimac St.	Use of Streets
5) Sandy Small	25 Oak St.	Parks Director
6) Chris Webb	4 New Pasture Rd.	Newburyport Brewing Co. Sign

3. MAYOR'S COMMENT - None

CONSENT AGENDA

4. APPROVAL OF MINUTES
January 27, 2014 (Approved)

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

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

At the request of Attorney Janos this item was removed.

6. City Clerk Contract (Budget & Finance)

7. APPOINTMENTS-First Reading

Appointment

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

Re-Appointment

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

END OF CONSENT AGENDA

Motion to approve the Consent Agenda as amended by Councillor Cronin, seconded by Councillor Cameron. So voted.

REGULAR AGENDA

8. STATE OF THE CITY ADDRESS – MAYOR
Mayor Holaday gave the annual State of the City Address.

Five minute recess.

9. TRANSFERS

2. LATE FILE General Fund Free Cash to General Fund Postage $855.54

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

10. COMMUNICATIONS

8. LATE FILE Letter Supporting Full Time Parks Director Position

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

11. APPOINTMENTS-Second Reading

Appointment

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

Re-Appointment

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

Motion to approve second reading collectively by Councillor Cameron, seconded by Councillor Cronin. Roll call vote, 10 present, 1 absent (O'Brien). So voted.

12. MID-YEAR BUDGET REVIEW

Councillor Tontar gave a mid-year budget update.

13. ORDERS

1. Acceptance of Ch. 59 §5 provision added by st. 1993, c.110, § 110 reduce residency of Veterans

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

2. G.L. c. 164 s. 134 Electrical Aggregator Resolution

Motion to refer to Public Utilities and Committee of the Whole by Councillor Herzog, seconded by Councillor Heartquist. So voted.

14. COMMITTEE ITEMS

Budget & Finance

In Committee:

1. Mid-Year Budget Report **01/13/2014*

General Government

Joint Education

Councillor Kinsey gave a detailed update on initiatives at all of the schools.

License & Permits :

In Committee:

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

Neighborhoods & City Services

Planning & Development

Councillor Cameron said that there will be a meeting on the Central Waterfront in early March.
Councillor Eigerman said there will be a joint hearing on Feb. 19th to discuss the three zoning ordinances in committee. He emphasized that the Fruit St. Historic district is the only historic district. These ordinances are amendments to zoning law. It proposes to use the Planning Board and the Zoning Board of Appeals and not the Historic Commission. The City-wide ordinance only applies if a building is being torn down. A tear down requires a special permit. For the downtown parking ordinance, the Planning Board is empowered to waive any required fee, otherwise the developer must pay a fee if they are using a municipal lot in their parking calculations. There is no LHD in these ordinances.

In Committee:

1. Off-Street Parking Regulations – Zoning (and Committee of the Whole) **01/27/2014*

2. Interim Demolition Control Overlay District – Zoning **01/27/2014*

3. Interim Downtown Overlay District – (IDOD) (and Committee of the Whole) **01/27/2014*

Public Safety

In Committee:

1. Annual Amer. Diabetes Assoc. Tour de Cure May 18, 2014 **01/13/2014*

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

2. Amend Ord. 13-168 Parking Restricted Fair St **01/13/2014*

Motion to remove by Councillor Cronin, seconded by Councillor Herzog. Motion to approve as amended and order to print by Councillor Cronin, seconded by Councillor Herzog. Roll call vote, 10 present, 1 absent (O'Brien).

3. One Fund 2.6 mi Charity Road Race – Winner's Circle, April 13, 2014 **01/27/2014*

Motion to remove by Councillor Cronin, seconded by Councillor Eigerman. Motion to approve by Councillor Cronin, seconded by Councillor Eigerman. So voted.

4. 3rd Annual Pan Mass Challenge Kids Ride, June 22, 2014 **01/27/2014*

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

5. Amend Ord. 13-168 Franklin St., no parking westerly side between 10 & 6 and north to Water **01/27/2014*

Motion to remove by Councillor Cronin, seconded by Councillor Herzog. Motion to approve by Councillor Cronin, seconded by Councillor Heartquist. Roll call vote, 10 present, 1 absent (O'Brien).

6. Amend Ord. 13-180 Fair Street, Resident Parking between Water & Liberty **01/27/2014*

Motion to remove by Councillor Cronin, seconded by Councillor Eigerman. Motion to approve by Councillor Cronin, seconded by Councillor Eigerman. Roll call vote, 10 present, 1 absent (O'Brien).

