

CITY COUNCIL MEETING

AGENDA

February 13, 2023 7:00 pm
City Council Chambers, City Hall
60 Pleasant Street, Newburyport

Pole Hearing 6:45 pm

Zoom details for City Council Meeting:
<https://us02web.zoom.us/j/81299990548>

Or One tap mobile:

US: +19292056099,81299990548#

Or Telephone US: +1 929 205 6099

Webinar ID: 812 9999 0548

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

CONSENT AGENDA

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

7. APPROVAL OF MINUTES

- January 24, 2023 (Approve)
- January 30, 2023 (Approve)

8. COMMUNICATIONS

9. TRANSFERS

10. APPOINTMENTS

- | | | | | |
|------------------------|----------------------------|-----------------|-------------------|-----------------|
| • APPT00377_02_13_2023 | Becky MacKnight | 13 Farrell St. | Tree Commission | 3/1/2026 |
| • APPT00381_02_13_2023 | Wilfred "Paul" Suozzo, Jr. | 7 Hunter Dr. | Water/Sewer Comm. | 3/1/2025 (PW&S) |
| • APPT00382_02_13_2023 | Thomas O'Brien | 11 Moseley Ave. | Water/Sewer Comm. | 3/1/2025 (PW&S) |

Re-appointments:

- | | | | | |
|------------------------|-------------------|---------------------------------|-----------------------|----------------|
| • APPT00378_02_13_2023 | Greg Earls | 2 Sanborn Rd. Hampton Falls, NH | Building Comm. | 3/1/2026 (P&D) |
| • APPT00379_02_13_2023 | Lorraine Ward | 7 Sullivan Dr. | Human Rights Comm. | 3/1/2025 |
| • APPT00380_02_13_2023 | Kristen Farrell | 28 Spofford St. | Comm. On Disabilities | 3/1/2026 |
| • APPT00383_02_13_2023 | Susanne Gallagher | 3 Garnet St. | Board of Registrars | 3/1/2026 |

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

BUDGET & FINANCE

- TRAN00148_01_30_2023 Mayor: RRFA Sale of Municipal Buildings \$200,000 to NYS Center Design Services \$200,000 (w/EGA Architects Proposal) (COTW) **AMENDED**
- TRAN00147_01_30_2023 Fire Dept.: General Fund-Free Cash \$164,891 to Salary Fire Chief \$80,845, Firefighter Overtime \$75,000, and Emergency Mgt. Dir. \$9,046
- ORDR00401_12_12_2022 Karen Jones Cashman Multi-Sport Court Gift Acceptance
- ORDR00414_01_30_2023 Rotary Club Gift Acceptance

GENERAL GOVERNMENT

- *Re-Appointment:*
APPT00373_01_30_2023 KP Law 101 Arch St. Boston City Solicitor 2/1/2024 (COTW)

PLANNING & DEVELOPMENT

- COMM00455_12_12_2022 Net Zero report West End Fire Station
- APPT00366_01_09_2023 Christopher Sawtelle 20 Summer St. Historical Comm. 2/1/2026
- APPT00376_01_30_2023 *Confirmatory* Jennifer Blanchet 4 Island Lane Zoning Administrator 12/31/2024
- *Re-Appointments*
APPT00363_01_09_2023 Jennifer Blanchet 4 Island Ln., Newbury Zoning Admin. 12/31/23
- APPT00369_01_30_2023 Carole Wagan 9 Olive St. Conservation Comm. 2/1/2025
- APPT00370_01_30_2023 David Vine 47 Marlboro St. Conservation Comm 2/1/2025
- APPT00374_01_30_2023 Karen Wiener 7 Lincoln St. Affordable Housing Trust 2/1/2025
- APPT00371_01_30_2023 Susanne Marzi Cameron 17 Hancock St. Affordable Housing Trust 2/1/2025
- ORDR00416_01_30_2023 Newburyport Multi-Hazard Mitigation Plan 2022

PUBLIC WORKS & SAFETY

- APPT00375_01_30_2023 Jamie Tuccolo 19 Quentin Dr. Temp. Dir. DPS 4/16/2023

END OF CONSENT AGENDA

REGULAR AGENDA

9. MAYOR'S UPDATE

10. FIRST READING APPOINTMENTS

11. COMMUNICATIONS

12. TRANSFERS

13. SECOND READING APPOINTMENTS

14. ORDERS

- ORDR00421_02_13_2023 National Grid Virginia Lane/Storey Ave. Easement
- ORDR00422_02_13_2023 Newburyport Commission on Disabilities Bylaws

15. ORDINANCES

- ODNC00134_01_09_2023 2nd Reading Amend to Municipal Fees Schedule Passport Photos

16. COMMITTEE ITEMS

Ad Hoc Committee on Adaptive Reuse of Brown School Property

In Committee:

Ad Hoc Committee on Market Landing Park and COTW

In Committee:

- ORDR00389_11_01_2022 Naming Rights Market Landing Park

Budget & Finance

In Committee:

- TRAN00148 01 30 2023 Mayor: RREA Sale of Municipal Buildings \$200,000 to NYS Center Design Services \$200,000 (w/EGA Architects Proposal) (COTW) **AMENDED**
- TRAN00147 01 30 2023 Fire Dept.: General Fund-Free Cash \$164,891 to Salary Fire Chief \$80,845, Firefighter Overtime \$75,000, and Emergency Mgt. Dir. \$9,046
- ORDR00401 12 12 2022 Karen Jones Cashman Multi-Sport Court Gift Acceptance
- ORDR00414 01 30 2023 Rotary Club Gift Acceptance
- ORDR00336_03_28_2022 ARPA Amesbury 250K (COTW)
- ODNC00129_11_01_2022 Defining Conflict Rule for Dept. Heads (COTW)
- ODNC00130_11_01_2022 Grants, Gifts, and Fees (COTW)
- ODNC00132_11_14_2022 Mandated Reporting
- ORDR00388_11_01_2022 NYS Facility Bond Order (COTW)
- COMM00443_11_01_2022 59 Low St. FAQs (COTW)
- COMM00458_01_30_2023 FY2023 Mid-Year Budget Report

Re-Appointment:

- APPT00372_01_30_2023 Ethan Manning 31 Howard St. Dir. of Fin./City Auditor 2/1/2026

Community Services

In Committee:

- COMM00460_01_30_2023 Letters of Support for Parks Plan
- ORDR00417_01_30_2023 Parks Reorganization Plan (COTW)
- ORDR00418_01_30_2023 Resolution Purple Heart City
- ORDR00419_01_30_2023 Resolution Pete Pollard

General Government

In Committee:

Re-Appointment:

- APPT00373 01 30 2023 KP Law 101 Arch St. Boston City Solicitor 2/1/2024 (COTW)
- ORDR00415_01_30_2023 Brown School Ad Hoc Update
- ORDR239_02_8_2021 Council Rule 7 and 10B

Licenses & Permits

In Committee:

- ODNC047_01_27_2020 General Ordinance - Short Term Rental Units Rules

Planning & Development

In Committee:

- COMM00455 12 12 2022 Net Zero report West End Fire Station
- APPT00366 01 09 2023 Christopher Sawtelle 29 Summer St. Historical Comm. 2/1/2026
- APPT00376 01 30 2023 Confirmatory Jennifer Blanchet 4 Island Lane Zoning Administrator 12/31/2024

Re-Appointments

- **APPT00363 01 09 2023 Jennifer Blanchet 4 Island Ln., Newbury Zoning Admin. 12/31/23**
- **APPT00369 01 30 2023 Carole Wagan 9 Olive St. Conservation Comm. 2/1/2025**
- **APPT00370 01 30 2023 David Vine 47 Marlboro St. Conservation Comm 2/1/2025**
- **APPT00374 01 30 2023 Karen Wiener 7 Lincoln St. Affordable Housing Trust 2/1/2025**
- **APPT00371 01 30 2023 Susanne Marzi Cameron 17 Hancock St. Affordable Housing Trust 2/1/2025**
- **ORDR00416 01 30 2023 Newburyport Multi-Hazard Mitigation Plan 2022**
- COMM00445_11_14_2022 59 Low Street Plan (COTW)
- ODNC00135_01_30_2023 Zoning Amendment ITIF Remove Residential Use
- ODNC00136_01_30_2023 General Code Amendment Planning Board Membership (COTW)
- ODNC00137_01_30_2023 Zoning Amendment Planning Board Membership (COTW)

Public Works & Safety

In Committee:

- **APPT00375 01 30 2023 Jamie Tuccolo 19 Quentin Dr. Temp. Dir. DPS 4/16/2023**
- COMM00412_05_31_2022 Ltr Ann Jarocyk re: Traffic Safety
- COMM00414_05_31_2022 Ltr. Emily Dunn re: Traffic on Merrimac Street
- COMM00456_12_12_2022 Letters re: Curb Cut 4 Wilkinson Dr. & 34 Hale St.
- ODNC00103_01_10_2022 Streets, Sidewalks, and Other Public Places Alterations & Maintenance
- COMM00459_01_30_2023 Ltr. Residents concerned with speeding on Arlington St.
- APPT00368_01_30_2023 Kim Emmons 9 Doe Run Dr. Water/Sewer Comm. 2/1/2025
- ORDR00413_01_30_2023 Parking Garage Inn Permit Fee

17. GOOD OF THE ORDER

18. ADJOURNMENT

CONSENT AGENDA

**Newburyport City Council
Special Meeting
January 24, 2023, 7:00 pm
Boardroom, 2nd floor
Senior/Community Center
MINUTES**

Call to Order:

7:00 pm City Clerk Richard B. Jones called the role, the following City Councillors answered present: Wallace, Wright, Zeid, Cameron, Khan, Lane, McCauley, and Shand. 8 present, 3 absent (Preston, Donahue, and Vogel).

7:10 pm Councillors Preston, Donahue, and Vogel present.

Introduction

Discussion Points

Council Rules

Reviewed City Council Rules, discussed updates.

New Committee Definitions

Reviewed the new committee descriptions and responsibilities.

Code of Conduct (Gloucester)

Reviewed Gloucester's Code of Conduct as it pertained to civility.

Other Business

Discussion of use of City Council group email

Review of specialized solicitors.

Adjournment

Motion to adjourn at 8:30 pm by Councillor Cameron, seconded by Councillor Vogel. So voted.

CITY COUNCIL MEETING

MINUTES

January 30, 2023 7:00 pm
City Council Chambers, City Hall
60 Pleasant Street, Newburyport

Global Update on 107 State Street 6:30 pm

Zoom details for City Council Meeting:
<https://us02web.zoom.us/j/81299990548>

Or One tap mobile:

US: +19292056099,81299990548#

Or Telephone US: +1 929 205 6099

Webinar ID: 812 9999 0548

GLOBAL UPDATE:

6:30 pm City Clerk Richard B. Jones called the role, the following City Councillors answered present: Wallace, Wright, Zeid, Cameron, Donahue, Khan, McCauley, Preston, Vogel, and Shand. 10 present, 1 absent (BL).
Jeff Roeloff, (44 Merrimac St.), Ryan Lawler, and Jacqueline Harrison presented update on 107 State Street.

1. **MOMENT OF SILENCE:** Remembering Jennie Jancewicz

2. CALL TO ORDER

7:00 pm City Clerk Richard B. Jones called the role, the following City Councillors answered present: Wallace, Wright, Zeid, Cameron, Donahue, Khan, Lane, McCauley, Preston, Vogel, and Shand. 11 present, 1 remote (BL).

3. PLEDGE OF ALLEGIANCE

4. LATE FILE

5. SWEARING IN: OFFICER CARLEY SIEMASKO

6. PUBLIC COMMENT

Joe Spaulding	6 Bayberry Rd.
Stephen Hocherunn	5 Arlington St.
Danielle Danilov	14 Arlington St.
Andrew Simpson	1 ½ Greenleaf
Owen Smith	175 Storey Ave.
Sheila Taintor	10 Dexter St.
Jane Snow	9 Coffin St.

7. MAYOR'S COMMENT

CONSENT AGENDA

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8. APPROVAL OF MINUTES

- January 09, 2023 (Approve)

9. COMMUNICATIONS

- COMM00458_01_30_2023 FY2023 Mid-Year Budget Report (B&F)
- COMM00459_01_30_2023 Ltr. Residents concerned with speeding on Arlington St. (PW&S)
- COMM00460_01_30_2023 Letters of Support for Parks Plan (CS)

10. TRANSFERS

- TRAN00147_01_30_2023 Fire Dept.: General Fund-Free Cash \$164,891 to Salary Fire Chief \$80,845, (B&F)
Firefighter Overtime \$75,000, and Emergency Mgt. Dir. \$9,046
- TRAN00148_01_30_3023 Mayor: RRFA Sale of Municipal Buildings \$200,000 to (B&F)
NYS Center Design Services \$200,000 (with EGA Architects Proposal)

11. APPOINTMENTS

- APPT00368_01_30_2023 Kim Emmons 9 Doe Run Dr. Water/Sewer Comm. 2/1/2025 (PW&S)
- *Re-Appointments:*
- APPT00369_01_30_2023 Carole Wagan 9 Olive St. Conservation Comm. 2/1/2025 (P&D)
- APPT00370_01_30_2023 David Vine 47 Marlboro St. Conservation Comm 2/1/2025 (P&D)
- APPT00372_01_30_2023 Ethan Manning 31 Howard St. Dir. of Fin./City Auditor 2/1/2026 (B&F)
- APPT00373_01_30_2023 KP Law 101 Arch St. Boston City Solicitor 2/1/2024 (GG & COTW)
- APPT00374_01_30_2023 Karen Wiener 7 Lincoln St. Affordable Housing Trust 2/1/2025 (P&D)
- *Confirmatory:*
- APPT00376_01_30_2023 Jennifer Blanchet 4 Island Lane Zoning Administrator 12/31/2024 (P&D)

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

BUDGET & FINANCE

- ORDR00409_01_09_2023 Cutter West End Fire Station Loan Order (COTW) (with CBRE Project update)
- TRAN00146_01_09_2023 DPS: Receipts Reserved for Appr. Fuel \$125,000 to
DPS Highway Fuel & Oil \$125,000
- TRAN00145_01_09_2023 Finance: General Fund-Free Cash \$10,741 to
Essex North Shore Tech School \$10,741
- ORDR00404_01_09_2023 Pay Prior Year Bills
- ORDR00402_12_12_2022 Belleville Improvement Society Gift Acceptance
- ORDR00403_12_12_2022 Central Congregational Church Gift Acceptance
- ORDR00400_12_12_2022 Morrill Foundation Gift Acceptance
- ORDR00405_01_09_2023 FoNT Gift Acceptance
- ORDR00406_01_09_2023 SAGA Gift Acceptance
- ORDR00407_01_09_2023 Goldy Sculpture Gift Acceptance
- ORDR00408_01_09_2023 3 Cardinals in a Tree Sculpture Gift Acceptance
- ORDR00411_01_09_2023 FY2023 COLA Increase
- ORDR00412_01_09_2023 COLA Base Increase

GENERAL GOVERNMENT

- ODNC00134_01_09_2023 Amend to Municipal Fees Schedule Passport Photos

LICENSES & PERMITS

- APPL00119_01_09_2023 2nd Hand Motor Vehicle License LCA Motors
- APPL00120_01_09_2023 2nd Hand Motor Vehicle License Plum Autoworks

COMMUNITY SERVICES

- APPT00367_01_09_2023 Lina Matta 7 Everett Dr. Board of Health 2/1/2026

PUBLIC WORKS & SAFETY

- ORDR00398_12_12_2022 Snow Emergency Parking Auburn St

- ORDR00399_12_12_2022 Asphalt sidewalk waiver request package - West End Fire Station project
- ODNC00133_01_09_2023 Amend to Ch 13-180 Inn Street
- ORDR00410_01_09_2023 Screening Cmte Fire Chief

END OF CONSENT AGENDA

TRAN00148_01_30_2023 removed from the Consent Agenda at the request of Councilor Khan.
 ORDR00402_12_12_2022 removed from the Consent Agenda at the request of Councillor Wallace.
 Motion to approve the Consent Agenda as amended by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote BL). Motion passes.

REGULAR AGENDA

ORDR00409_01_09_2023 Taken out of order and moved to the beginning of meeting at the request of Councillor McCauley.

- **ORDR00409 01 09 2023 Cutter West End Fire Station Loan Order (COTW)**
 Motion to approve ORDR00409_01_09_2023 by Councillor Zeid, seconded by Councillor Wright.
 Motion to suspend Rule 7J by Councillor McCauley, seconded by Councillor Wright. Roll call vote. 11 yes (1 remote, BL). Motion passed.
 Motion on the floor to approve ORDR00409_01_09_2023 by Councillor Zeid, seconded by Councillor Wright. Roll call vote. 11 yes (1 remote, BL). Motion passes.

9. MAYOR'S UPDATE

Motion to receive and file by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote, BL). Motion passes.

10. FIRST READING APPOINTMENTS

Re-Appointment:

- APPT00371_01_30_2023 Susanne Marzi Cameron 17 Hancock St. Affordable Housing Trust 2/1/2025
 Councillor Cameron recused. Motion to refer to Planning & Development by Councillor Preston, seconded by Councillor Zeid. Roll call vote. 10 yes (1 remote, BL), 1 recused (EC). Motion passes.

Temporary:

- APPT00375_01_30_2023 Jamie Tuccolo 19 Quentin Dr. Temp. Dir. DPS 4/16/2023
 Motion to waive the rules, declare an emergency, and approve on one reading by Councillor Zeid, seconded by Councillor Preston. Motion withdrawn. Motion to refer to Public Works & Safety by Councillor Zeid, seconded by Councillor McCauley. Friendly amendment by Councillor Vogel to refer to COTW in addition to PW&S. Roll call vote. 11 yes (1 remote, BL). Motion passes.

11. COMMUNICATIONS

12. TRANSFERS

- TRAN00148_01_30_2023 Mayor: RRFA Sale of Municipal Buildings \$200,000 to NYS Center Design Services \$200,000 (with EGA Architects Proposal)
 Motion to refer to Budget & Finance and COTW by Councillor Khan, seconded by Councillor Zeid. Roll call vote. 11 yes (1 remote, BL). Motion passes.

13. SECOND READING APPOINTMENTS

- APPT00361_01_09_2023 Alice Sheridan 11 Beck St. Council on Aging 2/1/2028
- APPT00362_01_09_2023 Paul E. Bushey 1Dennett Dr. Council on Aging 2/1/2028
- APPT00364_01_09_2023 Ben Harman 298 High St. Human Rights Comm. 1/30/2026
- APPT00365_01_09_2023 Shane Cough 70 High St. Human Rights Comm. 1/30/2026

Motion to approve collectively APPT0061, APPT00362, APPT00364, and APPT00365 by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote, BL). Motion passes.

Motion to reconsider by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote, BL). Motion passes. Motion to approve collectively APPT00361 and APPT00362 with their term to expire 2/1/2026 by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote, BL). Motion passes.

14. ORDERS

- ORDR00413_01_30_2023 Parking Garage Inn Permit Fee

Motion to refer to Public Works & Safety by Councillor McCauley, seconded by Councillor Wallace. Roll call vote. 11 yes (1 remote, BL). Motion passes.

- ORDR00414_01_30_2023 Rotary Club Gift Acceptance
- ORDR00415_01_30_2023 Brown School Ad Hoc Update
- ORDR00417_01_30_2023 Parks Reorganization Plan
- ORDR00418_01_30_2023 Resolution Purple Heart City
- ORDR00419_01_30_2023 Resolution Pete Pollard

Motion to refer ORDR00414 to Budget & Finance, to refer ORDR00415 to General Government, and to refer ORDR00417, ORDR00418, and ORDR00419 to Community Services by Councillor McCauley, seconded by Councillor Preston. Roll call vote. 11 yes (1 remote, BL). Motion passes.

Motion to remove ORDR00417 from Committee on Community Services and refer to Community Services and COTW by Councillor Zeid, seconded by Councillor Wallace. Roll call vote. 11 yes (1 remote, BL). Motion passes.

- ORDR00416_01_30_2023 Newburyport Multi-Hazard Mitigation Plan 2022
- Councillor Wallace recused. Motion to refer to Planning & Development by Councillor McCauley, seconded by Councillor Cameron. Roll call vote. 11 yes. (1 remote, BL). Motion passes.

15. ORDINANCES

- ODNC00135_01_30_2023 Zoning Amendment ITIF Remove Residential Use
- ODNC00136_01_30_2023 General Code Amendment Planning Board Membership
- ODNC00137_01_30_2023 Zoning Amendment Planning Board Membership

Motion to refer collectively ODNC00135, ODNC00136, ODNC00137 to Planning and Development by Councillor Cameron, seconded by Councillor Wright. Friendly amendment by Councillor Khan to refer ODNC00136 and ODNC00137 to COTW in addition to Planning & Development. Roll call vote. 11 yes (1 remote, BL). Motion passes.

16. COMMITTEE ITEMS

Ad Hoc Committee on Adaptive Reuse of Brown School Property

In Committee:

Ad Hoc Committee on Market Landing Park and COTW

In Committee:

- ORDR00389_11_01_2022 Naming Rights Market Landing Park

Budget & Finance

In Committee:

- ORDR00409_01_09_2023 Cutter West End Fire Station Loan Order (COTW)
- TRAN00146_01_09_2023 DPS: Receipts Reserved for Appr. Fuel \$125,000
to DPS Highway Fuel & Oil \$125,000

Motion to approve by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote, BL). Motion passes.

- TRAN00145_01_09_2023 Finance: General Fund-Free Cash \$10,741
to Essex North Shore Tech School \$10,741

Motion to approve by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote, BL). Motion passes.

- **ORDR00404 01 09 2023** **Pay Prior Year Bills**
Motion to approve by Councillor Zeid, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote, BL). Motion passes.
- **ORDR00402 12 12 2022** **Belleville Improvement Society Gift Acceptance**
Councillor Wallace recused. Motion to remove from committee by Councillor Zeid, seconded by Councillor Vogel. Roll call vote. 10 yes, 1 recused (CW). (1 remote, BL). Motion passes. Motion to approve by Councillor Zeid, seconded by Councillor Vogel. Roll call vote. 10 yes, 1 recused (CW). (1 remote, BL). Motion passes.
- **ORDR00403 12 12 2022** **Central Congregational Church Gift Acceptance**
- **ORDR00405 01 09 2023** **FoNT Gift Acceptance**
- **ORDR00406 01 09 2023** **SAGA Gift Acceptance**
- **ORDR00407 01 09 2023** **Goldy Sculpture Gift Acceptance**
- **ORDR00408 01 09 2023** **3 Cardinals in a Tree Sculpture Gift Acceptance**
Motion to collectively approve ORDR00403, ORDR00405, ORDR00406, ORDR407, and ORDR00408 by Councillor Zeid, seconded by Councillor Wright. Roll call vote. 11 yes (1 remote, BL). Motion passes.
- **ORDR00411 01 09 2023** **FY2023 COLA Increase**
- **ORDR00412 01 09 2023** **COLA Base Increase**
Motion to collectively approve ORDR00411 and ORDR00412 by Councillor Zeid, seconded by Councillor Preston. Roll call vote. 11 yes (1 remote, BL). Motion passes.
- **ORDR00400 12 12 2022** **Morrill Foundation Gift Acceptance**
Motion to approve by Councillor Zeid, seconded by Councillor Wright. Roll call vote. 10 yes, 1 no (JM) (1 remote, BL). Motion passes.
- ORDR00336_03_28_2022 ARPA Amesbury 250K (COTW)
- ODNC00129_11_01_2022 Defining Conflict Rule for Dept. Heads (COTW)
- ODNC00130_11_01_2022 Grants, Gifts, and Fees (COTW)
- ODNC00132_11_14_2022 Mandated Reporting
- ORDR00388_11_01_2022 NYS Facility Bond Order (COTW)
- COMM00443_11_01_2022 59 Low St. FAQs (COTW)
- ORDR00401_12_12_2022 Karen Jones Cashman Multi-Sport Court Gift Acceptance

General Government

In Committee:

- **ODNC00134 01 09 2023** **Amend to Municipal Fees Schedule Passport Photos**
Motion to approve on 1st reading by Councillor Shand, seconded by Councillor Vogel. Roll call vote. 11 yes (1 remote, BL). Motion passes.
- ORDR239_02_8_2021 Council Rule 7 and 10B

Licenses & Permits

In Committee:

- **APPL00119 01 09 2023** **2nd Hand Motor Vehicle License LCA Motors**
- **APPL00120 01 09 2023** **2nd Hand Motor Vehicle License Plum Autoworks**
Motion to collectively approve APPL00119 and APPL00120 by Councillor Vogel, seconded by Councillor Khan. Roll call vote. 11 yes (1 remote, BL). Motion passes.
- ODNC047_01_27_2020 General Ordinance - Short Term Rental Units Rules

Community Services

In Committee:

- **APPT00367 01 09 2023** **Lina Matta** **7 Everett Dr. Board of Health** **2/1/2026**
Motion to receive and file by Councillor McCauley, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote). Motion passes.