Public Utilities

Rules Committee:

In Committee:

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

15. GOOD OF THE ORDER

16. ADJOURNMENT

Motion to adjourn at 9:25 pm by Councillor Cronin, seconded by Councillor Cameron. So voted.

TRANSFERS

Transfer #1
February 24, 2014

City of Newburyport
FY 2014
BUDGET TRANSFER REQUEST

RECEIVED
CLERK'S OFFICE
NEWBURYPORT, MA
2014 FEB 18 P 3:49

Department: Auditor

Submitted by: William Squillace, City Auditor **Date :** 2/18/2014

Transfer From:

Account Name	Insurance Claims-RSV APP	YTD Bal:	$ 24,292.26
Account Number:	2741-10400	Trans In:	
Amount:	$7,077.66	Trans Out:	

Why are Funds Available: *This is a revenue account used to deposit funds received from insurance companies for covered insurance losses, insurance settlements, and deductible payments. Transfer from RSV APP accounts require approval of the Mayor and City Council and is the standard method of moving the funds to a General Fund expenditure account.*

Transfer To:

Account Name	Emerg. Manage-- Maint Bld.	YTD Bal:	$ 3,000.00
Account Number:	01291002-52401	Trans In:	$ -
Amount:	$5,000.00	Trans Out:	$ -

Why are Funds Required: *Funds were required for building repairs due to storm damage amounting to over an estimated $50,000. The $5,000 is the City's deductible.*

Transfer To:

Account Name	School Department - Expenses	YTD Bal:	$ 11,225,963.47
Account Number:	01300002-53201	Trans In:	$ 161,070.00
Amount:	$2,077.66	Trans Out:	

Why are Funds Required: *$2,077.66 was received from the insurance company to pay for damages to a School van that was hit by a City DPS truck. This transfer moves the funds from the City insurance reserve account, into the School Department General Account to pay the repair bills.*

Donna D. Holaday, Mayor — Date: 2/18/14
William B. Squillace, Auditor — Date: 2/18/14
City Council Approval: (Stamp)

Transfer #2
February 24, 2014

City of Newburyport
FY 2014
BUDGET TRANSFER REQUEST

RECEIVED
CLERK'S OFFICE
NEWBURYPORT, MA
2014 FEB 18 P 3:49

Department: Mayor

Submitted by: Mayor Donna D. Holaday **Date Submitted:** 2/18/2014

Transfer From:

Account Name	General Fund - Free Cash	YTD Bal:	$ 2,133,510.00
Account Number:	01-35900	Trans In:	$ -
Amount:	$8,000.00	Trans Out:	$ 358,599.00

Why are Funds Available: *The Mass Dept of Revenue has certified Free Cash for FY 2014 at $2,492,109. These funds are available for any legal purpose with the approval of the Mayor and a majority vote of the City Council.*

Transfer To:

Account Name	Board of Registrars -Elections	YTD Bal:	$ 1,278.43
Account Number:	01163007-57808	Trans In:	$ -
Amount:	$8,000.00	Trans Out:	$ -

Why are Funds Required: *Unanticipated election expenses were incurred due to a recount election and additional mailing expenses for census taking.*

Transfer To:

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

Why are Funds Required:

Donna D. Holaday, Mayor — Date: 2/18/14
William B. Squillace, Auditor — Date: 2/18/14
City Council Approval: (Stamp)

COMMUNICATIONS

Communication #1
February 24, 2014

Patriots for American Veterans Inc.

RECEIVED
CLERK'S OFFICE
NEWBURYPORT, MA
2014 FEB 12 A 11: 58

11 doe run dr Newburyport, MA.

February 12,2014

Request to submit proposal to City of Newburyport February City council meeting ie; "Spring Walk For The Troops"

Thank You,

With Respect,

Frank Peluso

President,Patriots for American Veterans

Newburyport MA. Seaport City

Birthplace of the Coast Guard

Spring Walk for the Troops

POKER WALK

Sunday

April 27th ,2014

Sponsored by: PATRIOTS FOR AMERICAN VETERANS

Supporting all veterans

ALL PROCEEDS TO SEND CARE PACKAGES TO OUR TROOPS OVERSEAS

Where: North End Boat Club 1 Manson Ave. Newburyport MA.