Planning & Development

In Committee:

- COMM00445_11_14_2022 59 Low Street Plan (COTW)

- COMM00455_12_12_2022 Net Zero report West End Fire Station
*Re-Appointment
- *APPT00363_01_09_2023 Jennifer Blanchet 4 Island Ln., Newbury Zoning Admin. 12/31/23
- APPT00366_01_09_2023 Christopher Sawtelle 20 Summer St. Historical Comm. 2/1/2026

Public Works & Safety

In Committee:

- **ORDR00398 12 12 2022 Snow Emergency Parking Auburn St**
Motion to approve by Councillor Wallace, seconded by Councillor Cameron. Roll call vote. 11 yes (1 remote, BL).
Motion passes.
- **ORDR00399 12 12 2022 Asphalt sidewalk waiver request package - West End Fire Station project**
Motion to approve by Councillor Wallace, seconded by Councillor Preston. Roll call vote. 11 yes (1 remote, BL).
Motion passes.
- **ODNC00133 01 09 2023 Amend to Ch 13-180 Inn Street**
- Motion to approve on 1st reading by Councillor Wallace, seconded by Councillor Preston. Roll call vote. 4 yes (EC, JD, AK, BV), 7 no (CW, MW, SZ, BL, JM, CP, HS) (1 remote, BL). Motion fails.
- **ORDR00410 01 09 2023 Screening Cmte Fire Chief**
Motion to approve by Councillor Wallace, seconded by Councillor McCauley. Roll call vote. 11 yes (1 remote, BL).
Motion passes.
- COMM00412_05_31_2022 Ltr Ann Jaronyk re: Traffic Safety
- COMM00414_05_31_2022 Ltr. Emily Dunn re: Traffic on Merrimac Street
- COMM00456_12_12_2022 Letters re: Curb Cut 4 Wilkinson Dr. & 34 Hale St.
- ODNC00103_01_10_2022 Streets, Sidewalks, and Other Public Places Alterations & Maintenance

17. GOOD OF THE ORDER

Councillor Lane thanked the Ward 4 Councillor for discussing Phillips Drive at the Public Works & Safety Committee meeting and give the City Council an update.

Council President Shand noted that there would be a hybrid meeting to discuss the Parks Dept. reorganization plan on February 15th at 6:30 pm, details to follow.

18. ADJOURNMENT

Motion to adjourn at 8:38 pm by Councillor Vogel, seconded by Councillor Khan. Roll call vote 11 yes (1 remote, BL).
Motion passes.

**APPOINTMENTS
FIRST READING**

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 JAN 32 P 12:19



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

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

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: February 13, 2023
Re: Appointment

I hereby appoint, subject to your approval, the following
named individual as a member of the Tree Commission.
This term shall expire on March 1, 2026.

Becky MacKnight
13 Farrell Street
Newburyport, MA 01950

Hi Sean,

I've attached my resume to be considered for the Newburyport Tree Commission. I would like to be on the commission because I want to give back to my community and I think joining a commission would be both gratifying and a nice way to get to know members of my city that I might not otherwise meet. I am a geologist by training, with a Bachelors in Geology from Amherst College and Masters in Earth Science from the University of California at Santa Cruz, and I have worked in environmental consulting and environmental education for almost two decades. The Tree Commission is appealing to me because I am a huge proponent of nurturing and protecting our environment. I truly believe that exposure to nature, even if it just a tree on street corner, promotes good health both physically and mentally. I also understand the aesthetic and monetary value that city trees add to a community. I do not have any formal botanical training, but I am eager to learn. In addition, as an independent consultant running my own business, I am highly organized and detail-oriented and I am skilled with basic computer programs. Finally, I enjoy volunteering my time. I am a regular volunteer for the Essex County Greenbelt and Our Neighbors Table, among other volunteer efforts highlighted on my resume. I understand that a volunteer position requires a commitment and I would honor the commitment of the Tree Commission if I was appointed.

Many thanks,
Becky

BECKY MACKNIGHT

25 E. Hill Street, Newburyport, MA 01950
508.832.1121 becky.macknight@gmail.com

CURRENT EMPLOYMENT

Independent Environmental Scientist/Consultant (2017-present)

- Sole proprietor consultant, currently working on a contract basis on a variety of projects related to coastal and water resources, climate change adaptation, permitting, environmental education and outreach, and other natural resource subjects.
- Interim Project Coordinator for the new Bass Institute at The Governor's Academy, assisting faculty with outreach focused on the salt marsh, environmental sciences, and connecting students with the natural history of the area.

EDUCATION

University of California, Santa Cruz (2001-2004)

- M.S., Earth Sciences
- Masters thesis: "Sediment, nutrients, and macroalgae on the south Molokai reef flat, Hawaii."
- Awards: PADI Foundation Grant, Myers Oceanography and Marine Biology Trust Grant, and UCSC Graduate Research Fellowship
- Teaching Assistant & Guest Lecturer: Oceanography (2003-2004), Geologic Principles (2002)

Amherst College, Amherst, MA (1995-1999)

- B.A., Geology, magna cum laude with distinction in Geology
- Honors thesis: "Geochemical and tectonic investigation of basalts and associated deep-sea sediments on the Nicoya Peninsula, Costa Rica."
- Secondary concentration in Anthropology
- Teaching Assistant (1996-1997) and Head Teaching Assistant (1998): Principles of Geology

The School for Field Studies, Turks and Caicos Islands, B.W.I. (1997)

- Semester focused on environmental and socioeconomic policy, marine resource management, and marine ecology
- Prepared a biostatistical assessment of Queen Conch for the South Caicos Fisheries Department

PREVIOUS EMPLOYMENT & RESEARCH EXPERIENCE

Project Coordinator & Science Instructor, The Governor's Academy, Newbury, MA (2019-2021)

- Conducted outreach for the Science Department of an independent, coeducational high school to identify opportunities for students and faculty to work directly with the local scientific and environmental community
- Represented Governor's at meetings and symposia to increase the school's presence and participation in the regional scientific community, and guest lectured on geoscience topics
- During the 2020-2021 academic year, broadened focus to: identify quality online resources for teachers to use with students learning in a hybrid setting, find and set up relevant remote guest lecturers, and identify resources to improve the diversity, equity and inclusion of the curriculum

Geologist/Environmental Scientist, Horsley Witten Group, Inc., Newburyport, MA/Exeter, NH (2012-2017)

- Part-time environmental professional at a progressive environmental engineering and planning firm
- Worked on a variety of projects related to coastal adaptation planning, water and wetland resources and regulations, hydrogeology and geology, watershed management plans, permitting, and green infrastructure
- Tasks included research, literature review, report writing, editing, data analysis, and field work

Geologist, GZA GeoEnvironmental, Inc., Newburyport, MA (2010-2011)

- Part-time environmental consultant with a focus on coastal erosion, water resources permitting, and site evaluation
- Compiled report on beach erosion and erosion control methods for Plum Island, MA and participated in an inter-agency workgroup (CZM, USGS & Town of Newbury)
- Provided scientific analysis at public meetings related to potential solutions for erosion

Staff Geologist II/Water Resource Scientist, AMEC, Boulder, CO (2007-2009)

- Provided consulting services and project management related to geosciences, natural resources, wetlands, and water resources
- Specialized in environmental permitting and compliance, including fulfilling USACE, NEPA, state, and local requirements for a variety of private and public sector clients
- Completed wetland delineations, site inspections for natural and environmental hazards, as well as surface water and algae sampling

Staff II Geologist, Geomatrix Consultants, Oakland, CA (2006-2007)

- Coordinated and conducted soil, groundwater, and surface water investigations, processed environmental data, and wrote technical reports pertaining to contaminant hydrogeology
- Gained experience in project management and development of project-specific health and safety

California Sea Grant Fellow & Consultant, Monterey Bay National Marine Sanctuary, CA (2004-2006)

- Implemented geoscience applications for resource management through a fellowship, and subsequently via an independent contract, with the Sanctuary's Research Team
- Created technical reports and GIS-based analysis tools related to coastal erosion and armoring, birds and wildlife, water quality monitoring, and the Elkhorn Slough National Estuarine Research Reserve
- Wrote and edited scientific content for Sanctuary websites and outreach material

USGS Graduate Intern/UCSC Graduate Researcher, Santa Cruz, CA (2001-2004)

- Researcher on 12 field campaigns to Hawaii with the USGS Coral Reef Project to examine oceanographic and sedimentary dynamics in coastal environments, with a focus on human impacts
- Conducted composition, grain size, and isotope analyses on Hawaiian sediment and macroalgal samples to decipher influence of land-derived sediment on Molokai's reef flat ecosystem
- Supervised undergraduates assisting with field work and sample processing

UCSC Graduate Researcher, Papua New Guinea (2001)

- Scientific party member aboard the R/V Melville using the unmanned submersible JASON to gather geologic and biologic samples from drowned coral reef platforms in the Huon Gulf
- Processed side-scan sonar data to create bathymetric maps for selection of JASON sampling sites

Geologist, URS Corporation, San Francisco, CA (2001)

- Developed skills in applied hydrology and geology at an international environmental consulting firm
- Managed data, wrote technical reports, performed Phase I environmental site assessments, and trained in a variety of field activities, including drilling, environmental sampling, and site reconnaissance

USGS Geologic Mapping Intern, Menlo Park, CA (1999-2000)

- Conducted extensive geologic mapping in California and Nevada and constructed digital maps
- Developed and maintained several USGS web sites
- Assumed lead role in organizing a USGS Open House for public education

Perry Fellows Intern, Lee Stocking Island, Bahamas (1999)

- Awarded internship at the Caribbean Marine Research Center field station
- Directly assisted marine scientists in fish population and behavior surveys, benthic habitat assessment, and coral-algal relationship studies
- Maintained boats, field/dive gear, and field station facilities

VOLUNTEER EXPERIENCE

- Volunteer Property Monitor for the Essex County Greenbelt Land Trust (2017-present)
- Volunteer for Our Neighbor's Table Food Pantry (2018-present)
- Volunteer for the Newburyport Public Schools, including current member of the Nock Middle School Council (2012-present)
- Volunteer animal caretaker at Appleton Farms, The Trustees of Reservations (2021-2022)
- Massachusetts COASTSWEEP Coastal Clean-Up Event Coordinator, Plum Island, MA (2016, 2018, 2022)

PROFESSIONAL CONTRIBUTIONS

**Please note that my last name changed from Stamski to MacKnight in 2006.*

- Graymer, R.W., E.E. Brabb, D.L. Jones, J. Barnes, R.S. Nicholson, and R.E. *Stamski (2007). "[Geologic Map and Map Database of Eastern Sonoma and Western Napa Counties, California.](#)" *United States Geological Survey Scientific Investigations Map 2956*: 28 p.
- *Stamski, R.E. and M.E. Field (2006). "[Characterization of sediment trapped by macroalgae on a Hawaiian reef flat.](#)" *Estuarine, Coastal and Shelf Science* 66 (1-2), p. 211-216.
- *Stamski, Rebecca (2005). "[Beach and Coastal Systems: Coastal Erosion and Armoring in Southern Monterey Bay.](#)" *Ecosystem Observations for the Monterey Bay National Marine Sanctuary*, Contributed Ecosystem Observations, p. 6-7.
- *Stamski, R. (2005). "[Coastal Erosion and Armoring in Southern Monterey Bay: A technical report in support of the Monterey Bay National Marine Sanctuary Coastal Armoring Action Plan.](#)" Internal National Oceanic and Atmospheric Administration Report: 78 p.
- *Stamski, Rebecca (2005). "[The impacts of coastal protection structures in California's Monterey Bay National Marine Sanctuary.](#)" *Marine Sanctuaries Conservation Series MSD-05-3*. U.S. Department of Commerce, National Oceanic and Atmospheric Administration, Marine Sanctuaries Division, Silver Spring, MD: 18 p.
- *Stamski, R.E. and M.E. Field (2003). "Trapping of land-derived sediment by macroalgae on the S. Molokai Reef Flat, Hawaii." *GSA Abstracts with Programs* 35(6), p. 282, September 2003.
- Blake, M.C., R.W. Graymer, R.E. *Stamski (2002). "[Geologic map and map database of Western Sonoma, Northernmost Marin and Southernmost Mendocino Counties, California.](#)" *United States Geological Survey Miscellaneous Field Studies, MF-2402*: 43 p.
- *Stamski, R.E., T.A. Harms and T.W. Gardner (1999). "Tectonic investigations of basalts and associated sediments in the southern Nicoya Peninsula, Costa Rica." *GSA Abstracts with Programs, NE Section* 31(2), p. 69, March 1999.



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

SEAN R. REARDON, MAYOR 2023 FEB -7 P 2:40

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

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: February 13, 2023
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as an alternate member of the Water/Sewer Commission. This term will expire March 1, 2025.

Wilfred "Paul" Suozzo, Jr.
7 Hunter Drive
Newburyport, MA 01950

7 February 2023

Dear Committee Members,

In 2019 I purchased a home in Newburyport and was quick to observe that the city has a local water supply. This presents both opportunities and challenges. During my career as an economics professor, my field has taken me through various environmental issues and one of the most acute is the responsible stewardship of a water supply. From 2013-2018, I resided on the W. Coast where water issues gain priority. I also add that my wife of 22 years hails from Cape Town (South Africa), a municipality whom received global attention while avoiding "Day Zero" and my many visits enable me to witness the improvements they implement. Not only am I a resident and a husband, but have three children putting down roots in Newburyport and am committed to see that the water supply is well maintained for generations to come. I would be a conscientious member should I be given the opportunity to serve on the water commission.

Respectfully Submitted,

WP Suozzo

Wilfred Paul Suozzo, Jr

7 Hunter Drive, Newburyport, Massachusetts 01950
(978) 984 2942 psuozzo@hotmail.com

Professional Experience

Professor, 2018 (tenure-track)
North Shore Community College, Danvers, MA

Associate Professor, 2013-2018 (tenured 2016)
Centralia College, Centralia, WA

Assistant Professor, 2008-2013
Ocean County College, Toms River, NJ

Professor, 2001-2008 (tenured 2004)
St. Johns River State College, St. Augustine, FL

Mathematics Instructor, 2000-2001
Revere High School, Revere, MA

Mathematics Instructor, 1999-2000
Winthrop High School, Winthrop, MA

Research Assistant, 1997-1999
Center for Labor Market Studies, Boston, MA

Assistant Logistics Manager, February-July 2004
West End & Hub Spring Co. (WEHSCO), Stoughton, MA

Business Advertising Assistant, July-Dec 1991
Boston Globe Newspaper Co., Boston, MA

Assistant Stockbroker, February-July 1991
Bear Stearns, Boston, MA

Education

Washington State University
2017 F-T economics PhD scholarship student

Northeastern Univ.
M.A., Economics

Northeastern University
Baccalaureate of Science, Business

Boston Latin School
Classics

references available upon request



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To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: February 13, 2023
Subject: Appointment

I hereby appoint, subject to your approval, the following named individual as an alternate member of the Water/Sewer Commission. This term will expire March 1, 2025.

Thomas O'Brien
11 Moseley Avenue
Newburyport, MA 01950

February 7, 2023

Mayor Sean Reardon
City Hall 60 Pleasant St.
Newburyport, Ma 01950

Dear Mayor Reardon,

I would like to be considered for an opening on the Water/Sewer Commission when one is available. I was on the Water Commission for five years, City Council for 22 years and Housing Authority since 1997.

Thank you for your consideration,

Thomas O'Brien



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

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NEWBURYPORT, MA
2023 JAN 32 P 2:52

60 PLEASANT STREET - P.O. BOX 550
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To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: February 13, 2023
Subject: Re-appointment

I hereby re-appoint, subject to your approval, the following named individual as Building Commissioner. This term will expire on March 1, 2026.

Greg Earls
2 Sanborn Road
Hampton Falls, NH 03844

Greg Earls

978-417-0063

GEarls25@comcast.net

PROFESSIONAL EXPERIENCE

City of Newburyport

Conditional Building Commissioner

April 6, 2021 – Present

- Enforcement of MA State Building Code
- Issue Permits and Certificates of Occupancy and Inspection
- Permit plan review
- Supervise Local Building, Electrical and Plumbing Inspectors
- Responsible for Building Department budget and spending

beWell Organic Medicine; Lowell, MA

Dispensary Manager

January 2019 – May 26, 2021

- Responsible for day-to-day operations of start-up Dispensary
- Hire, supervise, schedule and mentor staff
- Responsible for cash handling and inventory control
- Confirm compliance with all Massachusetts Controls and Regulations for Dispensary Operations

YouthBuild; Lawrence Family Development; Lawrence, Massachusetts

Construction Supervisor

January 2013 – January 2019

- Supervise construction of affordable housing units
- Develop and draw building plans of custom single-family housing
- Coordinate with Lowell Building Department and Planning Board
- Present plans to Zoning Board of Appeals for variances and findings
- Create and manage department and construction budgets
- Manage department staff and students
- Hire and manage sub-contractors

YouthBuild; Community Teamwork, Inc; Lowell, Massachusetts

Director of Construction

November 2010 – January 2013

- Supervise construction of single and two-family housing units
- Develop and building plans of one and two-family houses
- Work closely with Lawrence Building Department to develop vacant parcels
- Successfully present variance applications to Zoning Board of Appeals
- Create and manage department and construction budgets
- Workforce Development Division representative to CTI Safety Committee

Milk Street Builders; Hampton Falls, NH

Principal

August 2008 – Present

- Owner of contracting firm specializing in residential construction, design and maintenance
- Oversee multiple design/build projects and delegate available resources efficiently
- Hire and manage independent sub-contractors and employees

City of Newburyport; Newburyport, Massachusetts

City Councilor

2002 - 2019

- Served multiple terms as City Councilor
- Served as Chair and member the Joint Education Committee

Northern Log Homes; Bangor, Maine / Newburyport, MA

Director of Construction and Design

2002 - 2008

- Managed Design and Drafting Department including 6 staff members
- Ensured accuracy of drawings and building code compliance of log and post and beam buildings
- Developed and controlled building cost and material expense budgets
- Responsible for design of custom log homes in coordination with clients
- Maintain code compliance of all standard home model designs

Improvenet, Inc.; Camarillo, California / Newburyport, Massachusetts

Contractor Field Supervisor of Northeast Region

1999 - 2002

- Managed 65 contractor members in New England
- Responsible for the timely and cost-effective completion of multiple residential and commercial construction jobs with a 96% success rate
- Prepared daily and weekly job progress reports
- Calculated job cost analysis for completed jobs
- Mediated Contractor / Client disputes in a timely and efficient manner
- Delegated and assigned Contractors and Subcontractors to ensure successful project completion

Rose Displays; Marblehead, Massachusetts

Manager of Retail Design

1997 - 1999

- Managed design and installation of product lines in retail and institutional settings
- Produced prototypes in conjunction with research department, bringing innovative new products to market
- Developed custom solutions for customer-specific needs

CERTIFICATIONS

MA Inspector of Buildings Certification

MA Building Official Certification

MA Construction Supervisor License

MA Home Improvement Contractor License

OSHA 10 Certification

Green Advantage Certified

NABCEP Certified (North American Board of Certified Energy Practitioners)

NCCER Certified Construction Trainer (National Center for Construction Education and Research)

EDUCATION

Master of Architecture

Southern California Institute of Architecture and Urban Studies

Santa Monica, California

Internship / Certificate Program

Institute for Architecture and Urban Studies

New York, New York

Bachelor of Science in Business Administration

University of Connecticut

Storrs, Connecticut



CITY OF NEWBURYPORT
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SEAN R. REARDON, MAYOR

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To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: February 13, 2023
Subject: Re-appointment

I hereby re-appoint, subject to your approval the following named individual as a member of the Human Rights Commission. This term will expire on March 1, 2025.

Lorraine Ward
7 Sullivan Drive
Newburyport, MA 01950



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

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CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 FEB -7 P 2:40

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

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: February 13, 2023

Subject: Re-Appointment

I hereby re-appoint, subject to your approval the following named individual as a member of the Commission on Disabilities. This term will expire on March 1, 2026.

Kristen Farrell
28 Spofford Street
Newburyport, MA 01950

Kristen M. Farrell

28 Spofford Street, Newburyport MA 01950

Email: km.farrell@outlook.com

Phone: 978.423.2900

Credentials:

RID Certified: Interpreter (CI): National Registry of Interpreters for the Deaf. April 28, 2005

RID Certified: Transliterater (CT): National Registry of Interpreters for the Deaf. November 1, 2004

MCDHH Approved – Statewide Contract Agreement: Massachusetts Commission for the Deaf and Hard of Hearing, Boston, MA. Contract valid: February 7, 2003 to present.

NH State Licensed: Department of Education, Division of Adult Learning and Rehabilitation, Office of the Deaf and Hard of Hearing, Concord, NH. License valid: June 8, 2002 to present.

Professional Associations:

Certified Member, National Registry of Interpreters for the Deaf

Member, International Medical Interpreters Association

Member, Massachusetts Registry of Interpreters for the Deaf

Education:

Deaf Studies, Sign Language Interpreter Certificate Program: Northern Essex Community College, Haverhill, MA. Degree Received: May, 2002.

Bachelor of Science, Animal and Biological Sciences, 1995: University of Vermont, Burlington VT.

- Concentrated in genetics and dairy science.

Professional Experience:

Community Interpreter, various locations in the Southern New England area, July 2002 to Present.

- Serving as a freelance American Sign Language Interpreter, throughout the Deaf and Deaf-Blind Communities, specializing in the medical field.
- Providing interpreter services to multiple agencies, businesses, corporations, and entities throughout Southern New England.

Honors and Activities:

Newburyport Commission on Disabilities: Appointed by the Mayor of Newburyport, January 2014 to Present.

- Serving as Commission Secretary/Treasurer since April 2014.
- Serving the City of Newburyport and its residents and visitors, to promote accessibility within all aspects of the City.

Cure SMA: Elk Grove Village, IL.

- New England Chapter Vice President, November 2014 to Present.
- Cure SMA 5K Race Director, 2016 to Present. Grew a grassroots fundraising 5K to over 250 participants per year, fundraising over \$100,000 to date.

University of Pennsylvania School of Medicine, Orphan Disease Center: Spinal Muscular Atrophy Patient Advisory Board: Philadelphia, PA.

- Serving in an advisory role January 2018 to January 2019.

References:

Available upon request



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

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NEWBURYPORT, MA
2023 FEB -8 A 10: 07

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

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: February 13, 2023

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a full-time Registrar for the Newburyport Board of Registrars. This term will expire on March 1, 2026.

Susanne F. Gallagher
3 Garnet Street
Newburyport, MA 01950

END OF CONSENT AGENDA

BEGINNING OF REGULAR AGENDA

ORDERS

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

NEWBURYPORT CITY COUNCIL RULES (2023)

Proposed Amendments as follows, with deletions ~~double-stricken through in bold~~, and additions double-underlined and in bold:

PURPOSE

Pursuant to the City of Newburyport Home Rule Charter (Charter), except as otherwise provided by the General Laws of the Commonwealth of Massachusetts (General Laws) or by the Charter, the legislative powers of the City Council of the City of Newburyport (Council) may be exercised in a manner determined by it. The purpose of these rules of the Council (Rules) is to establish in writing the manner in which the Council shall exercise its legislative powers.

ORGANIZATION

Rule 1. No later than December 31 after each regular municipal election, the City Clerk (Clerk) shall provide notice to each member of the Council for the coming two-year legislative session of the date, time, and place of the first meeting of the Council in the next calendar year, to be known as the Inaugural Meeting.

Rule 1A. At the Inaugural Meeting, the Council shall, by majority vote of all its 11 members, notwithstanding any vacancies (Full Council), elect a President from within its membership. The City Clerk (Clerk) shall preside at the Inaugural Meeting until such time as a President is elected. The Full Council shall vote to set the date of its next regular meeting before it may vote to adjourn the Inaugural Meeting.

Rule 1B. No later than at its next meeting after the Inaugural Meeting, the Council shall, by majority vote of the Full Council, adopt its Rules for such calendar year.

Rule 1C. No later than at its next meeting after the Inaugural Meeting, the Council shall, by majority vote of the Full Council, adopt a schedule of regular meetings of the Council for the remainder of such calendar year.

Rule 1D. In the second year of each two-year legislative session, no Inaugural Meeting shall occur. Instead, at its first meeting of such calendar year, the Council shall, by majority vote of the Full Council: (1) elect a President from within its membership; (2) adopt its Rules for such calendar year; and (3) adopt a schedule of regular meetings of the Council for the remainder of such calendar year.

MEETINGS

Rule 2. Council meetings shall be held in the Council Chamber of City Hall or as a hybrid meeting, unless the President, or a majority of the Full Council, determine by any means reasonable and practicable, and give written notice to all members, that such meeting will be held in an alternate location or as a remote meeting.

Rule 2A. Special meetings of the Council shall be held at the call of the President, or any six (6) or more members, for any lawful purpose, by causing a notice of such special meeting to be delivered in hand or by email to residence of each member. This notice shall, except in an emergency of which the President shall be the sole judge, be delivered at least forty-eight (48) hours in advance of the time set, and shall specify the purpose or purposes for which the special meeting is to be held. The Clerk shall cause a copy of each such notice to be posted immediately, including on the City's Website, in accordance with applicable laws.

Rule 2B. If any meeting of the Council is in session at 10:30 pm, said meeting shall be adjourned until 7:30pm of the following evening, unless another date and time is voted by a majority of the Full Council. The regular Council meeting shall start at 7:00 pm.

HOLIDAYS

Rule 3. Except as otherwise provided in the Charter, whenever the day set by these Rules for any meeting of the Council, regular or special, shall fall upon a holiday, then such meeting shall be canceled or postponed to a date certain by majority vote of the Full Council.

PRESIDING OFFICER

Rule 4. The President, if present, shall preside at all meetings. In the absence of the President, the senior-most member in terms of consecutive, uninterrupted service on the Council shall serve during the absence of the President. If more than one member has served the same length of time, the Council shall elect a President Pro Tem by majority vote from the most senior Councillors in terms of consecutive, uninterrupted service on the Council.

DUTIES AND POWERS OF THE PRESIDING OFFICER

Rule 5. The presiding officer shall: preserve decorum and order; speak to points of order in preference to other members; decide all questions of order, subject to appeal to a super-majority of the Full Council; declare all votes, or permit the Clerk to do so; and perform any other duties consistent with the office that may be provided by charter, ordinance, or by other vote of the Council.

Rule 5A. If any member doubts a vote as declared, the presiding officer, without further debate on the question, shall require that a count be taken by roll call of the membership.

Rule 5B. During any meeting, whether regular or special, the presiding officer may, at any time, call for a five-minute recess.

RELINQUISHING THE CHAIR

Rule 6. When the presiding officer desires to relinquish the Chair, they may call upon any Councillor to take the Chair, but such call to the Chair shall not continue beyond the will of the presiding officer so relinquishing the Chair, or beyond an adjournment of the Council, except as hereafter provided. If the presiding officer wishes to express an opinion on any subject under debate, they shall relinquish the Chair as above provided, and shall not resume the Chair until they are through speaking, and all points of order arising therefrom have been decided by the Councillor presiding in their place. Notwithstanding the foregoing, the presiding officer may, however, state facts and give opinions upon questions of order without relinquishing the Chair.

COMMITTEES AND COMMITTEE BUSINESS

Rule 7. The President shall appoint all members to all City Council Committees, both standing and ad hoc, designate the Chair of each such Committee, who shall serve as its presiding officer, and fill any vacancies thereon as they arise. Likewise, the President may establish, dissolve, and/or reconfigure ad hoc Committees in his or her discretion, provided that such ad hoc Committees shall be re-established each two-year legislative session. Ad hoc committees may include members other than members of the Council for purposes of deliberation, but they may not vote. Except as otherwise provided in Rule 12, the Council shall, by a majority vote, refer each matter newly introduced through the Council agenda (Agenda) to a single Committee, either standing or ad hoc, for review at a public meeting of such Committee, before such matter may be acted upon again by the Council. Notwithstanding the foregoing, a Councillor may make all parliamentary motions, including a motion to receive and file the newly introduced matter.

Rule 7A. Pursuant to the Newburyport Code (Code), there shall be six (6) ~~nine (9)~~ standing committees of the Council, as follows, each consisting of three (3) members of the Council, and concerned with the matters specified for it in the Code:

- Committee on Budget & Finance
- ~~Committee on Education~~
- Committee on General Government
- Committee on Licenses & Permits
- Committee on Community Services ~~Neighborhoods & City Service;~~
- Committee on Planning & Development
- Committee on Public Works & Safety
- ~~Committee on Public Utilities~~
- ~~Committee on Rules~~

Rule 7B. Except as provided expressly otherwise in these Rules, a matter shall not be referred to more than one Committee, either separately or jointly, nor may a matter be referred to the Full Council sitting as the Committee-of-the-Whole except by super-majority vote.

Rule 7C. Committees may meet at any time, in open and/or executive session, at any place within the City of Newburyport, subject to the Massachusetts General Laws, the City Charter, and the Newburyport Code.

Rule 7D. Committees shall meet and review each matter referred to them by the Council no later than thirty (30) calendar days after such referral.

Rule 7E. Committee meetings may be cancelled when scheduled during any time when a declared snow emergency is in effect.

Rule 7F. During a meeting of the Council, the Chair of a Committee, whether regular or ad hoc, may remove any matter from such Committee to bring it to the floor for discussion by the Council, upon making a motion to do so, receiving a second from any other Councillor, regardless of Committee membership, and upon affirmative vote of the Full Council. Once such matter is before the Council (on the floor), any Councillor may then make a motion regarding such matter to approve it, not approve it, or refer it back to the original or to another Committee, and all parliamentary rules, including motions to amend, to table, and so on, shall be available, subject to these Rules.

Rule 7G. In the event that either: (a) the Committee has failed to meet and review a matter within the required 30 days under Rule 7D; or (b) the Chair of a Committee has failed to remove any matter from such Committee after (6) weeks of its original referral to such Committee, such matter may be removed from such Committee to bring it to the floor for discussion by the Council, provided that a petition signed by no fewer than two Councillors has been filed with the City Clerk--with copies to both the President and the relevant Committee Chair -- in accordance with Rule 16.

Rule 7H. Any matter that remains in Committee at the end of the Council's two-year legislative session shall die, unless a majority of the Full Council votes at its last meeting of such session to carry such item into the succeeding session. Any item that remains on the table at the end of the Council's two-year legislative term shall die, and may not be carried on.

Rule 7I. For any Committee item relating to the disposition of any real property, including, without limitation, purchase or sale, an appraisal of the fair market value of said real property, performed by a duly licensed professional based upon the requirements and guidelines of the current Uniform Standards of Professional Appraisal Practice (USPAP), shall be presented to the Council no fewer than seven (7) calendar days before such Committee item can be brought to the floor. The appraisal must be dated within twelve (12) calendar months of the date the relevant item is removed from Committee. The appraisal may be presented in Executive Session and/or may otherwise remain confidential in accordance with the City's Charter, and applicable law.

Rule 7J. Any Measure to authorize the issuance of a bond in an amount over \$500,000 shall not be removed from the committee to which it is first referred until the greater of thirty (30) calendar days or one (1) regular meeting of the City Council has elapsed since such referral.

SUFFICIENCY OF VOTE

Rule 8. The affirmative vote of a majority of the members present shall be sufficient to adjourn any meeting of the Council or its Committees.

Rule 8A. Except as expressly provided in these Rules, the affirmative vote of a majority or super-majority, as may be required by law, of the Full Council, rather than of the quorum present, shall be required to adopt any ordinance, order, or other vote or proceeding adopted, or which might be adopted

(Measure). Consistent with the Charter, Measures include, without limitation, all transfers, expenditures, and acceptance of funds, which shall be put into effect by an order of the Full Council.

MANNER OF VOTING

Rule 9. The Council and each of its Committees, standing and ad hoc, shall vote at a duly noticed public meeting, unless otherwise permitted under the Open Meeting Law.

Rule 9A. A vote to confirm Mayoral Appointments on a second reading shall be by roll call of the Full Council.

Rule 9B. Approval of any ordinance shall require two (2) readings and two (2) roll-call votes to be held at separate City Council meetings, while approval of any other Measure requires one (1) reading and one (1) vote, which, except in the case of bond order, may be by voice vote. Amendments to any motion to approve, not approve, or to refer back to Committee may be recorded by voice vote, including such parliamentary motions in regard to an ordinance. Following its passage on first reading, such ordinance shall be timely posted to the City's Website, as defined in the Charter, in a manner prescribed by the City Clerk. Notwithstanding the foregoing, pursuant to the Charter, votes regarding Mayoral Appointments shall be treated specially under Rule 20.

Rule 9C. At the Inaugural Meeting, the Clerk shall begin the order of roll-call voting throughout such meeting with that Councillor whose last name is first in alphabetical order. At each successive meeting that requires a roll call vote or votes, the Clerk shall begin roll calls throughout such meeting with the Councillor whose last name follows the previous Councillor in alphabetical order until the last meeting of the two-year legislative term. Notwithstanding the foregoing, the Clerk shall, for all votes at all meetings, call the President to vote last.

Rule 9D. In the event that a member of the Council or one of its Committees wishes to have his or her vote recorded differently after announcement of the results of a roll call vote by the Clerk or presiding officer, the member must receive unanimous consent from every other present member of the Council or the Committee, as the case may be.

Rule 9E. A motion to table once seconded is not debatable, but clarifying points of information shall be allowed for the purpose of understanding the effects of such proposed tabling.

GAINING THE FLOOR

Rule 10. All Councillors, when desiring to speak on a matter, shall raise their hands and respectfully address the President, and wait until recognized by the presiding officer.

Rule 10A. Once recognized by the President, the Councillor shall stand to speak on the matter. A Councillor shall remain standing while speaking, and shall sit down to indicate to the President the conclusion of the Councillor's speech.

Rule 10B. No Councillor shall speak a second time on any motion until each Councillor has the opportunity to speak once, however the President may permit a Councillor to speak out of turn to respond to questions directed to them by another Councillor.

Rule 10C. In speaking, members shall at all times confine themselves to the motion in order, shall use parliamentary language and appropriate demeanor, and shall strive to refer to all other members by their ward or as an At-Large Councillor, or as the Chair or a member of a particular Committee, etc., rather than by their first or last names.

Rule 10D. No member shall leave a Council or Committee meeting while it is in session to seek or accept counsel, nor may such member while away from such meeting exchange information pertaining to an item on the meeting agenda, nor to conduct any other city business.

Rule 10E. The Council President and Committee Chairs, as the case may be, shall have the responsibility and discretion for recognizing speakers other than Council or Committee members. Any member of the Council or a Committee may request of the presiding officer recognition of a speaker other than a member, but the presiding officer's determination whether to grant such recognition shall not be appealed.

SPONSORSHIP OF MATTERS

Rule 11. With the sole exception of a Mayoral Appointment, as described in Rule 20, no Measure or other matter beside a Communication, of any kind, shall be placed on the Agenda by any City official or other person, including, without limitation, the Mayor, nor may it be acted upon by the Council, unless it is sponsored by a member of the Council. Each such matter carried over from a previous, two-year legislative term must be sponsored by a current member of the Council.

Rule 12. Except in the case of an Emergency Measure, as regulated under the Charter, the Council shall not pass or otherwise adopt any Measure until it has first been reviewed at a public meeting of a Committee in accordance with Rule 7.

Rule 12A. Failure of by any person, including, without limitation, an applicant or a city official, to meet a deadline, specified by law, regulation, or rule shall not constitute an Emergency. For example, and without limitation, the Council shall not approve a license or permit, or otherwise authorize, any person to use public property for a road race or other event by Emergency Measure solely because such event is scheduled to occur before the Council's next meeting.

Rule 12B. Pursuant to the Charter, no Measure making a grant, renewal, or extension, whatever its kind or nature, or a franchise or special privilege, shall be passed as an emergency measure, and, except as provided by the laws of the Commonwealth, no such grant, renewal, or extension shall be made otherwise than by ordinance.

Rule 12C. Pursuant to the Charter, an Emergency Measure shall become effective immediately upon its adoption without signature by the Mayor, or at such later time as the emergency measure expressly provides.

Rule 12D. In the event that a sponsor of any Measure or other matter is not present physically or telephonically at a meeting of the Council when the Clerk reads such Measure or other matter, then the Council shall not consider such Measure or other matter, unless all sponsors of such measure have presented a written statement requesting the Council to proceed in the absence of such sponsor.

WITHDRAWING ITEMS FROM THE AGENDA

Rule 13. After a Measure or other matter is reached on the Agenda and read aloud by the Clerk, it shall be deemed to be in possession of the Council, and shall be disposed of in some matter by vote. At any time prior to a Measure or other matter being brought before the Council through such reading, it may be withdrawn provided all sponsors so notify the President or the Clerk.

RECONSIDERATION

Rule 14. Notwithstanding Rule 9D, after a vote has been taken on a Measure or other matter, it shall be in order for any member voting with the prevailing side to move reconsideration thereof at the same meeting at which the vote was taken, and such motion shall be disposed of accordingly. Alternatively, such member may file with the Clerk, not later than noon of the next business day following such meeting, written notice of a motion to reconsider such vote. After receiving such written notification from a member, the Clerk shall place the motion for reconsideration on the Agenda for the next regular meeting of the Council, and the Clerk shall forthwith, either verbally or in writing, notify the Full Council of such filing.

DUTIES OF THE CLERK

Rule 15. The Clerk shall attend and keep all records of all meetings of the Council, shall record the names of the members present, shall record the vote of members on roll calls, and shall have the care and custody of the City records, and all documents, plans, and papers pertaining to the business of the Council. The Clerk shall also, at the request of a member, assist in the drafting of items to be presented at the meetings of the Council. The Clerk shall cause notice to be made to each Councillor of each meeting of the Council, regular and special, and of Committee meetings, and shall also post notice on the City Website at least 48 hours prior to commencement.

DEADLINE FOR AGENDA ITEMS

Rule 16. Printed materials regarding any matter, including, without limitation, the full text of new Measures, to be considered by the Council at its next regular meeting shall be presented in complete form to the Clerk not later than 9:00 am on the Wednesday preceding such regular meeting. Notwithstanding the preceding sentence, not later than 4:00pm on the Wednesday preceding a regular meeting, Committee Chairs shall submit to the Clerk the text of any Measures they intend to remove from Committee and put into the possession of the full Council. Except as otherwise provided under Rule 18A, papers presented after these times shall be considered Late-Filed Items, which shall not be taken up without a suspension of these Rules, which requires a super-majority vote of the Council. The provisions of this Rule 16 apply to all persons, and in all cases, without exception, including to all members and other City officials, such as the Mayor and Department heads, as well as the public.

AGENDA AND PACKET

Rule 17. For each meeting of the Council, the Clerk in consultation with the President shall compile the Agenda of all matters to come before the Council at such meeting, in accordance with the order of business listed below, and shall make available to the public such Agenda and all supporting documents (together, Packet) to be considered by the Council by 5:00 pm of the fourth (4th) calendar day prior to such meeting; provided, however, that in the case of a special meeting the Agenda shall be made available as otherwise provided by law and these Rules, and no Packet shall be required. The Clerk shall cause a digital ~~printed~~ copy of the Packet to

be delivered to each Councillor by their email ~~individually preferred means~~, and to be posted on the City Website at least 48 hours prior to commencement.

Items that are to be added to the Agenda as Late-Filed Items must be submitted for approval to be placed on the Agenda immediately following the Call to Order.

The order of business for the Agenda shall be as follows:

- ~~1.~~ Moment of Silence
- ~~2.~~ Pledge of Allegiance
- ~~3.~~ Call to Order
- ~~4.~~ Late-Filed Items
- ~~5.~~ Public Comment
- ~~6.~~ Proclamations
- ~~7.~~ Mayors Comment
- ~~8.~~ Consent Agenda
 - ~~a.)~~ Approval of Minutes
 - ~~b.)~~ Communications (including Applications)
 - Transfers
 - ~~c.)~~ Orders (~~including Transfers/Appropriation Orders~~) and Resolutions
 - ~~d.)~~ First Reading of Mayoral Appointments
 - Items to be removed from Committees with approval of the Consent Agenda
- ~~7.~~ Regular Agenda
 - Second Reading of Mayor's Appointments
- ~~8.~~ Communications
 - Transfers
- ~~9.~~ Orders (~~including Transfers/Appropriation Orders~~) and Resolutions
- ~~10.~~ Ordinances
- ~~11.~~ Committee Reports (including all Measures with any amendments or revisions for the Council to consider)
- ~~12.~~ Good of the Order
- ~~13.~~ Adjournment

Rule 17A. The Consent Agenda shall be reserved for routine and non-controversial matters that may be considered apart from the rest of the Agenda and approved collectively and without debate.

The President has the sole discretion to place matters on the Consent Agenda excepting Committee Measures. Pursuant to the deadlines set in Rule 16, Committee Chairs may ask the Clerk to place Committee Measures on the Consent Agenda. This rule shall not be construed to limit or alter other rules relating to removing measures from Committee including, without limitation, Rules 7F and 7G. The retention thereon of any measure in the Consent Agenda is subject to the unanimous consent of the members present when the Council reaches the Consent Agenda during its meeting. Committee items removed from the Consent Agenda shall be handled during the regular agenda under the measure's respective Committee report, under Rule 7F.

The Clerk shall read matters on the Consent Agenda by title only. At any time before the Council acts upon the Consent Agenda, any member of the Council may cause any matter or matters listed upon the Consent Agenda to be removed and then placed into the appropriate portion of the regular Agenda, either by providing written notice to the President and/or the Clerk, or, alternatively, by rising and so requesting by motion. The Council shall then, without debate permitted, vote collectively on all matters remaining on the Consent Agenda, by simple majority of the Full Council. Such vote may be conducted by voice vote at the discretion of the presiding officer.

Rule 17B. Supporting ~~copies (paper copy)~~ documents for Council agenda items shall be digitally placed in the

Packet and provided to Council members ~~only the first time the item is introduced to the Council. Subsequently, as items are taken up for debate, whether in committee or during regular meetings, it shall be the responsibility of each Councillor to have retained the documents for reference.~~ Notwithstanding the foregoing, the electronic version of the packet, posted on the website, shall be complete.

PUBLIC COMMENT

Rule 18. There shall be designated a Public Comment time during each meeting of the City Council. The procedure for this comment time is listed below:

1. Individuals who wish to speak before the Council, whether on their own behalf or on behalf of a group, must sign in on the door of the Council Chamber prior to the start of the Public Comment segment of the meeting. Each speaker must provide his or her name and the address where they reside permanently (i.e. legal domicile), and indicate which Agenda item they will be speaking on. The President will advise attendees of their right to speak and responsibility to sign-up.
2. Two minutes allotted to each speaker.
3. One opportunity per individual to speak.
4. Comment must be related to an Agenda item.
5. Speakers who are attorneys shall disclose the identity of all clients whose interests are materially affected by the Agenda item upon which they speak.

Rule 18A. There shall be designed a Mayor's Comment time during each regular meeting of the City Council. The procedure for this comment time is listed below:

1. To address the Council during the Mayor's Comment period, the Mayor may provide notice to the President at any time prior to the Call to Order.
2. The Mayor will be allowed to speak for a total of seven (7) minutes.
3. The Mayor will be offered reserved seating on the front bench of the Council Chambers
4. Notwithstanding the normal deadline for written materials to be submitted to the City Clerk under Rule 16, the Mayor may submit a written report to the Full City Council not later than 11:00am on the day of the Council meeting, and such report shall not be deemed a Late-Filed item.
5. Nothing in this rule prohibits the Mayor from speaking otherwise in compliance with the Charter and these Rules.

PRESENTATIONS

Rule 19. To be included on the Council Agenda, presentations by individuals or groups must be sponsored by a Councillor in writing pursuant to Rule 16, and approved by the President, in which case such presentation shall be placed in the Communications segment of the Agenda, for a period not longer than twenty (20) minutes.

MAYORAL APPOINTMENTS

Rule 20. Mayoral Appointments do not require sponsorship by a member of the Council, but shall require two (2) readings and two (2) votes by the Council, the second such vote by roll call. For its first reading, each such appointment, including reappointments, shall be accompanied by submittal to the Clerk of the appointee's resume in accordance with Rule 16. The first reading shall be placed in the Consent segment of the Council's Agenda for referral to the Council's next meeting, sitting as the Committee of the Whole.

Rule 20A. As with any Consent Agenda item, a single member of the Council may move such item to the regular Agenda. As provided in the Charter, the Council may elect to refer any proposed Mayoral Appointment to a standing or ad hoc Committee, which shall review such appointment and may make a recommendation to the Full Council not fewer than seven (7) nor more than 45 days after such referral. Such Committee may require any person whose name has been referred to it to appear before such Committee, or before the Full Council, to give any information relevant to the appointment that the Committee of the Full Council may require. Notwithstanding the optional referral of proposed appointments provided for in this Rule 20A, appointments and reappointments of the following officers shall always be referred through the Consent Agenda to the standing committee with oversight over such board or commission:

- Members of the Board of Health
- Building Commissioner;
- Building Inspector;
- City Auditor/Director of Finance;
- City Librarian;
- City Treasurer;
- Director of the Department of Public Services;
- Members of the Conservation Commission and Conservation Agent;
- Harbormaster;
- Members of the License Commission;
- Members of the Newburyport Waterfront Trust board;
- Members of the Planning Board, Planning Director, and Zoning Administrator;
- Members of the Water and Sewer Commission; and
- Members of the Zoning Board of Appeal.

Rule 20B. The Health Director, upon appointment by the Board of Health, shall be placed in the packet for referral to the Committee on Public Works & Safety for review and recommendation to the full Council as a receive and file.”

MID-YEAR BUDGET REVIEW

Rule 21. Each calendar year, the Committee on Budget & Finance shall schedule and hold a public meeting to conduct a Mid-Year Budget Review as soon as practical after six (6) months of actual expenditures are available in written form, but no later than February 28. The Chair of the Committee shall cause the Finance Director to attend, pursuant to the Charter, the Chair shall invite all members of the Council, as well. Pursuant to the Charter, the Chair shall ask the Finance Director to distribute to the Full Council documentation in support of the Mid-Year Budget Review no less than two (2) weeks before such meeting, including a year-to-date actual budget summary. Further pursuant to the Charter, any member of

the Council may request that a Department Head be present at the Mid-Year Budget Review meeting, by making a request through the Chair of Budget & Finance.

ELECTRONIC COMMUNICATION DEVICES

Rule 22. The audible use of mobile phones, radios, and other electronic communication devices by any person, including members of the Council, but excepting on-duty public safety officers, is strictly prohibited within the Council Chamber while the Council is in session, and all such devices shall be turned off or otherwise made to be silent.

Rule 22A. Members of the Council may read from or listen to or otherwise obtain information from a computer, tablet, or other electronic device within the Council Chamber while the Council is in session, such as by conducting computer searches online.

Rule 22B. Except as otherwise permitted under the Open Meeting Law, no member of the Council shall, at any time while the Council is in session, be permitted to communicate with other people, either located within or without the Chamber, using such any electronic device, whether verbally or otherwise, audibly or inaudibly.

PARLIAMENTARY PRACTICE

Rule 23. In all matters of parliamentary practice not provided for in these rules, the Council shall use Robert's Rules of Order as a guide.

RECUSAL

Rule 24. Upon his or her recusal regarding a matter, a member of the Council or a Committee shall leave the room where the meeting is being conducted, and such member shall not be counted as part of the quorum on that matter. Notwithstanding the foregoing, a recused member may, if permitted under applicable law, remain in the room solely if they wish to give testimony on the matter.

Rule 24A. If the matter is to be addressed in open session, then the recusal shall be made orally and shall be included as part of the official public record. The recused member may obtain and review any records of such public discussions and/or action by the Council or Committee on the matter.

Rule 24B. If the matter is to be addressed in executive session, then the recusal must be made orally during the open session before the Council or Committee goes into such executive session and shall be included as part of the official public record. A member so recused shall not knowingly obtain or review a recording, minutes, or any other non-public information regarding such matter, other than the fact of his or her own recusal.

AMENDING THE RULES

Rule 25. Any amendment of these Rules shall require successful passage of an order by the Full Council, by simple majority, as provided in these Rules.

SUSPENDING THE RULES

Rule 26. Except as otherwise, expressly provided in these Rules, a motion to suspend the rules shall require a two-thirds super-majority vote of the Full Council.

REMOTE PARTICIPATION

Rule 27.

THAT, The CITY COUNCIL of the City of Newburyport hereby authorizes remote participation in meetings held by all City of Newburyport public bodies subject to the Open Meeting Law and pursuant to 940 CMR 29.10. For the purposes of this order, remote participation shall be permitted under the following terms and conditions:

Media: Telephone, internet, satellite enabled audio/video conferencing, or other similar technology may be used for remote participation provided that the participant and all in attendance can hear each other. If videoconferencing is used, the member participating remotely must be visible to all in attendance.

Quorum: A quorum of the public body, including the chair or, in the chair's absence, the person authorized to chair the meeting, must be physically present at the meeting location before an absent member may participate remotely.

Votes: If any member of the public body is participating remotely, all votes of the body, including those taken in open session, are required to be by roll call and the results of the roll must be recorded in the minutes.

Status: A member participating remotely may vote, and is not deemed to be absent from the meeting, including for purposes of MGL Chapter 39 Section 23D.