2 Mile walk at your own pace START AND FINISH

What: Scenic, historical walk on the boardwalk. Downtown Newburyport-MA

POKER WALK **. Pull A Card at** Four check points along route and last card at Best poker hand= **CASH PRIZE,** (Amount will be determined)

Live Music, venders, RAFFLES, 50/50, lunch at 1pm at **FINISH.** Meet military personel

When: Registration 9am-11am. A $15 dollar donation includes lunch. All funds raised will be used for our TROOPS.

PAVO
Patriots For American Veterans Organization

President: Frank Peluso, ciscopatriotrider@yahoo.com , cell # (978)-376-5149

Find us on Facebook **Patriots for American Veterans Organization**

Route for the Spring Walk = 2 Mi.

1 MANSON ALL NEWBURYPORT

Start at the North End Boat Club; enter the harbor walk way go ½ mi. to the Newburyport bridge stay on harbor walk under Bridge go through Michael's Harbor side restaurant parking lot ½ mi. (staying along the waterfront) to the Black Cow restaurant, you are now at the entrance to the Boardwalk at Harbor Front Park (this is the half way point). Continue on Boardwalk to the concert Area of park take a right along the Fire Horse Center (Bike walkway) Follow to Crosswalk Cross Merrimac St. staying on Bike walkway straight to Pleasant St. take a right on Pleasant St. Follow for 3/10 mi. take a right on Market St. go to Merrimac St. cross Merrimac St. to parking lot of Michael's Harbor side parking lot go back on Harbor walk return to the North End Boat Club. Total distance = 2 Miles.

Communication #2
February 24, 2014

NEWBURYPORT LIONS CLUB

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2014 FEB 18 A 11:21

February 18, 2014

Newburyport City Council
City Hall
Newburyport, MA

The Newburyport Lions Club would like to request a prominent spot in downtown Newburyport on which to locate a surplus U. S. Postal Service mailbox for the purpose of collecting used eyeglasses for recycling. The collection of eyeglasses is a major project of Lions Clubs. The collected eyeglasses are inspected, cleaned, reconditioned and then sent to countries where needy citizens can receive eyeglasses that meet their prescriptions. These people would not normally have access to eyeglasses.

The mailbox will be reconditioned, repainted a different color and labeled "NOT FOR MAIL." It will also be identified as a Lions eyeglass collection box. The box will be emptied regularly and maintained by the Newburyport Lions Club.

Thank you for your consideration.

Mark Quinlan

Mark Quinlan
Vice President
Newburyport Lions Club

P. O. BOX 545 • NEWBURYPORT, MA 01950

APPOINTMENTS

Appointment #1
February 24, 2014

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

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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2014 FEB 10 P 2:03

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Subject: Appointment

Date: February 11, 2014

I hereby appoint, subject to your confirmation, the following named individual as a member of the Commission on Diversity & Tolerance. This term will expire on February 1, 2017.

Katherine D. Preftes
6 H Street
Newburyport, MA 01950

Katherine D. Preftes

6 H Street, Newburyport, MA 01950 978.270.9689 katpreftes@hotmail.com

PROFILE

Former sports marketer with fifteen years of sales and marketing experience for major sports television entities and outdoor apparel company, seeking to transition into the international non-profit sector in a program management, advocacy or grant management capacity.

- Excellent writing, communications and interpersonal skills.
- Proven ability to manage personnel and projects.
- Extensive experience with negotiations, strategic and event planning, and team-building.
- Speak, read and write French proficiently; intermediate Greek speaker.
- Extensive global travel; resided in France, Finland and Nepal; multi-day treks in Asia and Africa

PROFESSIONAL EXPERIENCE

PATAGONIA **New York, NY**
Sales Associate 2009
Keyholder and Events Coordinator 2006-2008
Sales Associate and Events Coordinator 2005-2006

Advised store manager on personnel decisions; conducted interviews and training; and supervised floor staff of up to twenty people to ensure smooth flow of operations, high level of customer service and increase sales. Expanded environmental grants program via community outreach and in-store events which resulted in the awarding of more than $10,000 in annual grants to local grass roots organizations. Managed customer feedback project and compiled data to identify merchandise sales trends. Observations were incorporated into future clothing lines and format was cited as a model for other stores. Elected to reduce role in 2009 to concentrate on school.

NESN **Boston, MA**
Affiliate Representative, Marketing 2001-2004

Co-developed annual marketing budget for NESN, a regional sports television network owned by the *Boston Red Sox* and *Boston Bruins*. Authored numerous senior level documents and white papers directed to the *NESN* Board and team ownership, and made significant contributions to 5-year plan. Developed media plans and managed expenditures with over 90 English and Spanish media channels in eight New England designated market areas (DMAs), realizing over $1 million in media exposure. Managed affiliate relationships and negotiated long-term affiliate renewal agreements, securing millions of dollars in fixed revenue and affiliate commitment to launch *NESN HD*. Conceived and organized events supporting affiliates, trade organizations and the community, including a live, big screen presentation in downtown Boston of *NESN HD's* inaugural telecast, and NESN-sponsored batting events at Fenway Park.

COMMERCE.TV CORPORATION **Braintree, MA**
Account Manager, Business Partner Development 2000-2001

Directed the development, execution and deployment of *Commerce.TV's* proprietary technology in the first industry-wide, interactive television trial with *ESPN*. Worked with senior management, program managers

and developers to incorporate network requirements into the product roadmap.

ESPN **New York, NY**
Associate Account Executive, Special Markets 1997-2000

Sold, marketed and distributed ESPN networks to 250 satellite television distributors, generating over $10,000,000 in annual revenue. Negotiated and renewed long term affiliation agreements for four ESPN networks (*ESPN, ESPN2, ESPNews* and *ESPN Classic*) and monitored affiliate compliance with agreement provisions. Developed strategies to expand distribution of ESPN networks and generate new business. Conducted affiliate trainings to groups of 50+ that communicated the value of ESPN properties.

Sales Coordinator, Direct Response 1997
Sales Assistant, Direct Response 1995-1996
Sales Service Coordinator, National Advertising Sales 1994

Managed per inquiry accounts on three ESPN networks, realizing annual incremental revenue of nearly $1,000,000. Negotiated sale of advertising time to direct response advertisers on ESPN and ESPN2 and secured advertisers for ESPNEWS launch. Worked with information systems department to design an Oracle-based reporting system.

PRO-BONO & VOLUNTEER/NON-PROFIT EXPERIENCE

LIBERIA NEWS MEDIA, Graduate Practicum, The New School **New York, NY**
Project Manager 2009-2010

Designed and implemented an election journalism web portal, Liberia News Media, involving the collection and dissemination of election information for the 2011 Liberian elections. Created prototypes of two distinct election websites envisioned to launch in June 2010 at the start of the election cycle, targeting the Liberian population and Liberian diaspora, respectively. Determined appropriate content, design, and functionality for each website taking into account general research on Liberian culture and values; analysis of focus groups, needs assessment and survey responses targeting relevant stakeholders; and technological limitations in Liberia. Authored grant proposals to secure funding for the project.

SOJOURNERS, Riverside Church **New York, NY**
Detention Center Volunteer 2010

Proffered conversation and support to detained immigrants and refugees confined at the Federal Detention Facility in Elizabeth, NJ.

MIGRATION WORKING GROUP, SIPA, Columbia University **New York, NY**
Employment Mentor and Advocate for Immigration Reform 2009-2010

Provided mentoring, professional advice and resume review, and performed mock interviews with immigrants and refugees seeking mainstream employment in the US in a jointly sponsored program with Upwardly Global. Participated in a two-day immigration workshop to discuss legal issues and advocate for reform. Visits to the Domestic Workers Union and the Islamic Society of Bay Ridge addressed challenges faced by immigrant workers and methods to lobby the government for legal protections of domestic workers (i.e., nannys, home health aids, etc.).

JEANNE GEIGER CRISIS CENTER **Amesbury, MA**
Hotline Volunteer *Legal Advocate* 2002-2006

Fielded hotline calls, counseled female victims of domestic violence and helped secure restraining orders.

HIMANCHAL EDUCATIONAL FOUNDATION **Nangi, Nepal**
Elementary School English Teacher and Environmental Volunteer 2000

Utilized a creative, interactive approach to teach English to children in a remote Himalayan village. Initiated first "Field Day" event and arts and crafts projects which enhanced planned curriculum. Assisted with a reforestation effort and met with government foresters surveying denuded countryside.

INTERNATIONAL CENTER OF NEW YORK **New York, NY**
English Tutor 1998-2000

Practiced conversational English with foreign students residing in New York.

PETER'S PLACE HOMELESS SHELTER **Hackensack, NJ**
Overnight volunteer 1998-2000

Handled intake and provided overnight operational support to guests at a New Jersey homeless shelter.