Reasons: Acceptable reasons for participating remotely include one or more of the following: personal illness, personal disability, emergency, military service or geographic distance. A member cannot participate remotely for convenience.

Notification: A member who will not be present at a meeting must notify the chair as far in advance as possible. The chair must announce at the beginning of the meeting the name of the person participating remotely and the reason. The categories listed above under Reasons may be used for this announcement such that a member's privacy rights are protected, especially with respect to illness or disability.

Technical Issues: If technical issues arise with the media connection, the chair must decide how to address them. Deliberations shall be suspended while the difficulties are addressed. If the remote member is disconnected during the meeting, the minutes must reflect this fact.

Use of Plans and Other Visuals: The chair or, in the chair's absence, the person authorized to chair the meeting, shall distribute to remote participants, in advance of the meeting, copies of all relevant documents, exhibits, and presentation materials used during the meeting. If a member of the public body is remotely participating in a public hearing relative to the issuance of any permit involving a site plan or architectural drawings, that member must utilize video conferencing such that all maps, plans or other presentation materials used or referenced

during the meeting are visible. This requirement for video conferencing is not necessary where the member has already received a copy of all relevant maps, plans, or other presentation materials and no new materials are introduced during the meeting.

Executive Session: There shall be no remote participation in any executive session including, but not limited to, any vote to go into or out of said executive session.

FURTHER, any City of Newburyport public body utilizing remote participation is required to comply with all provisions of 940 CMR 29.10 as summarized above, as well as all other requirements of the Open Meeting Law and all of the Massachusetts Attorney General's Division of Open Government's regulations.

Councillor Heather L. Shand

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

February 13, 2023

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

THAT CITY COUNCIL OF THE CITY OF NEWBURYPORT approves the following GRANT OF EASEMENT to MASSACHUSETTS ELECTRIC COMPANY, a Massachusetts corporation with its usual place of business at 170 Data Drive, Waltham, Massachusetts 02451 with quitclaim covenants, the perpetual right and easement to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, an “UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM” (hereinafter referred to as the “UNDERGROUND SYSTEM”) located in Newburyport, Essex County, Massachusetts as further described in the attached ‘GRANT OF EASEMENT’ labeled ‘A’.

The “UNDERGROUND SYSTEM” is located in, through, under, over, across and upon a parcel of land situated on the southeasterly side of Storey Avenue and the northwesterly side of Virginia Lane, being more particularly shown on a Plan of Land recorded with the Essex South District Registry of Deeds (the “Registry”) in Plan Book 40747, Page 596.

Councillor James J. McCauley



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

SEAN REARDON
MAYOR

MEMORANDUM

TO: NEWBURYPORT CITY COUNCIL
FROM: GEORDIE VINING, SENIOR PROJECT MANAGER
SUBJECT: NEWBURYPORT WEST END FIRE STATION PROJECT – NATIONAL GRID EASEMENT FOR ELECTRIC SERVICE
DATE: 2/7/23

We are writing to request approval of the required National Grid easement for the underground system that will supply electric service to the new Cutter West End Fire Station. National Grid is installing a utility pole on the edge of Virginia Lane to serve this new facility (after removal of an existing pole on Storeybrooke Avenue), and underground electrical conduit will travel from this pole to the transformer on the city's fire station property to serve the building and the emergency generator.

Attached is the standard utility easement whose language has been tailored to this particular application, along with the accompanying sketch plan. Please also see the project's Site Utilities Plan C4.0.

Once the easement has been approved by the City Council and executed with a notarized signature by Council President Heather Shand, the Planning Office will return the original to National Grid for processing and recording.

Thank you for your consideration.

"A"

GRANT OF EASEMENT

The CITY OF NEWBURYPORT, a municipal corporation having an address of City Hall, 60 Pleasant St, Newburyport, Massachusetts 01950, (hereinafter referred to as the Grantor), for consideration of One (\$1.00) Dollar, grants to MASSACHUSETTS ELECTRIC COMPANY, a Massachusetts corporation with its usual place of business at 170 Data Drive, Waltham, Massachusetts 02451 (hereinafter referred to as the Grantee) with quitclaim covenants, the perpetual right and easement to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, an "UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM" (hereinafter referred to as the "UNDERGROUND SYSTEM") located in Newburyport, Essex County, Massachusetts, consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto for the transmission of intelligence and the furnishing of electric service to the herein described premises and to service others, and without limiting the generality of the foregoing, but specifically including the following equipment; namely: manholes, manhole openings, bollards, handholes, junction boxes, transformers, transformer vaults, padmounts, padmount transformers and all housings, connectors, switches, conduits, cables and wires all located within the easement area of the hereinafter described property.

Said "UNDERGROUND SYSTEM" is located in, through, under, over, across and upon a parcel of land situated on the southeasterly side of Storey Avenue and the northwesterly side of Virginia Lane, being more particularly shown on a Plan of Land recorded with the Essex South District Registry of Deeds (the "Registry") in Plan Book 40747, Page 596.

Property Address: 153 Storey Ave, Newburyport, MA (Essex South)

WR# 30642010

Address of Grantee:
Mass El. – 170 Data Drive, Waltham, Massachusetts 02451

After recording return to:
Jessica White
National Grid USA
Service Company, Inc.
170 Data Drive
Waltham, MA 02451

05 NBPTMA GEN

And further, said “UNDERGROUND SYSTEM” (locations of the electrical equipment and other facilities on the hereinbefore referred to premises of the Grantor) is approximately shown on a sketch entitled: “ELECTRIC DISTRIBUTION EASEMENT; nationalgrid; Owners: City of Newburyport; Address: 153 Storey Ave, Newburyport, MA 01950; Sketch to Accompany Easement for: Easement for the installation underground conduit, conductor, and transformer to serve 153 Storey Ave.,” dated January 4, 2023, a reduced copy of said sketch is attached hereto as “Exhibit A” and recorded herewith, copies of which are in the possession of the Grantor and Grantee herein, but the final definitive locations of said “UNDERGROUND SYSTEM” shall become established by and upon the installation and erection thereof by the Grantee.

Also with the further perpetual right and easement from time to time to pass and repass over, across and upon said land of the Grantor as is reasonable and necessary in order to renew, replace, repair, remove, add to, maintain, operate, patrol and otherwise change said “UNDERGROUND SYSTEM” and each and every part thereof and to make such other excavation or excavations as may be reasonably necessary in the opinion and judgment of the Grantee, its successors and assigns, and to clear and keep cleared the portions and areas of the premises wherein the “UNDERGROUND SYSTEM” is located as shown on the sketch herein referred to, of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces, as may in the opinion and judgment of the Grantee interfere with the safe and efficient operation and maintenance of the “UNDERGROUND SYSTEM” and other related electrical equipment. However, said Grantee, its successors and assigns, will properly backfill said excavation or excavations and restore the surface of the land to as reasonably good condition as said surface was in immediately prior to the excavation or excavations thereof.

If said herein referred to locations as approximately shown on the sketch herein also referred to are unsuitable for the purposes of the Grantee, its successors and assigns, then said locations may be changed to areas mutually satisfactory to both the Grantor and the Grantee herein; and further, said newly agreed to locations shall be indicated and shown on the sketch above referred to by proper amendment or amendments thereto. The Grantor, for itself, its successors and assigns, covenant and agrees with the Grantee, for itself, its successors and assigns, that this Grant of Easement and the location of the “UNDERGROUND SYSTEM” may not be changed or modified without the written consent of the Grantee, its successors and assigns, which consent may be withheld by the Grantee in its sole discretion.

It is the intention of the Grantor to grant to the Grantee, its successors and assigns, all the rights and easements aforesaid and any and all additional and/or incidental rights needed to install, erect, maintain and operate within the Grantor’s land an “UNDERGROUND SYSTEM” for the transmission of intelligence and for supplying electric service for the building, buildings or proposed buildings shown on the last herein referred to sketch or amended sketch and the right to service others from said “UNDERGROUND SYSTEM”

It is agreed that said “UNDERGROUND SYSTEM” and all necessary appurtenances thereto, shall remain the property of the Grantee, its successors and assigns, and that the Grantee, its successors and assigns, shall pay all taxes assessed thereon.

For Grantor's title, see deed dated January 6, 1972, recorded with the Registry in Book 5838, Page 381, and Order of Taking dated February 10, 2022, recorded with the Registry in Book 40747, Page 592.

EXECUTED as a sealed instrument this _____ day of _____, 2023.

CITY OF NEWBURYPORT
By its City Council

Heather Shand, President

Commonwealth of Massachusetts

County of _____ } ss.

On this the _____ day of _____, 2023, before me, the undersigned Notary Public, personally appeared Heather Shand, proved to me through satisfactory evidence of identity, which was/were _____ to be the person whose name is signed on the preceding Grant of Easement, and acknowledged to me that she signed it voluntarily for its stated purpose, as President of the City Council of The City of Newburyport.

Signature of Notary Public

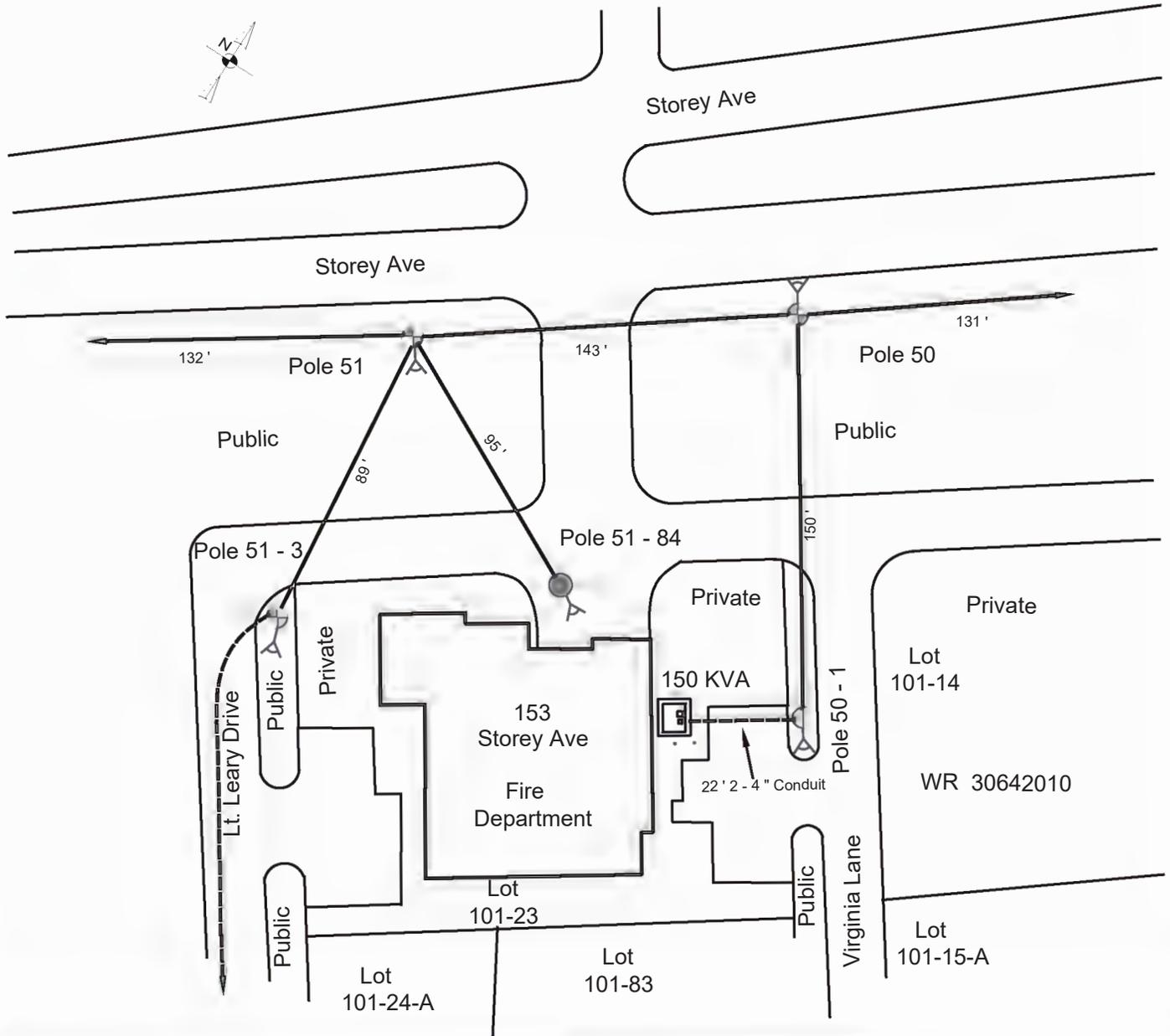
Printed Name of Notary

My Commission Expires _____

Place Notary Seal and/or Any Stamp Above

Exhibit A – Not to Scale

The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.



ELECTRIC DISTRIBUTION EASEMENT

LEGEND

-  Existing J.O. Pole Locations
-  Proposed NGRID Pole Locations
-  Existing JO Pole Locations To Be Removed
-  Proposed Transformer
-  Overhead conductor
-  Underground conductor

nationalgrid

Owner(s):
City of Newburyport

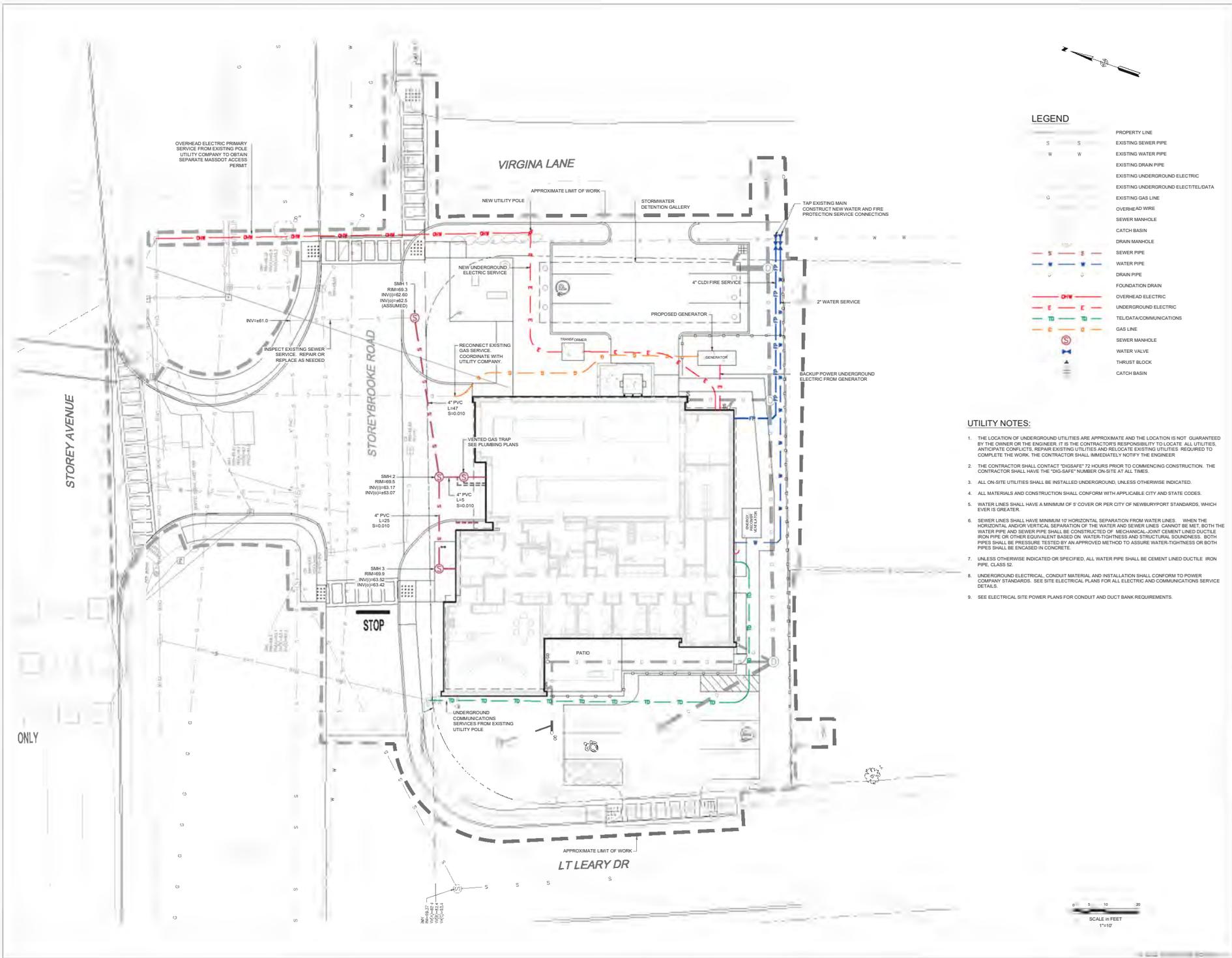
Address:
153 Storey Ave,
Newburyport, MA 01950

Sketch to Accompany Easement for:

Easement for the installation underground conduit, conductor, and transformer to serve 153 Storey Ave.

Date: Jan. 4. 2023 Drawn By: J. Butler

DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.

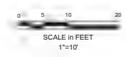


LEGEND

S S	PROPERTY LINE
W W	EXISTING SEWER PIPE
	EXISTING WATER PIPE
	EXISTING DRAIN PIPE
	EXISTING UNDERGROUND ELECTRIC
	EXISTING UNDERGROUND ELECT/TEL/DATA
	EXISTING GAS LINE
	OVERHEAD WIRE
	SEWER MANHOLE
	CATCH BASIN
	DRAIN MANHOLE
	SEWER PIPE
	WATER PIPE
	DRAIN PIPE
	FOUNDATION DRAIN
	OVERHEAD ELECTRIC
	UNDERGROUND ELECTRIC
	TEL/DATA/COMMUNICATIONS
	GAS LINE
	SEWER MANHOLE
	WATER VALVE
	THRUST BLOCK
	CATCH BASIN

UTILITY NOTES:

1. THE LOCATION OF UNDERGROUND UTILITIES ARE APPROXIMATE AND THE LOCATION IS NOT GUARANTEED BY THE OWNER OR THE ENGINEER. IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ALL UTILITIES, ANTICIPATE CONFLICTS, REPAIR EXISTING UTILITIES AND RELOCATE EXISTING UTILITIES REQUIRED TO COMPLETE THE WORK. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER.
2. THE CONTRACTOR SHALL CONTACT "DIGSAFE" 72 HOURS PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL HAVE THE "DIG-SAFE" NUMBER ON-SITE AT ALL TIMES.
3. ALL ON-SITE UTILITIES SHALL BE INSTALLED UNDERGROUND, UNLESS OTHERWISE INDICATED.
4. ALL MATERIALS AND CONSTRUCTION SHALL CONFORM WITH APPLICABLE CITY AND STATE CODES.
5. WATER LINES SHALL HAVE A MINIMUM OF 5' COVER OR PER CITY OF NEWBURYPORT STANDARDS, WHICH EVER IS GREATER.
6. SEWER LINES SHALL HAVE MINIMUM 10' HORIZONTAL SEPARATION FROM WATER LINES. WHEN THE HORIZONTAL AND/OR VERTICAL SEPARATION OF THE WATER AND SEWER LINES CANNOT BE MET, BOTH THE WATER PIPE AND SEWER PIPE SHALL BE CONSTRUCTED OF MECHANICAL-JOINT CEMENT LINED DUCTILE IRON PIPE OR OTHER EQUIVALENT BASED ON WATER-TIGHTNESS AND STRUCTURAL SOUNDNESS. BOTH PIPES SHALL BE PRESSURE TESTED BY AN APPROVED METHOD TO ASSURE WATER-TIGHTNESS OR BOTH PIPES SHALL BE ENCASED IN CONCRETE.
7. UNLESS OTHERWISE INDICATED OR SPECIFIED, ALL WATER PIPE SHALL BE CEMENT LINED DUCTILE IRON PIPE, CLASS 52.
8. UNDERGROUND ELECTRICAL CONDUIT MATERIAL AND INSTALLATION SHALL CONFORM TO POWER COMPANY STANDARDS. SEE SITE ELECTRICAL PLANS FOR ALL ELECTRIC AND COMMUNICATIONS SERVICE DETAILS.
9. SEE ELECTRICAL SITE POWER PLANS FOR CONDUIT AND DUCT BANK REQUIREMENTS.



NO.	DESCRIPTION	DATE
1	Issue/OT 20%	12-05-2022

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

February 13, 2023

THAT the City Council of the City of Newburyport, at the recommendation of the Newburyport Commission on Disabilities, hereby approves the bylaws of the Commission as attached in Exhibit "A".

Councillor Jennie L. Donahue

NEWBURYPORT COMMISSION ON DISABILITIES
(BYLAWS – Draft- FINAL, January 2023. S. Korpics & K.Farrell)

ARTICLE I: TITLE AND PURPOSE

1. The name of this commission is the Newburyport Commission on Disabilities (hereafter referred to as the Commission or the NCOD).
2. The purpose of the NCOD is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability in order to bring about full and equal participation in all aspects of life in the City/Town of Newburyport - for people with all disabilities.
3. The purpose of these by-laws is to establish principles and procedures for the governance of this Commission.

ARTICLE II: POWERS AND DUTIES

1. Work in cooperation with the departments and agencies of the City of Newburyport to bring about maximum participation of people with disabilities, and collaborate with the City's ADA Coordinator and Building Department to promote maximum access to physical infrastructure.
2. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the City of Newburyport as they affect people with disabilities.
3. Initiate, monitor, and promote legislation at the city, state and federal level which advances the equal status of people with disabilities and ensure that appropriate regulations are adopted and enforced pursuant to such legislation.
4. Act as a resource for people with all varieties of disabilities, to foster and raise public awareness of disability issues.
5. Advise and assist with coordination of activities of other local groups organized to be inclusive of all participants.
6. Provide information, referral, guidance and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
7. Recruit and recommend prospective Commission members to the Mayor. At least one month prior to making recommendations, the Commission shall solicit nominations and ensure that said nominations reflect different disabilities.
8. File an annual report per request of the Mayor, which shall be printed in the City report.
9. Receive gifts of property, both real and personal in the name of the City subject to the approval of the City Council; such gifts to be managed and controlled by the Commission.
10. Take such action as the Commission considers appropriate to ensure the equal access status of persons with disabilities.

ARTICLE III: MEMBERSHIP

1. The Newburyport Commission on Disabilities shall consist of up to thirteen members appointed by the Mayor and confirmed by vote of the City Council. The majority of members shall consist of people with disabilities. One of the members may be a member of the immediate family of a person with a disability. One member shall be either an elected or appointed official of the City/Town.
2. Residents interested in serving on the NCOD shall first attend two meetings, and/or participate in Subcommittee work or Special Project (as appropriate). Subsequently, a letter of interest and resume is to be submitted to the Mayor's office, and the Chair(s) of the NCOD. Note: If such correspondence is considered a barrier to joining, the interested person may have a verbal discussion with the NCOD Chair(s) in order to establish interest, appropriate experience, etc. which will be documented by the Chair(s) and presented to the Mayor.
3. NCOD members shall serve three-year terms and may serve consecutive terms, as approved by the Mayor.
4. Resignation shall be made by notifying the chairperson in writing.
5. If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Mayor that he/she be removed from the Commission, unless any or all absences have been excused for good cause by the chairperson. Good cause shall include, but not limited to: illness, a death in the family, weather, and professional responsibilities.
6. The Mayor shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
7. Any members of said Commission may, after a public hearing, is so requested, be removed for cause by the appointing authority.
8. Members shall get the approval of the Commission prior to making statements or joining activities on behalf of the Commission.
9. All members shall have full voting rights.
10. If a Commission member is to relocate to an adjoining city or town, they may remain a member and continue NCOD membership duties and role until such time that their term ends and/or an appropriate replacement be secured within the NCOD.

ARTICLE IV: OFFICERS

1. The officers shall include a chairperson (or co-chairpersons) and secretary, and may also include vice chairperson and treasurer.
2. Officers shall be elected annually by the majority vote of the Commission.
3. One member may hold more than one office.
4. Duties:
 - a. The chairperson shall:
 - i. Develop the agenda in coordination with the other officers;
 - ii. Preside over all meetings;
 - iii. Appoint subcommittees as needed;
 - iv. Authorize expenditures as needed.
 - b. The vice chairperson shall perform all the functions of the chairperson in his/her absence.
 - c. The secretary shall;
 - i. Keep records of all meetings attendance, minutes, and correspondence.
 - ii. Post notice of all meetings forty-eight (48) hours before each meeting at the City/Town clerk's office;
 - iii. Send notice of meetings and minutes of the prior meeting to the members at least seven (7) days prior to the meeting.
 - d. The treasurer shall:
 - i. Keep records of all financial matters along with the City Accountant and Finance Office;
 - ii. Develop a budget in coordination with the Commission;
 - iii. Prepare a financial statement for inclusion in the annual report.