EDUCATION

The New School University, New York, NY, MA in International Affairs, Governance and Rights
The Sorbonne, Paris, France, Certificate in French Language
The George Washington University, Washington, DC, B.A. in International Affairs
The American University of Paris, France, Study Abroad

Donna Holaday

From: Kat Preftes <katpreftes@hotmail.com>
Sent: Friday, November 15, 2013 7:56 AM
To: Donna Holaday
Subject: Commission for Diversity and Tolerance
Attachments: Updated CV.10.17.2013.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mayor Holaday:

The purpose of this letter is to inform you of my candidacy for a position on the City of Newburyport's Commission for Diversity and Tolerance. I understand that Avi Poupko already contacted you about my interest after the Commissioners unanimously approved my application. I am respectfully attaching my resume for your review.

I relocated to Newburyport in August of 2012 after seven years in the New York City area. My husband and I had lived here before we had children and we were enamored with the city: its natural beauty, its arts and culture, its accessibility to the outdoors. We knew that we wanted to raise our children here. However, we were concerned that leaving New York would limit our children's access to the vast diversities inherent to an urban environment where disparate cultures, races and socio-economic strata reside so intimately. In fact, it was through a conversation with Avi about this exact topic that I learned of the Commission for Diversity and Tolerance.

I have since attended two meetings held by the Commission. I am excited by the events they are planning for the upcoming year to celebrate diversity and encourage tolerance. I quickly realized that participating in such an organization would align precisely with my own world view. I am firmly convinced that intolerance can only be eradicated through education and open discourse. I believe each interaction, no matter how small, can help foster an environment where people can learn to appreciate, and even celebrate, both their similarities and their differences. I have tried to live my life by this edict and I hope to instill similar values in my own children.

I understand that the next step is to schedule a time to meet with you in person. I would be happy to reach out to your office to schedule a time. Otherwise, I can be reached by cell phone at 978.270 9689 or via email at katpreftes@hotmail.com.

I would welcome the opportunity to contribute in a meaningful way to the civic life of Newburyport by working for an organization that promotes the values that I hold dear and celebrates the tremendous diversity that exists within this wonderful city.

I do hope you will consider me for a role on the Commission for Diversity and Tolerance.

Yours Sincerely,

Katherine D. Preftes

Re-Appointment #2
February 24, 2014

City of Newburyport

Office of the Mayor
Donna D. Holaday, Mayor

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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2014 FEB 10 P 2:03

Donna D Holaday

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: February 11, 2014

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Historical Commission. This term will expire on January 1, 2017.

William K. Todd
8 Foster Court
Newburyport, MA 01950

Re-Appointment #3
February 24, 2014

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

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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2014 FEB 18 P 12: 56

Donna D. Holaday

To: President and Members of the City Council

From: Donna D. Holaday, Mayor

Date: February 18, 2014

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Highland Cemetery Commission. This term will expire on February 1, 2017.

Patricia M. Spaulding
5 Bricher Street
Newburyport, MA 01950

REGULAR AGENDA

APPOINTMENTS
SECOND READING

MAYOR'S APPOINTMENTS
February 24, 2014
SECOND READING

Appointment

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

Re-Appointment

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

In City Council February 10, 2014

Motion to approve the Consent Agenda as amended by Councillor Cronin, seconded by Councillor Cameron. So voted.

ORDERS

Order #1
February 24, 2014

CITY OF NEWBURYPORT

IN CITY COUNCIL

ORDERED:

February 24, 2014

Whereas, the City of Newburyport has a Master Plan Steering Committee and numerous Sub-Committees thereunder, and

Whereas, the City of Newburyport is desirous of encouraging the participation on these Committees from a broad cross-section of said City, and

Whereas, these are positions for which no compensation is provided, and

Now, therefore, the City Council of Newburyport hereby designates the Master Plan Steering Committee and its Sub-Committees as Special Municipal Employees pursuant to M.G.L. c 268A s. 1 et al

Councillor Jared J. Eigerman

COMMITTEE ITEMS

License & Permits

Communication #4
February 10, 2014
LHP

APPLICATION FOR MOVABLE SIGNAGE ON PUBLIC PROPERTY

Application Fee $50.00
Date: 2/4/14

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

FOR CITY CLERK'S OFFICE ONLY
Date Recorded_____
Amount Paid_____

To the City Council of the City of Newburyport:

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

Name of applicant Newburyport Brewing Company / Bill Fisher

Street address of applicant 4 New Pasture Rd.

City, State, Zip of applicant Newburyport MA 01950

Telephone of applicant 978 463 8700

Name of business Newburyport Brewing Company

Address of business - Same -

Telephone of business - Same -

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

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

RELEASE AND INDEMNITY AGREEMENT TO ENCUMBER A PUBLIC WAY

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

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

To the City Council of Newburyport,

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

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

Thank you and please call me with any questions.