ARTICLE V: MEETINGS

1. Regular meetings shall be held at least six (6) times a year.
2. A quorum shall consist of a majority of members being present (minimum = 4).
3. Meeting minutes will be amended and approved at the next meeting.
4. Special meetings can be called by the chairperson or by any three (3) members.
5. Decisions will be made by a majority of those members present, unless where otherwise noted in these by-laws.
6. Notice of meetings will be sent to the members at least fourteen (14) days prior to the meeting.
7. Meetings shall adhere to Robert's Rule of Order.

ARTICLE VI: AMENDMENTS

1. These by-laws may be amended at any duly constituted meeting of the Commission by two-thirds vote of those members present provided written notice of the proposed amendment is distributed to each member at least fourteen (14) days prior to the meeting, and pending final approval of the City Council.

ORDINANCES

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

January 9, 2023

AN ORDINANCE TO AMEND APPENDIX B – MUNICIPAL FEE SCHEDULE

APPENDIX B – MUNICIPAL FEE SCHEDULE
SECTION 2 – MUNICIPAL FEES BY CATEGORY

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

THAT Appendix B of the Code of Ordinances, City of Newburyport, Massachusetts, is hereby amended to read as follows, with ~~deletions double stricken and in italicized~~, and additions double-underlined and italicized:

SECTION 2-D CITY CLERK (VITAL RECORDS AND CERTIFICATIONS)

Vital Records and Certificates	Fee
Birth, Marriage and Death Certified Copies	\$10
Purchased by Mail	\$12
Marriage Licenses	\$30
Business Certificates	\$35
Passport Processing	\$35 (By Federal)
Passport Photos	\$10 <u>\$15</u>

Councillor James J. McCauley

In City Council January 9, 2023:

Motion to refer to General Government by Councillor McCauley, seconded by Councillor Preston. So voted.

In City Council January 30, 2023:

Motion to approve on 1st reading by Councillor Shand, seconded by Councillor Vogel. Roll call vote. 11 yes (1 remote, BL). Motion passes.

COMMITTEE ITEMS

Committee Items – February 13, 2023

Budget & Finance

In Committee:

- TRAN00148_01_30_2023 Mayor: RRFA Sale of Municipal Buildings \$200,000 to NYS Center Design Services \$200,000 (w/EGA Architects Proposal) (COTW) **AMENDED**
- TRAN00147_01_30_2023 Fire Dept.: General Fund-Free Cash \$164,891 to Salary Fire Chief \$80,845, Firefighter Overtime \$75,000, and Emergency Mgt. Dir. \$9,046
- ORDR00401_12_12_2022 Karen Jones Cashman Multi-Sport Court Gift Acceptance
- ORDR00414_01_30_2023 Rotary Club Gift Acceptance



**CITY OF NEWBURYPORT
 FY 2023**

RECEIVED
 CITY CLERK'S OFFICE
 NEWBURYPORT, MA

TRANSFER/APPROPRIATION REQUEST

2023 JAN 24 P 12:47

Department: Mayor

Submitted by: Mayor Sean R. Reardon

Date Submitted: 1/30/2023

Transfer From:

Account Name:	<u>RRFA Sale of Municipal Buildings</u>	Balance:	<u>\$ 593,500.00</u>
Account Number:	<u>2760-59630</u>	Category:	<u>n/a</u>
Amount:	<u>\$200,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Available:

Proceeds from the sale of the former Kelley School. Sale of real estate proceeds are governed by M.G.L. c. 44, § 63, which allows for funds to be used for any purpose(s) for which the city is authorized to incur debt for a period of five years or more. Funds are appropriated by a simple majority vote of the City Council.

Transfer To:

Account Name:	<u>NYS Center Design Services</u>	Balance:	<u>\$ -</u>
Account Number:	<u>3907-49700</u>	Category:	<u>n/a</u>
Amount:	<u>\$200,000.00</u>	Trans I/O:	<u>\$ -</u>

Why Funds Are Needed:

The cost for design services for construction of a Youth Services Center at 59 Low Street has been estimated at \$200,000. This estimate includes design development, creation of construction documents, bidding and construction administration. Note that while EGA Architects provided the enclosed cost estimate, the designer for the project will be selected in accordance with M.G.L. c. 7C, §§ 44-58, the state designer selection law.

Sean R. Reardon, Mayor:

Sean R. Reardon

Date:

1/24/2023

Ethan R. Manning, Auditor:

Ethan R. Manning

Date:

1/24/2023

City Council Action:

02_02_2023 Budget & Finance Committee Amendment:

Add the following condition: the design shall assume a total budget of \$2,000,000. A complete project shall constitute a property that can be accessed safely by users and includes safe crossing across Low St. The Council shall receive a copy of the plans and updated cost estimate as available but no less than at 50% and 75% design.

Motion to amend as per language above by SZ/MW – 2-0 (1 absent)

Motion to recommend approval as amended SZ/MW – 2-0 (1 absent)



January 24, 2023

Kim D Turner
Manager of Special Projects
City of Newburyport
60 Pleasant Street
Newburyport, MA 01950

Re: City of Newburyport – 59 Low Street Youth Services

Dear Kim,

Thank you for considering us, and please find attached our proposal for the Newburyport Youth Services Center at 59 Low Street. It is our understanding that you would like us to provide full architectural design services from design development through construction administration for the proposed renovation and addition. Our scope is based upon the schematic design developed last fall by the City of Newburyport, NYS and EGA.

Our services will include customary structural, mechanical, plumbing, fire protection and electrical engineering services as well as interior design, acoustical engineering, and cost estimating. The acoustical engineering will be related to noise control in the hang out space and the new gym. Our proposed fee for the project is \$195,000.00.

If you have any questions or concerns, please do not hesitate to call me at 978-500-3738. We thank you for the opportunity to submit this proposal and we look forward to working with you on this exciting project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Hall', written in a cursive style.

Scott Hall, Principal
Registered Architect, P.E.
EGA Architects, P.C.

Cc: Scott Hall, Katie Flaherty



SCOPE OF SERVICES

- **Included Services** The base design services shall include the following:
 - Architectural design for the entire project
 - Mechanical and Electrical engineering
 - Structural engineering
 - Plumbing engineering
 - Fire Protection engineering – NFPA 13 Scope Only – Final design and engineering to be prepared by sprinkler sub-contractor.
 - Interior Design Services
 - Cost Estimating
 - Acoustical engineering for hangout space, gym and MEP systems
 - Compliance with Mass Building Code, ADA and other applicable codes.
 - The following low voltage electrical systems are included in basic services:
 - Fire Alarm System
 - HVAC Controls
 - Exterior Door Control hardware
 - Cable TV and Data wiring devices and wiring to demark room
 - Security Cameras

- **Design Phases**

	Percent of Fee
○ Design Development	25%
○ Construction Documents	50%
○ Bidding	5%
○ Construction Administration	20%

- **Schematic Design**
 - Completed in previous phase.

- **Design Development**
 - Incorporate into the project design and cost issues from previous phase
 - Further refine the design and incorporate greater detail including elevations, sections, typical details, and preliminary MEP systems
 - Meet with Owner to review progress
 - Review documents with Owner to assess budget
 - Review design with Authorities Having Jurisdiction as needed.



- Revise documents based upon feedback from Owner
- Review cost estimate prepared by PM&C
- **Construction Documents**
 - Incorporate into the project design and cost issues from previous phase.
 - Coordinate final design with all design team members. Provide design sketches to design team members including engineers and interiors for final coordination
 - Provide options and recommendations to assist team with the project budget and schedule
 - Finalize Construction Documents for Bidding to Sub-Contractors and building permit submission
 - Coordinate full Construction Documents set with all design teams members and issue review set
 - Review cost estimate prepared by PM&C
- **Construction Administration**
 - Attend project site meetings for coordination of design
 - Review contractor's shop drawing submittals
 - Respond to contractor's requests for information and questions
 - Issue supplemental drawings and instructions as required
 - Review and certify Application of Payments from contractors
 - Prepare punch-lists for design items for Substantial and Final Completion
 - Provide required documentation for all occupancy requirements
 - Issue Substantial and Final Completion documentation
 - Develop punch list with Contractor and check completion

ASSUMPTIONS

- The project will be designed and constructed in one phase
- Cost estimates shall be prepared by PM&C
- The approximate square footage of the scope is 11,000 sf.



EXCLUSIONS

- Zoning Consultant
- Traffic Consultant
- Civil Engineering
- Geotechnical Engineer
- Structural Peer Review (if required)
- Low Voltage Consultant

FEE SUMMARY

Company	Discipline	DD 25%	CD 50%	Bid 5%	CA 20%	Total 100%
EGA	Architect	\$24,087.50	\$48,175.00	\$4,817.50	\$19,270.00	\$96,350.00
Wellesley Design	Interior Design	\$7,875.00	\$15,750.00	\$1,575.00	\$6,300.00	\$31,500.00
Shelley Engineering	Structural	\$5,562.50	\$11,125.00	\$1,112.50	\$4,450.00	\$22,250.00
BLW Engineers	MEP Engineers	\$7,600.00	\$15,200.00	\$1,520.00	\$6,080.00	\$30,400.00
Cavanaugh Tocci	Acoustical	\$2,375.00	\$4,750.00	\$475.00	\$1,900.00	\$9,500.00
PM&C	Cost Estimate	\$1,250.00	\$2,500.00	\$250.00	\$1,000.00	\$5,000.00
Totals		\$48,750.00	\$97,500.00	\$9,750.00	\$39,000.00	\$195,000.00

REIMBURSABLES

- Reimbursable expenses such as printing, travel and postage are included in the fee above.
- EGA shall invoice on the first of each month for all work completed in the prior month.



ADDITIONAL SERVICES

- Additional services, if needed, shall be performed on an hourly basis in accordance with Schedule A attached. EGA shall receive written approval from the Owner prior to performing any additional services.
- The contract for the project shall be the AIA Document B101 - 2017 edition.

AGREEMENT

If you agree with this proposal, please indicate by signing below and returning one copy of this document to our office.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Hall", written in a cursive style.

Scott Hall, President
Registered Architect, P.E.
EGA Architects, P.C.

Agreed to:

Kim D Turner, Manager of Special Projects

Date



**SCHEDULE A
SCHEDULE OF HOURLY RATES**

CLASSIFICATION	HOURLY RATES
CEO/President	\$ 220.00
Officer	183.00
Senior Project Manager	150.00
Project Manager	135.00
Project Architect/Designer	125.00
Intern Architect	110.00
Architectural Drafter	92.00
Graphic Design	90.00
Executive Administration	73.00
Clerical	61.00

January 12, 2023

**Interior Design
&
FF&E Management Services
Proposal
For**



Newburyport Youth Services
Newburyport, MA

In Partnership
with

EGA Architects



January 12, 2023

Interior Design & FF&E Management Services Proposal

We are pleased to submit our scope of services for the interior design of the Newburyport Youth Services in Newburyport, MA project. We would work under the direction of Newburyport Youth Services (herein referred to as Owner) and in coordination with EGA Architects (herein referred to as the Architect).

ARTICLE A: SCOPE OF PROJECT:

The project consists of:

- New construction of a 3904 s.f. pre-fab Gymnasium
- Rehab of a 6,057 s.f. Existing Building
 - Hangout
 - Study
 - Art
 - Multi-Purpose
 - Pre-School
 - 4 Offices
 - 2 Toilets
 - Storage
 - Upper Loft Storage Only
- New 1573 s.f. 'Link' Addition between Existing and New Gymnasium
 - Vestibule
 - Lobby
 - Reception/Concession
 - 2 Large Toilets
 - 2 Offices
- Outdoor Area
 - Spaces TBD

We will provide design, documentation, and limited construction management for interior building finishes. We will select, specify, and manage the procurement of furniture and furnishings for common areas, corridors, and back of house spaces.

ARTICLE B: SCHEDULE and DESIGN PROCESS:

The design process for building finishes will follow the architect's format and schedule. WDC will cross coordinate with the Architect, regarding building completion schedules and changes to the building made during construction that affect furniture placement & implementation of finishes and other goods.

1. Schematic Design:

a) Reviews and Program Definition: We will meet with the Owner and Architect to review needs, desires, goals, and the overall interior design approach for the project.

b) Space Planning and Furniture Layout: Using Architect's CAD Base Drawings, we will prepare furniture layouts based on the program. WDC will coordinate adjustments that will improve furniture placement, circulation patterns, and multiple purpose layouts if needed.

January 12, 2023

c) Preliminary Budget and Furniture Listing: A preliminary budget for furniture, draperies, and artwork will be prepared using budget selections from our previous experience.

d) Materials Concept: We will prepare a concept for the project indicating the types and quality of finishes, materials, furniture, and furnishings. We will produce preliminary plans or narrative to locate finishes.

2. Design Development:

a) Generic Finish Schedule: We will develop a legend and room listing for finishes in coordination with the Architect's room number designations. This list of proposed types of finishes for flooring, walls, baseboards, etc. by room will supply detailed information of type and manufacturer of acceptable products for specifying. The Architect's plans and our interior elevations will be developed for identifying and annotating the location of finishes.

b) Plumbing & Light Fixtures: We will assist the Architect with the selection and location of decorative plumbing and lighting fixtures.

c) Millwork: We will provide sketch design to assist the architect with millwork and interior elevations for public spaces and standard resident unit types.

d) Furniture Concepts: We will develop the furniture plans, make selections, and prepare furniture concepts to reflect the progress of the design.

e) Design Presentation of Key Areas: We will present finish boards of materials for key spaces. These will show proposed color schemes, furniture catalog cuts, upholstery and drapery fabric, color and finish samples, etc. for review with the Owner and Architect. This meeting will be held at WDC.

f) FF&E Reviews: We will provide an FF&E package, limited to furniture, window treatments, artwork, and accessories.

3. Contract Documents:

a) Final Finish Documentation for Interior Building Finishes: We will coordinate the final finish schedule by room for color and finish choices including paint, wallcovering, carpet, vinyl tile, etc. This listing will develop in detail from the generic finish schedule and legend prepared under Section 2a. We will provide flooring and wall accent location plans.

b) FF&E Design Coordination: We will coordinate updated furniture plans to coordinate with the latest drawings from the architect. This information will be prepared in a format to be included with the construction drawing set.

4. Construction Administration:

a) Interior Finish Construction Administration: We will review and respond to applicable shop drawings, submittals and RFIs. We will review all finish substitutions for design and performance intent. We will also answer questions from the site, channeled through the Architect, as they relate to our scope of work.

January 12, 2023

b) Document Revisions and FF&E Coordination: We will coordinate with the Owner and the Project Architect to determine whether changes during construction warrant modifications to plans and specifications for furniture, window treatments, art, and accessories. This documentation will be updated in a timely manner to issue purchase orders.

ARTICLE C: PROCUREMENT AND IMPLEMENTATION:

1) Furniture Selection and Documentation: We will write detailed proprietary specifications that organize furnishings by room and manufacturer. These Selections will match approved items that meet the budget. They will include tagging instructions that key into locations on our coded furniture floor plans.

2) Furniture Implementation: We will use our documents to coordinate procurement, warehousing, delivery, installation, and placement of furnishings on site. We will tag furniture and collect required flame verification for the local authority, providing the Owner with necessary copies for their records.

3) Non-Furniture Selection and Installation Management: We will write proprietary specifications for Window Treatments and coordinate fabrication and installation with an approved vendor. We will provide (virtual) site consultation for measurements and modifications for site conditions. We will work with an approved art consultant to research, curate, mat, frame, warehouse, deliver, place, and install art pieces. Accessories not purchased through the FF&E package will be bought, warehoused, delivered, and placed by WDC.

4) Final Inspections: We will assist with final inspections confirming that all major moveable items have been properly delivered and installed. Installation of items received after the substantial completion of the basic installation period will be supervised by the Owner's staff with advice provided by us.

ARTICLE D: PROPOSED FEES:

The proposed fees for Interior Design and Management Services by section are as follows:

A.	Scope of Project	Included
B1.	Schematic Design:	\$4,725
B2.	Design Development:	\$7,875
B3.	Contract Documents:	\$2,520
B4.	Construction Administration:	\$4,725
C1.	Furniture Selection & Documentation:	\$4,095
C2.	Furniture Implementation:	\$2,835
C3.	Non-Furniture Select. & Install. Mgmt:	\$3,780
C4.	Final Inspections:	\$945
Total		\$31,500

January 12, 2023

ARTICLE E: TERMS & CONDITIONS

Invoices for Interior Planning and Design Services will be submitted monthly to reflect progress on the project. We will be reimbursed for direct expenses incurred in relation to the provision of our professional services for travel and sustenance, plotting, printing, package deliveries, sample costs, and duplicate presentation boards.

For all furniture, artwork, accessories, marketing materials, and other items, which we purchase directly for the project, we will be reimbursed for the actual cost to us, including freight, installation and shipping, plus 10-25% for service, and handling. Deposit requests require a 15-day turnaround. Late deposit payments may incur an additional expediting fee of 5% to meet project schedule. There will be no markup by WDC on items which are directly purchased by Owner through their own vendors. Should WDC be responsible for managing vendor schedule and/or funds on behalf of Owner, a 10% convenience fee will be charged regarding respective products.

Payment will be within a reasonable period from the submission of our invoice, however, not to exceed 30 days. Late payments will incur a charge of 1.5% interest (compounded monthly).

Additional Interior Planning and Design Services, as requested and agreed upon, will be billed on an hourly basis, at \$260 per hour for Principals, \$210 per hour for Project Manager Designers, \$160 per hour for Designers, \$125 per hour for Junior Designers and Assistants. Please note that these rates are effective through 12/31/2024 and will increase annually by 4% annually thereafter. The project fee listed above is valid if work launches within 6 months from date of issue. Projects that stall for more than a year, once project commences, will be subject to a start-up fee. Not included in standard scope: Interior rendering assistance, marketing boards, committee meetings, extensive value engineering/redesign, and multiple design, installation, and/or implementation phases.

WDC requires 10% of the total project retainer fee (which will be immediately applied to the SD service fee) and a signed contract to commence work. In lieu of a separate invoice, the start-up retainer fee would be **\$3,150 with signature below.**

ARTICLE F: LIABILITY

WDC liability lies within interior design services only.

ARTICLE G: COPYRIGHTS

Wellesley Design Consultants holds the copyright to all their Instruments of Service produced for this project. Designs are protected by United States Copyright Law, Section 102, Title 17 single use permission. Any unauthorized use of this information is at the Owner's own risk and without liability to WDC. Contract documents shall not be used as prototype documents unless WDC written permission is obtained. WDC reserves the right to include photographs of the finished project in promotional & professional materials.

Accepted by _____

Print Name _____

Title & Date _____

January 12, 2023

WDC Overview:

Since our inception in 1985, Wellesley Design Consultants, Inc. (WDC) has developed expertise in senior care, (ranging from private cottages to full scale CCRCs: Continuing Care Retirement Communities), and has further diversified to include, corporate offices, medical office buildings, luxury high-rise, multifamily, student and affordable housing communities. We have experience in LEED Certified Buildings, WELL Building Standards, and Passive House **Sustainable Green Building** practices.

WDC designs, details and specifies building finishes, furniture, fabrics, artwork, window treatments and accessories with **Universal Design** in mind. All of our selections go through rigorous consideration for durability, cleanliness, sustainability, and best value.

We work closely with trusted vendors and reputable manufacturers to create detailed **Budget Friendly** specifications for each project. These relationships are invaluable during Value Engineering and product delivery schedules, especially during the current supply chain disruptions. We execute complete FF&E packages as a full-service interior design firm. We have expertise with private, subsidized, public, and State **Purchasing Protocols**. This allows us to provide accurate preliminary pricing and planning.

Our award-winning firm prioritizes **Innovation** through CEUs and current product knowledge. We actively engage with other industry leaders through symposiums, industry events, conferences, product design and webinar panels. WDC believes in giving back to the community and is a regular participant in local fundraising initiatives.

WDC is passionate about inspiring the human spirit, amongst all the other holistic considerations. Our design culture reflects the human experience through all the senses to create 'Home'. Biophilia, calming acoustics, balanced lighting, and tactile textiles are just a few of the elements used to create thriving environments. This awareness is a bountiful base to collaborate and create groundbreaking communities that make a difference, not only for its inhabitants, but also for the greater community.

Faith Marabella, CEO/President, Reg. Architect, LEED AP, Senior Design Principal:



Faith has long-term relationships with clients that span multiple projects over 25 years. She embraced Interior Design, from practicing as an Architect, when she recognized she could better advocate for the residents and staff in this role. Faith is a founding board member of The **Ageless Living Collaborative (ALC)**, which is a nonprofit collective of Architects & Interior Designers that presents a strong voice for dignified design. She consults for building products and furniture manufacturers to drive universal design. She graduated from **Iowa State University** with a Bachelor of Architecture degree.

January 12, 2023

Youth Room Examples by WDC:



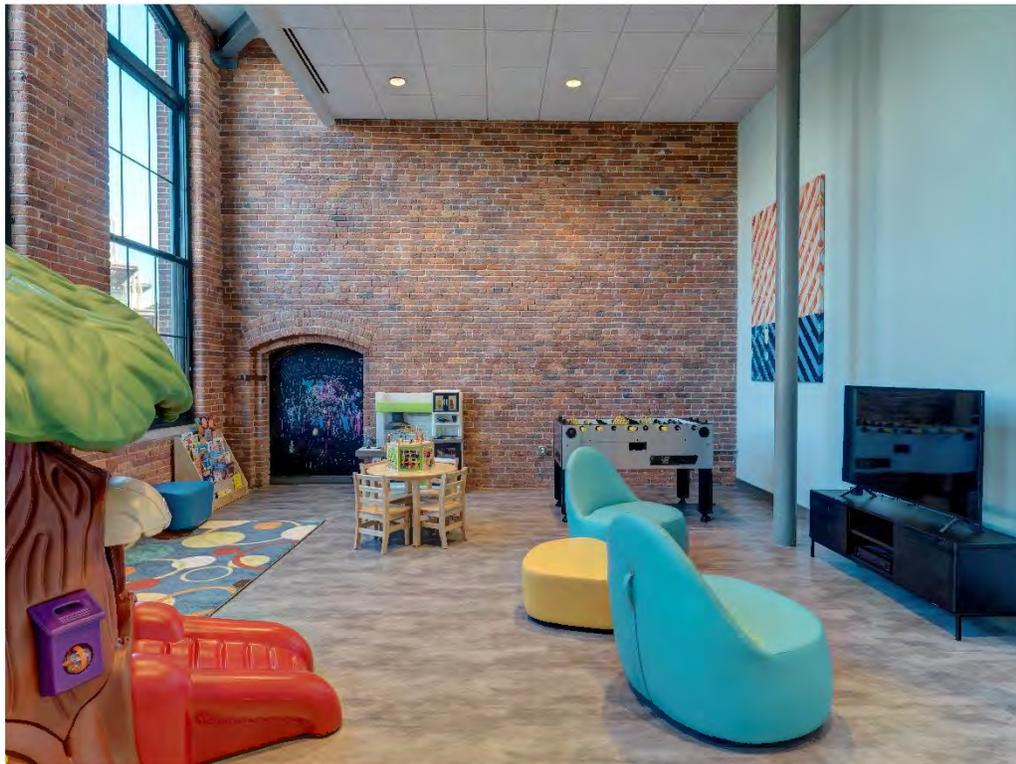
January 12, 2023

Youth Room Examples by WDC:



January 12, 2023

Youth Room Examples by WDC:



January 12, 2023

Current Youth Center Trends & Concepts:



January 12, 2023

Current Youth Center Trends & Concepts:



SHELLEY ENGINEERING, INC.

STRUCTURAL CONSULTANTS

Structural Engineer (SE): Shelley Engineering, Inc. (SEI)

Project No. 2023-TBA

Client: EGA Architects
Attn: Scott Hall
1 Vernon Street
Newburyport, MA 01950

Date: January 20, 2023

Project Name: Newburyport Youth Services

Project Description: We have reviewed RFP for the revovation and expansion to the Newburyport Youth Services building. We understand the structural renovations will be minimal, but new insulation will be added to the existing roof. We also understand the addition will consist of a +/- 1,000 sq. ft. wood framed connector to a +/- 3,800 sq. ft. pre-engineered steel framed modular gymnasium.

We assume the building will utilize a conventional soil supported foundations, with spread and strip footings.

Scope of Services: SEI will provide complete structural designs services for this project, which will include the following:

a. Schematic Design Phase:

SEI will study the layout of the wall locations of the building inorder to determine the most efficient framing direction and system.

b. Design Development Phase:

SEI will develop basic framing plans and sections, based on our schematic system selection. The basic foundation systems will be laid out, with appropriate sections drawn for budgetary pricing. We will submit drawings as required by EGA and the construction manager.

c. Construction Document Phase:

SEI will provide complete structural framing plans, sections, details, notes and specifications as required to produce a complete structural document package suitable for construction. We will respond to any and all comments from a peer review. Our drawings will be fully dimensioned, as required, for construction.

d. Construction Administration Phase:

SEI will provide Construction Administration services for this project, which will include shop drawing review, change orders, field direction and response to field questions. We will provide (3) construction site visits per building.