Chris Webb

Co-founder/CEO

Newburyport Brewing Co

4 New Pasture Rd

Newburyport, MA 01950

781-710-0121

Public Safety

Communication #2
February 10, 2014

ps

January 28, 2014

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

Dear Members of the Newburyport City Council:

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

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

Approximate times for each event are listed below.

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

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

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

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

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

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

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

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

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

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

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

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

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

Areas Requested:

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

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

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

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

Sincerely,

Ann Ormond
President

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

Communication #3
February 10, 2014

1ST LT DEREK HINES
SOLDIERS
ASSISTANCE
FUND

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

ps

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

Dear Richard Jones,

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

14

On behalf of the 1st Lt. Derek Hines Soldiers Assistance Fund I would like your permission to host our third annual Flag Day 5K to benefit the fund. The proposed date would be on June 14, 2013. The race registration would start at 2:00 PM and the actual race would start at 4:00 PM. The pre and post race registration will be held at the North End Boat Club on 1 Manson Avenue Newburyport, MA. The starting point of the race will be 260 Merrimac St. in front of the Towle Building. The race will start going right onto Merrimac Street toward Jefferson St... The race will then take a left onto Jefferson Street and another left onto High Street. The race will continue on High street and then take a left onto Kent Street. The race will then take a right turn onto Washington Street and then a left onto the rail trail. The finishing point of the race will be at Cashman Park right before the entrance to the North End Boat Club. After the conclusion of the race we will be holding a post race party at the Boat Club. The post race party will include a food and drink, a possible DJ, and a presentation from the President of The 1st Lt. Derek Hines Soldiers Assistance Fund; Steve Hines.

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

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

Sincerely,

Adam Benoit

Rules Committee

Order #2
January 13, 2014

CITY OF NEWBURYPORT

IN CITY COUNCIL

ORDERED:

January 13, 2014

City Council Rules

Rule 8a. Except as otherwise provided by law, the affirmative vote of a majority of the full council shall be required to adopt any ordinance, order, motion or resolution.

Councillor Robert J. Cronin
Rules Committee Chair

R to Rules Comm
RC/AN
AN

Transfer #1
February 10, 2014

City of Newburyport
FY 2014
BUDGET TRANSFER REQUEST

Department: Mayor / Finance

Submitted by: Mayor Donna D. Holaday **Date Submitted:** 2/4/2014

William Squillace, Finance Director

Transfer From:

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

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

Transfer To:

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

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

Transfer To:

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

Why are Funds Required:

Donna D. Holaday, Mayor — Donna D. Holaday — Date: 2/4/14

William B. Squillace, Auditor — William B. Squillace — Date: 2/4/14

City Council Approval: (Stamp)

DDP

CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
DONNA D. HOLADAY, MAYOR
60 PLEASANT STREET - P.O. BOX 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
978-465-4402 FAX

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2014 FEB -4 P 4:00

To: President and Members of the City Council

From: Mayor Donna D. Holaday

Date: February 4, 2014

Subject: Transfer Request – Full-time Parks Director

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

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

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

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

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

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

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

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

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

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

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

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

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

Communication #4
January 27, 2014

FINANCE DEPARTMENT MEMORANDUM

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2014 JAN 21 P 3:48

Donna D. Holaday
Mayor

William B. Squillace
Finance Director

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

FROM: WILLIAM B. SQUILLACE, FINANCE DIRECTOR

DATE: JANUARY 21, 2014

RE: FY 2014 MID-YEAR BUDGET REPORT

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

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

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

Communication #6
February 10, 2014

bff

City of Newburyport

DRAFT Contract

Between

The City Council

And

Richard B. Jones, City Clerk

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

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

1. Term of Contract and Termination

A. Term of Contract and Probation Period

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

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

B. Disciplinary Action and Dismissal

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

C. Non-Reappointment

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

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

2. Hours of Work

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

3. Essential Functions

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

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

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

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

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

4. Compensation

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

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

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

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

5. Professional Development

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

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

6. Education

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

7. Longevity

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

8. Insurance

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

9. Equipment

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

Equipment

Cell Phone

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

A. Vacation

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

B. Personal

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

C. Bereavement Leave

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

D. Sick Leave

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

E. Jury Duty

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

11. Holidays

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

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

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

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

12. Other

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

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

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

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

Signature

Signature

Date

Date