SHELLEY ENGINEERING, INC.

STRUCTURAL CONSULTANTS

Fee Proposal:

For this project and the outlined scope of services above, we propose a lump sum structural design fee of \$12,250. This fee is based on minimal structural work in the existing building, full design of new connector and just the foundation design for the new modular gymnasium.

Our fee breakdown per phase is as follows:

Scematic Phase:	\$1,500.
Design Development Phase:	\$2,500.
Constructions Document Phase:	\$6,250.
Construction Admin. Phase:	\$2,000.

We also propose an allowance of \$10,000 for structural analysis of the existing roof to support the potential for increased roof snow load due to the additional insulation being added to the roof. This allowance does not include the design of any structural reinforcing (if required).

Cost per additional site visits (beyond inclusive 3) \$750.

e. Reimbursibles:

Mailing of drawings at cost x 1.1
Mileage at current rate per mile.

f. Hourly Rates:

Principal-2: \$85/hr.

g. Professional Liability Insurance:

We carry E/O Insurance, with \$1,000,000 limit, and a \$25,000 deductible. Insurance certificates available upon request.

h. Exclusions:

We will be provided with a geo-technical report prepared by others, stating the allowable soil bearing pressure and design wall pressures.

Special Conditions: We will begin services upon receipt of a signed contract.

SHELLEY ENGINEERING, INC.

STRUCTURAL CONSULTANTS

Offered by (SE):

Patrick Jordan

(signature)

Patrick Jordan., P.E.

(printed name/title)

Accepted by (Client):

(signature)

(date)

(printed name/title)

Please contact me should you have any questions. We greatly appreciate the opportunity to provide you with this proposal and look forward to working with you on this project.

Sincerely:

Patrick Jordan, P.E.

January 19, 2023

Mr. Scott Hall, PE
EGA Architects
12 Auburn Street
Newburyport, MA 01950

RE: Newburyport Youth Services
59 Low Street
Newburyport, AM

Dear Mr. Hall:

In accordance with your request, BLW Engineers, Inc. (BLW) is pleased to submit a Scope of Services and Proposed Fee to provide Mechanical Engineering Services at the above referenced facility.

Scope of Services

Engineering Services include HVAC, Plumbing, Fire Protection and Electrical systems design in accordance with the following:

- HVAC design shall include heating, ventilating and air conditioning systems for the proposed buildings.
- Plumbing design shall include sanitary drainage system for all plumbing fixtures; natural gas distribution to all gas utilization equipment; storm drainage system; domestic cold water system; domestic hot water system; and plumbing fixtures and equipment for the proposed buildings.
- Fire Protection design shall include a wet type sprinkler system for the proposed buildings except for unheated spaces of combustible construction where a dry system will be required.
- Electrical design shall include lighting; power including new service, fire alarm including fire protective signaling and automatic fire detection systems; low voltage systems, and life safety system for the proposed buildings.
- All systems design shall conform to applicable building codes.

Construction Administration Services will include shop drawing review, answering of contractor questions and mechanical or electrical site visits.

Record Drawings for each discipline shall be provided to the owner at the completion of the project by the Contractor. BLW will provide electronic files of the mechanical systems design to the Contractor for the production of Record Drawings.

Assumptions

- Electronic plans of the proposed building will be provided by EGA.
- BLW will provide one reproducible contract documents for each submission.

- EGA will furnish hydrant flow test data to BLW for design of the sprinkler systems. A hydrant flow test has not been included in this proposal.
- Fire protection engineered design documents are not included in this proposal.
- Documentation for owner related rebates from utility are not included in this proposal.
- Value Engineering for substantive changes to drawings are not included in this proposal.
- Acoustical related services have not been included in this proposal.
- Commissioning of mechanical and electrical systems is not included in this proposal.
- The proposed project consists of a new youth center with classrooms, common rooms, office area, entrance and gym that is approximately 10,800 square feet.

Proposed Fees

Project Tasks	
Design Development	\$ 12,400.00
Construction Documents	\$ 12,500.00
Construction Administration (4 Site Visits)	\$ 5,500.00
Total	\$ 30,400.00

Site visits will be provided for the lump sum cost of 600.00. Additional services will be provided on an hourly basis.

Invoices for the above stated fee would be submitted monthly, based on a lump sum, percent complete basis by task. Reimbursable expenses will be invoiced at cost plus ten percent.

This proposal is subject to the terms and conditions as set forth in the attached BLW Engineers, Inc. Standard Contract Terms dated January 1, 2022.

Thank you for the opportunity to present this proposal. If you have any questions or need additional information, please feel free to contact our office.

Very truly yours,

Accepted:

BLW Engineers, Inc.

EGA Architects

Bill Scanlon

Bill Scanlon, PE
Principal

date:

January 20, 2023

Mr. Scott Hall
EGA Architects, P.C.
One Vernon Street
Newburyport, MA 01950

SUBJECT: Newburyport Youth Services, 55 Low Street
Proposal for Acoustical Consulting Services

Dear Scott,

We would be pleased to provide acoustical consulting services for the new Physical Education Center in Lincoln RI. The physical education center will include a large gymnasium and associated support spaces. Based on correspondence with you, and information sent, we propose the following scope of work and fee.

Scope of Work

Task 1 – Gym and Hang Out Space Acoustics

Based on the planned uses for the gym and hang out space, we will set design goals for reverberation time and control of flutter echo. Based on drawings provided by your office, we will review planned room finishes in these spaces to calculate the reverberation time. Based on our review we will provide a recommendations report including sketches noting general placement of sound absorptive finishes and manufacturers information for the recommended materials.

Task 2 – Interior HVAC Review

We will review heating and ventilation equipment serving the gym and hang out space and we will provide recommendations for noise and vibration control. Our review and recommendations will be summarized in a report. Our recommendations will be to meet typically acceptable interior sound based on our experience and industry best practices.

Task 3 – Construction Administration

We can be available to review shop drawings, and submittals for HVAC equipment, noise control elements, and room finishes. We can also be available to answer questions that may arise.

Deliverables and Meetings

We will provide written reports with sketches and manufactures' information as needed for your (and the project MEP engineer's) use in preparation of drawings and specifications. We do not anticipate any out of office meetings for our work on this project, though we can be available for teleconferences.

Consulting Fees

Based on the scope of work listed above, we recommend a fixed fee of \$6,300 through completion of construction administration. Based on estimates of staff time we expect the following breakdown of fee by design phase.

Task 1 – Gym and Hang Out Space Acoustics	\$4,000
Task 2 – Interior HVAC Review	\$4,000
<u>Task 3 - Construction Administration</u>	<u>\$1,500</u>
Total	\$9,500

The fee allowances may be considered upset limits based on our understanding of the project and are not to be exceeded without your approval.

Exceptions to Project Scope:

Meetings at your office or at the project site can be provided as needed at our standard hourly rates and including reimbursable travel expenses. Work that will not be provided as part of the scope listed above includes the following (in the case that these efforts are required, we can provide proposals for additional services).

- Exterior HVAC review for sound radiated to neighboring properties and buildings is excluded.
- Post-construction site visits, sound measurements, review and recommendations for mitigation of mechanical noise and/or vibration issues if noise/vibration control recommendations provided by our firm are not properly documented or implemented during construction.
- Additional services in the case that significant VE efforts result in the need for CTA to significantly duplicate effort for HVAC noise control, room acoustics, or sound/impact isolation constructions. We anticipate a reasonable amount of VE review is expected and have allowed for this in our fee proposal.
- LEED or other green building documentation for acoustical credits/requirements.
- Construction noise review and recommendations.

Thank you for asking Cavanaugh Tocci to provide the proposal for acoustical consulting services. If you have any questions, please do not hesitate to call.

Sincerely,
CAVANAUGH TOCCI



Kent F. McKelvie,
Principal Consultant

kmckelvie@cavtocci.com

Accepted by:

Signature

Name/title

Date

Standard Schedule of Charges

For all consulting assignments, invoiced costs for services are based on professional staff time spent and out-of-pocket expenses incurred during the course of the project. Professional staff time is charged on an hourly basis in accordance with the following rates. These rates include all indirect labor and other firm overhead costs:

Senior Principal Consultant	\$300 – \$350 per hour
Principal Consultant	\$200 – \$300 per hour
Associate Principal Consultant	\$180 – \$230 per hour
Senior Consultant	\$150 – \$200 per hour
Staff Consultant	\$120 – \$150 per hour
Technical Assistant/CAD Designer	\$80 – \$130 per hour

Professional staff time for travel to and from field conferences, project site measurements, and inspection visits are billed on a portal-to-portal basis from our offices in Sudbury, Massachusetts.

Direct project expenses are billed at cost and include all costs incurred for measurement instrumentation, computer modeling software use, and other significant charges directly associated with the consulting assignment. Expenses are billed at direct cost with no markup.

Invoices for services are billed on a monthly basis and are due net 30.

Effective 01 January 2023



CITY OF NEWBURYPORT FY 2023

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

TRANSFER/APPROPRIATION REQUEST

2023 JAN 24 P 12:47

Department: Fire Department

Submitted by: Stephen Bradbury, Jr., Acting Chief

Date Submitted: 1/30/2023

Transfer From:

Account Name:	General Fund - Free Cash	Balance:	\$ 2,425,547.00
Account Number:	01-35910	Category:	n/a
Amount:	\$164,891.00	Trans I/O:	\$ (1,891,090.00)

Why Funds Are Available:

The Massachusetts Department of Revenue certified Free Cash for FY2023 at \$4,316,637. These funds are available for any legal expenditure with the approval of the Mayor and a vote of the City Council.

Transfer To:

Account Name:	Salary Fire Chief	Balance:	\$ 11,472.08
Account Number:	01220001-51101	Category:	\$ 1,691,394.30
Amount:	\$80,845.00	Trans I/O:	\$ -

Why Funds Are Needed:

To pay the salary for the Acting Fire Chief, while the Fire Chief is on paid medical leave. Actual expenses will depend on the duration of the leave.

Transfer To:

Account Name:	Firefighter Overtime	Balance:	\$ 141,451.52
Account Number:	01220001-51301	Category:	\$ 1,691,394.30
Amount:	\$75,000.00	Trans I/O:	\$ -

Why Funds Are Needed:

Departmental leaves, including sick and vacation time, continue to put pressure on the overtime budget for the Fire Department. It is recommended that \$75,000 is transferred into the overtime account at this time, with the expectation that another transfer may be needed by year-end.

Transfer To:

Account Name:	Emergency Management Director	Balance:	\$ 185.08
Account Number:	01291001-51101	Category:	\$ 2,354.48
Amount:	\$9,046.00	Trans I/O:	\$ -

Why Funds Are Needed:

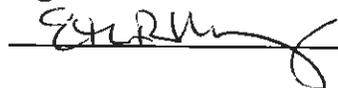
To pay the salary for the Acting Emergency Management Director (Acting Fire Chief), while the Emergency Management Director (Fire Chief) is on paid medical leave. Actual expenses will depend on the duration of the leave.

Sean R. Reardon, Mayor:



Date: 1/24/2023

Ethan R. Manning, Auditor:



Date: 1/24/2023

City Council Action:

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

December 12, 2022

THAT, the CITY COUNCIL of the City of Newburyport accepts with gratitude a gift from Karen Jones, in the amount of \$15,000.00 to be used for the purpose of resurfacing, lining and improving multi-sport tennis and pickleball courts at Cashman Park. Said funds are accepted in accordance with M.G.L. Chapter 44, Section 53A.

Councillor Sharif I. Zeid

In City Council December 12, 2022:

Motion to refer ORDR00400, ORDR00401, ORDR00403 collectively to Budget & Finance by Councillor Zeid, seconded by Councillor Lane. So voted.

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

January 30, 2023

THAT, The CITY COUNCIL of the City of Newburyport accepts with gratitude a gift from the Rotary Club of Newburyport, in the amount of \$6,182 to be used for the purpose of creating an accessible playground at the Bartlet Mall. Said funds are accepted in accordance with M.G.L. Chapter 44, Section 53A.

Councillor Sharif I. Zeid

In City Council January 30, 2023:

Motion to refer ORDR00414 to Budget & Finance, to refer ORDR00415 to General Government, and to refer ORDR00417, ORDR00418, and ORDR00419 to Community Services by Councillor McCauley, seconded by Councillor Preston. Roll call vote. 11 yes (1 remote, BL). Motion passes.

Committee Items – February 13, 2023

General Government

In Committee:

- APPT00373_01_30_2023

KP Law 101 Arch St. Boston City Solicitor 2/1/2024 (COTW)



CITY OF NEWBURYPORT
OFFICE OF THE CITY CLERK

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
SEAN R. REARDON, MAYOR
2023 JAN 23 P 2:45
60 PLEASANT STREET - P.O. Box 550
NEWBURYPORT, MA 01950
978-465-4413 PHONE
MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Sean Reardon, Mayor
Date: January 30, 2023
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named firm to serve in the office of City Solicitor. This term will expire February 1, 2024.

KP Law
101 Arch Street, 12th Floor
Boston, MA 02110

Committee Items – February 13, 2023

Planning & Development

In Committee:

- COMM00455_12_12_2022 Net Zero report West End Fire Station
- APPT00366_01_09_2023 Christopher Sawtelle 20 Summer St. Historical Comm. 2/1/2026
- APPT00376_01_30_2023 *Confirmatory* Jennifer Blanchet 4 Island Lane Zoning Administrator 12/31/2024

Re-Appointments

- APPT00363_01_09_2023 Jennifer Blanchet 4 Island Ln., Newbury Zoning Admin. 12/31/23
- APPT00369_01_30_2023 Carole Wagan 9 Olive St. Conservation Comm. 2/1/2025
- APPT00370_01_30_2023 David Vine 47 Marlboro St. Conservation Comm 2/1/2025
- APPT00374_01_30_2023 Karen Wiener 7 Lincoln St. Affordable Housing Trust 2/1/2025
- APPT00371_01_30_2023 Susanne Marzi Cameron 17 Hancock St. Affordable Housing Trust 2/1/2025
- ORDR00416_01_30_2023 Newburyport Multi-Hazard Mitigation Plan 2022



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

SEAN REARDON
MAYOR

MEMORANDUM

TO: CITY COUNCIL
FROM: GEORDIE VINING, SENIOR PROJECT MANAGER
CC: STEVE BRADBURY; ANDREW PORT; MOLLY ETTENBOROUGH
SUBJECT: NET ZERO ENERGY REPORT – WEST END FIRE STATION PROJECT
DATE: 12/1/22

Please see the Net Zero Energy Report for the design of the West End Fire Station, as approved by the Mayor, meeting the requirements of Ordinance Section 5-48 (ODNC00111_05_09_2022) as amended on 8-29-22.

Based upon the consultants' analysis and the building systems selected, the new West End Fire Station is projected to be an efficient Net Zero Energy Building, generating as much clean energy on-site as it will consume during the course of each year.

The building will also be eligible for the new federal "direct payment" credit of 30% of the investment in the solar photovoltaic system, as well as state rebates.

We have forwarded the report to the Energy Advisory Committee and are having the report posted on the City's website.

Thank you.

NEWBURYPORT WEST END FIRE STATION PROJECT

NET ZERO ENERGY REPORT:

Projected Facility Energy Usage & On-Site Generation Analysis

October 27, 2022

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I. NET-ZERO ENERGY STUDY

A. Achieving a Net-Zero Energy Building

The path to achieving a Net-Zero Energy Building begins with on-site energy production. In the case of the new Newburyport West End Fire Station, electric power is planned to be generated through the installation of 258 photovoltaic energy panels mounted to the roof. The building also needs to conserve its energy through construction of a super-insulated, air-tight building envelope. This will be accomplished by installing well insulated, high-mass walls using an Integrated Concrete Form (ICF) wall system. Natural light reduces the need for artificial lighting, thereby reducing energy consumption. We selectively located thermally broken, triple-glazed, windows to provide natural lighting, where needed, while limiting their total area to maintain a high insulative value of the building envelope.

Heating, Ventilation and Cooling represent a substantial portion of a buildings' energy consumption so finding a system that is very efficient for this size and type of building is critical to achieving Net-Zero Energy success. The two most efficient HVAC systems are Variable Refrigerant Flow (VRF) heat-pump systems in either an air-to-air heat exchange type or a geothermal system. Equipment of each system is similar in cost, but the geothermal system requires the additional & costly installation of wells as means to temper liquid refrigerant. This represents a higher initial cost can sometimes be offset by its greater efficiency over time. What follows is our evaluations and conclusions for each of these major building components.

1. Energy Production – Solar Panel Selection

The selection of solar panels is critical to producing as much, or more, energy than will be consumed by the new fire station. At the outset we understood the new fire station building, and site, to be small and thus not able to accommodate a large enough array of photovoltaic panels to generate all the power needed. Our intention was to produce as much power as possible and the City would supplement any additional power needs through the purchase of Green Power from outside sources. This goal drove the design to feature a flat roof to effectively fit as many, southerly oriented solar panels, as possible to maximize the on-site production of electricity.

We investigated two types of Solar Panels, the "Standard 300W Polycrystalline Panel" and a developing technology of "Thin Film Panels" that can provide full coverage of the roof, as they can be walked upon and not require a service walkway. These panels have a slightly lower energy production per panel but the configuration covering the entire roof posed a net gain in power production for the Thin Film Panel. However, as a developing technology there is not a long track record of information available as to their performance and durability aside from marketing information. In the end it was decided by the City's Administration and the Design Team that the standard, tried-and-true, Polycrystalline Solar Panel would be a more prudent path to follow. With this selection we can provide 258, 300W solar panels upon the building's roof using a U.S. made Sunflare LITEMOUNT 60 panel as our design basis for this study. Please note panel technology and efficiency is improving so the actual panel used may differ when bid. The electrical specifications will provide panel requirements and total roof output, but the contractor has the choice of which specific panel to deliver within those parameters.

SOLAR PANEL SELECTION: 300 W POLYCRYSTALLINE SOLAR PANELS (258 Panels)

2. Envelope and Insulation

After establishing a flat roof to maximize energy production our next task was to determine the best wall and roof systems to provide the highest possible insulative value, or R-value, for the building. Our investigation had us narrow the selection to two finalists for walls: An Integrated Concrete Form (ICF) system or a Double Wood Stud Wall system. Both would provide a high R-value, but the ICF wall system was selected based on the recent pandemic economy of wood vs. concrete. During this time wood demonstrated wild dramatic upswings in cost and periods of limited availability while concrete presented a slow upward curve in cost and remained readily available. The ICF solution also has the added benefit of providing a high thermal mass that will resist daily fluctuations of outdoor temperatures while providing a very sturdy envelope that can withstand even the worst storms that New England has to offer. The longevity of the ICF System is another positive benefit. The cost of both systems were similar.

The roof structure will be supported by wood timber and wood joist construction with R-60 insulation covered by a metal standing seam roofing system. Approximately 258 solar panels will be attached, using specialized clips, to the standing seams of the metal roof to provide a lower profile than is typical. This enables the building to retain a residential, lower scale appearance which is more compatible with the neighborhood.

WALL SYSTEM SELECTION: INTEGRATED CONCRETE FORM (ICF) SYSTEM - R30 INSULATION

ROOF SYSTEM: METAL STANDING SEAM WITH, R60 INSULATION

3. Energy Efficient Heating & Cooling: Variable Refrigerant Flow (VRF) Air System vs. Ground Sourced Heat Pumps

The third major decision for a Net-Zero Energy Building is determining the most energy efficient heating and air conditioning system for the building as it operates 24-hours a day, seven days a week. Our conclusion at the end of the Study Phase was that the economics of a geothermal system would not pan out due to the high initial cost of the geothermal well field and the system only yielding a 4% greater efficiency than a VRF Air-cooled Heat Pump System. However, Winter Street was informed that there was

still interest in pursuing a geothermal heating and cooling system. In response Winter Street did some additional research and found an interesting report on a study performed by *Oklahoma State University and Oak Ridge National Laboratory* that evaluated the relative heating and cooling performance of a VRF Air-to-Air and a Geothermal system that had been installed, on separate floors, at the American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) headquarters in Atlanta.

When ASHRAE contracted a major renovation of their two-story, 66,700-sq-ft building in Atlanta, it established a “living lab” for the evaluation of commercial-building energy and sustainability performance. ASHRAE contracted a research team from Oklahoma State University and Oak Ridge National Laboratory to evaluate, over a two-year period, the relative performance of the VRF Air-to-Air system and Ground Sourced Heat Pump systems that they had installed in each of the first and second floors of their Atlanta headquarters. The VRF system serves spaced on the first floor, while the Ground Sourced Heat Pump system primarily served spaces on the second floor. A dedicated outdoor-air system, meanwhile, supplied fresh air to both floors. The study of heating and cooling performance at the ASHRAE building proved that over a two-year period—with all variables accounted for—energy use by the geothermal system averaged 44 percent less than the VRF system.

This was a very compelling story in favor of geothermal heating/cooling and Winter Street, with our consulting engineering team of Andelman/Lelek Engineers (ALE) and C.A. Crowley Engineering, once again assumed the task of comparing the two systems. ALE created and evaluated an eQUEST energy model of each HVAC system based on Winter Street’s building design. Unfortunately, our new study yielded comparable results to our initial study. The Geothermal Heat-Pump system was only 4% more efficient than the VRF Air-to-Air heat pump system but required the additional expense of installing six (6) geothermal wells, around 400-500 feet deep, that would cost approximately \$120K more than the Air VRF system. Additionally, installation of the well field would delay the overall construction of the building by 3-4 weeks, adding additional General Conditions costs to the project. It was concluded that the design team would proceed with employing the VRF Air-to-Air Heat Pump System for the project. See the following cost comparative table for additional details.

HVAC SYSTEM SELECTION: VRF Air-to-Air Heat Pump

LIFE CYCLE COST ANALYSIS - COMPARISON OF AIR-SOURCE VRF AND GEOTHERMAL HEAT PUMP SYSTEMS

Newburyport Fire Station 2 HVAC Options	Annual Electricity Cost	Installation Cost	Annual Maintenance Costs	Cumulative Life Cycle Cost Over a 20 Year Period
Option 1: Air-sourced VRF	\$21,383	\$396,000	\$11,880	\$891,671
Option 2: Geothermal VRF	\$19,332	\$496,600	\$14,898	\$940,651

Assumptions (per project team):

Installation cost:

Air source heat pumps (VRF) \$ 408,000 based on \$60/sf (6,800 sf)
 Geothermal heat pumps (VRF) \$ 541,600 based on \$62/sf (6,800 sf) + \$20,000/geothermal well and 6 wells

NGrid incentive (heat pump adder):

Air source heat pumps (VRF) \$ 12,000 based on \$1,200 per ton of capacity and 10 tons
 Geothermal heat pumps (VRF) \$ 45,000 based on \$4,500 per ton of capacity and 10 tons

Net installation cost:

Air source heat pumps (VRF) \$ 396,000
 Geothermal heat pumps (VRF) \$ 496,600

Annual maintenance cost based on 3% of installation cost

Useful life of equipment

Air source heat pumps (VRF) 20 years
 Geothermal heat pumps (VRF) 50 years ground wells, 20 years all other elements

Why did our study vary so much from the ASHRAE Atlanta Headquarters study? Scale and location are two major factors. The Atlanta facility is over ten times the size of the West End Fire Station and is located at a prime latitude for geothermal heating/cooling due to the balanced thermal needs of both in that climate. Here in the North-East we have a colder, more heating centric climate. These facts, together with the examples cited during the Study Phase substantiate our findings that support the implementation of a VRF air-to-air system.

HVAC SYSTEM SELECTION: VRF AIR-TO-AIR HEAT PUMPS

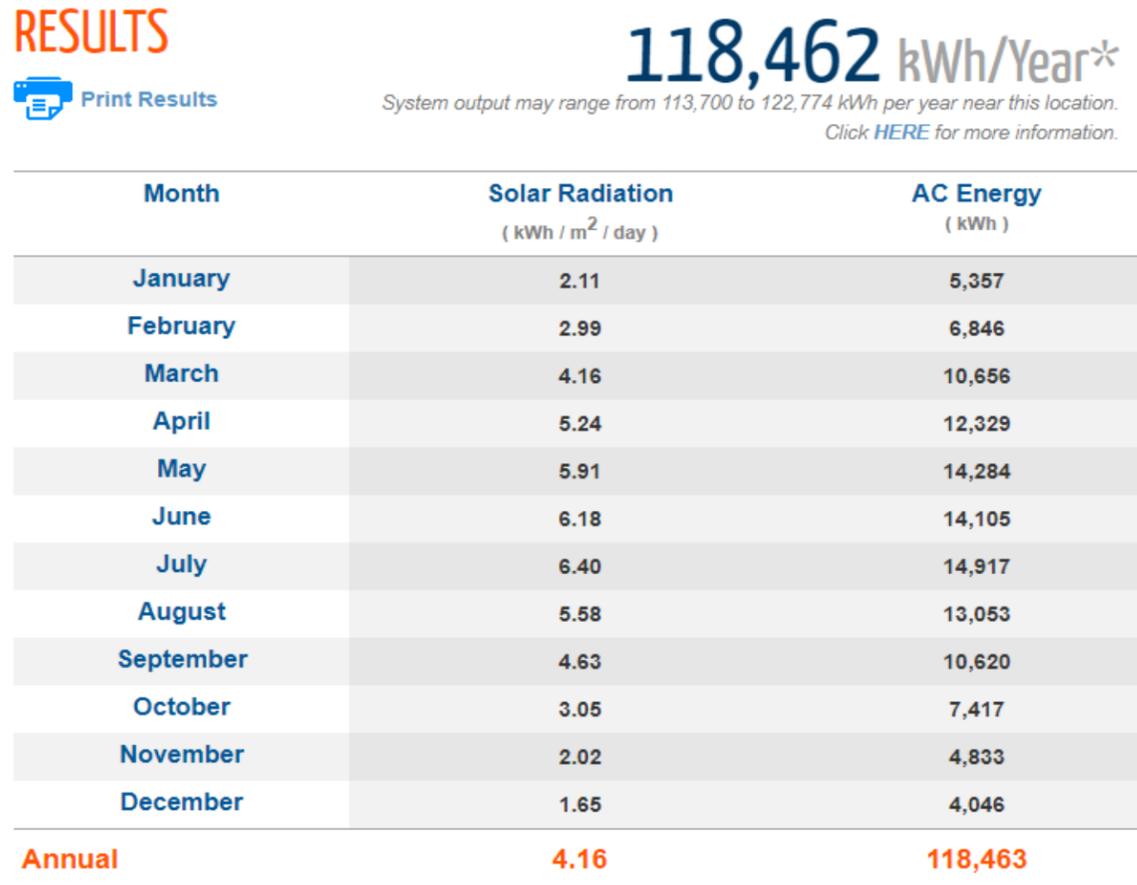
B. SUMMARY OF METHODS EMPLOYED TO ACHIEVE A SUSTAINABLE, NET-ZERO ENERGY BUILDING

1. **Wall Insulation:** Super-Insulated / High Thermal Mass Wall Construction Utilizing Integrated Concrete Form (ICF) System with Minimal Air Infiltration and R-30 Insulation Value
2. **Openings:** Triple-Pane Insulated Windows Strategically Employed to Provide Natural Light Where Needed to Reduce the Use of Man-Made Lighting but Limited to Provide a High Level (R30) of Wall Insulation
3. **Apparatus Room Bi-Fold Doors and Air Locks:** Bi-Fold Doors are Faster Acting than Standard Overhead Doors for the Apparatus Room to Minimize Air-Infiltration Coupled with Air Locks (Vestibules) to Provide a Baffle Between the Exterior and Apparatus Room Environments and the Conditioned Living and Office Spaces
4. **Roof:** Metal Standing Seam Roof with “Clip” System to Support Low-Profile Photovoltaic Panels (258); Supported by Wood Timber Structure and having an R-60 insulation value.
5. **Sustainable Exterior Siding:** Long-Life/Low maintenance Cementitious Siding for a Durable Exterior with Residential Aesthetic
6. **High Efficiency Heating, Ventilation, and Air Condition (HVAC) System:** Provide an All Electric, State-of-The-Art, Variable Refrigerant Flow (VRF) Air-to-Air Heat Pump System with a Building Management System to Improve Economy and Efficiency
7. **Energy Efficient LED Lighting and Electric Appliances and Equipment:** All Appliances to be Energy-Star Rated and LED Lighting Installed Throughout
8. **Occupancy Sensors:** To Control Lighting Operation and Reduce Energy Use by Turning Lights Off in Vacant Areas of the Building
9. **Low-Flow Plumbing Fixtures:** All Plumbing Fixtures and Fittings to be of the Low-Flow Type to Conserve Water
10. **Utilize Drought Resistant Landscape and Native Species:** Employ Plant Species that are Native and Drought Tolerant to Reduce Water Consumption and Require Little Maintenance
11. **Electric Vehicle (EV) Ready Charging:** Providing Conduit from the Electric Panel to Parking Area for Future Installation of a Charging Station

C. Electricity Generation vs. Energy Consumption

Solar Power Generation

We are able to install 258 standard-sized (65.6”x 39.2”) 300W photovoltaic panels on the roof of the new West End Fire Station. Using a basic Photovoltaic Watts Calculator available on the internet and filling out our location and several parameters of our intended system we calculated energy production to be approximately **118,462kWh/Year**, as shown below.



Location and Station Identification	
Requested Location	153 Storey Ave Newburyport MA
Weather Data Source	Lat, Lng: 42.81, -70.9 1.1 mi
Latitude	42.81° N
Longitude	70.90° W
PV System Specifications	
DC System Size	100 kW
Module Type	Premium
Array Type	Fixed (roof mount)
Array Tilt	2°
Array Azimuth	180°
System Losses	14.08%
Inverter Efficiency	96%
DC to AC Size Ratio	1.2
Performance Metrics	
Capacity Factor	13.5%

Figure 1-Photo Voltaic Watts Calculator

The calculator cautions that there are variables that may not be reflected in the actual system such as variations in PV Technologies, site specific characteristics, plug loads, actual thermostat set points, and such, but our Electrical Engineer has vouched that this calculator it has been fairly accurate in her past work. It also features a 20% hedge factor to make up for such variables. The energy use model also has assumptions, variables and caveats as to its ultimate accuracy but at this point we are looking at the general nature of the system. We have informed the City that should the photovoltaic system fall short of required production then Green Power is to be purchased to subsidize the system to maintain the City’s goal of Net-Zero Energy. That said, at this point we are optimistic that the system will produce enough electricity to power the new station. See anticipated energy consumption below.

Energy Consumption

Andelman and Lelek Engineers developed an eQUEST Energy Model of the new fire station based on the latest design utilizing the VRF Air-to-Air HVAC system to simulate the building’s actual energy consumption. Below is a table generated by the eQUEST software demonstrating the anticipated monthly power consumption of the building, for a year. The total consumption estimated to be 85,698 kWh/year and **represents an amount nearly 27% less than the anticipated energy generation.**

```

Newburyport Fire Wizard                                DOE-2.3-50h   9/08/2022   19:29:40   BDL RUN 1
REPORT- ES-E Summary of Utility-Rate:                NGRID G-3 2021                                WEATHER FILE- BOSTON LOGAN INT' MA
-----
RESOURCE: ELECTRICITY                                DEMAND-INTERVAL 15                                3413. BTU/KWH
BILLING-DAY: 31                                     RATE-LIMITATION: 0.0000
METERS: EM1
POWER-FACTOR: 0.80                                EXCESS-KVAR-FRAC: 0.75                                EXCESS-KVAR-CHG: 0.0000

RATE-QUALIFICATIONS                                BLOCK-CHARGES                                DEMAND-RATCHETS                                MIN-MON-RATCHETS
-----
MIN-ENERGY: 0.0                                NGrid Electric Peak
MAX-ENERGY: 0.0
MIN-DEMAND: 0.0
MAX-DEMAND: 0.0
QUALIFY-RATE: ALL YEAR
USE-MIN-QUAL: NO

MONTH  METERED ENERGY KWH  BILLING ENERGY KWH  METERED DEMAND KW  BILLING DEMAND KW  ENERGY CHARGE ($)  DEMAND CHARGE ($)  ENERGY CST ADJ ($)  TAXES ($)  SURCHRG ($)  FIXED CHARGE ($)  MINIMUM CHARGE ($)  VIRTUAL RATE ($/UNIT)  TOTAL CHARGE ($)
-----
JAN    11979    11979    34.9    34.9    2565    415    0    0    0    30    0    0.2512    3010
FEB    9944    9944    28.1    28.1    2129    334    0    0    0    30    0    0.2507    2493
MAR    9321    9321    22.1    22.1    1996    263    0    0    0    30    0    0.2455    2288
APR    7177    7177    17.0    17.0    1537    202    0    0    0    30    0    0.2465    1769
MAY    5207    5207    14.3    14.3    1115    170    0    0    0    30    0    0.2526    1315
JUN    4743    4743    12.1    12.1    1016    144    0    0    0    30    0    0.2509    1190
JUL    5430    5430    13.7    13.7    1163    163    0    0    0    30    0    0.2497    1356
AUG    5261    5261    12.8    12.8    1126    152    0    0    0    30    0    0.2487    1308
SEP    4420    4420    10.8    10.8    946    128    0    0    0    30    0    0.2498    1104
OCT    5307    5307    13.4    13.4    1136    160    0    0    0    30    0    0.2499    1326
NOV    7363    7363    21.9    21.9    1577    260    0    0    0    30    0    0.2536    1867
DEC    9546    9546    23.7    23.7    2044    282    0    0    0    30    0    0.2468    2356
TOTAL  85698    85698    34.9    34.9    18350    2673    0    0    0    360    0    0.2495    21383
    
```

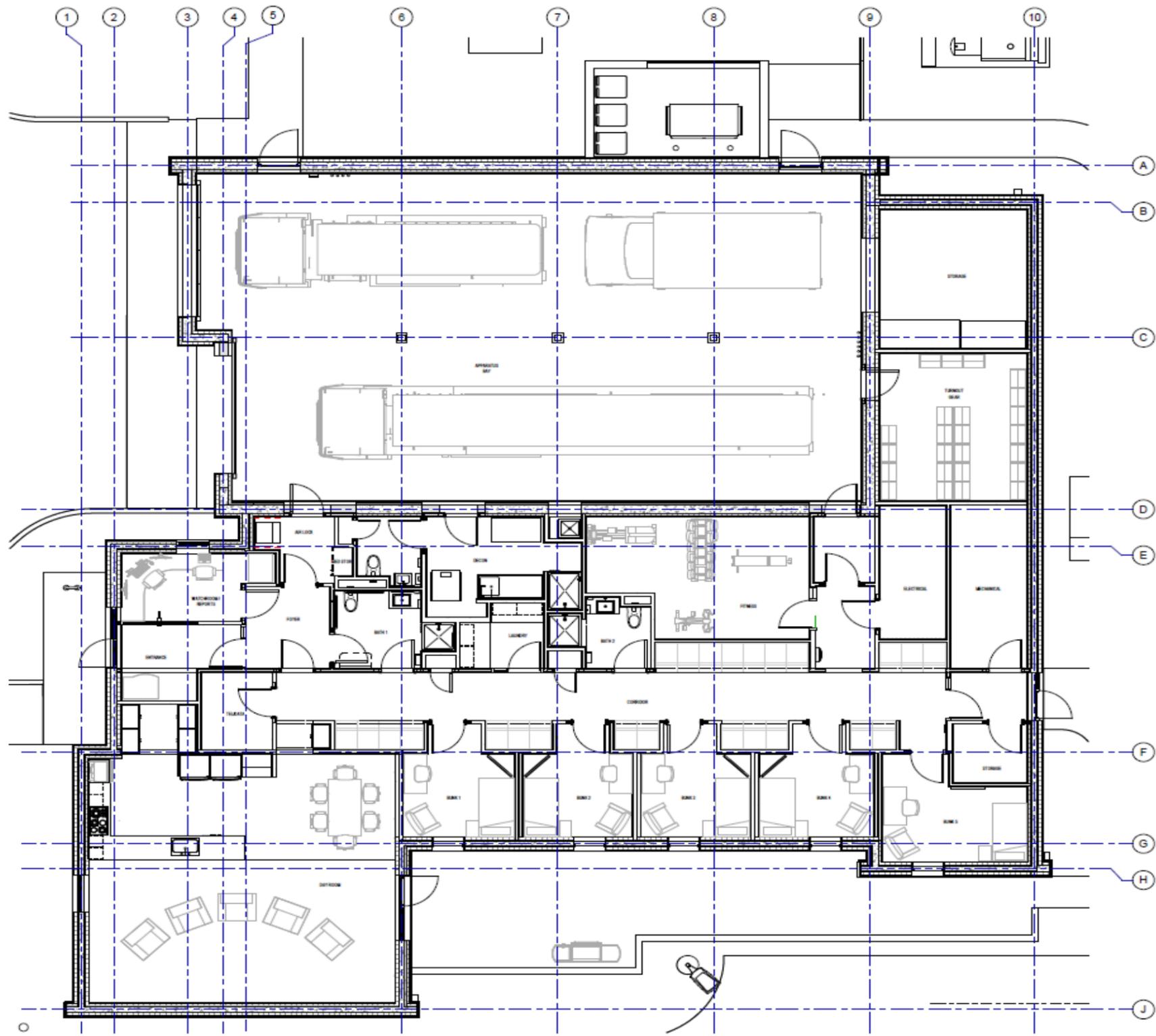
Figure 2- Estimated Fire Station Energy Consumption

D. SUMMARY

We have taken a step-by-step analysis and selected building systems to provide the City of Newburyport the best value in construction of a new Net-Zero Fire Station. We reduced the size of the building during the Study Phase to keep construction cost minimal and have selected building materials and systems based on achieving a Net-Zero Energy Building. We evaluated our choices by developing an eQUEST Energy Model of the building to demonstrate its power use and calculated the anticipated energy produced by the rooftop PV Panels. The results are promising that Net-Zero Energy is achievable without a Green Power subsidy. If not, the building will still produce most of the energy it consumes with minimal subsidy required.

II. APPENDIX

- A. Rendered Landscape Plan – MDLA
- B. West End Fire Station Floor Plan – WSA
- C. West End Fire Station Elevations - WSA
- D. Exterior Building Rendering - WSA
- E. Energy Use Intensity Report (EUI) - ALE
- F. Preliminary Load Calculations Option 1 – Owl Engineers
- G. Preliminary Load Calculations Option 2 – Owl Engineers
- H. Life Cycle Cost Analysis – ALE
- I. Anticipated Yearly Energy Consumption Table - ALE



LEVEL 1 - PRESENTATION
1/8" = 1'-0"

WINTER STREET ARCHITECTS
 27 Congress Street
 Newburyport, MA 01950
 978.744.7209
 WSArchitects.com

JOHN F. CUTTER JR. FIRE STATION
 155 Storey Avenue
 Newburyport, MA
 01950

Project Number: 4139.0000

DESIGN DEVELOPMENT

Date Issued:
 28 SEPTEMBER 2022

NO.	DESCRIPTION	DATE

PLAN - PRESENTATION

A1.00

© 2022, Winter Street Architects, Inc.



JOHN F. CUTTER JR FIRE STATION
Newburyport, MA

Energy Use Intensity (EUI) Report
Based on Progress Set dated July 22, 2022

Final Report
August 31, 2022

PREPARED FOR

Winter Street Architects, Inc
27 Congress Street
Salem, MA 01970

PREPARED BY

Andelman and Lelek Engineering, Inc.
1408 Providence Highway
Norwood, MA 02062
(781) 769-8773

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Facility Description	4
Analysis Methodology	7

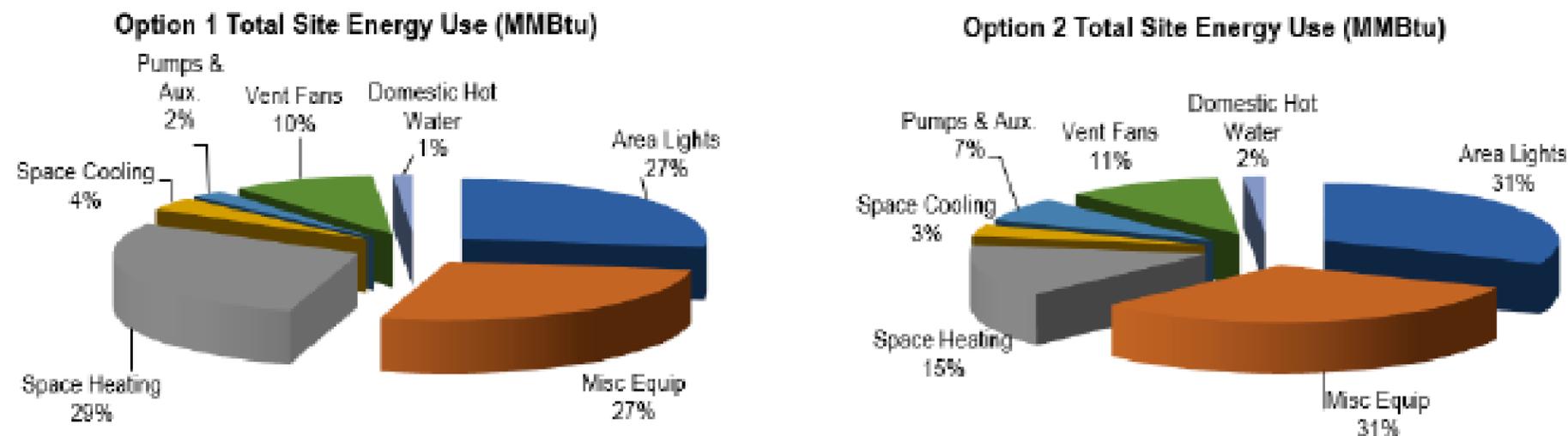
EXECUTIVE SUMMARY

Andelman and Lelek Engineering, Inc. (ALE) was retained by Winter Street Architects, Inc. to complete an energy performance analysis for the new fire station in Newburyport, MA. The main objective of the study is to create an energy consumption simulation model in order to estimate annual energy use for the building and to determine the building's hourly electric demand for 8760 hours of the year in order to aid the ongoing design of a new PV system for the site.

This report is based on information from the Progress Set dated 7/22/2022 and information provided by the design team, including a description of the proposed mechanical systems and equipment cut sheets.

Option 1 (air-cooled systems) is estimated to use 71,957 kWh per hour (38.7 kBtu/sf/yr of site energy) with an electric cost of \$17,516. Option 2 (geothermal) is estimated to use 62,550 kWh (33.7 kBtu/sf/yr of site energy) with an electric cost of \$15,041. Hourly electrical demand for both options is provided under separate cover in an Excel spreadsheet. The breakdown of energy by end use is shown in Figure 1 below.

Figure 1 – Summary of Annual Energy Consumption by End Use



Please note that there are many factors which may cause the building's actual energy use to differ from modeled energy use. These include weather, actual patterns of use, plug load variations, operating controls, etc.

FACILITY DESCRIPTION

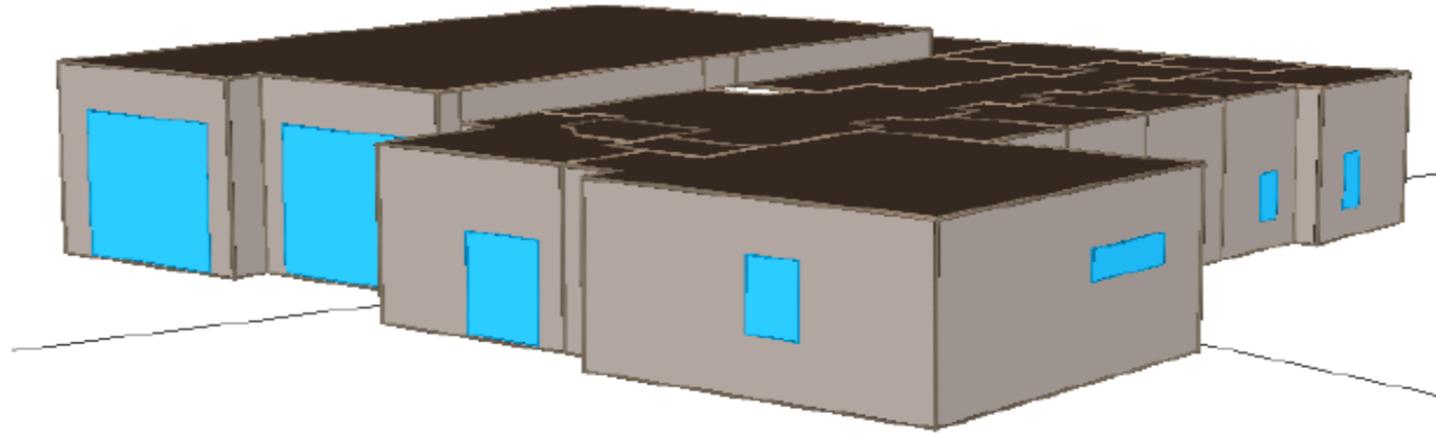


Figure 1: eQuest model of the Newburyport Fire Station

General

The John F. Cutter Jr. Fire Station is located at 153 Storey Avenue in Newburyport, MA. The building design occupancy was estimated to be 5 with a peak occupancy of 10 during shift changes. The building is assumed to be occupied 24/7.

Architectural

The building has one floor and an area of 6,340 sf (per eQuest model). Spaces include the apparatus bay, day room, bunk rooms, fitness room, watch room and storage.

Wall Constructions:

- 10" concrete walls with R-35 insulation. Overall U-0.027

Roof Constructions:

- Roof has 10" polyisocyanurate (min R-60). Overall U-value U-0.016

Fenestration

The building includes triple-glazed aluminum framed windows with assumed SHGC of 0.3 and overall U-value of 0.28. The window to wall ratio is approximately 13.7%. There are two 14'x14' doors for the apparatus bay.

Mechanical Systems

There are currently two options being considered. Both are all-electric designs.

Space temperature setpoints are assumed to be constant at 70°F in heating mode and 75°F in cooling mode.

Option #1: Air-cooled

- The apparatus bay is served by ERV-1 for ventilation.
 - ERV air-sourced heat pump:
 - Energy recovery effectiveness 68% (winter)/67% (summer)
 - Heating capacity of 28.6 MBh and efficiency of 5.9 COP
 - Cooling capacity of 75.8 MBh and *assumed* efficiency of 12.8 EER
 - Two air-to-water heat pumps provide hot water for radiant floor heating.
 - Heating capacity of 59,100 Btu/hr at 105°F HWST with 4.23 COP
 - Two (2) Pumps P-1&2 serve the heating loop.
 - Four (4) pumps P-3 thru 6 serve the individual zones.
- Most spaces are heated/cooled with air-source VRF heat pumps.
 - 10-ton condensing unit with cooling efficiency of 12.6 EER and heating efficiency of 3.7
- Electric unit heaters electrical/mechanical, foyer and storage spaces.
- An air-cooled heat pump serves the tel/data room, with cooling capacity of 12 MBh and cooling efficiency of 12.0 EER.

Option #2: Geothermal

- Geothermal wells: assumed there will be six 500-foot wells
- The apparatus bay is served by ERV-1 for ventilation.
 - ERV air-sourced heat pump:
 - Energy recovery effectiveness 68% (winter)/67% (summer)
 - Heating capacity of 28.6 MBh and efficiency of 5.9 COP
 - Cooling capacity of 75.8 MBh and *assumed* efficiency of 12.8 EER
 - Two water-to-water heat pumps provide hot water for radiant floor heating.
 - Heating capacity of 56,500 Btu/hr at 105°F HWST with 6 COP
 - Two (2) Pumps P-1&2 serve the ground water loop
 - Two (2) Pumps P-3&4 serve the heating loop.
 - Four (4) pumps P-5 thru 8 serve the individual zones.
- Admin & Living spaces are served by water-sourced VRF heat pumps
 - Cooling efficiency of 13.4 EER
 - Heating efficiency of 5.5 COP
 - Pump P-9 serves the condenser water/geothermal loop.
- Electric unit heaters electrical/mechanical, foyer and storage spaces.
- An air-cooled heat pump serves the tel/data room, with cooling capacity of 12 MBh and cooling efficiency of 12.0 EER.

Electric Lighting Systems

Lighting power density is 0.48 W/sf, as estimated by the electrical engineer. Total building light power is estimated at 3.1 kW (based on 6,340 sf)

Miscellaneous equipment loads are assumed to be as follows:

- 0.2 W/sf for bunk rooms
- 1.5 W/sf for mechanical/electrical rooms
- 0.5 W/sf for day room and watch room
- 0.1 W/sf for the apparatus bay
- 0.75 W/sf for fitness room
- 0.1 W/sf for corridors, stairs, storage, etc.
- The IT room is assumed to have equipment loads corresponding to 30% of the cooling capacity of the a/c unit serving the space.

Equipment (plug loads) loads comprise all non-HVAC equipment plugged into convenience outlets, including computers, printers, monitors, kitchen equipment, clothes washer and dryer, etc.

Domestic Hot Water Systems

The domestic hot water loads for this project are expected to include lavatory sinks, kitchen uses, clothes washer and showers. It was assumed the domestic hot water would be provided by an electric water heater.

ANALYSIS METHODOLOGY

To analyze the future energy consumption patterns of the building, a computer model of the facility was developed and building consumption simulations were performed using the eQuest building analysis program. eQuest uses the latest DOE-2.3 building energy analysis software as its calculating engine version (3.65 build 7165). This very flexible program permits modeling of a variety of building types and components including complex building geometry, lighting systems, HVAC systems, central plant equipment, and utility rate structure. Boston, MA TMY3 weather data was used in the analysis. The eQUEST model was compiled using information obtained from the Progress Set dated 7/22/2022 and information provided by the design team, including a description of the proposed mechanical systems and equipment cut sheets.

LIFE CYCLE COST ANALYSIS

Newburyport Fire Station 2 HVAC Options	Annual Electricity Cost	Installation Cost	Annual Maintenance Costs	Cumulative Life Cycle Cost Over a 20 Year Period
Option 1: Air-sourced VRF	\$21,383	\$396,000	\$11,880	\$891,671
Option 2: Geothermal VRF	\$19,332	\$496,600	\$14,898	\$940,651

Assumptions (per project team):

Installation cost:

Air source heat pumps (VRF) \$ 408,000 based on \$60/sf (6,800 sf)
 Geothermal heat pumps (VRF) \$ 541,600 based on \$62/sf (6,800 sf) + \$20,000/geothermal well and 6 wells

NGrid incentive (heat pump adder):

Air source heat pumps (VRF) \$ 12,000 based on \$1,200 per ton of capacity and 10 tons
 Geothermal heat pumps (VRF) \$ 45,000 based on \$4,500 per ton of capacity and 10 tons

Net installation cost:

Air source heat pumps (VRF) \$ 396,000
 Geothermal heat pumps (VRF) \$ 496,600

Annual maintenance cost based on 3% of installation cost

Useful life of equipment

Air source heat pumps (VRF) 20 years
 Geothermal heat pumps (VRF) 50 years ground wells, 20 years all other elements

Newburyport Fire Station



magda@andelmanlelek.com
 To 'Molly Ettenborough'
 Cc Paul Durand; Dana Weeder

REPORT- ES-E Summary of Utility-Rate: NGRID G-3 2021 WEATHER FILE- BOSTON LOGAN INT' MA

RESOURCE: ELECTRICITY DEMAND-INTERVAL 15 3413. BTU/KWH
 BILLING-DAY: 31 RATE-LIMITATION: 0.0000
 METERS: EM1
 POWER-FACTOR: 0.80 EXCESS-KVAR-FRAC: 0.75 EXCESS-KVAR-CHG: 0.0000

RATE-QUALIFICATIONS BLOCK-CHARGES DEMAND-RATCHETS MIN-MON-RATCHETS

MIN-ENERGY: 0.0 NGrid Electric Peak
 MAX-ENERGY: 0.0
 MIN-DEMAND: 0.0
 MAX-DEMAND: 0.0
 QUALIFY-RATE: ALL YEAR
 USE-MIN-QUAL: NO

MONTH	METERED ENERGY KWH	BILLING ENERGY KWH	METERED DEMAND KW	BILLING DEMAND KW	ENERGY CHARGE (\$)	DEMAND CHARGE (\$)	ENERGY CST ADJ (\$)	TAXES (\$)	SURCHRG (\$)	FIXED CHARGE (\$)	MINIMUM CHARGE (\$)	VIRTUAL RATE (\$/UNIT)	TOTAL CHARGE (\$)
JAN	11979	11979	34.9	34.9	2565	415	0	0	0	30	0	0.2512	3010
FEB	9944	9944	28.1	28.1	2129	334	0	0	0	30	0	0.2507	2493
MAR	9321	9321	22.1	22.1	1996	263	0	0	0	30	0	0.2455	2288
APR	7177	7177	17.0	17.0	1537	202	0	0	0	30	0	0.2465	1769
MAY	5207	5207	14.3	14.3	1115	170	0	0	0	30	0	0.2526	1315
JUN	4743	4743	12.1	12.1	1016	144	0	0	0	30	0	0.2509	1190
JUL	5430	5430	13.7	13.7	1163	163	0	0	0	30	0	0.2497	1356
AUG	5261	5261	12.8	12.8	1126	152	0	0	0	30	0	0.2487	1308
SEP	4420	4420	10.8	10.8	946	128	0	0	0	30	0	0.2498	1104
OCT	5307	5307	13.4	13.4	1136	160	0	0	0	30	0	0.2499	1326
NOV	7363	7363	21.9	21.9	1577	260	0	0	0	30	0	0.2536	1867
DEC	9546	9546	23.7	23.7	2044	282	0	0	0	30	0	0.2468	2356
TOTAL	85698	85698	34.9		18350	2673	0	0	0	360		0.2495	21383

Thank you,
 Magda

M. Magda Lelek, P.E., CEM
 LEED Accredited Professional
 Andelman and Lelek Engineering, Inc.
 1408 Providence Highway
 Norwood, MA 02062
 781-769-8773 x301 tel.
 781-755-8069 direct
 781-769-8944 fax



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR

SEAN R. REARDON, MAYOR

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 JAN -5 A 11:45

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

978-465-4413 PHONE

MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: January 9, 2023

Subject: Appointment

I hereby appoint, subject to your approval the following named individual as a member of the Historical Commission. This term will expire on February 1, 2026.

Christopher Sawtelle
20 Summer Street
Newburyport, MA 01950

Christopher Sawtelle

29 Summer Street, Newburyport, Ma.01950
(617) 957-1389
csawtelle@hotmail.com

November 28, 2022

Mayor Sean Reardon

Newburyport City Hall
60 Pleasant Street
Newburyport, Ma. 01950

Dear Mayor Reardon,

I write today to express my interest in becoming a member of Newburyport's Historic Commission. I would consider it a privilege to be nominated.

I have lived in Newburyport since 1974, went to The Kelley School, Nock Middle School, and graduated Newburyport High School in 1986. I now own a home on Summer Street, with my wife Jennifer, and my three children, Benjamin 9 yrs, Isaac 7 yrs, and Julia 5 yrs.

My family moved from a beautiful first period house in Ipswich, Ma. to Newburyport in search of an old home to restore. We first lived on 23 Lime Street where she completed a basic restoration herself. We later moved to 19 Summer Street, and began another restoration project. I grew up in 17th and 18th century homes in various states of restoration. This was the base of my passion and appreciation of old homes. Now I have my own project of restoring a home from 1762 on Summer Street.

As I wrote, I've been in Newburyport since the early days of its redevelopment. I've witnessed historic homes return to their original beauty. It was done by people, not developers, who had a passion for preserving the city's architecture. They did the research, and they did the work. They contributed immensely to Newburyport's historic preservation. The next generation is moving into these homes, and I believe in the importance of conservation of the city's architectural history.

Sincerely,

Christopher Sawtelle

Christopher Sawtelle

29 Summer Street
Newburyport, Ma. 01950
(617) 957-1389
csawtelle@hotmail.com

EXPERIENCE

Motion Pictures, Studio Mechanic IATSE 481, New England — *Leadman/Set Dresser/ SFX*

2005- PRESENT

I decorate movie sets, as well as a member of The Special Effects Team. I've worked on approximately 50 television shows and movies. Three of which have won Academy Awards.

The Rockfish, Newburyport— Head Chef

2001 - 2005

Responsible for daily kitchen operations and menu design..

Norratull, Gavle, Sweden — *Antique Broker*

1989-1994

Located and secured antique items. Procured museum visas and packed shipping containers to the United States.

EDUCATION

Mass Art, Boston

1987-1998

Majored in Graphic Design and minors in drawing and blacksmithing.

Newburyport High School, Newburyport — *HS Diploma*

1984-1986

Teachers assistant Graphic Arts Dept. Wrote a student text book about Newburyport architecture for extra credit.

PROJECTS

29 Summer Street — *Home Restoration*

Returning my home to its 1762 appearance, investigations into its deed history, returning the details which were removed by the previous owner.

SKILLS

Graphic Design

Movie Set Decorations

Carpentry

Osha 10

AWP Certified

Hotworks Certified

AWARDS

Set Decorators Society of
America

Nomination for BEST
ACHIEVEMENT IN
DECOR/DESIGN IN A
CONTEMPORARY FILM

SOUND OF METAL 2020

LANGUAGES

Swedish



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR

SEAN R. REARDON, MAYOR

RECEIVED
CITY CLERK'S OFFICE
2023 JAN 25 P 1:45

60 PLEASANT STREET - P.O. BOX 550

NEWBURYPORT, MA 01950

978-465-4413 PHONE

MAYOR@CITYOFNEWBURYPORT.COM

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: January 9, 2023
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as the Zoning Administrator for the City of Newburyport. This term will expire on December 31, 2024.

Jennifer Blanchet
4 Island Lane
Newbury, MA 01951

JENNIFER T. BLANCHET

4 ISLAND LN, NEWBURY, MA | 617-448-0794 | PLUMISLANDDOGS@AOL.COM

EXPERIENCE

May 2017-
Present

Zoning Administrator and Enforcement Officer, City of Newburyport
Newburyport, MA

Review proposed projects for zoning compliance and issue Building Permit Denials where applicable that indicate what planning review processes are required. Enforce the Zoning Ordinance and uphold decisions and permits that the Zoning Board of Appeals and the Planning Board issue. Respond to complaints, and issue penalties as they relate to violations to the Zoning Ordinance.

September 2016-
April 2017

Site Coordinator and Construction Supervisor, NES Grows (Volunteer)
Newbury, MA

- Served as the technical advisor and job captain to the NES Grows Playground Committee and building committee prior to and during the construction of a brand new, custom designed, all volunteer constructed play yard at Newbury Elementary School. Assisted in securing individual and corporate volunteers from the surrounding communities to participate in this "community build" project.

November 2008-
Present

Architectural Designer, Self Employed
Newbury, MA

- Provide design and drafting services for single family homes to both homeowners and contractors. Performed all aspects of design and production from site documentation and zoning analysis to design development and permit and construction documents while working in conjunction with consulting structural and civil engineers.

April 2005-
November 2008

Project Architect/Manager, EGA Architects
Newburyport, MA

- While at EGA Architects, a full-service firm that specializes in the design or continuing care retirement communities, I was responsible for overseeing the development and coordination of design and construction documents for these large scale residential projects as well as meeting and reviewing projects with owners and municipalities.

EXPERIENCE CONT.

August 1996 to April 2005 **Project Architect/Manager, Perry Dean Rogers and Partners Architects**
· At PDR|P I was involved with all aspects of the design of multi-million dollar educational and civic projects. In addition to my early conceptual work and interviews to win projects, my role included overseeing and participating in the production of design documents for project types including theaters, libraries, arts buildings, dormitories, student centers and historic buildings as well as master planning for private schools and universities. My role also included construction administration through owner occupancy.

May 1992- August 1996 **Landscape Gardener, TLC Landscape Design**
Summer position providing design, installation and maintenance of gardens to private homeowners and businesses in and around Woodstock NY

EDUCATION

August 1991- May 1996 **Bachelors of Architecture - Syracuse University, Syracuse, NY**
Minor in Anthropology

PROFESSIONAL AWARDS

American School and University, Louis I Kahn Award -2007
Design Award for The "Kaleidoscope" Performing Arts Center at Ursinus College
American School and University Educational Interiors Silver Citation-2006
Design Award for The "Kaleidoscope" Performing Arts Center at Ursinus College
Boston Society of Architects K-12 Educational Facilities Design Excellence -2002
Awarded for Design excellence for the Groton School Arts Center

SKILLS

AutoCAD, Microsoft office programs, Essential office functions, basic carpentry



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

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

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: January 9, 2023
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as the Zoning Administrator for the City of Newburyport. This term will expire on December 31, 2023.

Jennifer Blanchet
4 Island Lane
Newbury, MA 01951

JENNIFER T. BLANCHET

4 ISLAND LN, NEWBURY, MA | 617-448-0794 | PLUMISLANDDOGS@AOL.COM

EXPERIENCE

May 2017-
Present

Zoning Administrator and Enforcement Officer, City of Newburyport
Newburyport, MA

Review proposed projects for zoning compliance and issue Building Permit Denials where applicable that indicate what planning review processes are required. Enforce the Zoning Ordinance and uphold decisions and permits that the Zoning Board of Appeals and the Planning Board issue. Respond to complaints, and issue penalties as they relate to violations to the Zoning Ordinance.

September 2016-
April 2017

Site Coordinator and Construction Supervisor, NES Grows (Volunteer)
Newbury, MA

- Served as the technical advisor and job captain to the NES Grows Playground Committee and building committee prior to and during the construction of a brand new, custom designed, all volunteer constructed play yard at Newbury Elementary School. Assisted in securing individual and corporate volunteers from the surrounding communities to participate in this "community build" project.

November 2008-
Present

Architectural Designer, Self Employed
Newbury, MA

- Provide design and drafting services for single family homes to both homeowners and contractors. Performed all aspects of design and production from site documentation and zoning analysis to design development and permit and construction documents while working in conjunction with consulting structural and civil engineers.

April 2005-
November 2008

Project Architect/Manager, EGA Architects
Newburyport, MA

- While at EGA Architects, a full-service firm that specializes in the design or continuing care retirement communities, I was responsible for overseeing the development and coordination of design and construction documents for these large scale residential projects as well as meeting and reviewing projects with owners and municipalities.

EXPERIENCE CONT.

August 1996 to
April 2005

Project Architect/Manager, Perry Dean Rogers and Partners Architects

· At PDR|P I was involved with all aspects of the design of multi-million dollar educational and civic projects. In addition to my early conceptual work and interviews to win projects, my role included overseeing and participating in the production of design documents for project types including theaters, libraries, arts buildings, dormitories, student centers and historic buildings as well as master planning for private schools and universities. My role also included construction administration through owner occupancy.

May 1992-
August 1996

Landscape Gardener, TLC Landscape Design

Summer position providing design, installation and maintenance of gardens to private homeowners and businesses in and around Woodstock NY

EDUCATION

August 1991-
May 1996

Bachelors of Architecture - Syracuse University, Syracuse, NY
Minor in Anthropology

PROFESSIONAL AWARDS

American School and University, Louis I Kahn Award -2007

Design Award for The "Kaleidoscope" Performing Arts Center at Ursinus College

American School and University Educational Interiors Silver Citation-2006

Design Award for The "Kaleidoscope" Performing Arts Center at Ursinus College

Boston Society of Architects K-12 Educational Facilities Design Excellence -2002

Awarded for Design excellence for the Groton School Arts Center

SKILLS

AutoCAD, Microsoft office programs, Essential office functions, basic carpentry



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 JAN 20 A 11: 23

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

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: January 30, 2023

Subject: Re-appointment

I hereby re-appoint, subject to your approval, the following
named individual as a member of the Conservation
Commission. This term will expire on February 1, 2025.

Carole Wagan
9 Olive Street
Newburyport, MA 01950



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA

2023 JAN 20 A 11: 23

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

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: January 30, 2023

Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Conservation Commission. This term will expire on February 1, 2025.

David Vine
47 Marlboro Street
Newburyport, MA 01950



RECEIVED
CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR
2025 JAN 23 P 2:45

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

To: President and Members of the
City Council

From: Sean R. Reardon, Mayor

Date: January 30, 2023

Subject: Re-Appointment

I hereby reappoint, subject to your approval the following
named individual as a member of the Affordable Housing
Trust. This term will expire on February 1, 2025.

Karen Wiener
7 Lincoln Street
Newburyport, MA 01950



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

RECEIVED
CITY CLERK'S OFFICE
NEWBURYPORT, MA
2023 JAN 24 A 9:30

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

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: January 30, 2023
Subject: Re-Appointment

I hereby re-appoint, subject to your approval, the following named individual as a member of the Affordable Housing Trust. This term will expire on February 1, 2025.

Susanne Marzi Cameron
17 Hancock Street
Newburyport, MA 01950

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

January 30, 2023

A RESOLUTION ADOPTING THE NEWBURYPORT MULTI-HAZARD MITIGATION PLAN (MONTH) 2022

WHEREAS, the **City of Newburyport** established a local planning team to work with and assist the Merrimack Valley Planning Commission in the preparation of the ***Newburyport Multi Hazard Mitigation Plan Update 2022*** (hereinafter, "Newburyport HMP"); and

WHEREAS, the Newburyport HMP identifies potential future activities and projects aimed at mitigating potential adverse impacts from floods, winter storms, and other natural hazards in the City of Newburyport; and

WHEREAS, duly noticed workshops and public meetings were held by the City of Newburyport on August 18, 2021 (workshop) and on May 18, 2022 and [Month/Date], 2023 (Listening Sessions) as part of the process of updating the Hazard Mitigation Plan; and

WHEREAS, the City of Newburyport, acting through its various municipal departments, boards, and commissions is committed to implementing these potential mitigation activities and projects as future City funding and personnel resources permit; and

WHEREAS, adoption of this Hazard Mitigation Plan makes the City of Newburyport eligible for funding to alleviate the impacts of future hazards.

NOW, THEREFORE BE IT RESOLVED by the Newburyport City Council adopts the ***Newburyport Multi-Hazard Mitigation Plan 2022*** in accordance with M.G.L. 40 §4 or the charter and ordinances of the City of Newburyport.

Councillor Edward C. Cameron Jr.

Councillor Mark R. Wright

In City Council January 30, 2023:

Councillor Wallace recused. Motion to refer to Planning & Development by Councillor McCauley, seconded by Councillor Cameron. Roll call vote. 11 yes. (1 remote, BL). Motion passes.

Committee Items – February 13, 2023

Public Works & Safety

In Committee:

- APPT00375_01_30_2023 Jamie Tuccolo 19 Quentin Dr. Temp. Dir. DPS 4/16/2023



CITY OF NEWBURYPORT RECEIVED
OFFICE OF THE MAYOR CITY CLERK'S OFFICE
SEAN R. REARDON, MAYOR NEWBURYPORT, MA
2023 JAN 25 A 8:57

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

To: President and Members of the City Council
From: Sean R. Reardon, Mayor
Date: January 30, 2023
Re: Temporary Appointment

I hereby temporarily appoint, subject to your approval, the following named individual as the Director of Public Services. This term will expire on April 16, 2023.

Jamie Tuccolo
19 Quentin Drive
Londonderry, NH 03053

MEMORANDUM

To: President Shand and Members of the City Council

From: Mayor Sean Reardon

Re: Department of Public Services Director

Date: January 24, 2023

At your Meeting on January 30th, you will consider my appointment of Jamie Tuccolo as Director of the Department of Public Services, which will be effective as of January 16th, 2023 and will run through April 16, 2023. I am submitting this communication to give additional information on the reason for this temporary appointment and to request your support.

Following the retirement of Director Anthony Furnari, I appointed Mr. Tuccolo as Acting DPS Director on August 18th, 2022, pursuant to section 3.5 of the City Charter. The Charter allows for up to two extensions of this acting appointment, which I executed with their dates beginning November 16th and December 16th. Mr. Tuccolo's Acting Appointment expired based on the Charter on January 16th, 2023.

Contemporaneously, we have been engaged in a search for the next DPS Department. Because of the importance of this position, I retained the Collins Center, a municipal executive search firm, to lead this hiring process and assist in finding the best candidate for the position. The Collins Center began a thorough process of creating a candidate profile and reviewing the job description in preparation for an exhaustive search. The Collins Center advised that posting the position between mid-November and late-December would be a risk, as most candidates would be distracted by their work in putting together ice and snow preparations and by the holidays. They recommended releasing the position in early January, which is what we decided to do. The position is currently posted and the Mayor's resume screening committee will begin reviewing applications in the next two weeks to make recommendations on candidates to interview and consider for hiring. We aim to have this process completed by the end of February, at which point the selected candidate will be sent to the Council for approval.

This leaves us with a gap between the expiration of the acting appointment and the anticipated conclusion of the hiring process. We have consulted the City Solicitor on how to resolve this situation. The Legal opinion stated that the provisions of Section 3.5 are directory rather than mandatory, and that case law supports this reading. Under this interpretation, as long as the administration is attempting to fill the position and has a procedure in place, the acting appointment could be allowed to continue.

However, because the Charter does state limits on the term of an acting appointment in the case of a permanent vacancy, and because of the importance of this position, the Administration is instead recommending that Mr. Tuccolo be appointed as DPS Director on an interim basis, with his term concluding April 16, 2023. This would allow the Council to vote on this appointment and would build in time for the remainder of the full process to choose the next director. The Council may also wish to vote to suspend their rules and vote on the appointment on January 30th, so that the appointment can be considered sooner. We defer to the Council on this decision. In any case, we believe a temporary appointment is the best solution to this issue, and we look forward to receiving your support.



Jamie J. Tuccolo

📍 Londonderry, NH 03053 📞 (603) 260-1522 ✉ jamie.tuccolo@gmail.com

SKILLS

- RELATED SKILLS:
- Excellent knowledge of Microsoft Word, Excel, and MS Outlook
- Leadership and People Development
- Strong Organizational Skills
- Motivational Leadership
- Computers and Technology
- Contractor Oversight

WORK HISTORY

ACTING DPS DIRECTOR

08/2022 - Current

City of Newburyport

Duties include but not limited to:

- Responsible for the overall management of the Department of Public Services which include Water, Sewer, Fleet Maintenance, Facility Maintenance, Highway Divisions and Water and Sewer business office
- Provide the Mayor and City Council with necessary and appropriate information on projects
- Develop and implement annual Capital, Operations and Maintenance plans and budgets
- Maintain professional management structure and deploy appropriate personnel systems throughout divisions
- Review major design and construction projects
- Ensure proper procurement of goods and services
- Negotiate service contracts and oversee compliance and project management
- Effectively work with consultants to assure quality projects at acceptable costs
- Develop strategies to effectively and efficiently employ City resources with a focus on innovative techniques and best practices
- Ensure proper operation and maintenance of all city infrastructure and public facilities
- Meet with all appropriate officials to ensure compliance with local, state and federal regulations
- Develop strategies to effectively and efficiently employ City resources with a focus on innovative techniques and best practices

DPS DEPUTY DIRECTOR/DIRECTOR OF OPERATIONS 11/2018 - Current

City of Newburyport

Duties include but not limited to:

- Direct Newburyport DPS Water, Sewer Highway divisions daily activities
- Prepare annual DPS operational/capital budgets

- Prioritizing/prepare capital improvement projects
- Purchase of DPS equipment, projecting staffing needs per fiscal year
- Created and maintain several mobile app's allowing staff to find/repair and maintain all aspects of DPS water/sewer/highway operations, including a vacuum system app which was featured in Water Waste Digest (WWD)Magazine 2018
- Created Computerized Maintenance Management System (CMMS) work order system for DPS mechanics, allowing to track all work performed for other departments as well as DPS
- Recreated CMMS work order system for water/sewer/highway divisions, allowing foreman to receive WO's directly on their iPad, thus saving time as well as eliminating the wasteful use of paper
- Designed and implemented mobile time clock and vacation time tracker for all DPS employees
- Developed GPS tracker on all DPS vehicles allowing reports on fuel usage, speed, location, etc.

WASTEWATER DEPARTMENT SUPERINTENDENT

03/2008 to 11/2018

City of Newburyport

Duties included but not limited to:

- Day-to-day management of maintenance staff, budgeting, reporting, and planning of future capital improvements projects
- Supervise lift station, sewer line maintenance, and vacuum system maintenance operators and Wastewater treatment plant operators
- Prepare and maintain sewer yearly operational and capital budgets
- Coordinate day-to-day operations for collection system also Wastewater Treatment Plant
- Troubleshoot and maintain unique vacuum sewer system
- Prepare and maintain all records pertaining to the vacuum and collection system
- Prepare and submit DEP/EPA reports as required
- Manage Inflow and Infiltration (I/I) program throughout the collection system
- Review and approve design plans for all new construction (Sewer and Drain)
- Involved in purchasing of equipment and maintenance vehicles pertaining to the sewer department

COLLECTION SYSTEM OPERATOR

04/2000 to 03/2008

City of Haverhill

- Maintain 32 vacuum prime, submersible, and flooded suction lift stations
- Cleaning and maintaining all catch basins, and drain lines throughout the city
- Responding to all sewer calls, street backups, and lift station failures
- Cleaning and maintaining sewer mains
- Checking and maintaining all combined system overflows (CSO) on and

during storm events

- Created CSO check points allowing the city to be notified of a CSO
- On call once per month for a period of one week for related calls
- Duties while on call included, diagnosing sewer issues at lift stations, residential areas, as well as CSO, acting supervisor on site

ROADS AND GROUNDS CREW SUPERVISOR

05/1994 to 03/2000

Hanscom Air Force Base

- Plowing
- Repairing of all roads and grounds on the base including paving and concrete sidewalk construction
- Supervised maintenance crew of 30 employees
- Maintained roads, sidewalks and provided maintenance of landscaping throughout the base
- Supervised all snowplowing operation
- Supervised maintenance crew of 50 employees during annual air show

EDUCATION

1993-1994

Northern Essex Community College

1993

Whittier Regional Vocational Technical High School

ADDITIONAL INFORMATION

License/Certification:

- NH Commercial Driver's License (CDL) Tanker Endorsement
- OSHA 10
- MA Collection System Grade IV